AGENDA OF THE WATER COMMISSION

MONDAY, FEBRUARY 10, 2020, 8:30 AM
GREEN BAY WATER UTILITY
631 S Adams St

A. Roll Call.

B. Approval of the Agenda.

C. Approval of Minutes.

1. Approval of commission meeting minutes of December 16, 2019

D. Regular Business.

1. Introduction of new employee
2. Approval of recommendation of vehicle and equipment bids
3. Approval of private well regulation program policy
4. Financial Report
    a. Certificate of Achievement Award for Excellence in Financial Reporting Award

E. Informational.

1. General Manager's Report
    a. 2019 Accomplishments

F. Adjournment.

1) ACCESSIBILITY: Any person wishing to attend who requires special accommodation because of a disability, should contact the City Safety Manager at 920-448-3125 at least 48 hours before the scheduled meeting time so that arrangements can be made.

2) QUORUM: Please take notice that a majority or quorum of the Common Council may attend this Water Commission meeting and will constitute a meeting of the Common Council for purposes of discussion and information gathering relative to this agenda.
3) REPRESENTATION: The party requesting the communication, or their representative, should be present at this meeting.

Report to the
Water Utility Commission
of the City of Green Bay

MEETING DATE	PREPARED BY
February 10, 2020	

AGENDA ITEM # C.1.

Approval of commission meeting minutes of December 16, 2019

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None

Report to the
Water Utility Commission
of the City of Green Bay

MEETING DATE	PREPARED BY
February 10, 2020	

AGENDA ITEM # D.1.

Introduction of new employee

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None

Report to the
Water Utility Commission
of the City of Green Bay

MEETING DATE	PREPARED BY
February 10, 2020	

AGENDA ITEM # D.2.

Approval of recommendation of vehicle and equipment bids

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Memo- Recommendation of Vehicles and Equipment

Green Bay Water Utility

MEMORANDUM

DATE: February 10, 2020

TO: Green Bay Water Commissioners

FROM: Nancy Quirk

RE: Recommendation of Vehicle and Equipment Bids for Green Bay Water Utility

¾ TON 2WD DOUBLE CAB PICKUP (Budgeted $35,000)				
Dealer	***Model***	***Quoted Price***	***Delivery***	***Notes***
Ewald	2020 Chevy Silverado 2500	$28,749	90-120 days	Accept
Broadway	2020 Chevy Silverado 2500	$29,540.34	56-70 days	
Gandrud	2020 Chevy Silverado 2500	$29,536.50	10-12 weeks	
Bergstrom	2020 Chevy Silverado 2500	$29,625	8-10 weeks	

SPORT UTILITY SUV AWD/4WD (Budgeted $34,000)				
Dealer	***Model***	***Quoted Price***	***Delivery***	***Notes***
Bergstrom	2020 Equinox AWD 2.0 2LT	$27,205	8-10 weeks	Accept
Broadway	2020 Equinox AWD 2.0 2LT	$27,261.90	56-70 days	
Gandrud	2020 Equinox AWD 2.0 2LT	$29,242.50	10-12 weeks	
Ewald	2020 Equinox AWD 1.5 LS	$24,010	90-120 days	Did not meet specs

2020 HEATED DUMP BODY (Budgeted $35,000)				
Dealer	***Model***	***Quoted Price***	***Delivery***	***Notes***
Truck Equipment	BeauRoc DH14 x 48 x 54	$29,620	125-150 days	Accept
Olson	Brandon FHD 14 x 48 x 54	$29,963	100 days	
Casper	Bibeau BMT-S	$33,244	200 days	

2020 SERVICE BODY (Budgeted $15,000)				
Dealer	***Model***	***Quoted Price***	***Delivery***	***Notes***
Olson	Knapheide 796 Service Body	$12,990	175 days	Accept
Casper	Knapheide 796 Service Body	$16,810	241 days	

2020 Bobcat Toolcat (Budgeted $65,000)				
Dealer	***Model***	***Quoted Price***	***Delivery***	***Notes***
Bobcat Plus	Bobcat 5600	$60,333	90 days	Accept
Luxemburg Implement	Bobcat 5600	$72,200	90 days	

I recommend we award this contract to the low bidders for the amounts respectively bid, as indicated by the shaded cells in the above table.

Total expenses are still under budget.

Funds are available in the 2020 budget.

Report to the
Water Utility Commission
of the City of Green Bay

MEETING DATE	PREPARED BY
February 10, 2020	

AGENDA ITEM # D.3.

Approval of private well regulation program policy

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Memo- Private Well Regulation Program

Green Bay Water Utility

MEMORANDUM

DATE: February 10, 2020

TO: Green Bay Water Commissioners

FROM: Nancy Quirk

RE: Private Well Regulation Program Policy

*See Attachment

GREEN BAY WATER UTILITY POLICY	**TITLE: PRIVATE WELL REGULATION PROGRAM**	
	DEPARTMENT: ENGINEERING SERVICES	
ISSUE DATE: 02/10/2020	LAST UPDATE:	SECTION # 401.16
WATER COMMISSION APPROVAL DATE:		

As a request by state statute, GBWU will regulate wells which are not part of our municipal water system and are located on premises served by our municipal water system.

Purpose:

1) To prevent the contamination of groundwater and to protect the health and welfare of Utility customers.
2) To satisfy the requirements of NR810.16 which requires the Utility to implement a program for the regulation of wells that are located on premises served by the municipal water system.

Definitions:

- Private Well: Any drillhole or other excavation or opening deeper than it is wide that extends more than 10 feet below the ground surface constructed for the purpose of obtaining groundwater.
- Property Owner: Person or business listed as owner in Brown County Land Records.
- Utility: Green Bay Water Utility
- WDNR: Wisconsin Department of Natural Resources
- Well Filling & Sealing: WDNR's terminology for well abandonment
- Premises: Municipal lot

Report to the
Water Utility Commission
of the City of Green Bay

MEETING DATE	PREPARED BY
February 10, 2020	

AGENDA ITEM # D.4.

Financial Report

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. November Financial Statements
2. December Financial Statements

GREEN BAY WATER UTILITY
CASH POSITION
November 30, 2019

	12/31/2018	11/30/2019
UNRESTRICTED CURRENT ASSETS		
Cash & Investments - Operation & Maintenance		
Local Govt. Investment Pool	101,052	103,185
Associated Bank Checking	4,949,375	5,655,007
Working Cash Funds - Petty Cash	1,700	1,700
Total Cash & Investments - Operation & Maintenance	5,052,127	5,759,892
Assoc Bank Checking - Private Lead Service Replacement	66,415	53,180
RESTRICTED CURRENT ASSETS		
Cash & Investments - Bond Redemption		
Certificates of Deposit - Bond Redemption	885,000	445,000
Associated Bank Money Market Account	712	43,918
Total Cash & Investments - Bond Redemption	885,712	488,918
RESTRICTED LONG-TERM ASSETS		
Cash & Investments - Debt Reserve		
Associated Bank Money Market Account	2,108	-
Associated Trust Money Market	18,345	182,269
Associated Trust Certificates of Deposit	727,858	727,858
Associated Trust Municipal Bonds	5,125,422	5,115,422
Total Cash & Investments - Debt Reserve	5,873,733	6,025,549
TOTAL CASH POSITION	$ 11,877,987	$ 12,327,539

GREEN BAY WATER UTILITY
BALANCE SHEET
November 30, 2019

	AS OF 12/31/2018	AS OF 11/30/2019
ASSETS		
Current Assets		
O & M Cash & Investments	$ 5,052,127	$ 5,759,892
Lead Service Replacement Cash	66,415	53,180
Lead Service Replacement Receivable	26,725	42,268
Interest Receivable	1,529	454
Accounts Receivable	5,035,599	5,647,341
Inventories	520,195	501,238
Prepayments	23,503	216,293
Total Current Assets	10,726,093	12,220,665
Property, Plant & Equipment		
Original Cost	228,151,254	228,778,044
Less: Accumulated Depreciation	(85,182,131)	(89,880,696)
Net Plant	142,969,123	138,897,348
Construction in Progress	47,639	4,740,203
Total Plant & Equipment	143,016,762	143,637,551
Restricted Assets		
Debt Reserve Fund	5,873,733	6,025,549
Bond Redemption Fund	885,712	488,918
Accrued Interest	31,378	37,456
Total Restricted Assets	6,790,823	6,551,923
Other Assets		
Unamortized Ashwaubenon Booster	1,643,166	1,522,667
Unamortized Wrightstown Loan/Grant	538,050	509,038
Unamortized Loss on Refunding	813,997	635,252
Net Pension Asset	718,059	718,059
Deferred Outflows-Pension	1,328,713	1,328,713
Total Other Assets	5,041,985	4,713,729
TOTAL ASSETS	$ 165,575,663	$ 167,123,867

GREEN BAY WATER UTILITY
BALANCE SHEET
November 30, 2019
Page 2

	AS OF 12/31/2018	AS OF 11/30/2019
LIABILITIES & FUND EQUITY		
Current Liabilities		
Accounts Payable	$ 968,032	$ 93,822
Sewer Billings Payable	3,556,239	4,025,279
Storm Water Billings Payable	1,204,650	1,448,275
Lead Service Replacement Grant	56,655	56,655
Accrued Vacation & Sick Leave Pay	490,874	407,308
Accrued Taxes	31,168	31,168
Total Current Liabilities	6,307,618	6,062,507
Other Liabilities		
Net Pension Liability	-	-
Deferred Outflows-Pension	1,419,898	1,419,898
Total Other Liabilities	1,419,898	1,419,898
Payable from Restricted Assets		
Current Portion of Long-Term Debt	3,560,000	-
Accrued Interest	263,202	394,541
Total Restricted Payables	3,823,202	394,541
Long-Term Debt - Net of Premiums & Discounts	48,251,133	48,140,376
TOTAL LIABILITIES	59,801,851	56,017,323
FUND EQUITY		
Contributed Capital		
City of Green Bay	204,288	204,288
Earned Surplus		
Restricted	3,005,635	6,157,382
Unrestricted	102,563,889	104,744,875
Total Earned Surplus	105,569,524	110,902,257
TOTAL FUND EQUITY	105,773,812	111,106,545
TOTAL LIABILITIES & FUND EQUITY	$ 165,575,663	$ 167,123,867

GREEN BAY WATER UTILITY

INCOME SUMMARY
November 30, 2019

	2019 BUDGET	BUDGET THRU NOVEMBER	ACTUAL AS OF 11/30/2019	TOTAL BUDGET REMAINING VARIANCE
TOTAL OPERATING REVENUES	$ 22,821,827	$ 20,920,008	$ 20,961,552	$ (1,860,275)
OPERATING EXPENSES				
Pumping	1,387,814	1,272,163	1,158,356	229,458
Water Treatment	1,451,868	1,330,879	1,101,407	350,461
Transmission & Distribution	3,218,549	2,950,337	2,500,258	718,291
Customer Accounts	851,784	780,802	692,739	159,045
Administrative & General	11,018,740	10,100,512	9,059,827	1,958,913
Total Operating Expenses	17,928,755	16,434,692	14,512,587	3,416,168
Operating Profit (Loss)	4,893,072	4,485,316	6,448,965	1,555,893
Interest & Miscellaneous Income	1,135,666	1,041,027	766,278	(369,388)
Interest Expense	1,703,314	1,561,371	1,882,510	(179,196)
NET INCOME (LOSS)	$ 4,325,424	$ 3,964,972	$ 5,332,733	$ 1,007,309

GREEN BAY WATER UTILITY
INCOME & EXPENSE COMPARISON
BUDGET TO ACTUAL
November 30, 2019

	BUDGET THRU NOVEMBER	ACTUAL AS OF 11/30/2019	DOLLAR VARIANCE	PERCENT VARIANCE
OPERATING REVENUES				
Residential & Apartment	$ 6,429,500	$ 6,524,744	$ 95,244	1.5%
Commercial & Restaurant	3,400,467	3,422,084	21,617	0.6%
Industrial	4,714,417	4,796,664	82,247	1.7%
Municipal	434,708	386,445	(48,263)	-11.1%
Sales to General Customers	14,979,091	15,129,937	150,846	1.0%
Sales for Resale - Ashwaubenon	2,796,750	2,686,879	(109,871)	-3.9%
Sales for Resale - Scott	99,000	72,967	(26,033)	-26.3%
Sales For Resale - Hobart	222,750	265,661	42,911	19.3%
Sales for Resale - Wrightstown	162,250	166,936	4,686	2.9%
Public Fire Protection	1,244,833	1,240,297	(4,536)	-0.4%
Private Fire Protection	129,250	104,515	(24,735)	-19.1%
Sewer & Stormwater Portion of Expenses	1,148,583	1,146,936	(1,648)	-0.1%
Penalties	137,500	147,424	9,924	7.2%
TOTAL OPERATING REVENUES	20,920,008	20,961,552	41,544	0.2%
OPERATING EXPENSES				
PUMPING EXPENSE				
Purchased Water (602)	3,850	3,001	849	22.0%
Maint of Intakes (613)	13,750	-	13,750	100.0%
Maint of Supply Mains (616)	133,830	45,953	87,877	65.7%
Pumping Operation Supervision (620)	55,242	28,614	26,628	48.2%
Power Purchased for Pumping (623)	664,583	600,817	63,766	9.6%
Pumping Labor & Expense (624)	38,389	77,115	(38,726)	-100.9%
Miscellaneous Pumping Expense (626)	60,112	57,685	2,427	4.0%
Pumping Maintenance Supervision (630)	59,554	75,304	(15,750)	-26.4%
Maintenance of Pumping Structures (631)	80,589	118,725	(38,136)	-47.3%
Maintenance of Power Prod Equip (632)	6,600	16,177	(9,577)	-145.1%
Maintenance of Pumping Equipment (633)	155,664	134,965	20,699	13.3%
TOTAL PUMPING EXPENSE	1,272,163	1,158,356	113,807	8.9%
WATER TREATMENT EXPENSE				
Treatment Operations Supervision (640)	62,946	67,271	(4,325)	-6.9%
Chemicals (641)	260,333	251,783	8,550	3.3%
Treatment Operations (642)	622,490	477,170	145,320	23.3%
Miscellaneous Water Treatment (643)	105,843	106,956	(1,113)	-1.1%
Treatment Maintenance Supervision (650)	22,632	22,378	254	1.1%
Maint of Treatment Structures (651)	51,068	25,054	26,014	50.9%
Maint of Treatment Equipment (652)	205,568	150,796	54,772	26.6%
TOTAL WATER TREATMENT EXPENSE	1,330,879	1,101,407	229,472	17.2%
TRANSMISSION & DISTRIBUTION EXPENSE				
Stores Expense (163)	-	52,169	(52,169)	XXX
Unallocated Vehicle & Equip Expense (184)	-	(137,513)	137,513	XXX
Distribution Operation Supervision (660)	135,141	176,827	(41,685)	-30.8%
Transmission & Distribution Line Expense (662)	376,266	433,694	(57,428)	-15.3%
Meter Expense (663)	157,777	131,432	26,344	16.7%
Customer Installation Expense (664)	96,811	82,852	13,959	14.4%
Miscellaneous Distribution Expense (665)	298,557	205,916	92,642	31.0%
Maintenance of Reservoirs & Standpipes (672)	26,694	946	25,749	96.5%
Maintenance of Mains (673)	1,272,697	1,014,037	258,660	20.3%
Maintenance of Services (675)	337,768	291,412	46,356	13.7%
Maintenance of Meters (676)	81,338	86,152	(4,815)	-5.9%
Maintenance of Hydrants (677)	167,287	162,334	4,953	3.0%
TOTAL TRANSMISSION & DISTRIBUTION EXPENSE	2,950,337	2,500,258	450,078	15.3%
CUSTOMER ACCOUNTS EXPENSE				
Meter Reading Expense (902)	13,849	26,649	(12,800)	-92.4%
Customer Records & Collection Expense (903)	748,849	653,640	95,209	12.7%
Uncollectible Accounts (904)	3,667	11,804	(8,137)	-221.9%
Conservation/Educational Expense (906)	14,438	647	13,791	95.5%
TOTAL CUSTOMER ACCOUNTS EXPENSE	780,802	692,739	88,063	11.3%

GREEN BAY WATER UTILITY
INCOME & EXPENSE COMPARISON
BUDGET TO ACTUAL

November 30, 2019

ADMINISTRATIVE & GENERAL EXPENSE	BUDGET THRU NOVEMBER	ACTUAL AS OF 11/30/2019	DOLLAR VARIANCE	PERCENT VARIANCE
Depreciation Expense (403 & 426)	$ 4,887,148	$ 4,209,436	$677,712	13.9%
Amortization of Non-Utility Plant (405)	120,499	120,499	(0)	0.0%
Taxes (408)	2,500,663	2,469,622	31,041	1.2%
Administrative & General Salaries (920)	668,421	609,800	58,620	8.8%
Office Supplies & Expense (921)	99,367	76,104	23,263	23.4%
Outside Services Employed (923)	319,871	258,852	61,019	19.1%
Property Insurance (924)	48,950	60,352	(11,402)	-23.3%
Injuries & Damages (925)	75,564	67,760	7,803	10.3%
Employee Pension & Benefits (926)	1,171,307	1,016,745	154,561	13.2%
Regulatory Commission Expense (928)	9,167	3,327	5,839	63.7%
Miscellaneous General Expense (930)	65,684	54,113	11,570	17.6%
Maintenance of General Plant (932)	133,874	113,216	20,658	15.4%
TOTAL ADMINISTRATIVE & GENERAL EXPENSE	10,100,512	9,059,827	1,040,685	10.3%
TOTAL OPERATING EXPENSES	16,434,692	14,512,587	1,922,105	11.7%
OPERATING PROFIT	4,485,316	6,448,965	1,963,649	43.8%
MISCELLANEOUS INCOME & (EXPENSE)				
Interest Income-Operating Accounts (419)	91,667	220,782	129,116	140.9%
Interest Income-Debt Accounts (419)	160,417	226,401	65,984	41.1%
Misc Income/Contributed Capital (421)	458,333	83,146	(375,188)	-81.9%
Other Income (415, 416, 425, 471, 472, 474)	330,611	235,949	(94,662)	-28.6%
TOTAL MISC INCOME & (EXPENSE)	1,041,027	766,278	(274,749)	-26.4%
INTEREST EXPENSE (427, 428, 429)	1,561,371	1,882,510	(321,139)	-20.6%
NET INCOME (LOSS)	$ 3,964,972	$ 5,332,733	$ 1,367,761	34.5%

GREEN BAY WATER UTILITY
CASH POSITION
December 31, 2019

	12/31/2018	12/31/2019
UNRESTRICTED CURRENT ASSETS		
Cash & Investments - Operation & Maintenance		
Local Govt. Investment Pool	101,052	103,329
Associated Bank Checking	4,949,375	5,419,243
Working Cash Funds - Petty Cash	1,700	1,700
Total Cash & Investments - Operation & Maintenance	5,052,127	5,524,272
Assoc Bank Checking - Private Lead Service Replacement	66,415	69,887
RESTRICTED CURRENT ASSETS		
Cash & Investments - Bond Redemption		
Certificates of Deposit - Bond Redemption	885,000	890,000
Associated Bank Money Market Account	712	43,921
Total Cash & Investments - Bond Redemption	885,712	933,921
RESTRICTED LONG-TERM ASSETS		
Cash & Investments - Debt Reserve		
Associated Bank Money Market Account	2,108	-
Associated Trust Money Market	18,345	33,020
Associated Trust Certificates of Deposit	727,858	721,617
Associated Trust Municipal Bonds	5,125,422	5,273,457
Total Cash & Investments - Debt Reserve	5,873,733	6,028,094
TOTAL CASH POSITION	$ 11,877,987	$ 12,556,174

Draft

GREEN BAY WATER UTILITY
BALANCE SHEET
December 31, 2019

	AS OF 12/31/2018	AS OF 12/31/2019
ASSETS		
Current Assets		
O & M Cash & Investments	$ 5,052,127	$ 5,524,272
Lead Service Replacement Cash	66,415	69,887
Lead Service Replacement Receivable	26,725	0
Interest Receivable	1,529	1,295
Accounts Receivable	5,035,599	5,052,742
Inventories	520,195	516,130
Prepayments	23,503	28,681
Total Current Assets	10,726,093	11,193,007
Property, Plant & Equipment		
Original Cost	228,151,254	228,110,103
Less: Accumulated Depreciation	(85,182,131)	(89,413,636)
Net Plant	142,969,123	138,696,467
Construction in Progress	47,639	5,406,164
Total Plant & Equipment	143,016,762	144,102,631
Restricted Assets		
Debt Reserve Fund	5,873,733	6,028,094
Bond Redemption Fund	885,712	933,921
Accrued Interest	31,378	48,671
Total Restricted Assets	6,790,823	7,010,686
Other Assets		
Unamortized Ashwaubenon Booster	1,643,166	1,511,713
Unamortized Wrightstown Loan/Grant	538,050	506,400
Unamortized Loss on Refunding	813,997	619,002
Net Pension Asset	718,059	718,059
Deferred Outflows-Pension	1,328,713	1,328,713
Total Other Assets	5,041,985	4,683,887
TOTAL ASSETS	$ 165,575,663	$ 166,990,212

Draft

GREEN BAY WATER UTILITY
BALANCE SHEET
December 31, 2019
Page 2

	AS OF 12/31/2018	AS OF 12/31/2019
LIABILITIES & FUND EQUITY		
Current Liabilities		
Accounts Payable	$ 968,032	$ 317,868
Sewer Billings Payable	3,556,239	3,751,319
Storm Water Billings Payable	1,204,650	1,331,965
Lead Service Replacement Grant	56,655	30,571
Accrued Vacation & Sick Leave Pay	490,874	439,251
Accrued Taxes	31,168	33,603
Total Current Liabilities	6,307,618	5,904,577
Other Liabilities		
Net Pension Liability	-	-
Deferred Outflows-Pension	1,419,898	1,419,898
Total Other Liabilities	1,419,898	1,419,898
Payable from Restricted Assets		
Current Portion of Long-Term Debt	3,560,000	3,705,000
Accrued Interest	263,202	450,683
Total Restricted Payables	3,823,202	4,155,683
Long-Term Debt - Net of Premiums & Discounts	48,251,133	44,418,818
TOTAL LIABILITIES	59,801,851	55,898,975
FUND EQUITY		
Contributed Capital		
City of Green Bay	204,288	204,288
Earned Surplus		
Restricted	3,005,635	2,855,003
Unrestricted	102,563,889	108,031,945
Total Earned Surplus	105,569,524	110,886,949
TOTAL FUND EQUITY	105,773,812	111,091,236
TOTAL LIABILITIES & FUND EQUITY	$ 165,575,663	$ 166,990,212

Draft

GREEN BAY WATER UTILITY

INCOME SUMMARY
December 31, 2019

	2019 BUDGET	BUDGET THRU DECEMBER	ACTUAL AS OF 12/31/2019	TOTAL BUDGET REMAINING VARIANCE
TOTAL OPERATING REVENUES	$ 22,821,827	$ 22,821,827	$ 22,657,406	$ (164,421)
OPERATING EXPENSES				
Pumping	1,387,814	1,387,814	1,354,458	33,356
Water Treatment	1,451,868	1,451,868	1,238,318	213,550
Transmission & Distribution	3,218,549	3,218,549	2,971,562	246,987
Customer Accounts	851,784	851,784	761,190	90,594
Administrative & General	11,018,740	11,018,740	9,974,301	1,044,440
Total Operating Expenses	17,928,755	17,928,755	16,299,830	1,628,925
Operating Profit (Loss)	4,893,072	4,893,072	6,357,577	1,464,505
Interest & Miscellaneous Income	1,135,666	1,135,666	898,190	(237,476)
Interest Expense	1,703,314	1,703,314	1,938,342	(235,028)
NET INCOME (LOSS)	$ 4,325,424	$ 4,325,424	$ 5,317,425	$ 992,001

Draft

GREEN BAY WATER UTILITY
INCOME & EXPENSE COMPARISON
BUDGET TO ACTUAL
December 31, 2019

	BUDGET THRU DECEMBER	ACTUAL AS OF 12/31/2019	DOLLAR VARIANCE	PERCENT VARIANCE
OPERATING REVENUES				
Residential & Apartment	$ 7,014,000	$ 7,010,727	$ (3,273)	0.0%
Commercial & Restaurant	3,709,600	3,672,819	(36,781)	-1.0%
Industrial	5,143,000	5,219,982	76,982	1.5%
Municipal	474,227	443,568	(30,659)	-6.5%
Sales to General Customers	16,340,827	16,347,095	6,268	0.0%
Sales for Resale - Ashwaubenon	3,051,000	2,903,163	(147,837)	-4.8%
Sales for Resale - Scott	108,000	79,068	(28,932)	-26.8%
Sales For Resale - Hobart	243,000	285,740	42,740	17.6%
Sales for Resale - Wrightstown	177,000	166,936	(10,064)	-5.7%
Public Fire Protection	1,358,000	1,340,187	(17,813)	-1.3%
Private Fire Protection	141,000	140,085	(915)	-0.6%
Sewer & Stormwater Portion of Expenses	1,253,000	1,241,102	(11,898)	-0.9%
Penalties	150,000	154,029	4,029	2.7%
TOTAL OPERATING REVENUES	22,821,827	22,657,406	(164,421)	-0.7%
OPERATING EXPENSES				
PUMPING EXPENSE				
Purchased Water (602)	4,200	4,466	(266)	-6.3%
Maint of Intakes (613)	15,000	-	15,000	100.0%
Maint of Supply Mains (616)	145,996	45,953	100,043	68.5%
Pumping Operation Supervision (620)	60,264	30,862	29,402	48.8%
Power Purchased for Pumping (623)	725,000	700,620	24,380	3.4%
Pumping Labor & Expense (624)	41,879	83,013	(41,134)	-98.2%
Miscellaneous Pumping Expense (626)	65,577	85,224	(19,647)	-30.0%
Pumping Maintenance Supervision (630)	64,968	83,280	(18,312)	-28.2%
Maintenance of Pumping Structures (631)	87,915	160,859	(72,944)	-83.0%
Maintenance of Power Prod Equip (632)	7,200	16,177	(8,977)	-124.7%
Maintenance of Pumping Equipment (633)	169,815	144,005	25,810	15.2%
TOTAL PUMPING EXPENSE	1,387,814	1,354,458	33,356	2.4%
WATER TREATMENT EXPENSE				
Treatment Operations Supervision (640)	68,668	71,606	(2,938)	-4.3%
Chemicals (641)	284,000	300,998	(16,998)	-6.0%
Treatment Operations (642)	679,080	530,006	149,074	22.0%
Miscellaneous Water Treatment (643)	115,465	118,609	(3,144)	-2.7%
Treatment Maintenance Supervision (650)	24,689	23,823	866	3.5%
Maint of Treatment Structures (651)	55,710	27,300	28,410	51.0%
Maint of Treatment Equipment (652)	224,256	165,976	58,280	26.0%
TOTAL WATER TREATMENT EXPENSE	1,451,868	1,238,318	213,550	14.7%
TRANSMISSION & DISTRIBUTION EXPENSE				
Stores Expense (163)	-	56,043	(56,043)	XXX
Unallocated Vehicle & Equip Expense (184)	-	(158,960)	158,960	XXX
Distribution Operation Supervision (660)	147,427	214,057	(66,630)	-45.2%
Transmission & Distribution Line Expense (662)	410,472	455,266	(44,794)	-10.9%
Meter Expense (663)	172,120	150,204	21,916	12.7%
Customer Installation Expense (664)	105,612	90,519	15,093	14.3%
Miscellaneous Distribution Expense (665)	325,699	226,958	98,741	30.3%
Maintenance of Reservoirs & Standpipes (672)	29,121	12,119	17,002	58.4%
Maintenance of Mains (673)	1,388,397	1,312,103	76,294	5.5%
Maintenance of Services (675)	368,474	335,182	33,292	9.0%
Maintenance of Meters (676)	88,732	95,054	(6,322)	-7.1%
Maintenance of Hydrants (677)	182,495	183,017	(522)	-0.3%
TOTAL TRANSMISSION & DISTRIBUTION EXPENSE	3,218,549	2,971,562	246,987	7.7%
CUSTOMER ACCOUNTS EXPENSE				
Meter Reading Expense (902)	15,108	28,213	(13,105)	-86.7%
Customer Records & Collection Expense (903)	816,926	720,329	96,597	11.8%
Uncollectible Accounts (904)	4,000	11,804	(7,804)	-195.1%
Conservation/Educational Expense (906)	15,750	845	14,905	94.6%
TOTAL CUSTOMER ACCOUNTS EXPENSE	851,784	761,190	90,594	10.6%

Draft

GREEN BAY WATER UTILITY
INCOME & EXPENSE COMPARISON
BUDGET TO ACTUAL

December 31, 2019

ADMINISTRATIVE & GENERAL EXPENSE	BUDGET THRU DECEMBER	ACTUAL AS OF 12/31/2019	DOLLAR VARIANCE	PERCENT VARIANCE
Depreciation Expense (403 & 426)	$ 5,331,434	$ 4,592,112	$739,322	13.9%
Amortization of Non-Utility Plant (405)	131,453	131,453	(0)	0.0%
Taxes (408)	2,727,996	2,777,032	(49,036)	-1.8%
Administrative & General Salaries (920)	729,186	641,391	87,795	12.0%
Office Supplies & Expense (921)	108,400	85,562	22,838	21.1%
Outside Services Employed (923)	348,950	301,228	47,722	13.7%
Property Insurance (924)	53,400	67,411	(14,011)	-26.2%
Injuries & Damages (925)	82,433	73,212	9,221	11.2%
Employee Pension & Benefits (926)	1,277,789	1,112,174	165,615	13.0%
Regulatory Commission Expense (928)	10,000	9,494	506	5.1%
Miscellaneous General Expense (930)	71,655	57,742	13,913	19.4%
Maintenance of General Plant (932)	146,044	125,490	20,554	14.1%
TOTAL ADMINISTRATIVE & GENERAL EXPENSE	11,018,740	9,974,301	1,044,440	9.5%
TOTAL OPERATING EXPENSES	17,928,755	16,299,830	1,628,925	9.1%
OPERATING PROFIT	4,893,072	6,357,577	1,464,505	29.9%
MISCELLANEOUS INCOME & (EXPENSE)				
Interest Income-Operating Accounts (419)	100,000	230,515	130,515	130.5%
Interest Income-Debt Accounts (419)	175,000	241,006	66,006	37.7%
Misc Income/Contributed Capital (421)	500,000	83,146	(416,854)	-83.4%
Other Income (415, 416, 425, 471, 472, 474)	360,666	343,524	(17,142)	-4.8%
TOTAL MISC INCOME & (EXPENSE)	1,135,666	898,190	(237,476)	-20.9%
INTEREST EXPENSE (427, 428, 429)	1,703,314	1,938,342	(235,028)	-13.8%
NET INCOME (LOSS)	$ 4,325,424	$ 5,317,425	$ 992,001	22.9%

Draft

Report to the
Water Utility Commission
of the City of Green Bay

MEETING DATE	PREPARED BY
February 10, 2020	

AGENDA ITEM # D.4.a.

Certificate of Achievement Award for Excellence in Financial Reporting Award

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. AWARD OF FINANCIAL REPORTING ACHIEVEMENT
2. Letter from Government Finance Officers Association

The Government Finance Officers Association of the United States and Canada

presents this

AWARD OF FINANCIAL REPORTING ACHIEVEMENT

to

Stephanie R. Rogers

Business Manager

Water Utility, City of Green Bay, Wisconsin

The award of Financial Reporting Achievement is presented by the Government Finance Officers Association to the individual(s) designated as instrumental in their government unit achieving a Certificate of Achievement for Excellence in Financial Reporting. A Certificate of Achievement is presented to those government units whose annual financial reports are judged to adhere to program standards and represents the highest award in government financial reporting.

Executive Director

Christopher P. Morrill

Date January 28, 2020

Government Finance Officers Association
203 North LaSalle Street, Suite 2700
Chicago, Illinois 60601-1210
312.977.9700 *fax:* 312.977.4806

January 28, 2020

Stephanie R. Rogers
Business Manager
Water Utility, City of Green Bay
PO Box 1210
Green Bay, WI 54305-1210

Dear Ms. Rogers:

We are pleased to notify you that your 2018 fiscal year end comprehensive annual financial report (CAFR) qualifies for GFOA's Certificate of Achievement for Excellence in Financial Reporting. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment. Congratulations for having satisfied the high standards of the program. We hope that your example will encourage others in their efforts to achieve and maintain an appropriate standard of excellence in financial reporting.

A "Summary of Grading" form and a confidential list of comments and suggestions for possible improvements are enclosed. We want to strongly encourage the recommended improvements be made in the next report, and that the report be submitted to the program within six months of your next fiscal year end. Certificate of Achievement Program policy requires that written responses to the comments and suggestions for improvement accompany the next fiscal year's submission. The written responses should provide details about how each item is addressed within this report. These responses will be provided to those Special Review Committee members participating in the review. If a comment is unclear or there appears to be a discrepancy, please contact the Technical Services Center at (312) 977-9700 and ask to speak with a Certificate of Achievement Program in-house reviewer.

When a Certificate of Achievement for Excellence in Financial Reporting is awarded to a government, an Award of Financial Reporting Achievement (AFRA) is also presented to the individual(s) or department designated by the government as primarily responsible for its having earned the Certificate. An AFRA is enclosed for the preparer as designated on the application.

Continuing participants will find a brass medallion enclosed with these results. First-time recipients will receive a plaque in about 10 weeks. We hope that appropriate publicity will be given to this notable achievement. A sample news release has been enclosed.

A current holder of a Certificate of Achievement may include a reproduction of the Certificate in its immediately subsequent CAFR. A camera-ready copy of your Certificate is enclosed for that purpose. If you reproduce your Certificate in your next report, please refer to the enclosed instructions. A Certificate of Achievement is valid for a period of one year.

Over the course of the year, we are anticipating some changes to our application process. We will still be asking governments for the same documents we asked for in the past, but we are encouraging electronic submissions to cafrprogram@gfoa.org and expect to be making other changes going forward. We will keep members informed of any changes via email, and application instructions will be updated on our website.

Your continued interest in and support of the Certificate of Achievement Program is most appreciated. If we may be of any further assistance, please contact the Technical Services Center at (312) 977-9700.

Sincerely,

Michele Mark Levine

Michele Mark Levine
Director, Technical Services Center

Report to the
Water Utility Commission
of the City of Green Bay

MEETING DATE	PREPARED BY
February 10, 2020	

AGENDA ITEM # E.1.

General Manager's Report

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None

Report to the
Water Utility Commission
of the City of Green Bay

MEETING DATE	PREPARED BY
February 10, 2020	

AGENDA ITEM # E.1.a.

2019 Accomplishments

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Memo- 2019 Accomplishments

Green Bay Water Utility

MEMORANDUM

DATE: February 10, 2020

TO: Green Bay Water Commissioners

FROM: Nancy Quirk

RE: 2019 Accomplishments

Manage Risk and System Reliability	Department
2.7 Miles of Water Main Replaced	Operations
1.4 Miles of New Water Main Installed	Operations
336 Lead Services Replaced	Operations
Repaired 229 Water Leaks	Operations
Visited 207 Points of Interest & Found 57 Leaks from Satellite Leak Detection	Operations
Cleared Trees & Brush from Lipskey's Swamp over raw water line easement	Operations
Unidirectional Flushed John & 7th Streets Pressure Zones	Operations
Scoured the 54" & 42" Raw Water Transmission Mains	Operations, Water Quality
Scoured the Two 36" Finished Water Transmission Mains	Operations
Installed Rip Rap on Shoreline at Lake Station	Operations
Enclosed Generator Switchgear at Lake Station	Operations

Operated PRS monitoring station and collected all samples as necessary	Water Quality
Completed construction of filter pilot plant and started coagulant study	Water Quality
Sludge Lagoon Dredging project was put out for bid and awarded to Express Excavating. The unusually wet fall made access to field application sites difficult. Project ended up being pushed back into 2020	Water Quality
Collected all required lead and copper samples and water quality parameter samples	Water Quality
Collected lead and copper profile samples from a select number of houses	Water Quality
Filter plant produced water that was in compliance with EPA Maximum contaminant levels	Water Quality

CIP - 5 year plan	Business

Provided employees with safety training aligned to their work duties	Administration
Participated with local and national water groups for regulatory issues	Administration
Lowered work related injury and illness to only 1 occurrence, 2019 had 2	Administration

Manage Financial Resources	Department
Audit - Clean opinion, no material adjustments	Business
PSC Annual Report - Submitted timely	Business
CAFR - 25th year for award	Business
PSC Rate application filed	Business
Debt refinancing - Refinanced 2006 debt for a savings of 2.9 million over life of bonds	Business
2020 budget	Business
Associated Bank Lockbox for online checks - Saves staff time on manually entering payments	Business
Several updates to payroll system along with creating user manual and cross training	Business
Updated compensatory time policy to align with tax laws.	Business

Optimize Technology and Infrastructure	Department
Performed Close Interval Survey on 54" Raw Water Transmission Main	Operations
Retired the Cass & 54/57 Ground Reservoirs	Operations
GIS Landbase Update	Operations
Updated flushing sequences in water model	Operations
City Works software was updated	Operations
Completed satellite imagery for leak detection	Operations
Completed LED lighting project	Operations

Aclara software and server upgrade for meter reading	Business
Computer hardware was upgraded throughout the utility	Business

Website update	Administration

Invest in Human Capital	Department
Hired Filter Plant Technician	Water Quality
Hired Filter Plant Operator	Water Quality

Updated and created some HR forms	Business

5 employee manual policies	Administration
Diversity training	Administration
Salary Market Study	Administration
Give educational tours at the Filtration Plant to students as well as educate in the classroom for grades K-college level. Not only do we present educational information to the schools we also present at several educational functions.	Administration

Maintain Utility Viability	Department
1.4 Miles of New Water Main Installed	Operations

Participated in regionalization project with CBCWA (SPLASH)	Administration

Provide Excellent Customer Service	Department
Provided monthly updates to protection policy committee, commission, lead SRV replacement numbers	Administration
Provide daily posts to social media	Administration
Attend lead coalition meetings monthly	Administration
Met with the 11 largest water users to discuss rates, quality & quantity	Administration
Sent letters and important information on lead to our lead services customers	Administration

Met with wholesale customers 3 times to update them on projects & rates	Operations