



MINUTES OF THE WATER COMMISSION

**MONDAY, JUNE 4, 2018, 8:30 AM
GREEN BAY WATER UTILITY**

A. ROLL CALL.

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

Also present: Alderwoman Lefebvre, General Manager Quirk, Engineering Services Manager Powell, Business Manager Rogers, Communications Manager Lodes, Distribution Manager Maes, Payroll and Human Resources Administrator Seim, Locator Sobieck, Attorney William Vande Castle, Steve Baue of the Employee Resource Center, and Recording Secretary Smith.

B. APPROVAL OF THE AGENDA.

I. Approval of the Agenda.

Moved by Commissioner John Heugel, seconded by Commissioner Leon Engler to approve the agenda as amended to move item EI to the top of the agenda. Passed unanimously.

C. APPROVAL OF MINUTES.

I. Approval of Commission Meeting minutes of April 9, 2018.

Moved by Commissioner Nanette Nelson, seconded by Commissioner Doug Martin to approve the Commission Meeting minutes of April 9, 2018. Passed unanimously.

D. REGULAR BUSINESS.

I. Approval of Vehicle Parts Quotes.

Distribution Manager Maes presented the quotes and recommendations for a new dump body and service box.

Moved by Commissioner John Heugel, seconded by Commissioner Doug Martin to approve.

Passed unanimously.

E. INFORMATIONAL.

I. Introduction of New Employee.

Locator Logan Sobieck introduced himself to the Commission.

The Commissioners introduced themselves to new Alderwoman Kathy Lefebvre. Alderwoman Lefebvre introduced herself to the Commission.

2. Results of the 2018 Attraction, Retention, Engagement Analysis for Green Bay Water Utility presented by Steve Baue of the Employee Resource Center.

Steve Baue, President and CEO of ERC (Employee Resource Center), presented the Attraction, Retention, and Engagement Analysis findings that were analyzed by his firm following an online employee survey of the Green Bay Water Utility employees. The first step of the study involved a feedback survey to assess how well GBWU currently meets, exceeds, and/or falls short of employee expectations. 94% of GBWU employees participated in the survey.

Steve shared the data summary of the survey and his recommendations. The data showed that GBWU appears to be a positive organization whose employees seem to be proud and dedicated to their work. The positive environment could be sustained with little change at this time. GBWU will need to attract talent to compensate for anticipated retirements and indicated turnover that will occur over the next 10 years. Important parts of this would be to connect employees' roles with the mission of the Utility and to emphasize employee development. The Commissioners discussed the results.

Moved by Commissioner John Heugel, seconded by Commissioner Leon Engler to accept the preliminary ARE report and request that a final report be prepared. Passed unanimously.

3. Financial Report.

Business Manager Rogers informed that Schenck SC will present the 2017 financial audit to the Commission in July. She moved money from both a money market account and a savings account into a checking account with a better interest rate. Business Manager Rogers and General Manager Quirk had a call with the Public Service Commission (PSC) to discuss the revenue requirements for the Utility rate case and to clear up questions they had. The PSC will be recommending a 3.1% or 3.2% rate of return; 1.5 million or 1.65 million in revenue which would equate to about 8.8% increase to a 9.3% increase. They discussed with the PSC adjustments made to the application. Business Manager Rogers went through all their adjustments to our application and sent the updates to the PSC on Friday, June 1. Once the PSC agrees to a revenue requirement they will publish a formal notice. The Utility will then have consultant Trilogy perform the cost of service analysis for us.

4. General Manager's Report.

The Utility met with Ashwaubenon's financial staff and Public Works Director Doug Martin to discuss the possibility of taking on more of Ashwaubenon's billing services.

The Central Brown County Water Authority (CBCWA) hired Nick Sparacio as their new director. After reviewing the submitted request for qualifications for the Utility Cooperation & Collaboration study, the Utility and CBCWA hired consultant Raftelis. The CBCWA and GBWU will be meeting with Raftelis in next month or so to develop the scope of services.

The Consumer Confidence Report (CCR) direct mailers were sent. On the direct mailers is an online link that leads customers to the CCR report. This saved over \$5,000.00 compared to mailing the entire CCR to every customer.

GBWU management attended Nation Incident Management System (NIMS) training in Sturgeon Bay. The training outlines responsibilities and activities of entities in case of a crisis emergency. The Utility has passed the Lead and Copper Rule compliance requirements with only had 6 samples above 15 PPB in the current sampling period. A comparison of these samples to previous years' samples show that the lead levels are becoming steadily lower. However, the DNR will be issuing the Utility a violation for not having two consecutive rounds of compliance. We will be providing the DNR with a corrosion control study by the end of the month. There has been an application to the Region 5 EPA to allow Wisconsin utilities to obtain a variance to adding orthophosphates. The Commissioners discussed sending a press release about violation before the DNR releases it. The Utility will be meeting with Mayor Schmitt to discuss future funding of private lead service line removal. The Utility has to apply to the PSC to pay for half of the removal. The Utility is working with the City Finance and Community Development departments for possible special assessments or block grants for the customers' portion of the replacement cost.

Communications Director Lodes found that the Delta Dental Foundation has funds set aside to promote fluoride that they would be interested in putting toward Utility water bottles.

Next week Communications Director Lodes, Engineering Services Manager Powell, Water Quality Manager Hardwick, and General Manager Quirk will be attending the annual American Water Works Association ACEI8 meeting.

5. Next Meeting Date is July 9, 2018.

F. ADJOURNMENT.

Moved by Commissioner Leon Engler, seconded by Commissioner Doug Martin to adjourn. Passed unanimously.

Meeting adjourned at 10:21 AM