

# GREEN BAY METROPOLITAN SEWERAGE DISTRICT

## PROCEEDINGS OF THE COMMISSION

Regular meeting of the Commission held via Zoom videoconference on September 28, 2021.

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

**EXCUSED:** Commissioner Blumreich

**ALSO PRESENT:** T. Sigmund, P. Wescott, N. Qualls, B. Vander Loop, J. Smudde, T. Brown, B. Bartel, R. Glish, G. Elsen, J. Van Sistine, B. Weller-Titus, P. Mentink, B. Angoli, B. Brown, E. Houghton, P. Smits, S. Thieszen, J. Czapinski, B. Oldenburg, T. Garrison, J. Valenta, N. Agamaite; J. Smies–Legal Counsel; Patrick Glynn & Brian Ronk–Carlson Dettmann

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

- 1) **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 #21-059**

It was moved by Mainz, seconded by Hoffmann, 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.

- 2) **Reconvene in open session.**

### **Motion #21-060**

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

- 3) **Safety moment.**

T. Sigmund provided tips on fire safety.

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#### 4) Request Commission approval of the 2022 salary market adjustment.

T. Brown introduced Patrick Glynn from Carlson Dettmann.

P. Glynn from Carlson Dettmann provided a 2022 salary market adjustment recommendation. He provided a presentation which included:

- Project Update
- The World We're In
- Methodology Overview
- Market Comparisons
- Market Competitiveness
- Philosophy/Strategy

Commissioner Mainz asked if there was data collected from local NEW Water, the brand of the Green Bay Metropolitan Sewerage District, customers. P. Glynn confirmed that data from local customers was collected for this report.

#### **Motion #21-061**

It was moved by Mainz, seconded by Tumpach, and unanimously agreed to adjust ranges for pay grades 5 through 17 per the consultant's recommendation outlined in Exhibit 5 of the 2021 Compensation Study Project Report. (See Commission File #21-002)

#### 5) Introduce new employees:

- a) Gabe Elsen, Operator II
- b) Reece Glish, Operator II

B. Bartel introduced Gabe Elsen and Reece Glish, who began their roles as Operator II in September 2021. They each gave a short introduction and the Commission welcomed them.

#### 6) Approval of minutes of Commission meetings held August 13 and 25, 2021.

#### **Motion #21-062**

It was moved by Mainz, seconded by Hoffmann, and unanimously agreed to approve the August 13 and 25, 2021 minutes as distributed.

#### 7) Request Commission approval of the 2022 health insurance plan and premium sharing.

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T. Brown stated that 84 employees are currently enrolled in the qualifying health plans, with the majority of employees enrolled in Dean Health Insurance-Prevea360. The opt-out incentive program was implemented in 2017 and started with 11 employees, and she predicts 24 employees utilizing the incentive in 2022. Dean Health Insurance-Prevea360 is the lowest cost plan for 2022. She reviewed the Wisconsin Public Employers (WPE) Local Deductible Plan and High Deductible Plan available in Brown County. Staff is recommending to continue with the Local Deductible Plan option offered through WPE, and continue with an 85%/15% cost share.

Commissioner Tumpach questioned if everyone who utilizes the opt-out incentive has health insurance coverage. T. Brown confirmed that to be eligible for the opt-out program, employees must sign an attestation that they do have other coverage, and also provide proof of coverage.

Commissioner Tumpach questioned why NEW Water cannot offer both a Local and High Deductible health plan since a high deductible plan is attractive to employees. T. Brown replied that she will again contact ETF and follow up with the Commission on her findings.

Commissioner Mainz suggested hiring an outside party to conduct an analysis on health care plans and costs to make sure NEW Water is competitive with other companies.

#### **Motion #21-063**

It was moved by Mainz, seconded by Tumpach, and unanimously agreed to continue with the \$500/\$1,000 Local Deductible Plan program option offered through WPE and to set the NEW Water health insurance premium sharing at 85%/15% in 2022 for full-time employees, resulting in NEW Water contribution of \$655.92 per month for single plan coverage and \$1,613.48 per month for family plan coverage.

#### **8) Request Commission approval of temporary modifications to NEW Water's paid leave policies.**

T. Brown reviewed the previous COVID-19 pay practices that are now expired. One of the current paid leave benefits is the Extended Disability Bank (EDB), which is funded 50/50 by the employee and NEW Water. Employees are able to access their EDB for personal non-work related illness after using 24 contiguous hours of PTO or vacation. However, the 24 hour requirement is waived if the absence qualifies as Family Medical Leave.

Staff recommends employees have immediate access to EDB for COVID-19 related absences by waiving the 24 hour requirement of utilization of other paid leave benefits. In addition, staff recommends that immediate access to EDB be approved retroactively to August 1, 2021 for employees that recently used PTO or vacation for a COVID-19 related absence to meet the 24 contiguous hour requirement.

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For the small number of employees that have insufficient EDB balances and for newer employees not yet eligible for EDB, staff recommends 25% of lost base wages be paid by NEW Water. Other time off would be supplemented via PTO or vacation, if available, or unpaid time. When work is available, employees that are feeling well will be expected to work remotely.

Commissioner Mainz asked what kind of COVID testing will be considered acceptable. T. Brown replied that she will bring that question to the COVID-19 Focus Group and get back to the Commission with their response.

#### **Motion #21-064**

It was moved by Hoffmann seconded by Mainz, and unanimously agreed to approve temporary modifications to paid leave policies for the time frame of August 1, 2021 through December 31, 2021, that allows eligible employees immediate access to their EDB, waiving the 24 hour contiguous hours of PTO or vacation, for COVID-19 related reasons, with a maximum length of leave of 80 hours when absence is for employee or child quarantine or childcare closure, with prorated benefits for part-time employees. In addition, approval is requested that NEW Water provide 25% of lost base wages for employees that do not have sufficient EDB hours or are not eligible for EDB accrual.

#### **9) Request Commission approval to abate the tax levy for 2022.**

B. Weller-Titus stated each year by October 1 staff determines whether to levy the rates through taxes based on funds available in the debt service reserve. The tax levy has not been done since 1977. NEW Water will have sufficient funds on hand to support all debt service requirements for 2022 as of October 1, 2021 from rate collection, offsets, and transfers. She requested Commission approval to abate the tax levy for 2022.

#### **Motion #21-065**

It was moved by Mainz, seconded by Hoffmann, and unanimously agreed to abate the tax levy for 2022.

#### **10) Request Commission approval of a Resolution to Extend the Authorized Use of Electronic Signatures.**

J. Van Sistine stated that in 2018 the Commission approved a Resolution authorizing the use of electronic signatures on three types of documents. Significant impacts from that approval were the Executive Director and Commission President no longer have to physically sign approximately 40 Industrial Achievement awards annually and the Commission Secretary no longer has to physically sign all Commission minutes.

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J. Van Sistine provided a list of documents that the Commission and Executive Director sign, and Godfrey and Kahn reviewed the list and drafted a Resolution. The resolution allows electronic signatures to be used for Commissioners and Executive Director upon approval of the Commission.

Commissioner Mainz asked how the signatures are approved. J. Van Sistine replied that all documents will be approved before a signature is used. Approval will be done either in a Commission meeting or via email, which provides a paper trail. No electronic signatures will be used without approval.

#### **Motion #21-066**

It was moved by Hoffmann seconded by Mainz, and unanimously agreed to approve the Resolution to extend the authorized use of electronic signatures. (Resolution #21-006 is on file at the NEW Water offices)

- 11) **Request Commission approval to close out the construction contract for the De Pere Facility Electrical Distribution and Emergency Generator Project and issue final payment of \$397,002.28 to C.D. Smith Construction Inc., contingent upon receipt of all final lien waivers.**

P. Mentink stated that in 2018 the Commission approved the award of a construction project for the De Pere Facility Electrical Distribution and Emergency Generator to C.D. Smith Construction, Inc. The project is now complete and C.D. Smith has submitted the final application for payment including retainage in the amount of \$397,002.28. One lien waiver is still outstanding.

#### **Motion #21-067**

It was moved by Mainz, seconded by Tumpach, and unanimously agreed to close out the construction contract for the De Pere Facility Electrical Distribution and Emergency Generator Project and issue final payment of \$397,002.28 to C.D. Smith Construction, Inc., contingent upon receipt of all final lien waivers.

- 12) **Request Commission approval to authorize the Executive Director to enter into a contractual agreement with Black & Veatch to provide engineering services to complete the project design and to provide bidding assistance for the Green Bay Facility Thickening Improvement Project in the amount of \$1,098,248.**

B. Angoli stated the proposed project will improve the current waste activated thickening system. NEW Water provided a Request for Proposals to five consulting firms and received four proposals. After review, the NEW Water project team selected the Black & Veatch/Donohue team to provide the design and bidding services.

Commissioner Mainz asked if the same team will remain with the project from start to finish. B. Angoli confirmed the same team will be working on the project from start to finish.

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#### **Motion #21-068**

It was moved by Meinz, seconded by Tumpach, and unanimously agreed to authorize the Executive Director to enter into a contractual agreement with Black & Veatch to provide engineering services to complete the project design and to provide bidding assistance for the Green Bay Facility Thickening Improvement Project in the amount of \$998,408 and a 10% contingency of \$99,840 under the authority of the Executive Director for a total amount of \$1,098,248.

- 13) **Request Commission approval of the Resolution Declaring Official Intent to Reimburse Expenditures from Proceeds of Borrowing for the Green Bay Facility Thickening Improvement Project in the amount of \$16,500,000.**

B. Angoli stated in order to cover costs for the redesign as part of the Clean Water Fund Program, a Reimbursement Resolution needs to be approved to ensure all guidelines are being followed.

#### **Motion #21-069**

It was moved by Hoffmann, seconded by Tumpach, and unanimously agreed to approve the Resolution Declaring Official Intent to Reimbursement Expenditures from Proceeds of Borrowing for the Green Bay Facility Thickening Improvement Project in the amount of \$16,500,000. (Resolution #21-007 is on file at the NEW Water offices)

- 14) **Sewer plan approval:**  
a) **Village of Pulaski-Project #20.097; GBMSD Request #2021-23**

B. Angoli reported the Village of Pulaski has submitted a request for approval of sanitary sewer plans. Staff recommends approval of the plans.

#### **Motion #21-070**

It was moved by Hoffmann, seconded by Tumpach, and unanimously agreed to approve the Village of Pulaski sewer plans subject to favorable approval recommendations from Brown County Planning and final approval by the Wisconsin Department of Natural Resources.

- 15) **2022 Budget workshop.**

T. Sigmund reviewed the draft 2022 budget, as follows:

- Change to Municipal Budgeted Units (2022 vs 2021)
- 2022 Proposed Expenses
- Changes from the August 25 Presentation

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- Proposed Long-Term Capital Projects
- Managing Needed Improvements with Financial Responsibility
- 2022 Revenue
- Total Municipal with Reserve Build
- Municipal Rate Comparison
- 2022 Budget Summary
- Next Steps

Commissioner Mainz asked if there will be any surprises to our customers. T. Sigmund replied that there will be no surprises; everything is going as planned.

#### **16) Treatment Department staffing update.**

P. Wescott stated that in October 2019, the Commission approved an increase in the Treatment Department staff headcount from 22 to 24 employees. This was granted on a temporary basis. He provided an update on the current staffing situation in the Treatment Department. An update will be provided again in late 2022.

#### **17) August financials.**

B. Weller-Titus reported the operating revenues in total are favorable for the month and year to date. Several rain events in August caused flows to be favorable to budget however year to date flow remains unfavorable. BOD was favorable for August and year to date, majority was due to Sustana Fiber's pretreatment system being down. Sustana Fiber would ideally like their reactor at full capacity by March 2022.

Expenses are unfavorable to budget in August and favorable to budget year to date. Plant maintenance is unfavorable in August due to unplanned work correcting an issue with sludge conveyance, two screws were worn out and replaced. Contract services remains favorable year to date, however, this is due to timing and should return closer to budget in quarter four.

#### **18) Update of projects:**

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

N. Qualls stated the project is complete except for final testing of the pumps. The testing has been delayed by Green Bay Packaging.

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#### **b) De Pere Facility Tertiary Filtration and Service Water Improvements**

P. Mentink stated that half of the filters are currently removed from service. Work is progressing well and the only concern is the procurement and delivery of some materials.

#### **c) Green Bay Facility Pumping Station HVAC Rehabilitation**

B. Brown stated the work has started, and 30% of the equipment has been demoed out.

#### **19) August 2021 Operations report.**

P. Wescott reported both Green Bay and De Pere Facilities were in full compliance with all effluent limits for the month of August. The De Pere Facility tied performance records for Ammonia for average daily concentration, average pounds discharged per day, and for total pounds discharged per month. The Green Bay Facility tied performance records for Ammonia for average daily concentration. The Green Bay Facility was in compliance with air quality limits for the month of August. For resource recovery for the month of August, the solids processing facility generated 1,291 MWH of electricity. Total bio-gas volume recovered was 200,358 CCF; this is 98.6% of the total volume produced. NEW Water received 2,222,492 gallons of high strength waste in August.

P. Wescott stated that starting on August 8, 2021 a series of heavy rain events brought several inches of rainfall to the service area. Both facilities and the interceptor system were able to convey, treat, and disinfect all of the additional flows.

#### **20) Executive Director's report:**

##### **a) October Commission meeting**

The October Commission meeting will be held Wednesday, October 27, 2021, beginning at 8:30 a.m. via Zoom videoconference.

##### **b) COVID-19 update**

NEW Water will continue to monitor the Proposal for Emergency Temporary Standard from OSHA with regards to vaccinations.

##### **c) Sam Maroszek promoted to Operator III**

Sam Maroszek has been promoted to Operator III.



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**d) Employee Appreciation event**

NEW Water's annual Employee Appreciation Event was held September 16, 2021. Two significant awards were given out: the Peer Excellence Award was awarded to Kevin Schuettpelz, and the Jack Day Award to Matt Grassel.

**e) Customer meeting**

A budget meeting for NEW Water customers was held on September 8, 2021.

**f) "Toss the Floss" campaign**

NEW Water is partnering with municipal customers on public service announcements.

There being no further business to come before the Commission, the meeting adjourned at 11:00 a.m.

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Secretary