



MINUTES OF THE WATER COMMISSION

**MONDAY, FEBRUARY 11, 2019, 8:30 AM
GREEN BAY WATER UTILITY
631 S Adams St**

A. ROLL CALL.

Commissioners Present: Doug Martin, Kathryn Hasselblad-Pascale, Lisa Bauer-Lotto, Joe Moore, John Heugel, Excused: James Blumreich

B. APPROVAL OF THE AGENDA.

Motion by Heugel, seconded by Moore, to approve Agenda as established. Passed unanimously.

C. APPROVAL OF MINUTES.

I. Approval of Commission Meeting Minutes of January 14, 2019

Motion by Moore, seconded by Martin to approve January 14, 2019 Meeting Minutes as presented. Passed unanimously.

D. REGULAR BUSINESS.

I. Introduction of new employees

Eric Svacina, Filter Plant Technician and Rayme Vanbeaver, Human Resources Coordinator, were introduced to and welcomed by Commission.

2. Approve New Engineering Services Technician Position

Approval of new Engineering Services Technician position, as recommended by Utility's Workforce Study, was presented. Following review and discussion, a Motion was made by Moore, seconded by Heugel, to establish the position of Engineering Services Technician as recommended. Passed unanimously.

3. Approval of new vehicle and equipment quotes

Bid proposals for a 1 ton 4WD dual rear wheel crew cab (\$34,930) and chassis and a dual rear wheel service body (\$16,039) were presented. Moved by Martin, seconded by Moore, to accept bids as recommended by staff and to approve purchase of crew cab and service body. Passed unanimously.

4. Approval of Employee Handbook policy changes

Employee Handbook Policy changes were presented. Following review and discussion, a Motion was made by Lisa, seconded by Moore, to establish the changes to General Overtime Rules for nonexempt employees, Compensation to non-exempt employees who are "on-call", Compensation for employees on After Hours duty, Educational Assistance and Rights of Employees. Passed unanimously.

E. INFORMATIONAL.

I. Financial Report

Business Manager Rogers reviewed Utility's January's 2019 cash position. Financials are within expectations. No substantive issue of concern was identified. She informed us that the auditors will be here March 18th and 19th.

2. General Manager's Report

General Manager Quirk reported: The Splash Study information sheet "Tapping into the Future" was distributed to the commission with 4 achievable goals: 1) Improving the quality of services and customer satisfaction, 2) Reducing costs to keep water rates affordable, 3) Ensuring high-quality water remains our standard, 4) Using staff, equipment and capital resources efficiently; Asplundh Tree Service will be clearing all the trees and any woody vegetation in our Raw Water Main easement through Lipskey's Swamp starting the week of February 11th and is anticipated to go on for a few weeks to help keep roots from causing problems to our 54" & 42" Raw Water Mains; we delivered water kits last week to 67 homes who still have lead services to test for lead and copper, we need 100 by June 30th to complete the compliance sampling period; this week we are shutting down our 54" Raw Water Main in order to high velocity scour our 42" Raw Water Main. We are anticipating this to last approximately one week. Afterwards, we will shut down the 42" Raw Water Main for approximately one week to scour our 54" Raw Water Main; we are meeting with Representative Staush Gruszynski today giving him a Filter Plant tour; the new Internet will launch this Thursday, February 14th; meetings with the Utility's large customers are starting this week; the Utility's new Employee Directory is complete and distributed to the commission.

F. ADJOURNMENT.

Moved by Moore, seconded by Martin to adjourn. Passed unanimously.