

GREEN BAY METROPOLITAN SEWERAGE DISTRICT
PROCEEDINGS OF THE COMMISSION

Regular meeting of the Commission held via Zoom videoconference on May 26, 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, K. Verbeten, P. Smits, A. Reckelberg, B. Angoli, B. Brown, P. Mentink, E. Houghton, B. Bartel, S. Thieszen, B. Oldenburg, T. Garrison, J. Van Sistine, J. Valenta, J. Smies–Legal Counsel; A. Drewieske–CliftonLarsenAllen LLP; A. Kaker–Village of Suamico

Commission President Hasselblad called the meeting to order at 8:28 a.m.

1) Safety moment.

T. Sigmund provided safety tips on distracted driving.

2) 2020 financial audit.

B. Weller-Titus introduced Amber Drewieske from CliftonLarsonAllen LLP, who is presenting the audit results.

A. Drewieske from CliftonLarsenAllen reviewed the following:

- Required Communications
- Summary of Audit Results
- Net Position Composition
- Statement of Revenues, Expenses, Changes in Net Position
- Operating Income & Change in Net Position
- Statement of Cash Flows
- Financial Statement Footnote Disclosures
- Single Audit
- New GASB Standards

3) Introduce new employees:

a) Kate Verbeten, Environmental Compliance Specialist

P. Wescott introduced Kate Verbeten, who started her employment at NEW Water, the brand of the Green Bay Metropolitan Sewerage District, in April 2021 as the Environmental Compliance Specialist.

K. Verbeten stated that she received her Bachelor's Degree in Soil Science from the University of Wisconsin – Stevens Point. Kate has 20 years of experience working at Pace Analytical. She is happy to be at NEW Water.

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b) Alex Reckelberg, Maintenance Mechanic

P. Smits introduced Alex Reckelberg, who started his employment with NEW Water in April 2021 as a Maintenance Mechanic.

A. Reckelberg stated that he completed the HVAC apprenticeship program through Northeast Wisconsin Technical College. He is excited to start his career at NEW Water.

The Commission welcomed them.

- 4) Convene in closed session under State Statute 19.85 (1) (c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and 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) Consultation with auditors regarding employee evaluation**
 - b) Litigation involving Bayview Interceptor**
 - c) Potential litigation resulting from the failure of the granulated activated carbon system of the fluidized bed incinerator**
 - d) Potential litigation resulting from wastewater spillage during construction of the Dutchman Creek Interceptor stream crossings**

Motion #21-034

It was moved by Blumreich, seconded by Mainz, and unanimously agreed to convene in closed session under State Statute 19.85 (1) (c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and 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 #21-035

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

- 6) Approval of minutes of Commission meeting held April 28, 2021.**

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Motion #21-036

It was moved by Blumreich, seconded by Tumpach, and unanimously agreed to approve the April 28, 2021 minutes as distributed.

7) **April financials.**

B. Weller-Titus reported the operating revenues for April were unfavorable to budget by (\$336K) or (7%) from less volume due to lower precipitation and Green Bay Packaging's (GBP) reduced loadings due to timing of startup. These revenues were offset by additional biochemical oxygen demand (BOD) loadings due to Sustana Fiber's pretreatment system being down and additional septage revenue from a cheese manufacturer. The year-to-date total operating revenues were unfavorable to budget by (\$197K) or (1%) due to less volume due to lower precipitation and GBP less loadings due to timing of startup. These revenues were offset by additional BOD loadings due to Sustana Fiber's pretreatment system being down and additional septage revenue from a cheese manufacturer.

B. Weller-Titus reported the operating expenses for April were favorable to budget by \$285K or 14% from less expenditures than budgeted in power and plant maintenance. Year-to-date operating expenses were favorable to budget by \$1.1M or 14% from less expenditures than budgeted in contracted services, plant maintenance, power, and office related expenses. Net income for the month of April was \$1.5M, and net income year-to-date was \$1.8M.

8) **Request Commission approval of the revisions to the May 2021 Employee Handbook**

T. Brown stated that the revised handbook will replace NEW Water's previous Human Resources and Benefit Manual from August 2019. She reviewed the major changes noted in the memo, including those that were previously communicated to staff and previously implemented.

Motion #21-037

It was moved by Blumreich, seconded by Meinz, and unanimously agreed to approve the revisions to the May 2021 Employee Handbook. (See Commission File #21-001)

9) **Request Commission approval to authorize the Executive Director to enter into a contractual agreement with Strand Associates, Inc. to provide engineering services to complete the project design and to provide bidding assistance for the Green Bay Facility Service Water System Improvements Project in the amount of \$163,130.**

P. Mentink reviewed the background information on the Green Bay Facility (GBF) service water system. NEW Water is looking into updating and combining the two pump systems for maximum efficiency. A Request for Proposal was sent out to four engineering firms. Donohue & Associates, Inc. and Strand Associates submitted proposals. The project team reviewed both proposals and due to project schedule and cost, Strand Associates was chosen.

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Motion #21-038

It was moved by Meinz, seconded by Blumreich, and unanimously agreed to authorize the Executive Director to enter into a contractual agreement with Strand Associates, Inc. to provide engineering services to complete the project design and to provide bidding assistance for the GBF Service Water System Improvements Project in the amount of \$148,300 and a 10% contingency of \$14,830 for a total amount of \$163,130 to be administered under the authority of the Executive Director.

- 10) **Request Commission approval to award the construction contract for the Green Bay Facility Pumping Station HVAC Rehabilitation Project 20-023-CO to August Winter & Sons, Inc. in the amount of \$1,092,129.**

B. Brown stated the GBF Pump Station has HVAC issues due to the age and condition of the equipment. Staff have noted persistent problems with keeping the equipment running properly and with preventing odorous air from entering the tunnel system. NEW Water worked with Strand Associates to develop plans for replacement of old air handling units and removal of unused energy recovery equipment. Bid alternates were incorporated to provide options for less critical issues. NEW Water staff reviewed all bids and selected August Winter & Sons to complete the work, including three bid alternatives.

Motion #21-039

It was moved by Meinz, seconded by Blumreich, and unanimously agreed to award the construction contract for the GBF Pumping Station HVAC Rehabilitation Project 20-023-CO to August Winter & Sons, Inc. in the amount of \$992,829 with a 10% contingency of \$99,300 under the authority of the Executive Director for a total amount of \$1,092,129.

- 11) **Request Commission approval of Contract 35 Solids Building 300 Demolition Change Order No.5 Reversing Screw Conveyor and Bypass Piping Modifications in the amount of \$77,905.46 and WCD No. 12 Gravity Thickening Improvements in the amount of \$261,394.41 for a total amount of \$339,299.87 and increase contract duration to 644 days.**

B. Angoli reviewed the Change Orders 1-4 for Contract 35 Solids Building 300 Demolition. Change Order No. 5 includes reversing screw conveyor and bypass piping modifications, and also will include Work Change Directive No. 12, which was approved at the February 2021 Commission meeting. This also changes the original completion date to May 2021.

Commissioner Hasselblad asked if the increase in contract duration causes any problems for any other projects. B. Angoli replied that it causes no additional increases.

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Motion #21-040

It was moved by Mainz, seconded by Blumreich, and unanimously agreed to approve Contract 35 Solids Building 300 Demolition Change Order No. 5 Reversing Screw Conveyor and Bypass Piping Modifications in the amount of \$77,905.46 and WCD No. 12 Gravity Thickening Improvements in the amount of \$261,394.41 for a total amount of \$339,299.87 and increase contract duration to 644 days.

- 12) **Request Commission approval to close out the construction contract Resource Recovery and Electrical Energy Contract 35 Solids Building 300 Demolition and issue final payment of \$367,733.99 to C.D. Smith Construction Co, Inc.**

B. Angoli stated that Contract 35 was the third and final project associated with the R2E2 project. C.D. Smith has completed all work in accordance with contract documents and is ready for close out and final payment. Staff recommends Commission approval to close out the R2E2 Contract 35 Solids Building 300 Demolition construction contract and issue final payment to C.D. Smith Construction Co., Inc. in the amount of \$367,733.99.

Motion #21-041

It was moved by Mainz, seconded by Blumreich, and unanimously agreed to close out the R2E2 Contract 35 Solids Building 300 Demolition construction contract and issue final payment of \$367,733.99 to C.D. Smith Construction Co, Inc.

- 13) **Sewer plan approval:**
a) **Village of Luxemburg – Contract No. 0253-20-03; GBMSD Request #2021-17**

B. Angoli stated the Village of Luxemburg has submitted a request for a sanitary sewer extension.

Motion #21-042

It was moved by Mainz, seconded by Blumreich, and unanimously agreed to approve the Village of Luxemburg sewer plan subject to favorable approval recommendations from Brown County Planning and final approval by the Wisconsin Department of Natural Resources.

- 14) **Update of projects:**
a) **Project Updates Summary**

N. Qualls reviewed the ongoing and future construction projects. He noted the Liquids Facility Plan is likely to recommend performing the clarifier rehabilitation work in phases, as needed.

Commissioner Blumreich asked if there will be a cost increase. N. Qualls replied that there will be a slight increase in cost by completing the project in individual phases, but there is value in phasing the work.

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b) Effluent Reuse Pump Station and Force Main

B. Angoli stated that NEW Water is working with GBP and is in discussion with the ultra-filtration manufacturer and looking into changing out the initial screen size. The construction schedule has been delayed due to screen plugging.

N. Qualls added that from mid-April through mid-May, there has been about sixty percent of uptime. Any of the down time is caused on the GBP side when its system plugs and needs to shut down, to complete any maintenance work, and bring the system back online. The water that NEW Water has been providing is within the requirements of the agreement and within permit requirements.

c) Bayview Interceptor Replacement

P. Mentink stated that the project is moving ahead towards completion. The west side and portion underneath the highway have been completed and tested. The contractor has also completed the east side work, and is currently undergoing testing. Flow through the new interceptor will be started prior to the weekend. There is still cleanup needed, but everything is looking good at this point.

15) April 2021 Operations report.

P. Wescott reported both facilities were in full compliance with all effluent limits for the month of April. The GBF was in compliance with air quality limits. For the month of April, the solids processing facility generated 2,577 megawatt hours of electricity. Total bio-gas volume recovered was 263,073 CCF, equaling 97.6% of the total volume produced. NEW Water received 2,380,408 gallons of high strength waste in April.

Commissioner Blumreich asked if the supplier for the high strength waste (HSW) has remained the same. P. Wescott replied that it has stayed the same, and provides about 95% of the total HSW received.

16) Executive Director's report:

a) June Commission meeting

The June Commission meeting will be held on Wednesday, June 23, 2021, beginning at 8:30 a.m. via Zoom videoconference.

b) Compensation and Benefits Statement

A detailed Compensation and Benefits Statement was provided to the Commission. These are provided to all NEW Water employees on an annual basis.

c) COVID-19 paid leave statistics

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

d) 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. NEW Water decided to follow the Center of Disease Control guidelines and not require masks for fully vaccinated staff.

e) Matt Schmidt accepted the Field Services Team Leader position

Matt Schmidt has transitioned from Operations Trainer to Field Services Team Leader.

f) Corbin Magnin accepted the Operations Trainer position

Corbin Magnin has transferred from Treatment Operator to Operations Trainer.

There being no further business to come before the Commission, the meeting adjourned at 10:02 a.m.

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Secretary