



MINUTES OF THE WATER COMMISSION

**MONDAY, APRIL 9, 2018, 8:30 AM
GREEN BAY WATER UTILITY**

A. ROLL CALL.

Lisa Bauer-Lotto, Leon Engler, Nanette Nelson, Doug Martin, James Blumreich, John Heugel,
Excused: Kathryn Hasselblad-Pascale

Also present: Alderman Sladek, General Manager Quirk, Business Manager Rogers, Engineering Services Manager Powell, Water Quality Manager Hardwick, Distribution Manager Maes, Attorney William Vande Castle, Customer Service and Metering Supervisor Koss; and Recording Secretary and Communications Director Lodes.

B. APPROVAL OF THE AGENDA.

I. Approval of the Agenda.

Alderman Sladek was honored for his service on the Utility Commission as today is his last meeting. Commissioner Heugel asked that the agenda be amended to recognize Sladek for his service as Commission liaison. Motion by Commissioner Heugel; seconded by Commissioner Engler. Passed unanimously.

Commissioner Heugel made a motion to recognize Phil Utech, former water utility General Manager, who recently passed away. Commissioner Engler seconded. Passed unanimously.

C. APPROVAL OF MINUTES.

I. Approval of Commission Meeting minutes of March 12, 2018.

Moved by Commissioner Nanette Nelson, seconded by Commissioner Lisa Bauer-Lotto to approve the agenda. Passed unanimously.

D. NEW BUSINESS.

I. Introduction of Steve Koss, Metering and Customer Service Supervisor.

The Commission was introduced to Steve Koss as Metering and Customer Service Supervisor. He assumed his new role in March; he has worked for the Utility for 23 years

2. Approval of Chemical Bid Quotes.

Hardwick presented chemical bid quotes, noting that one chemical is more expensive than last year because of a higher raw material cost. However, all total, the chemical bid came in \$3,000 under budget.

Moved by Commissioner John Heugel, seconded by Commissioner Leon Engler to approve. Passed unanimously.

3. Approval of Vehicle Quotes.

Maes presented vehicle quotes for review.

Moved by Commissioner Nanette Nelson, seconded by Commission Leon Engler to approve. Passed unanimously.

4. Approval of Section 300 Policies.

Quirk presented the first of the Section 300 policies regarding communications. Specific edits to the communications policies include incorporation of "to best serve" wording in the media relations policy and to further embellish on how the media outreach is to provide education and awareness of the Utility's efforts. Further change wording to include phrasing to the effect that all communication efforts/content is subject to Wisconsin Public Service Commission requirements. Bauer-Lotto suggested having a section on compliance, Heugel suggested references to the safety manual and employee handbook, Nelson suggested having subheads under each section in the table of contents and Bauer-Lotto suggested adding the date of the last revision of each policy and the title of the content owner for each policy to the document. The Commission further discussed having Lodes serve as the editor of all policies to ensure consistency of voice and for grammatical/editorial review

Commissioner Heugel motioned that grammatical and editorial edits/amendments to all policies be able to be made to said documents without requiring the approval of the Commission. Commissioner Engler seconded. Motion carried. Passed unanimously.

5. Approval of Seasonal Unidirectional Flushing Specialist position.

The Commission discussed the proposed UDF flushing position, for which we propose temporarily assigning the title and salary for the seven months two employees work in this role.

Moved by Commissioner Leon Engler, seconded by Commissioner Nanette Nelson to approve. Passed unanimously.

E. INFORMATIONAL.

1. Financial Report.

Rogers recapped the recent financial audit that required no adjustments and posed no issues. She updated the Commission on the rate case, indicating she submitted requested information by April 1. She further highlighted draft financial statements for 2017. The Commission opted to continue to pursue CAFR submission.

2. General Manager's Report.

Quirk's report included a status report on receiving two proposals to the collaboration request for qualifications; updating of performance review forms internally to shift to not meeting/meeting/ exceeding expectations in employee reviews; mention of the mandatory Conflict Resolution training being conducted onsite today; the postponement of unidirectional flushing due to the cold weather to now tentatively begin April 16; highlights of the employee engagement survey, municipal survey, large industrial customer survey and residential customer surveys that are all underway; engineering bids for resurfacing streets and installing relay water mains coming in at twice the cost five years ago – we have asked City engineering to review their specifications; we have nearly \$397,655 left for addressing known private lead service removal. Once those funds are gone, we will need to refer to new Wisconsin legislation that allows us to pay up to half of private side lead service replacements. In other news, we have flushed our big transmission lines as well as our 36" lines that travel into the City. Hardwick and Quirk performed a pilot premise plumbing air scouring at Quirk's house and will conduct the same at Hardwick's next. We also plan to conduct a pilot scouring project with City Hall plumbing to see how a larger, multi-storied, older building fares during premise plumbing scouring. Our goal is to develop recommendations for premise plumbing to share with our larger customers. Quirk will attend a regional officers meeting of AWWA section officers in Detroit later this week as well as the AWWA fly-in in Washington, D.C. next week.

3. Next meeting date May 14, 2018

F. ADJOURNMENT

Meeting adjourned at 9:55 a.m.