

**GREEN BAY METROPOLITAN SEWERAGE DISTRICT**  
**PROCEEDINGS OF THE COMMISSION**

Regular meeting of the Commission held via Zoom videoconference on April 28, 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. Weller-Titus, B. Angoli, B. Brown, A. Kowalzek-Adrians, E. Houghton, B. Bartel, P. Smits, S. Thieszen, B. Oldenburg, J. Cypinski, T. Garrison, J. Van Sistine, R. Krause, J. Smies–Legal Counsel

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

**1) Safety moment.**

T. Sigmund provided safety tips on electrical and power safety.

**2) 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**

**Motion #21-026**

It was moved by Blumreich, seconded by Mainz, 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.

**3) Reconvene in open session.**

**Motion #21-027**

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

**4) Approval of minutes of Commission meeting held March 24, 2021.**

**Motion #21-028**

It was moved by Mainz, seconded by Blumreich, and unanimously agreed to approve the March 24, 2021 minutes as distributed.

## GREEN BAY METROPOLITAN SEWERAGE DISTRICT

4/28/21  
Cont'd

### PROCEEDINGS OF THE COMMISSION

#### 5) **January, February, and March financials.**

B. Weller-Titus reported the operating revenues for January were favorable to budget by \$79K or 2% from additional biochemical oxygen demand (BOD) loadings due to Sustana Fiber's pretreatment system being down, and additional septage revenue from a cheese manufacturer. These revenues were offset by Green Bay Packaging's (GBP) reduced loadings due to timing of startup. February's operating revenues were unfavorable to budget by (\$36K) or (1%) due to GBP's reduced loadings, which were offset by additional BOD loadings and septage revenue. March's operating revenues were favorable to budget by \$95K or 3% due to additional BOD loadings and septage revenue, which were offset by less volume due to lower precipitation and GBP reduced loadings. The year-to-date total operating revenues were favorable to budget by \$138K or 1% due to additional BOD loadings and septage revenue. These revenues were offset by less volume due to lower precipitation and GBP reduced loadings due to timing of startup.

B. Weller-Titus reported the operating expenses for January were favorable to budget by \$462K or 22% from less expenditures than budgeted in contracted services, supplementary expenses, power, and plant maintenance. February's operating expenses were unfavorable to budget by (\$1K) or (0.5%) from more expenditures than budgeted in contracted services and chemicals. March's operating expenses were favorable to budget by \$379K or 16% from less expenditures than budgeted in contracted services, plant maintenance, and solid waste disposal. Year-to-date operating expenses were favorable to budget by \$870K or 13% from less expenditures than budget in contracted services, plant maintenance, and office related expenses. The year-to-date operating expenses with unfavorable results had more expenditures in power and natural gas/fuel oil. Net income for the month of January was \$376K, net loss for the month of February was (\$194K), net income for the month of March was \$165K, and net income year-to-date was \$347K.

Commissioner Hasselblad asked if GBP has an anticipated start-up date. N. Qualls replied that there was no clear timeframe received from GBP to-date. S. Thieszen stated that GBP's proposed flows for the 2022 year also look to be lower than expected.

Commissioner Mainz asked if the Sustana Fiber agreement has been signed. T. Sigmund replied yes.

#### 6) **Request Commission approval for Strand Associates to provide design, bidding, and construction-related services for the Green Bay Facility Air Compressor Replacement Project in the amount of \$163,570.**

B. Brown stated that the Green Bay Facility incorporates eight air compressors to satisfy control air and service air requirements throughout the facility. At the request of staff, Strand Associates conducted an evaluation of replacement options for the existing compressors due to increased operational and maintenance problems in recent years.

## GREEN BAY METROPOLITAN SEWERAGE DISTRICT

4/28/21  
Cont'd

### PROCEEDINGS OF THE COMMISSION

B. Brown stated many of the compressors have been in service for roughly 50 years. The report identified a preferred option for compressor replacement and established estimated costs. Staff is requesting Commission approval for Strand Associates to provide design, bidding, and construction-related services for the Green Bay Facility Air Compressor Replacement Project in the amount of \$148,700 and a 10% contingency of \$14,870 to be administered under the authority of the Executive Director for a total amount of \$163,570.

Commissioner Hasselblad asked if staff determined that the scope of services was sufficient. B. Brown replied yes. Commissioner Hasselblad asked if anything was added or removed to the scope of services. B. Brown replied no.

Commissioner Mainz asked if staff solicited any bids for this project. B. Brown replied no due to Strand Associates' current work with the study and familiarity with the proposed project, and the increased growing concern with the mechanical problems with the current compressors. N. Qualls added a direct negotiation was conducted with Strand Associates due to the size and complexity of the project.

T. Sigmund asked if staff was happy with work Strand has done for NEW Water in the past. B. Brown replied yes. T. Sigmund questioned if the current proposal included appropriate costs and fees, as well as level of effort. B. Brown replied yes.

Commissioner Hasselblad stated Exhibit B included a cost breakdown and she asked if there were any concerns with the level of detail provided. B. Brown replied there are many disciplines involved due to the type of the project. He added Strand Associates tends to provide very detailed cost breakdowns.

Commissioner Hasselblad questioned if there were any anticipated delays in the supply chain for equipment. B. Brown stated there are some potential concerns with the lead time for the compressors. N. Qualls added that there is no equipment procurement phase with this agreement; however, staff has internally discussed the possibility of doing an initial equipment procurement phase to accelerate the equipment purchase process for the compressors to break up the project timeline.

#### **Motion #21-029**

It was moved by Blumreich, seconded by Mainz, and unanimously agreed to approve Strand Associates to provide design, bidding, and construction-related services for the Green Bay Facility Air Compressor Replacement Project in the amount of \$148,700 and a 10% contingency of \$14,870 to be administered under the authority of the Executive Director for a total amount of \$163,570.

GREEN BAY METROPOLITAN SEWERAGE DISTRICT

4/28/21  
Cont'd

PROCEEDINGS OF THE COMMISSION

**7) Request Commission approval of the Pump Guard Pump Protection system for the thermal oil system in the amount of \$110,950.**

B. Angoli stated that included with the NEW Water incineration system is a system to recover waste heat from the incinerator exhaust gases. The exhaust gases run through an air-to-oil heat exchanger providing heat to a thermal oil system with an operational temperature range of 390 – 450° F. One of the areas that the thermal oil system is vulnerable to failure is the mechanical seal on the pumps.

B. Angoli stated over time of operation, pump seals fail and need to be replaced. In the thermal oil system high temperatures accelerate the pump seal failure leading to leakage of hot oil, potential for hot oil to spray from the pump seal and potential oil fire. To protect against this, pump seals must be maintained and monitored to provide early detection and mitigation of possible fire. The Pump Guard Pump Protection system equipment is designed to increase seal longevity through forced air cooling, monitoring for detection of seal leaks, housing for hot oil spray protection and fire protection/suppression system. This pump protection system provides protection to plant staff from hot oil spray and potential fire from a failed pump seal.

Staff requested Commission approval of the Pump Guard Pump Protection system for the thermal oil system and authorize a purchase order to Wechsler Technologies and Engineering in the amount of \$105,650 and a 5% contingency of \$5,300 to be administered under the authority of the Executive Director for a total project amount of \$110,950.

Commissioner Hasselblad asked how staff established Wechsler. B. Angoli stated that a study was conducted based off of a safety audit of the incineration system and one of the items from the audit was to install a Wechsler system. Wechsler Technologies and Engineering is the one who designed the original oil system.

**Motion #21-030**

It was moved by Mainz, seconded by Blumreich, and unanimously agreed to approve the Pump Guard Pump Protection system for the thermal oil system in the amount of \$105,650 and a 5% contingency of \$5,300 under the authority of the Executive Director for a total project amount of \$110,950.

**8) Request Commission approval for Jacobs Engineering Group to provide consulting services for execution of the Ashwaubenon Creek and Dutchman Creek Adaptive Management Program in the amount of \$927,657.15.**

## GREEN BAY METROPOLITAN SEWERAGE DISTRICT

4/28/21  
Cont'd

### PROCEEDINGS OF THE COMMISSION

E. Houghton reported the Jacobs Contract Amendment #2 for the Ashwaubenon Creek and Dutchman Creek (ACDC) Adaptive Management Consulting Contract will allow the Jacobs Engineering Group team, which includes Tilth Agronomy and McMahon Associates sub-consultants, to continue assisting with developing and implementing an Adaptive Management (AM) program. Together this team has supported NEW Water's leadership in developing tools, leveraging partnerships, and adaptively managing a watershed-based implementation framework. This framework was successfully built off of the Silver Creek Pilot Project. The team has accomplished numerous tasks, including the conditional approval of an AM Plan in December 2020.

E. Houghton reported the Jacobs team presented an amendment of "Adaptive Management Program Assistance" agreement executed on July 8, 2019 to NEW Water staff for review. Several changes took place that challenged the previous approved contract with Jacobs. Significant time and dollars were utilized by the Jacobs team at the direction of NEW Water program staff to best meet the needs of its AM work including:

- Utilized budget for unforeseen extension on AM Plan draft edits and negotiations with the Wisconsin Department of Natural Resources (WDNR)
- Adjustments in AM implementation strategy in response to AM Plan edits negotiated with WDNR
- Extensive work done upfront on the GIS management database (currently housed with Jacobs) to ensure new and existing workflows could be better captured in the GIS to eliminate human error where possible, consolidate a wide range of program information, and streamline reporting needs

E. Houghton stated efforts with WDNR took a lot longer than anticipated, which affected the current budget and will affect the overall AM Program timeline. The proposed amendment covers work anticipated from June 2021 through December 2022 and extends the contract with Jacobs through December 2023 to allow work to continue after December 2022 if budget allows through reduced efforts over the next 19 months. The current agreement is estimated to last through the end of May 2021. This proposed amendment also includes Silver Creek effort for the 12 months of 2022. The current CH2M Hill/Jacobs Silver Creek Pilot agreement will conclude at the end of December 2021. This amendment builds upon the work completed to date, while maintaining a small core team that provides work efficiency and can adapt as the program needs and as directed by NEW Water.

E. Houghton requested Commission approval of the proposed Jacobs Amendment #2 for the "Adaptive Management Program Assistance" agreement, which would extend the agreement from June 2021 – December 2023 with a revised scope and budget more in line with the current AM Plan, under conditional approval with WDNR, for \$883,483 and a 5% contingency of \$44,174.15 under the authority of the Executive Director for a total of \$927,657.15.

## GREEN BAY METROPOLITAN SEWERAGE DISTRICT

4/28/21  
Cont'd

### PROCEEDINGS OF THE COMMISSION

Commissioner Mainz asked if this contract is approved, would it go to the WDNR for approval. E. Houghton replied no, that it would allow the Executive Director to sign the new amendment with Jacobs for consulting services to help NEW Water staff execute AM.

Commissioner Mainz asked if NEW Water is required to do AM. E. Houghton replied yes, and explained that AM is currently written into NEW Water's draft permit with the WDNR. NEW Water and the WDNR are discussing requirements of the draft permit, and the draft permit has not gone to a public comment period yet.

Commissioner Mainz asked if the WDNR could expand the scope of AM after the Commission approves the agreement. E. Houghton replied any changes would most likely happen at a permit renewal time and not mid-permit year. T. Sigmund added that staff do not anticipate any changes; however, the EPA and/or the WDNR could open up a permit for change if they decided to do so.

Commissioner Hasselblad asked if staff was comfortable with the majority of the proposed amendment scope of work dealing with database and "back-room" sort of work as opposed to out in the streams. E. Houghton replied there is a very strong team in place which includes Field Technicians out in the field in northeast Wisconsin to help with implementation efforts and best management practices. A lot of the efforts with the proposed amendment are in program development, which include the design and implementation of a geographical information system (GIS) that will control the management of the program data, staff's justification and ability to report that information to the WDNR, and specifically designed data polls. It will also be tracking all of our implementation reductions, modeling efforts, and that data needs to be able to be queried to report out to the WDNR annually.

Commissioner Hasselblad questioned if NEW Water has applied for any financial assistance or grants to assist with these efforts. E. Houghton replied yes, a technology grant was just received to add some scientific equipment for the Fox Mouth Monitoring System and NEW Water staff is currently working on developing a Financial Grant Strategy team specifically with integration for AM.

Commissioner Mainz asked if any grants received would supplement or subtract from the proposed amendment. E. Houghton replied that the proposed amendment is specific to Jacobs and upfront program development of AM. Jacobs's level of effort will decrease as we move forward. She explained that any funds or grants received would supplement or subtract NEW Water's implementation costs for AM.

## GREEN BAY METROPOLITAN SEWERAGE DISTRICT

4/28/21  
Cont'd

### PROCEEDINGS OF THE COMMISSION

#### Motion #21-031

It was moved by Mainz, seconded by Blumreich, and unanimously agreed to approve Jacobs Engineering Group to provide consulting services for execution of the Ashwaubenon Creek and Dutchman Creek Adaptive Management Program in the amount of \$883,483 and a 5% contingency of \$44,174.15 under the authority of the Executive Director for a total amount of \$927,657.15.

**9) Request Commission approval of the Governmental Responsibility Resolution for Runoff Management Grants and authorize the Executive Director to sign the resolution.**

A. Kowalzek-Adrians stated that in 2020 a team of NEW Water employees began discussing the potential to install a permeable parking lot south of the Green Bay Facility Administration Building. These discussions led to the realization of the benefits of an overall assessment of NEW Water's facilities to determine potential green infrastructure improvement projects that could be implemented to further NEW Water's commitment to improve water quality and demonstrate environmental sustainability. Grants are being pursued to fund the development of a Green Infrastructure Implementation Plan.

A. Kowalzek-Adrians stated one of the grants, an Urban Non-Point Source and Stormwater Planning Grant through the WDNR, requires a Governmental Responsibility Resolution to appoint a 'responsible person' from NEW Water to sign and submit the grant application, sign and submit the grant agreement if awarded, reimbursement requests and reports, and take necessary action to direct and complete the approved project. She requested Commission approval of the Governmental Responsibility Resolution in order to appoint Jeff Smudde, Director of Environmental Programs, the 'responsible person' with regard to the WDNR Urban Non-Point Source and Stormwater Planning Grant application.

Commissioner Hasselblad asked if Jeff Smudde is okay with the proposed designation. J. Smudde replied yes.

Commissioner Hasselblad thanked staff for looking into green infrastructure.

#### Motion #21-032

It was moved by Blumreich, seconded by Mainz, and unanimously agreed to approve the Governmental Responsibility Resolution for Runoff Management Grants and authorize the Executive Director to sign the resolution. (Resolution #21-003 is on file at the NEW Water offices).

**10) Sewer plan approvals:**

- a) **Town of Scott/Scott Municipal Utility Contract "A-2021"; GBMSD Request #2021-12**
- b) **Village of Bellevue Contract B-21; GBMSD Request #2021-16**

## GREEN BAY METROPOLITAN SEWERAGE DISTRICT

4/28/21  
Cont'd

### PROCEEDINGS OF THE COMMISSION

B. Angoli stated the Town of Scott/Scott Municipal Utility and the Village of Bellevue have submitted requests for approval for sanitary sewer plans. The Town of Scott/Scott Municipal Utility plan is for replacement of existing lift stations. The Village of Bellevue's request is for the expansion of an existing subdivision in the Steffens Course area. Staff recommends approval of both plans.

#### **Motion #21-033**

It was moved by Mainz, seconded by Blumreich, and unanimously agreed to approve the Town of Scott/Scott Municipal Utility and Village of Bellevue sewer plans subject to favorable approval recommendations from Brown County Planning and final approval by the WDNR.

Commissioner Hasselblad asked staff for a current map of residential and commercial sewer service development areas and note any problem or undeveloped areas. Staff will put together a map and provide it to the Commission.

#### **11) Update of projects:**

##### **a) Contract 35 Solids Building 300 Demolition**

B. Angoli stated the Contract 35 Solids Building 300 Demolition Project work is complete on the gravity thickener. The contractor is now working on major punch list items and staff is anticipating coming to the May Commission meeting for Commission approval to close out the project.

##### **b) Effluent Reuse Pump Station and Force Main**

B. Angoli reported that staff is still working with GBP and the plugging issues with the ultrafiltration strainers. NEW Water is also collecting and submitting samples to GBP showing NEW Water is meeting its requirements. GBP is now looking into its system with the manufacturer in regards to screen sizes for the system to see if that may be the issue. NEW Water is also working with GBP on chlorination to ensure it is meeting GBP's requirements for chlorine residual. Due to these ongoing issues with the system, the project has not been closed out.

#### **12) March 2021 Operations report.**

P. Wescott reported both facilities were in compliance with all effluent limits for the month of March. The Green Bay Facility was in compliance with air quality limits. For the month of March, the solids processing facility generated 2,683 megawatt hours of electricity through digestion producing 77% of NEW Water's electrical needs for the month. Total bio-gas volume recovered was 219,414 CCF, equaling 89.4% of the total volume produced. NEW Water received 2,472,752 gallons of high strength waste in March.



## GREEN BAY METROPOLITAN SEWERAGE DISTRICT

4/28/21  
Cont'd

### PROCEEDINGS OF THE COMMISSION

13) **Executive Director's report:**

a) **May Commission meeting**

The May Commission meeting will be held on Wednesday, May 26, 2021, beginning at 8:30 a.m. via Zoom videoconference.

b) **COVID-19 paid leave statistics**

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

c) **COVID-19 update**

The COVID-19 Focus Team continues to meet regularly and assess situations at NEW Water, within the state, across the country, and provides guidance to the Executive Team. Vaccines have been available for NEW Water staff since March 1, 2021. NEW Water is collecting data on how many staff have been vaccinated through its wellness program, MyInertia. Staff have the opportunity to submit proof of vaccination for points via MyInertia. Individual staff member information is not collected to maintain confidentiality. NEW Water is only collecting the total number of employees vaccinated for those who submit proof of vaccination. NEW Water continues to remain closed to the public until further notice

d) **Brown County Household Hazardous Waste partnership**

In March, NEW Water partnered with Brown County to promote National Poison Prevention Week. The partnership promotes proper disposal of hazardous materials to protect public health, the environment, and NEW Water staff.

e) **NEW Watershed Champion 2021**

NEW Water celebrated World Water Day in March. NEW Water awarded the 2021 NEW Watershed Champion Award to Green Bay Water Utility General Manager Nancy Quirk for removing lead service lines in the service area. Under her leadership, the Green Bay Water Utility was the first in the United States to voluntarily remove all lead service lines.

Commissioner Mainz asked if NEW Water has considered bringing in a cyber security contractor to test NEW Water's systems. J. Czypinski replied that five years ago Homeland Security completed an audit of NEW Water's system. NEW Water staff have been focusing their efforts on testing and placing security controls on emails. Staff will look into cyber security testing.

4/28/21  
Cont'd

**GREEN BAY METROPOLITAN SEWERAGE DISTRICT**

**PROCEEDINGS OF THE COMMISSION**

There being no further business to come before the Commission, the meeting adjourned at 9:49 a.m.

**GREEN BAY METROPOLITAN SEWERAGE DISTRICT**

  
Secretary