



MINUTES OF THE WATER COMMISSION

**MONDAY, DECEMBER 16, 2019, 8:30 AM
GREEN BAY WATER UTILITY
631 S Adams St**

A. ROLL CALL.

Commissioners Present: James Blumreich, Kathryn Hasselblad-Pascale, John Heugel, Doug Martin, Joe Moore, Lisa Bauer Lotto, Jamie Wall
Other: Alderwoman Lefebvre, Utility Staff, Attorney William Vande Castle, Pat Fehrenbach from SEH

B. APPROVAL OF THE AGENDA.

Motion by Hasselblad-Pascale, second by Martin to approve Agenda as establish. Passed unanimously.

C. APPROVAL OF MINUTES.

I. Approval of commission meeting minutes of November 11, 2019

Motion by Martin, second by Bauer Lotto, to approve November 11, 2019 Meeting Minutes as presented. Passed unanimously.

D. REGULAR BUSINESS.

I. SEH presenting building addition progress report

Pat Fehrenbach from SEH presented the building addition progress report and answered questions. Motion by Heugel, second by Blumreich to receive report as presented. Passed unanimously.

2. Adopt resolution for the budget

Motion by Heugel, second by Hasselblad-Pascale to adopt resolution for the budget as presented. Passed unanimously.

3. Financial Report

Business Manager Rogers reviewed the October financial reports. Financials are within expectations. No substantive issue of concern was identified. Motion by Moore, Second by Wall to receive financials and place on file. Passed unanimously.

4. Approve election of commission officers for 2020

Motion by Moore, second by Wall, to elect Commission officers: James Blumreich, President; John Heugel, Vice President; Doug Martin, Secretary, by unanimous ballot. Passed unanimously.

5. 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, General Manager's performance evaluation and compensation.

Motion by Hasselblad-Pascale, second by Wall to enter closed session pursuant to Sec. 19.85 (1) (c), Wis. Stats, and expressly quoting notice of closed session. Roll call was taken: James Blumreich-yes, Kathryn Hasselblad-Pascale-yes, Doug Martin-yes, John Heugel-yes and Joe Moore-yes. Roll call vote passed unanimously. Motion by Heugel, second by Wall to return to open session. Vote to return to open session passed unanimously. Return to open session with Heugel reporting the Commission President to consult with the General Manager with regarding compensation and goals for 2020. No action taken.

6. Return to open session for possible consideration of General Manager compensation.

Heugel directed the Commission President to consult with the General Manager with regarding compensation and goals for 2020. No action taken from closed session.

E. INFORMATIONAL.

I. General Manager's Update

General Manager Nancy Quirk reported: Russ Hardwick (Water Quality Manager) explained that we went into homes to find out what material they have and we are also doing some profile sampling to figure out if they do have a high lead source. We will also be sharing this information with the Wisconsin Department of Natural Resources (WDNR) in January. Nancy then reported additionally, Andrea Hay (Director of Communications) is working on a letter for public outreach to go to 295 homes letting them know they still have a Water Utility owned lead service and we are replacing them within the next year. WDNR Code requires us to fulfill public education requirements that are due within 60 days of the sampling period, which ends December 31st. We were interviewed by WBAY-TV2 about our satellite leak detection program. The story aired Friday night December 13th. We informed them about the 207 hot spots that were found. We have already inspected all of those spots finding 57 leaks that we proactively repaired saving over 30 million gallons of water for the year. Grand Chute and Bellevue have already contacted us wanting additional information about the leak detection program. We are working on a new Commission Board member replacement, today is Lisa Bauer Lotto's last meeting. Nancy thanked her for her 5 years of service. Next year's commission dates are set for the 2nd Monday of each month. Melissa Jaeger (Executive Assistant) will be sending out meeting invites through outlook. Congratulations to Zach Tebon our Hydrant Flusher/Valve Turner who was promoted to a Locator. We are currently taking applications for the Hydrant Flusher/Valve Turner position. We have 2nd interviews this week for our HR Coordinator position, hoping to have this position filled soon. Nancy attended a Legal Water Seminar in Chicago last week discussing and learning about PFAS, the Lead and Copper Rule, and the tort liabilities. Andrea, Brian Powell (Operations Manager), Stephanie Rogers (Business Manager) and Nancy met with members of the Oneida Nation to talk about collaboration because the city's initiative is to collaborate with Oneida. They have about 30 miles of water main and are also interested in the satellite leak detection program. Nancy also attended the Senior Staff Strategic Plan meeting with the city. The main topics were improve customer service, financial planning, infrastructure and roads, brand and identity, economic development/integrated services, and employee engagement/recruitment. Next year the Water Utility will be incorporating some of these ideas into their new strategic plan. Our managers are going through performance evaluations with a deadline of December 19th.

F. ADJOURNMENT.

Motion by Wall, second by Moore to adjourn. Passed unanimously.