



MINUTES OF THE WATER COMMISSION

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

A. ROLL CALL.

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

Excused: Kathryn Hasselblad-Pascale

Also present: Alderwoman Lefebvre, General Manager Quirk, Engineering Services Manager Powell, Water Quality Manager Hardwick, Supply Maintenance Manager Landwehr, Attorney William Vande Castle, Equipment Maintenance Coordinator Al Domke, and Recording Secretary Smith

B. APPROVAL OF THE AGENDA.

I. Approval of the Agenda.

Moved by Commissioner Doug Martin, seconded by Commissioner Nanette Nelson to approve the agenda. Passed unanimously.

C. APPROVAL OF MINUTES.

I. Approval of the Commission Meeting Minutes of June 4, 2018.

Moved by Commissioner Nanette Nelson, seconded by Commissioner Doug Martin to approve the Commission Meeting minutes of June 4, 2018. Passed unanimously.

D. REGULAR BUSINESS.

I. Approval of Vehicle Quotes.

General Manager Quick presented the quotes and recommendations for a new vehicle. Moved by Commissioner John Heugel, seconded by Commissioner Leon Engler to approve. Passed unanimously.

2. Approval of the 2017 Utility annual audit and financial report; presentation by Paul Denis from Schenck.

Schenck Manager Josh Swanson presented an overview of the 2017 Utility annual audit and financial report. The Commissioners requested quarterly updates on water loss. Moved by Commissioner John Heugel, seconded by Commissioner Doug Martin to approve the 2017 Utility annual audit and financial report. Passed unanimously.

3. Consider to adjourn to CLOSED SESSION pursuant Sec. 19.85(1)(c), Wis. Stats., for consideration of employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; to-wit, Green Bay Water Utility Organization Chart Update for 2019.

General Manager Quirk presented an update the organizational chart in accordance with recommendations of reorganization from the 2017 Workforce Study. The update would continue the implementation of the study in phases to prepare the Utility for current and future workforce needs, establishing the most efficient organizational structure based on available resources. For this update (Phase 2), General Manager Quirk proposed expanding the Business Area, creating the Operations Area, and creating the Stakeholder Area.

The Commission requested changes to the updated chart. Changes included removing the Stakeholder Group, HR Function, and Stakeholder Function from the updated chart, until they are actually implemented in a later updating phase. Another change was to add "safety coordinator" under the Project Specialist label for clarification. The Commission requested information be presented to them on safety and compliance at the next scheduled meeting.

Moved by Commissioner John Heugel, seconded by Commissioner Doug Martin to table the Organizational Chart Update for 2019. Passed unanimously.

4. Return to open session and possible action on closed session discussion.

The Commission did not adjourn into closed session.

E. INFORMATIONAL.

I. Financial Report.

Business Manager Rogers presented the April and May cash position reports. The Utility continues to meet with Trilogy consultants about our cost of service study. They are finalizing the numbers and plan to submit it to the Public Service Commission for approval in the next day or two.

2. General Manager's Report.

Communication Director Lodes' last day was July 6. General Manager Quirk either delegated or put on hold communications projects in the interim of hiring a new Communications Director. Consultant Annie Mares of Coalesce will help with communications in the interim. The Utility will be conducting interviews for the position on July 11. The interviews for Hydrant Flusher/Valve Turner will be conducted July 19.

Steve Baue of the Employee Resource Center will be presenting the employee survey results to employees at two meetings July 19. The management team had discussed the results at the last management meeting and determined initial steps to take to improve. The managers will undergo manager supervisory training. The Utility will continue to improve communication, including sending commission agendas and minutes to the entire staff and continuing the weekly "Managers Minute" video.

Utility employees will receive active threat training next week from a Police Department trainer. The Utility has a meeting with Department of Natural Resources (DNR) on July 16 to discuss compliance progress. We submitted public education outreach efforts and the corrosion control study that fulfilled the portions of public education compliance due by June 30. General Manager Quirk, Water Quality Manager Hardwick, Engineering Services Manager Powell, Engineer Romanowicz, Andrew Jacque of Water Quality Investigations, and Abigail Cantor of Process Research Solutions will talk to the DNR about what we've done and what our solution is for corrosion control. They will also discuss upcoming public education notifications.

General Manager Quirk and Engineering Services Manager Powell met with Raftelis to discuss the the upcoming utility collaboration study. Raftelis is setting up two meetings on consecutive days with us and Central Brown County Water Authority (CBCWA.)

The Utility will be meeting with CBCWA and our consultant AECOM to discuss the costs of possible emergency interconnects with CBCWA.

Utility staff will be given pressure zone training July 12.

Engineering Services Manager Powell will be presenting information at the City Claims Committee to provide information on claims brought to the Utility. There have been several open records requests.

General Manager Quirk will be giving a presentation to the Green Bay Rotary Club the afternoon of July 9 and to a retired business group July 31.

A customer called to praise Customer Service Technician Dave Glodowski for his great service. Distribution Crew Leader Jamie Phillips came up with an idea that saved the Utility \$10,000.00.

3. Next Meeting Date is August 13, 2018.

F. ADJOURNMENT.

Moved by Commissioner Leon Engler, seconded by Commissioner Nanette Nelson to adjourn.
Passed unanimously. Meeting adjourned at 10:24 AM.