



AGENDA OF THE WATER COMMISSION

**MONDAY, DECEMBER 14, 2020, 8:30 AM
GREEN BAY WATER UTILITY
631 S Adams St**

A. Roll Call.

B. Approval of the Agenda.

C. Approval of Minutes.

- I. Approval of Commission Meeting Minutes of November 16, 2020

D. Regular Business.

- I. Introduction of New Employee
2. Financial Report - November 2020
3. Election of Officers for 2021: President, Vice President and Secretary-Treasurer
4. Approval of 2021 Commission Meeting Dates
5. General Manager's Update
6. Consider to adjourn to CLOSED SESSION pursuant Sec. 19.85(l)(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.
7. Return to Open Session for Possible Consideration of General Manager Compensation

E. Adjournment.

- I. Motion to Adjourn

F. Zoom Information

I. Join Zoom Meeting

<https://zoom.us/j/93793511371?pwd=UGY5VmJrc3h0UmRKSEwxRUtLV00zUT09>

Meeting ID: 937 9351 1371

Passcode: 138218

One tap mobile

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Passcode: 138218

Find your local number: <https://zoom.us/u/absGDwxZe2>

- 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.



MINUTES OF THE WATER COMMISSION

**MONDAY, NOVEMBER 16, 2020, 8:30 AM
GREEN BAY WATER UTILITY
631 S Adams St**

A. ROLL CALL.

Commissioners Present: James Blumreich, John Heugel, Elizabeth Wheat, Doug Martin, Kathy Lefebvre, Jamie Wall

Excused: Kathryn Hasselblad-Pascale

Other: Attorney William Vande Castle

Utility Staff: Nancy Quirk, Andrea Hay, Russ Hardwick, Stephanie Rogers, Karen Smits, Brian Powell

B. APPROVAL OF THE AGENDA.

I. Approval of Agenda

Motion by Wall, second by Martin to approve agenda as established. Passed unanimously.

C. APPROVAL OF MINUTES.

I. Approval of Commission Meeting Minutes of October 12, 2020

Motion by Martin, second by Heugel to approve meeting minutes as presented. Passed unanimously.

D. REGULAR BUSINESS.

I. Approval & Adoption of Resolution for the 2021 Annual Budget

Business Manager Rogers reviewed proposed 2021 Annual Budget. Motion by Wall, second by Heugel to approve and adopt resolution of 2021 Annual Budget, as presented. Passed unanimously.

2. Financial Report - September & October 2020

Business Manager Rogers reviewed financial reports from September and October 2020. Financials are within expectations. No substantive issue of concern was identified. Motion by Martin, second by Heugel to receive financials and place on file. Passed unanimously.

E. INFORMATIONAL.

I. General Manager's Update

- Lead and Copper Sampling - All 100 samples that were taken this year came back and have passed standards. If samples continue to pass, testing will be reduced in amount and frequency.
- Once again, fluoride will be a topic at the Policy and Protection Committee on November 19, 2020. If passed, it will go to Common Council on December 1, 2020. General Manager Quirk will keep Commission informed of decisions.
- Communications Director Hay is working on a community program called Hydro Helpers. A press release is going out on Monday, November 16, 2020. Green Bay Fire Department and Green Bay Water Utility are launching a new program that will have children lending a hand to the fire department by picking a fire hydrant near their home and pledge to keep it free of snow during the winter months. They are also responsible for reporting any damages to the hydrant to the Water Utility. After winter and as a thank you for their dedication and hard work, they will receive a certificate of appreciation and attend an ice cream social event.
- The DNR noted there was a deficiency in the Mount Mary tank in the 2020 sanitary survey. The tank was not properly vented. The tank has been fixed and the deficiency is resolved with the DNR.
- New Employee: The Distribution Maintenance Assistant position, formerly Hydrant Flusher/Valve Turner, has been filled and the new employee started today. Kyle Van Pay will be introduced to the Commission at the December meeting.
- As COVID-19 continues to rise in the community, we will continue to work with staff through conditions that arise from COVID.
- Bellevue billing conversion is nearly complete. We have been converting and running parallel with them for the last three months and we will be going live in December.
- Yearly performance evaluations are being done with staff and should be complete by December 10th. Staff members need to meet expectations on their evaluation in order to receive a cost of living increase.
- The building remodel project is at the PSC. The PSC had a couple of questions, to which we responded with answers in a couple of days. We are currently waiting to hear back from PSC.

F. ADJOURNMENT.

I. Motion to Adjourn

Motion by Wall, second by Martin to adjourn meeting. Passed unanimously.

G. ZOOM INFORMATION

I.

Join Zoom Meeting

<https://zoom.us/j/91291250893?pwd=S3lEeVBCTlM0MFBISzQxUE05S2k0QT09>

Meeting ID: 912 9125 0893

Passcode: 500044

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GREEN BAY WATER UTILITY

CASH POSITION November 30, 2020

	12/31/2019	11/30/2020
UNRESTRICTED CURRENT ASSETS		
Cash & Investments - Operation & Maintenance		
Local Govt. Investment Pool	\$ 103,329	\$ 103,829
Associated Bank Checking	5,419,243	6,258,974
Working Cash Funds - Petty Cash	1,700	1,700
Total Cash & Investments - Operation & Maintenance	5,524,272	6,364,503
Assoc Bank Checking - Private Lead Service Replacement	69,887	-
RESTRICTED CURRENT ASSETS		
Cash & Investments - Bond Redemption		
Certificates of Deposit - Bond Redemption	890,000	430,000
Associated Bank Money Market Account	43,921	5,000
Total Cash & Investments - Bond Redemption	933,921	435,000
RESTRICTED LONG-TERM ASSETS		
Cash & Investments - Debt Reserve		
Associated Trust Money Market	33,020	771,287
Associated Trust Certificates of Deposit	511,149	538,938
Associated Trust Agency	249,950	-
Associated Trust Municipal Bonds	5,370,424	5,091,534
Total Cash & Investments - Debt Reserve	6,164,543	6,401,759
TOTAL CASH POSITION	\$ 12,692,623	\$ 13,201,262

GREEN BAY WATER UTILITY**BALANCE SHEET**

November 30, 2020

	AS OF <u>12/31/2019</u>	AS OF <u>11/30/2020</u>
<u>ASSETS</u>		
Current Assets		
O & M Cash & Investments	\$ 5,524,272	\$ 6,364,503
Lead Service Replacement Cash	69,887	0
Lead Service Replacement Receivable	40	54,285
Interest Receivable	1,295	25
Accounts Receivable	9,747,989	7,035,425
Inventories	498,043	489,347
Prepayments	28,681	238,200
Total Current Assets	<u>15,870,207</u>	<u>14,181,784</u>
Property, Plant & Equipment		
Original Cost	232,799,188	233,661,115
Less: Accumulated Depreciation	<u>(89,325,787)</u>	<u>(93,762,470)</u>
Net Plant	143,473,401	139,898,645
Construction in Progress	105,153	5,208,218
Total Plant & Equipment	<u>143,578,554</u>	<u>145,106,863</u>
Restricted Assets		
Debt Reserve Fund	6,164,543	6,401,759
Bond Redemption Fund	933,921	435,000
Accrued Interest	48,671	42,178
Total Restricted Assets	<u>7,147,135</u>	<u>6,878,937</u>
Other Assets		
Unamortized Ashwaubenon Booster	1,511,713	1,391,214
Unamortized Wrightstown Loan/Grant	506,400	477,388
Unamortized Loss on Refunding	909,955	442,663
Net Pension Asset	0	0
Deferred Outflows-Pension	2,471,155	2,471,155
Total Other Assets	<u>5,399,223</u>	<u>4,782,419</u>
TOTAL ASSETS	<u><u>\$ 171,995,119</u></u>	<u><u>\$ 170,950,003</u></u>

GREEN BAY WATER UTILITY**BALANCE SHEET**

November 30, 2020

Page 2

	AS OF <u>12/31/2019</u>	AS OF <u>11/30/2020</u>
<u>LIABILITIES & FUND EQUITY</u>		
Current Liabilities		
Accounts Payable	\$ 506,804	\$ 48,415
Sewer Billings Payable	5,177,798	3,467,339
Storm Water Billings Payable	2,137,889	1,647,135
Lead Service Replacement Grant	30,571	0
Accrued Vacation & Sick Leave Pay	439,369	439,369
Accrued Taxes	33,613	33,613
Total Current Liabilities	<u>8,326,044</u>	<u>5,635,871</u>
Other Liabilities		
Net Pension Liability	910,735	910,735
Deferred Outflows-Pension	<u>1,262,931</u>	<u>1,262,931</u>
Total Other Liabilities	<u>2,173,666</u>	<u>2,173,666</u>
Payable from Restricted Assets		
Current Portion of Long-Term Debt	3,705,000	3,775,000
Accrued Interest	<u>450,683</u>	<u>113,971</u>
Total Restricted Payables	<u>4,155,683</u>	<u>3,888,971</u>
Long-Term Debt - Net of Premiums & Discounts	<u>44,743,445</u>	<u>40,444,177</u>
TOTAL LIABILITIES	<u>59,398,838</u>	<u>52,142,685</u>
<u>FUND EQUITY</u>		
Contributed Capital		
City of Green Bay	<u>736,907</u>	<u>736,907</u>
Earned Surplus		
Restricted	2,991,452	2,989,966
Unrestricted	<u>108,867,922</u>	<u>115,080,446</u>
Total Earned Surplus	<u>111,859,374</u>	<u>118,070,412</u>
TOTAL FUND EQUITY	<u>112,596,281</u>	<u>118,807,318</u>
TOTAL LIABILITIES & FUND EQUITY	<u>\$ 171,995,119</u>	<u>\$ 170,950,003</u>

GREEN BAY WATER UTILITY
INCOME SUMMARY
November 30, 2020

	2020 BUDGET	BUDGET THRU NOVEMBER	ACTUAL AS OF 11/30/2020	TOTAL BUDGET REMAINING VARIANCE
TOTAL OPERATING REVENUES	\$ 23,647,750	\$ 21,677,104	\$ 21,143,986	\$ (2,503,764)
OPERATING EXPENSES				
Pumping	2,970,879	2,723,306	1,094,317	1,876,562
Water Treatment	1,964,040	1,800,370	1,229,765	734,275
Transmission & Distribution	3,096,765	2,838,701	2,199,870	896,895
Customer Accounts	892,781	818,383	732,379	160,402
Administrative & General	11,170,080	10,239,240	9,123,873	2,046,207
Total Operating Expenses	<u>20,094,545</u>	<u>18,420,000</u>	<u>14,380,205</u>	<u>5,714,341</u>
Operating Profit (Loss)	3,553,205	3,257,105	6,763,782	3,210,577
Interest & Miscellaneous Income	1,486,011	1,362,177	740,277	(745,734)
Interest Expense	<u>1,467,721</u>	<u>1,345,411</u>	<u>1,293,021</u>	<u>174,700</u>
NET INCOME (LOSS)	<u>\$ 3,571,495</u>	<u>\$ 3,273,870</u>	<u>\$ 6,211,038</u>	<u>\$ 2,639,543</u>

GREEN BAY WATER UTILITY
INCOME & EXPENSE COMPARISON
BUDGET TO ACTUAL
November 30, 2020

	BUDGET THRU NOVEMBER	ACTUAL AS OF 11/30/2020	DOLLAR VARIANCE	PERCENT VARIANCE
OPERATING REVENUES				
Residential & Apartment	\$ 6,665,313	\$ 6,690,788	\$ 25,475	0.4%
Commercial & Restaurant	3,537,188	3,472,647	(64,541)	-1.8%
Industrial	5,038,688	4,811,595	(227,092)	-4.5%
Municipal	409,063	304,366	(104,696)	-25.6%
Sales to General Customers	15,650,250	15,279,396	(370,854)	-2.4%
Sales for Resale - Ashwaubenon	2,849,000	2,716,545	(132,455)	-4.6%
Sales for Resale - Scott	77,000	86,407	9,407	12.2%
Sales For Resale - Hobart	283,938	326,969	43,031	15.2%
Sales for Resale - Wrightstown	154,000	165,921	11,921	7.7%
Public Fire Protection	1,270,500	1,217,697	(52,803)	-4.2%
Private Fire Protection	132,000	111,359	(20,641)	-15.6%
Sewer & Stormwater Portion of Expenses	1,132,083	1,168,750	36,667	3.2%
Penalties	128,333	70,942	(57,391)	-44.7%
TOTAL OPERATING REVENUES	21,677,104	21,143,986	(533,118)	-2.5%
OPERATING EXPENSES				
<u>PUMPING EXPENSE</u>				
Purchased Water (602)	3,758	4,823	(1,065)	-28.3%
Maint of Intakes (613)	13,750	8,900	4,850	35.3%
Maint of Supply Mains (616)	1,505,676	51,443	1,454,233	96.6%
Pumping Operation Supervision (620)	28,949	51,109	(22,160)	-76.5%
Power Purchased for Pumping (623)	693,770	594,391	99,379	14.3%
Pumping Labor & Expense (624)	78,224	58,695	19,528	25.0%
Miscellaneous Pumping Expense (626)	64,664	65,083	(418)	-0.6%
Pumping Maintenance Supervision (630)	78,799	49,899	28,899	36.7%
Maintenance of Pumping Structures (631)	103,076	126,902	(23,827)	-23.1%
Maintenance of Power Prod Equip (632)	7,975	5,740	2,235	28.0%
Maintenance of Pumping Equipment (633)	144,665	77,332	67,333	46.5%
TOTAL PUMPING EXPENSE	2,723,306	1,094,317	1,628,988	59.8%
<u>WATER TREATMENT EXPENSE</u>				
Treatment Operations Supervision (640)	70,356	64,252	6,104	8.7%
Chemicals (641)	277,475	247,110	30,365	10.9%
Treatment Operations (642)	579,158	479,504	99,655	17.2%
Miscellaneous Water Treatment (643)	107,314	119,612	(12,298)	-11.5%
Treatment Maintenance Supervision (650)	23,452	26,475	(3,023)	-12.9%
Maint of Treatment Structures (651)	43,045	41,101	1,944	4.5%
Maint of Treatment Equipment (652)	699,570	251,711	447,859	64.0%
TOTAL WATER TREATMENT EXPENSE	1,800,370	1,229,765	570,605	31.7%
<u>TRANSMISSION & DISTRIBUTION EXPENSE</u>				
Stores Expense (163)	-	47,981	(47,981)	XXX
Unallocated Vehicle & Equip Expense (184)	-	(289,158)	289,158	XXX
Distribution Operation Supervision (660)	186,632	197,100	(10,468)	-5.6%
Transmission & Distribution Line Expense (662)	346,803	356,838	(10,035)	-2.9%
Meter Expense (663)	143,927	148,706	(4,780)	-3.3%
Customer Installation Expense (664)	86,434	79,188	7,246	8.4%
Miscellaneous Distribution Expense (665)	222,774	196,772	26,002	11.7%
Maintenance of Reservoirs & Standpipes (672)	22,754	26,128	(3,375)	-14.8%
Maintenance of Mains (673)	1,248,435	937,017	311,418	24.9%
Private Services (674)	-	2,898	(2,898)	XXX
Maintenance of Services (675)	327,975	299,969	28,006	8.5%
Maintenance of Meters (676)	83,299	100,373	(17,073)	-20.5%
Maintenance of Hydrants (677)	169,669	96,058	73,611	43.4%
TOTAL TRANSMISSION & DISTRIBUTION EXPENSE	2,838,701	2,199,870	638,831	22.5%
<u>CUSTOMER ACCOUNTS EXPENSE</u>				
Meter Reading Expense (902)	28,002	28,256	(254)	-0.9%
Customer Records & Collection Expense (903)	780,297	695,241	85,056	10.9%
Uncollectible Accounts (904)	3,667	7,751	(4,084)	-111.4%
Conservation/Educational Expense (906)	6,417	1,131	5,286	82.4%
TOTAL CUSTOMER ACCOUNTS EXPENSE	818,383	732,379	86,004	10.5%

GREEN BAY WATER UTILITY
INCOME & EXPENSE COMPARISON
BUDGET TO ACTUAL
November 30, 2020

	BUDGET THRU NOVEMBER	ACTUAL AS OF 11/30/2020	DOLLAR VARIANCE	PERCENT VARIANCE
<u>ADMINISTRATIVE & GENERAL EXPENSE</u>				
Depreciation Expense (403 & 426)	\$ 4,942,148	\$ 4,176,436	\$765,712	15.5%
Amortization of Non-Utility Plant (405)	120,499	120,499	(0)	0.0%
Taxes (408)	2,510,492	2,550,209	(39,717)	-1.6%
Administrative & General Salaries (920)	642,755	632,586	10,169	1.6%
Office Supplies & Expense (921)	79,750	61,225	18,525	23.2%
Outside Services Employed (923)	428,936	204,352	224,584	52.4%
Property Insurance (924)	56,467	59,167	(2,700)	-4.8%
Injuries & Damages (925)	51,333	35,991	15,342	29.9%
Employee Pension & Benefits (926)	1,176,736	1,104,467	72,269	6.1%
Regulatory Commission Expense (928)	9,167	8,409	757	8.3%
Miscellaneous General Expense (930)	87,688	68,979	18,709	21.3%
Maintenance of General Plant (932)	133,271	101,553	31,717	23.8%
TOTAL ADMINISTRATIVE & GENERAL EXPENSE	10,239,240	9,123,873	1,115,367	10.9%
 TOTAL OPERATING EXPENSES	 18,420,000	 14,380,205	 4,039,795	 21.9%
 OPERATING PROFIT	 3,257,105	 6,763,782	 3,506,677	 107.7%
 <u>MISCELLANEOUS INCOME & (EXPENSE)</u>				
Interest Income-Operating Accounts (419)	77,917	33,709	(44,208)	-56.7%
Interest Income-Debt Accounts (419)	226,417	265,742	39,325	17.4%
Misc Income/Contributed Capital (421)	664,583	426,575	(238,008)	-35.8%
Other Income (415, 416, 471, 472, 474)	393,260	250,775	(142,485)	-36.2%
Covid - 19 expenses (880's)	-	(236,524)	(236,524)	XXX
TOTAL MISC INCOME & (EXPENSE)	1,362,177	740,277	(621,900)	-45.7%
 INTEREST EXPENSE (427, 428, 429)	 1,345,411	 1,293,021	 52,390	 3.9%
 NET INCOME (LOSS)	 \$ 3,273,870	 \$ 6,211,038	 \$ 2,937,168	 89.7%



Green Bay Water Utility

MEMORANDUM

DATE: December 14, 2020

TO: Green Bay Water Commissioners

FROM: Nancy Quirk

RE: 2021 Water Commission Meeting Dates

January 11

February 8

March 8

April 12

May 10

June 14

July 12

August 9

September 13

October 11

November 8

December 13