

GREEN BAY METROPOLITAN SEWERAGE DISTRICT
PROCEEDINGS OF THE COMMISSION

Regular meeting of the Commission held via Zoom videoconference on January 27, 2021.

PRESENT: Commissioners Hasselblad, Blumreich, Mainz, Tumpach, and Hoffmann

ALSO PRESENT: T. Sigmund, P. Wescott, N. Qualls, B. Vander Loop, J. Smudde, T. Brown, B. Bartel, A. Moon, B. Weller-Titus, L. Sarau, P. Mentink, B. Angoli, B. Brown, B. Oldenburg, T. Garrison, E. Houghton, P. Smits, J. Van Sistine, J. Valenta S. Thieszen, J. Cypinski, J. Smies & A. Harrington–Legal Counsel; J. Schneider–Fox River Fiber; E. DeKorne–Greater Green Bay Chamber

Commission President Hasselblad called the meeting to order at 8:30 a.m.

1) Safety moment.

T. Sigmund provided safety tips on carbon monoxide poisoning.

2) Introduce Alex Moon, the new Wastewater Treatment Plant Operator-in-Training.

B. Bartel introduced Alex Moon, who began his employment at NEW Water, the brand of the Green Bay Metropolitan Sewerage District, in May 2019 as a Pretreatment Intern, and in September 2020 moved to the Wastewater Treatment Plant Operator-in-Training position.

A. Moon stated that he has lived in Green Bay for the past twenty years. He attended the University of Wisconsin–Eau Claire, and will be graduating from Northeast Wisconsin Technical College with an Associate’s Degree in Environmental Engineering Technologies. He is happy to be working at NEW Water and is enjoying his time here.

The Commission welcomed him.

3) Adopt Retirement Resolution for Bill Wydeven.

P. Smits stated that Bill Wydeven started at NEW Water as a Mechanic Team Lead in 2009 and then transitioned to Planner Scheduler in 2016. He always came up with new safety ideas and worked hard to promote them.

The Commission expressed its gratitude for his years of service.

Motion #21-001

It was moved by Mainz, seconded by Blumreich, and unanimously agreed to adopt retirement resolution for Bill Wydeven (Resolution #21-001 is on file at the NEW Water offices).

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- 4) Convene in closed session under State Statute 19.85 (1) (g) for the purpose of conferring with legal counsel for the Commission who is rendering oral or written advice concerning strategy to be adopted by the Commission with respect to litigation in which it is or is likely to become involved:
- a) Litigation involving Bayview Interceptor
 - b) Potential litigation resulting from the failure of the granulated activated carbon system of the fluidized bed incinerator
 - c) Potential litigation resulting from wastewater spillage during construction of the Dutchman Creek Interceptor stream crossings

Motion #21-002

It was moved by Blumreich, seconded by Tumpach, and unanimously agreed to convene in closed session under State Statute 19.85 (1) (g) for the purpose of conferring with legal counsel for the Commission who is rendering oral or written advice concerning strategy to be adopted by the Commission with respect to litigation in which it is or is likely to become involved.

- 5) Reconvene in open session.

Motion #21-003

It was moved by Blumreich, seconded by Meinz, and unanimously agreed to reconvene in open session.

- 6) Approval of minutes of Commission meetings held December 2 and 3, 2020.

Motion #21-004

It was moved by Meinz, seconded by Hoffmann, and unanimously agreed to approve the December 2 and 3, 2020 minutes as distributed.

- 7) Election of Officers.

T. Sigmund stated that he received one nomination for each office: Kathryn Hasselblad for President and Jim Blumreich for Secretary.

Motion #21-005

It was moved by Tumpach, seconded by Hoffmann, and unanimously agreed to keep the slate of officers the same for 2021.

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8) **November financials.**

B. Weller-Titus reported November's operating revenues were favorable to budget by \$295,000 or 9% from additional BOD loadings. Year to date total operating revenues were favorable to budget by \$2,400,000 or 7% from additional flow volume and BOD loadings. November's operating expenses were unfavorable to budget by (\$97,000) or (5%) due to additional expenditures in salary/benefits, chemicals, and plant maintenance. November's operating expenses with favorable results had less expenditures in contracted services, natural gas and fuel oil. Year to date total operating expenses were unfavorable to budget by (\$260,000) or (1.26%) from more expenditures in chemicals, power and solid waste disposal. Year to date operating expenses with favorable results had less expenditures in contracted services, interceptor maintenance, and employee development. Net income for the month of November was \$308,000, and year to date was \$4,400,000.

9) **Asset disposal update.**

B. Weller-Titus stated that there will be a significant loss seen because of the disposal of the Green Bay and De Pere facilities.

Commissioner Mainz asked if NEW Water sets money aside yearly to dispose of assets. B. Weller-Titus responded that NEW Water currently does not.

Commissioner Mainz asked when NEW Water will start putting money into the budget for the disposal of assets. B. Weller-Titus replied that it is put into the budget about one year prior to disposal.

10) **Request Commission approval to enter into an agreement with Strand Associates for a Lift Station Assessment and Facility Planning Project for a total authorized amount of \$130,250.**

L. Sarau stated that NEW Water staff has initiated a project to assess the condition and capacity of each lift station. The end result of the project is a facility planning document that covers all the concerns presented in the request for proposal. The facility plan will include recommendations for future projects to accommodate growth of the service area and maintain reliable, cost-effective service through the NEW Water lift stations. Proposals were received from Strand Associates, Donohue & Associates, and McMahon Associates. The selection team utilized a qualification based selection tool to rank the three firms based on project team and personnel, firm qualifications, project approach, schedule and cost.

L. Sarau stated that NEW Water staff is recommending award to Strand Associates to provide services for Lift Station Assessment and Facility Planning Project. NEW Water felt Strand Associates was providing a strong project team, and understood the work proposed for this project. NEW Water has requested additional customer meetings, which allows for more communication with NEW Water customers.

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Commissioner Hasselblad requested that the Facility Plan document is kept updated.

Commissioner Meinz asked if there is a team in place to assess the effectiveness of this plan and decide when NEW Water needs to update its lift stations. L. Sarau responded that there is a team in place consisting of NEW Water staff and engineers from Strand Associates that will be looking at timing for any future updates.

Motion #21-006

It was moved by Blumreich, seconded by Hoffmann, and unanimously agreed to enter into an agreement with Strand Associates for a Lift Station Assessment and Facility Planning Project in the amount of \$118,410 and a contingency of \$11,840 under the authority of the Executive Director for a total authorized amount of \$130,250.

- 11) **Request Commission approval to close out the construction contract for the De Pere Facility Influent Pumping Station HVAC Rehabilitation Project #20-012-CO and issue final payment of \$46,394.09 to Hurckman Mechanical Industries, Inc.**

B. Brown reported that the construction work is done and the contract is ready to be closed. Project went well and air flow through the building has improved.

Motion #21-007

It was moved by Meinz, seconded by Blumreich, and unanimously agreed to close out the construction contract for the De Pere Facility Influent Pumping Station HVAC Rehabilitation Project #20-012-CO and issue final payment of \$46,394.09 to Hurckman Mechanical Industries, Inc.

- 12) **Request Commission approval of Amendment No. 6 for the Bayview Interceptor Project with Brown and Caldwell for additional engineering services and increase the project funding in the amount of \$227,783.**

P. Mentink stated that the machines are now out of the way and tunnels are complete under the highway.

Commissioner Meinz asked what is included with the price increase. P. Mentink replied that Brown and Caldwell have an inspector and project team onsite daily.

Commissioner Hasselblad asked if Brown and Caldwell's rate is the same as last year. P. Mentink replied that it has increased slightly in 2021.

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Commissioner Hoffmann asked if the increased cost is due to the project being delayed because of the tunneling and machine problems. P. Mentink replied that is the reason for the delay.

Motion #21-008

It was moved by Mainz, seconded by Blumreich, and unanimously agreed to approve Amendment No. 6 for the Bayview Interceptor Project with Brown and Caldwell for additional engineering services and increase the project funding in the amount of \$227,783.

13) Sewer plan approvals:

a) Village of Hobart Contract No. 2320-20-01; GBMSD Request #2021-01

GBMSD Request #2021-01 includes 985 feet of 15-inch PVC sanitary sewer in the right-of-way of North Overland Road starting from Larson Orchard Parkway intersection, changing to 200 feet of 12-inch PVC sanitary sewer in the right-of-way of North Overland Drive, and 200 feet of 10-inch PVC sanitary sewer in the right-of-way of Centerline Drive starting from North Overland Drive. Flow will be tributary to the Duck Creek Interceptor.

b) Village of Ashwaubenon Project #56-0121-21; GBMSD Request #2021-02

GBMSD Request #2021-02 includes 1,180 feet of 8-inch PVC sanitary sewer in the right-of way of Vanderperren Way starting from Oneida Street intersection to the manhole on Holmgren Way, changing to 10 feet of 15-inch PVC sanitary sewer in the right-of-way of Holmgren Way heading north from the manhole connecting to the existing sanitary sewer, and 10 feet of 10-inch PVC sanitary sewer in the right-of-way of Holmgren Way heading east from the manhole connecting to the existing sanitary sewer. Flow will be tributary to the Dutchman Creek Interceptor.

c) Village of Bellevue Project #K-16805; GBMSD Request #2021-05

Changes to sanitary sewer pipe size, length and depth have been made to the original sewer plan and is now being resubmitted to NEW Water for Commission approval. The Village of Bellevue Sanitary Sewer Plan/Project #K-16805 Willow Grove First Addition; GBMSD Request 2021-05, includes 853 feet of 8-inch PVC sanitary sewer in the right-of-way of Willow Grove Lane and 516 feet of 8-inch PVC sanitary sewer in the right-of-way of Evening Star Road. Flow will be tributary to the East River Bellevue Interceptor.

d) City of Green Bay 2021 Sanitary Sewer Projects; GBMSD Request #2021-06

GBMSD Request #2021-06 is seeking administrative approval of the City of Green Bay anticipated 2021 projects including Harvest Courts, Grandview Estates, Eaton Heights 2 Subdivision Phase 2, Sitka Heights Subdivision, Lorraine Lane, Cornelius Drive, Excalibur 4th Addition, Edgewood Lane,

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Largo Ridge Estates, The Woods (west of creek), Finger Road Extension Phase 2, Shipyard Parks, Gray Street, South Pearl Street, Bridge Street, Arndt Street, Jackson Street, Maple Street, School Place, Main Street, and Shawano Avenue. Detailed plans will be submitted later in the year for NEW Water staff's technical review. Any sewer extensions not shown or covered within this approval will require individual Commission approval.

Motion #21-009

It was moved by Blumreich, seconded by Mainz, and unanimously agreed to approve the Village of Hobart, Village of Ashwaubenon, Village of Bellevue and City of Green Bay plans for the proposed sewers to serve land located within NEW Water. This approval is subject to favorable approval recommendations from Brown County Planning and final approval by the Wisconsin Department of Natural Resources (WDNR), with the City of Green Bay's approval subject to staff's technical review.

14) MANTECH BOD analyzer update.

N. Qualls stated that in December 2020, NEW Water discovered there was a software issue with the MANTECH biochemical oxygen demand (BOD) analyzer. NEW Water has investigated the software issue and are making the necessary adjustments. Software patches have been installed, tested, and are working properly.

J. Schneider from Fox River Fiber stated that decisions were made in May 2020 to shut down its anaerobic digester based on the incorrect BOD data that was received from NEW Water. Fox River Fiber is now working on getting the plant operational again since the necessary adjustments have been made. Fox River Fiber is hopeful that the plant will be operational by the end of February 2021. In November 2020 Fox River Fiber questioned the data it received from NEW Water. NEW Water notified Fox River Fiber in December 2020 of the software problem, which caused incorrect data to be provided.

15) Update of projects:

a) Project Updates Summary

N. Qualls reviewed the ongoing and future construction projects, along with projects that are in the planning phase.

b) Contract 35 Solids Building 300 Demolition

B. Angoli stated the project is moving along. Pumps have been installed and wired up. Planning for work to be completed by the end of February 2021.

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c) Effluent Reuse Pump Station and Force Main

B. Angoli stated the project is moving along. Pumps have been started and tested. Flow has already been pumped over to Green Bay Packaging.

d) Bayview Interceptor Replacement

P. Mentink stated the contractor was successful at removing both machines that were stuck. Workable tunnels are now established underneath the highway.

Commissioner Mainz asked if the problems with the original design were taken into consideration when moving forward. P. Mentink replied the contractor has found a different way to distribute the load.

16) November and December 2020 Operations report.

P. Wescott reported both facilities were in compliance with all effluent limits for the month of November. The De Pere Facility and Green Bay Facility tied a performance record for ammonia for average daily concentration, average pounds discharged per day, and for total pounds discharged per month. The Green Bay Facility was in compliance with air quality limits.

P. Wescott reported for the month of November the solids processing facility generated nearly 1,412 megawatt hours of electricity through digestion utilizing 96% of biogas. NEW Water received almost 2,015,247 gallons of high strength waste for November.

P. Wescott reported both facilities were in full compliance with all effluent limits for the month of December. The Green Bay Facility tied performance records for ammonia for average daily concentration and average pounds discharged per day. The Green Bay Facility was in compliance with air quality limits.

P. Wescott reported for the month of December the solids processing facility generated nearly 2,860 megawatt hours of electricity through digestion utilizing 93% of biogas. NEW Water received almost 2,159,427 gallons of high strength waste for December.

Commissioner Mainz asked if generating with natural gas is cheaper than purchasing it. P. Wescott confirmed that it is cheaper. Natural gas has saved NEW Water approximately \$17,000 for the month of December.

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17) Executive Director's report:

a) February Commission meeting

The February Commission meeting will be held on Wednesday, February 24, 2021, beginning at 8:30 a.m. via Zoom videoconference.

b) Paul Derricks accepted the Maintenance Planner/Scheduler position

Paul Derricks accepted the Planner/Scheduler position.

c) NEW Water received the 2020 ARMA Milwaukee Innovation Award

NEW Water received the 2020 ARMA Milwaukee Innovation Award. This award recognizes organizations taking steps to support and advance the people, processes and technology needed to further the overall mission of Records and Information Management/Information Governance.

d) Adaptive Management Plan update

NEW Water has received a Conditional Letter of Approval from the WDNR for the Adaptive Management Plan. NEW Water is continuing to work with the WDNR to see how this is incorporated into the preliminary draft permit. A draft is expected to be received the second week in February 2021.

e) COVID-19 paid leave statistics

An update on the utilization of the COVID-19 related leave was provided in the Commission packet.

f) COVID-19 related expenses submitted for reimbursement through the CARES Act

NEW Water partnered with the Village of Bellevue to submit a second round of COVID-19 related expenses. A check has been received for about half of the requested amount.

g) COVID-19 update

An update was given on NEW Water's COVID-19 practices. NEW Water will continue to keep an eye out for when vaccines will become available to staff.

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h) PFAS update

In January 2021, the WDNR collected PFAS samples at NEW Water.

Commissioner Mainz asked if NEW Water took separate samples. B. Oldenburg replied that no samples were collected by NEW Water staff.

i) Community outreach

NEW Water staff has shared new educational outreach tools with its customers, stakeholders, and partners.

There being no further business to come before the Commission, the meeting adjourned at 10:58 a.m.

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Secretary