AGENDA OF THE WATER COMMISSION

MONDAY, APRIL 12, 2021, 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 March 8, 2021

D. Regular Business.

1. Financial Report - December 2020 & February 2021

E. Informational.

1. Safety Report
2. Strategic Plan Update - Quarter 1
3. Building Remodel Update
4. General Manager Update

F. Adjournment.

1. Motion to Adjourn

G. Zoom Information

Join Zoom Meeting
https://zoom.us/j/98284055918?pwd=eHBxaWkvN1J2a3N0RERUWkRsNjVkUT09

Meeting ID: 982 8405 5918
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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, MARCH 8, 2021, 8:30 AM
GREEN BAY WATER UTILITY
631 S Adams St

A. ROLL CALL

Green Bay Water Utility Commissioners (voting): Doug Martin, P.E.; Elizabeth Wheat, PhD; John Heugel; Thomas Karman, CPA; Jamie Wall; Kathryn Hasselblad-Pascale; Jacque Boyle, P.E.

City of Green Bay Council Representative (non-voting): Kathy Lefebvre

Green Bay Water Utility Staff: General Manager Nancy Quirk, P.E.; Director of Communication Andrea Hay; HR Coordinator Jessica Cortes; Water Quality Manager Russ Hardwick; Operations Manager Brian Powell, P.E.; Distribution Manager Jason Maes; Business Manager Stephanie Rogers; Engineering Supervisor Kristin Romanowicz, P.E.; Information Technology Director Kevin Brunner

Special Guests: Jacobs Senior Project Manager Linda Mohr, P.E.; Jacobs Senior Global Water Technologist Tony Myers, P.E.

B. APPROVAL OF THE AGENDA

Moved by Hasselblad-Pascale, seconded by Wall to approve the agenda as presented. Motion carried unanimously.

C. APPROVAL OF MINUTES

1. Approval of Commission Meeting Minutes of February 8, 2021

Moved by Wall, seconded by Martin to approve the February minutes as presented. Motion carried unanimously.

D. REGULAR BUSINESS

1. Approval of Filter Plant Residuals Planning Study

Linda Mohr presented the Green Bay Water Utility Filter Plant Residuals Planning Study's findings with assistance from Tony Myers. The commission advises GBWU to check groundwater levels and discuss the pilot plant with NEW Water. Motion to authorize filter plant residual plans, Moved by Hasselblad-Pascale, seconded by Wall to approve. Motion carried unanimously.

2. Financial Report - January 2021

Business Manager Rogers reported that Moody’s Investors Service rated our 2021 revenue bonds and gave a credit opinion in anticipation of closing the bonds on March 23rd. We maintained our high bond rate of Aa2. The debt issue is $7,080,000. Financials are within expectations. No substantive issue of concern was identified. Moved by Martin, seconded by Wall to receive and place on file. Motion carried unanimously.

E. INFORMATIONAL

1. Cyber Security at Green Bay Water Utility

Information Technology Director Brunner presented the commission with an overview of the Cyber Security in place at Green Bay Water Utility.

2. General Manager's Update

General Manager Quirk, P.E., reports that she, Andrea Hay, Russ Hardwick and Brian Powell have been meeting with large customers virtually for annual discussions on water usage, questions and concerns. Utility staff members are now eligible for COVID vaccines. The building addition and remodel contracts have been signed, and Engineering Supervisor Kristin Romanowicz, P.E., gave an update on the contract with Miron Construction. Utility managers and supervisors will present strategic planning updates to the commission quarterly, with the first one will coming next month (April). The utility is working on a mutual aid agreement with the Town of Scott. Communications Director Andrea Hay has been named chair of the Communication Committee for the Wisconsin Section of the American Water Works Association (WIAWWA). General Manager Quirk will present on a panel that presented following the Brave New World documentary. Nancy was on WBAY-TV'S 4:30 p.m. show to discuss her appointment to the EPA'S NDWAC. The utility was featured prominently on the cover of the Wisconsin League of Municipalities Magazine this month.

F. ADJOURNMENT

1. Motion to Adjourn

Motion to adjourn by Hasselblad-Pascale, seconded by Wall. Motion passed unanimously.

G. ZOOM INFORMATION

1.

Join Zoom Meeting
https://zoom.us/j/95157483339?pwd=OW1sZngwQ0E4MU05Si9kUVlLSUZsQT09

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GREEN BAY WATER UTILITY
CASH POSITION
December 31, 2020

	12/31/2019	12/31/2020
UNRESTRICTED CURRENT ASSETS		
Cash & Investments - Operation & Maintenance		
Local Govt. Investment Pool	$ 103,329	$ 103,838
Associated Bank Checking	5,419,243	6,239,776
Working Cash Funds - Petty Cash	1,700	1,700
Total Cash & Investments - Operation & Maintenance	5,524,272	6,345,314
Assoc Bank Checking - Private Lead Service Replacement	69,887	-
RESTRICTED CURRENT ASSETS		
Cash & Investments - Bond Redemption		
Certificates of Deposit - Bond Redemption	890,000	860,000
Associated Bank Money Market Account	43,921	5,000
Total Cash & Investments - Bond Redemption	933,921	865,000
RESTRICTED LONG-TERM ASSETS		
Cash & Investments - Debt Reserve		
Associated Trust Money Market	33,020	20,409
Associated Trust Certificates of Deposit	511,149	537,617
Associated Trust Agency	249,950	-
Associated Trust Municipal Bonds	5,370,424	5,870,670
Total Cash & Investments - Debt Reserve	6,164,543	6,428,697
TOTAL CASH POSITION	$ 12,692,623	$ 13,639,011

GREEN BAY WATER UTILITY

BALANCE SHEET

December 31, 2020

	AS OF 12/31/2019	AS OF 12/31/2020
ASSETS		
Current Assets		
O & M Cash & Investments	$ 5,524,272	$ 6,345,314
Lead Service Replacement Cash	69,887	0
Lead Service Replacement Receivable	40	67,620
Interest Receivable	1,295	86
Accounts Receivable	6,476,425	7,056,820
Inventories	498,043	528,064
Prepayments	28,681	63,710
Total Current Assets	12,598,643	14,061,614
Property, Plant & Equipment		
Original Cost	232,799,188	238,968,229
Less: Accumulated Depreciation	(89,325,787)	(94,170,168)
Net Plant	143,473,401	144,798,061
Construction in Progress	105,153	292,513
Total Plant & Equipment	143,578,554	145,090,574
Restricted Assets		
Debt Reserve Fund	6,164,543	6,428,697
Bond Redemption Fund	933,921	865,000
Accrued Interest	48,671	38,709
Total Restricted Assets	7,147,135	7,332,406
Other Assets		
Unamortized Ashwaubenon Booster	1,511,713	1,380,259
Unamortized Wrightstown Loan/Grant	506,400	474,750
Unamortized Loss on Refunding	909,955	426,632
Net Pension Asset	0	858,420
Deferred Outflows-Pension	2,471,155	2,378,270
Total Other Assets	5,399,223	5,518,332
TOTAL ASSETS	$ 168,723,555	$ 172,002,926

GREEN BAY WATER UTILITY
BALANCE SHEET
December 31, 2020
Page 2

	AS OF 12/31/2019	AS OF 12/31/2020
LIABILITIES & FUND EQUITY		
Current Liabilities		
Accounts Payable	$ 506,804	$ 547,936
Sewer Billings Payable	2,886,733	2,990,740
Storm Water Billings Payable	1,157,390	1,523,368
Lead Service Replacement Grant	30,571	0
Accrued Payroll taxes	33,613	52,913
Accrued Vacation & Sick Leave Pay	439,369	701,137
Accrued Taxes	2,477,790	2,545,829
Total Current Liabilities	7,532,270	8,361,923
Other Liabilities		
Net Pension Liability	910,735	-
Deferred Inflows-Pension	1,262,931	2,974,450
Total Other Liabilities	2,173,666	2,974,450
Payable from Restricted Assets		
Current Portion of Long-Term Debt	3,705,000	3,775,000
Accrued Interest	450,683	236,698
Total Restricted Payables	4,155,683	4,011,698
Long-Term Debt - Net of Premiums & Discounts	44,743,445	40,285,463
TOTAL LIABILITIES	58,605,064	55,633,534
FUND EQUITY		
Contributed Capital		
City of Green Bay	736,907	736,907
Earned Surplus		
Net Investment in Capital Assets	95,185,866	100,719,836
Restricted	6,737,103	7,954,214
Unrestricted	7,458,615	6,958,436
Total Earned Surplus	109,381,584	115,632,485
TOTAL FUND EQUITY	110,118,491	116,369,392
TOTAL LIABILITIES & FUND EQUITY	$ 168,723,555	$ 172,002,926

GREEN BAY WATER UTILITY
INCOME SUMMARY
December 31, 2020

	2020 BUDGET	BUDGET THRU DECEMBER	ACTUAL AS OF 12/31/2020	TOTAL BUDGET REMAINING VARIANCE
TOTAL OPERATING REVENUES	$ 23,647,750	$ 23,647,750	$ 23,820,699	$ 172,949
OPERATING EXPENSES				
Pumping	2,970,879	2,970,879	1,308,280	1,662,599
Water Treatment	1,964,040	1,964,040	1,502,502	461,538
Transmission & Distribution	3,096,765	3,096,765	3,027,256	69,509
Customer Accounts	892,781	892,781	981,097	(88,316)
Administrative & General	11,170,080	11,170,080	10,965,898	204,182
Total Operating Expenses	20,094,545	20,094,545	17,785,033	2,309,512
Operating Profit (Loss)	3,553,205	3,553,205	6,035,666	2,482,461
Interest & Miscellaneous Income	1,486,011	1,486,011	1,488,300	2,289
Interest Expense	1,467,721	1,467,721	1,273,064	194,657
NET INCOME (LOSS)	$ 3,571,495	$ 3,571,495	$ 6,250,901	$ 2,679,406

GREEN BAY WATER UTILITY
INCOME & EXPENSE COMPARISON
BUDGET TO ACTUAL
December 31, 2020

	BUDGET THRU DECEMBER	ACTUAL AS OF 12/31/2020	DOLLAR VARIANCE	PERCENT VARIANCE
OPERATING REVENUES				
Residential & Apartment	$ 7,271,250	$ 7,663,060	$ 391,810	5.4%
Commercial & Restaurant	3,858,750	3,597,820	(260,930)	-6.8%
Industrial	5,496,750	5,450,345	(46,405)	-0.8%
Municipal	446,250	369,660	(76,590)	-17.2%
Sales to General Customers	17,073,000	17,080,886	7,886	0.0%
Sales for Resale - Ashwaubenon	3,108,000	3,214,287	106,287	3.4%
Sales for Resale - Scott	84,000	99,618	15,618	18.6%
Sales For Resale - Hobart	309,750	374,008	64,258	20.7%
Sales for Resale - Wrightstown	168,000	207,053	39,053	23.2%
Public Fire Protection	1,386,000	1,364,722	(21,278)	-1.5%
Private Fire Protection	144,000	150,444	6,444	4.5%
Sewer & Stormwater Portion of Expenses	1,235,000	1,255,747	20,747	1.7%
Penalties	140,000	73,934	(66,066)	-47.2%
TOTAL OPERATING REVENUES	23,647,750	23,820,699	172,949	0.7%
OPERATING EXPENSES				
PUMPING EXPENSE				
Purchased Water (602)	4,100	6,716	(2,616)	-63.8%
Maint of Intakes (613)	15,000	8,900	6,100	40.7%
Maint of Supply Mains (616)	1,642,556	25,866	1,616,690	98.4%
Pumping Operation Supervision (620)	31,581	61,602	(30,021)	-95.1%
Power Purchased for Pumping (623)	756,840	701,814	55,026	7.3%
Pumping Labor & Expense (624)	85,335	68,566	16,769	19.7%
Miscellaneous Pumping Expense (626)	70,543	110,506	(39,963)	-56.7%
Pumping Maintenance Supervision (630)	85,962	57,339	28,623	33.3%
Maintenance of Pumping Structures (631)	112,446	144,215	(31,769)	-28.3%
Maintenance of Power Prod Equip (632)	8,700	10,565	(1,865)	-21.4%
Maintenance of Pumping Equipment (633)	157,816	112,190	45,626	28.9%
TOTAL PUMPING EXPENSE	2,970,879	1,308,280	1,662,599	56.0%
WATER TREATMENT EXPENSE				
Treatment Operations Supervision (640)	76,752	72,331	4,421	5.8%
Chemicals (641)	302,700	306,496	(3,796)	-1.3%
Treatment Operations (642)	631,809	615,610	16,199	2.6%
Miscellaneous Water Treatment (643)	117,070	143,991	(26,921)	-23.0%
Treatment Maintenance Supervision (650)	25,584	29,168	(3,584)	-14.0%
Maint of Treatment Structures (651)	46,958	44,675	2,283	4.9%
Maint of Treatment Equipment (652)	763,167	290,231	472,936	62.0%
TOTAL WATER TREATMENT EXPENSE	1,964,040	1,502,502	461,538	23.5%
TRANSMISSION & DISTRIBUTION EXPENSE				
Stores Expense (163)	-	-	-	XXX
Unallocated Vehicle & Equip Expense (184)	-	0	(0)	XXX
Distribution Operation Supervision (660)	203,599	219,916	(16,317)	-8.0%
Transmission & Distribution Line Expense (662)	378,330	357,003	21,327	5.6%
Meter Expense (663)	157,011	175,930	(18,919)	-12.0%
Customer Installation Expense (664)	94,292	92,147	2,145	2.3%
Miscellaneous Distribution Expense (665)	243,026	300,578	(57,552)	-23.7%
Maintenance of Reservoirs & Standpipes (672)	24,822	47,719	(22,897)	-92.2%
Maintenance of Mains (673)	1,361,929	1,173,660	188,269	13.8%
Private Services (674)	-	4,003	(4,003)	XXX
Maintenance of Services (675)	357,791	357,428	363	0.1%
Maintenance of Meters (676)	90,872	144,677	(53,805)	-59.2%
Maintenance of Hydrants (677)	185,093	154,194	30,899	16.7%
TOTAL TRANSMISSION & DISTRIBUTION EXPENSE	3,096,765	3,027,256	69,509	2.2%
CUSTOMER ACCOUNTS EXPENSE				
Meter Reading Expense (902)	30,548	30,538	10	0.0%
Customer Records & Collection Expense (903)	851,233	940,441	(89,208)	-10.5%
Uncollectible Accounts (904)	4,000	8,608	(4,608)	-115.2%
Conservation/Educational Expense (906)	7,000	1,511	5,489	78.4%
TOTAL CUSTOMER ACCOUNTS EXPENSE	892,781	981,097	(88,316)	-9.9%

GREEN BAY WATER UTILITY
INCOME & EXPENSE COMPARISON
BUDGET TO ACTUAL

ADMINISTRATIVE & GENERAL EXPENSE	BUDGET THRU DECEMBER	ACTUAL AS OF 12/31/2020	DOLLAR VARIANCE	PERCENT VARIANCE
Depreciation Expense (403 & 426)	$ 5,391,434	$ 5,295,672	$95,762	1.8%
Amortization of Non-Utility Plant (405)	131,453	131,453	(0)	0.0%
Taxes (408)	2,738,718	2,867,107	(128,389)	-4.7%
Administrative & General Salaries (920)	701,187	716,244	(15,057)	-2.1%
Office Supplies & Expense (921)	87,000	75,687	11,313	13.0%
Outside Services Employed (923)	467,930	280,215	187,715	40.1%
Property Insurance (924)	61,600	59,167	2,433	4.0%
Injuries & Damages (925)	56,000	39,222	16,778	30.0%
Employee Pension & Benefits (926)	1,283,712	1,274,726	8,986	0.7%
Regulatory Commission Expense (928)	10,000	12,952	(2,952)	-29.5%
Miscellaneous General Expense (930)	95,660	70,978	24,682	25.8%
Maintenance of General Plant (932)	145,386	142,474	2,912	2.0%
TOTAL ADMINISTRATIVE & GENERAL EXPENSE	11,170,080	10,965,898	204,183	1.8%
TOTAL OPERATING EXPENSES	20,094,545	17,785,033	2,309,512	11.5%
OPERATING PROFIT	3,553,205	6,035,666	2,482,461	69.9%
MISCELLANEOUS INCOME & (EXPENSE)				
Interest Income-Operating Accounts (419)	85,000	35,090	(49,910)	-58.7%
Interest Income-Debt Accounts (419)	247,000	284,571	37,571	15.2%
Misc Income/Contributed Capital (421)	725,000	796,578	71,578	9.9%
Other Income (415, 416, 471, 472, 474)	429,011	372,060	(56,951)	-13.3%
TOTAL MISC INCOME & (EXPENSE)	1,486,011	1,488,300	2,289	0.2%
INTEREST EXPENSE (427, 428, 429)	1,467,721	1,273,064	194,657	13.3%
NET INCOME (LOSS)	$ 3,571,495	$ 6,250,901	$ 2,679,406	75.0%

GREEN BAY WATER UTILITY
CASH POSITION
February 28, 2021

		12/31/2020	2/28/2021
UNRESTRICTED CURRENT ASSETS			
Cash & Investments - Operation & Maintenance			
Local Govt. Investment Pool	$	103,838	$ 103,853
Associated Bank Checking		6,239,776	4,808,983
Working Cash Funds - Petty Cash		1,700	1,700
Total Cash & Investments - Operation & Maintenance		6,345,314	4,914,535
RESTRICTED CURRENT ASSETS			
Cash & Investments - Bond Redemption			
Certificates of Deposit - Bond Redemption		860,000	1,720,000
Associated Bank Money Market Account		5,000	5,001
Total Cash & Investments - Bond Redemption		865,000	1,725,001
RESTRICTED LONG-TERM ASSETS			
Cash & Investments - Debt Reserve			
Associated Trust Money Market		20,409	60,823
Associated Trust Certificates of Deposit		537,617	534,982
Associated Trust Municipal Bonds		5,870,670	5,842,053
Total Cash & Investments - Debt Reserve		6,428,696	6,437,859
TOTAL CASH POSITION	$	13,639,011	$ 13,077,394

GREEN BAY WATER UTILITY
BALANCE SHEET
February 28, 2021

	AS OF 12/31/2020	AS OF 2/28/2021
ASSETS		
Current Assets		
O & M Cash & Investments	$ 6,345,314	$ 4,914,535
DNR Grant for Service Replacement Receivable	67,620	70,020
Interest Receivable	86	291
Accounts Receivable	7,056,820	6,364,762
Inventories	528,064	453,956
Prepayments	63,710	84,767
Total Current Assets	14,061,614	11,888,331
Property, Plant & Equipment		
Original Cost	238,968,229	239,042,008
Less: Accumulated Depreciation	(94,170,168)	(95,004,432)
Net Plant	144,798,061	144,037,575
Construction in Progress	292,513	456,431
Total Plant & Equipment	145,090,574	144,494,007
Restricted Assets		
Debt Reserve Fund	6,428,697	6,437,859
Bond Redemption Fund	865,000	1,725,001
Accrued Interest	38,709	40,116
Total Restricted Assets	7,332,406	8,202,975
Other Assets		
Unamortized Ashwaubenon Booster	1,380,259	1,358,351
Unamortized Wrightstown Loan/Grant	474,750	469,475
Unamortized Loss on Refunding	426,632	394,570
Net Pension Asset	858,420	858,420
Deferred Outflows-Pension	2,378,270	2,378,270
Total Other Assets	5,518,332	5,459,086
TOTAL ASSETS	$ 172,002,926	$ 170,044,398

GREEN BAY WATER UTILITY
BALANCE SHEET
February 28, 2021
Page 2

	AS OF 12/31/2020	AS OF 2/28/2021
LIABILITIES & FUND EQUITY		
Current Liabilities		
Accounts Payable	$ 547,936	81,116
Sewer Billings Payable	2,990,740	2,894,015
Storm Water Billings Payable	1,523,368	1,550,922
Accrued Payroll Taxes	52,913	40,684
Accrued Payroll ,Vacation & Sick Leave Pay	701,137	531,819
Accrued Taxes	2,545,829	424,306
Total Current Liabilities	8,361,923	5,522,862
Other Liabilities		
Net Pension Liability	-	-
Deferred Inflows-Pension	2,974,450	2,974,450
Total Other Liabilities	2,974,450	2,974,450
Payable from Restricted Assets		
Current Portion of Long-Term Debt	3,775,000	3,775,000
Accrued Interest	236,698	471,083
Total Restricted Payables	4,011,698	4,246,083
Long-Term Debt - Net of Premiums & Discounts	40,285,463	40,243,042
TOTAL LIABILITIES	55,633,534	52,986,437
FUND EQUITY		
Contributed Capital		
City of Green Bay	736,907	736,907
Earned Surplus		
Net Investment in Capital Assets	100,719,836	100,133,628
Restricted	7,954,214	8,743,032
Unrestricted	6,958,436	7,444,395
Total Earned Surplus	115,632,485	116,321,054
TOTAL FUND EQUITY	116,369,392	117,057,961
TOTAL LIABILITIES & FUND EQUITY	$ 172,002,926	$ 170,044,398

GREEN BAY WATER UTILITY
INCOME SUMMARY
February 28, 2021

	2021 BUDGET	BUDGET THRU FEBRUARY	ACTUAL AS OF 2/28/2021	TOTAL BUDGET REMAINING VARIANCE
TOTAL OPERATING REVENUES	$ 23,895,000	$ 3,982,500	$ 3,812,106	$ (20,082,894)
OPERATING EXPENSES				
Pumping	3,046,712	507,785	135,514	2,911,198
Water Treatment	1,412,655	235,443	553,172	859,483
Transmission & Distribution	3,549,210	591,535	363,021	3,186,189
Customer Accounts	985,016	164,169	251,891	733,125
Administrative & General	11,521,014	1,920,169	1,626,651	9,894,363
Total Operating Expenses	20,514,607	3,419,101	2,930,249	17,584,358
Operating Profit (Loss)	3,380,393	563,399	881,857	(2,498,536)
Interest & Miscellaneous Income	1,672,312	278,719	30,738	(1,641,574)
Interest Expense	1,766,003	294,334	224,026	1,541,977
NET INCOME (LOSS)	$ 3,286,702	$ 547,784	$ 688,569	$ (2,598,133)

GREEN BAY WATER UTILITY
INCOME & EXPENSE COMPARISON
BUDGET TO ACTUAL
February 28, 2021

	BUDGET THRU FEBRUARY	ACTUAL AS OF 2/28/2021	DOLLAR VARIANCE	PERCENT VARIANCE
OPERATING REVENUES				
Residential & Apartment	$ 1,536,667	$ 1,061,543	$ (475,124)	-30.9%
Commercial & Restaurant	385,833	578,495	192,662	49.9%
Industrial	883,333	1,066,996	183,663	20.8%
Municipal	77,500	55,718	(21,782)	-28.1%
Sales to General Customers	2,883,333	2,762,752	(120,581)	-4.2%
Sales for Resale - Ashwaubenon	512,500	527,410	14,910	2.9%
Sales for Resale - Scott	16,667	14,194	(2,473)	-14.8%
Sales For Resale - Hobart	62,500	50,149	(12,351)	-19.8%
Sales for Resale - Wrightstown	28,333	41,132	12,799	45.2%
Public Fire Protection	230,000	209,361	(20,639)	-9.0%
Private Fire Protection	25,833	126	(25,707)	-99.5%
Sewer & Stormwater Portion of Expenses	199,167	199,166	(1)	0.0%
Penalties	24,167	7,816	(16,351)	-67.7%
TOTAL OPERATING REVENUES	3,982,500	3,812,106	(170,394)	-4.3%
OPERATING EXPENSES				
PUMPING EXPENSE				
Purchased Water (602)	1,167	-	1,167	100.0%
Maint of Intakes (613)	-	-	0	XXX
Maint of Supply Mains (616)	272,307	7,330	264,977	97.3%
Pumping Operation Supervision (620)	8,218	9,346	(1,128)	-13.7%
Power Purchased for Pumping (623)	120,833	70,946	49,887	41.3%
Pumping Labor & Expense (624)	11,322	10,673	648	5.7%
Miscellaneous Pumping Expense (626)	12,892	8,822	4,070	31.6%
Pumping Maintenance Supervision (630)	10,388	2,706	7,682	74.0%
Maintenance of Pumping Structures (631)	42,146	18,425	23,722	56.3%
Maintenance of Power Prod Equip (632)	1,333	834	499	37.4%
Maintenance of Pumping Equipment (633)	27,180	6,432	20,747	76.3%
TOTAL PUMPING EXPENSE	507,785	135,514	372,271	73.3%
WATER TREATMENT EXPENSE				
Treatment Operations Supervision (640)	12,325	9,214	3,111	25.2%
Chemicals (641)	50,833	34,011	16,822	33.1%
Treatment Operations (642)	111,455	164,205	(52,751)	-47.3%
Miscellaneous Water Treatment (643)	23,072	19,529	3,542	15.4%
Treatment Maintenance Supervision (650)	5,282	3,729	1,553	29.4%
Maint of Treatment Structures (651)	5,340	4,653	687	12.9%
Maint of Treatment Equipment (652)	27,136	317,830	(290,694)	-1071.2%
TOTAL WATER TREATMENT EXPENSE	235,443	553,172	(317,730)	-135.0%
TRANSMISSION & DISTRIBUTION EXPENSE				
Stores Expense (163)	-	8,435	(8,435)	XXX
Unallocated Vehicle & Equip Expense (184)	-	(69,537)	69,537	XXX
Distribution Operation Supervision (660)	37,104	26,515	10,589	28.5%
Transmission & Distribution Line Expense (662)	66,603	30,367	36,236	54.4%
Meter Expense (663)	31,351	26,173	5,178	16.5%
Customer Installation Expense (664)	14,238	8,609	5,629	39.5%
Miscellaneous Distribution Expense (665)	38,425	32,460	5,965	15.5%
Maintenance of Reservoirs & Standpipes (672)	4,603	1,962	2,641	57.4%
Maintenance of Mains (673)	280,069	147,561	132,508	47.3%
Private Services (674)	2,358	3,579	(1,221)	0.0%
Maintenance of Services (675)	73,294	75,243	(1,950)	-2.7%
Maintenance of Meters (676)	19,720	28,284	(8,564)	-43.4%
Maintenance of Hydrants (677)	23,772	43,369	(19,598)	-82.4%
TOTAL TRANSMISSION & DISTRIBUTION EXPENSE	591,535	363,021	228,514	38.6%
CUSTOMER ACCOUNTS EXPENSE				
Meter Reading Expense (902)	5,779	1,987	3,793	65.6%
Customer Records & Collection Expense (903)	155,390	249,554	(94,164)	-60.6%
Uncollectible Accounts (904)	667	243	424	63.6%
Conservation/Educational Expense (906)	2,333	107	2,226	95.4%
TOTAL CUSTOMER ACCOUNTS EXPENSE	164,169	251,891	(87,721)	-53.4%

GREEN BAY WATER UTILITY
INCOME & EXPENSE COMPARISON
BUDGET TO ACTUAL
February 28, 2021

ADMINISTRATIVE & GENERAL EXPENSE	BUDGET THRU FEBRUARY	ACTUAL AS OF 2/28/2021	DOLLAR VARIANCE	PERCENT VARIANCE
Depreciation Expense (403 & 426)	$ 910,239	$ 769,122	$141,117	15.5%
Amortization of Non-Utility Plant (405)	21,909	21,909	(0)	0.0%
Taxes (408)	482,344	460,542	21,802	4.5%
Administrative & General Salaries (920)	118,056	81,042	37,014	31.4%
Office Supplies & Expense (921)	15,667	9,779	5,887	37.6%
Outside Services Employed (923)	89,233	33,087	56,146	62.9%
Property Insurance (924)	13,250	-	13,250	100.0%
Injuries & Damages (925)	10,418	-	10,418	100.0%
Employee Pension & Benefits (926)	216,672	196,448	20,224	9.3%
Regulatory Commission Expense (928)	833	-	833	100.0%
Miscellaneous General Expense (930)	17,167	28,149	(10,983)	-64.0%
Maintenance of General Plant (932)	24,381	26,572	(2,191)	-9.0%
TOTAL ADMINISTRATIVE & GENERAL EXPENSE	1,920,169	1,626,651	293,518	15.3%
TOTAL OPERATING EXPENSES	3,419,101	2,930,249	488,852	14.3%
OPERATING PROFIT	563,399	881,857	318,458	56.5%
MISCELLANEOUS INCOME & (EXPENSE)				
Interest Income-Operating Accounts (419)	38,333	2,941	(35,392)	-92.3%
Interest Income-Debt Accounts (429)	95,458	15,596	(79,862)	-83.7%
Misc Income/Contributed Capital (421)	83,333	-	(83,333)	-100.0%
Other Income (415, 416, 471, 472, 474)	61,594	22,780	(38,814)	-63.0%
Covid - 19 Labor expenses (880's)	-	(10,578)	(10,578)	XXX
TOTAL MISC INCOME & (EXPENSE)	278,719	30,738	(247,981)	-89.0%
INTEREST EXPENSE (427, 428, 429)	294,334	224,026	70,308	23.9%
NET INCOME (LOSS)	$ 547,784	$ 688,569	$ 140,785	25.7%

Green Bay Water Utility
631 S. Adams St. – P.O. Box 1210
Green Bay, WI 54305-1210
920-448-3480
FAX 920-448-3486
www.gbwater.org

MEMORANDUM

DATE: April 6, 2021

TO: Green Bay Water Commissioners

FROM: Jessica Cortes, Human Resource Coordinator

RE: 2021 Q1 Review Reported Injuries

Review of 2021 Q1 work related injuries and illness.

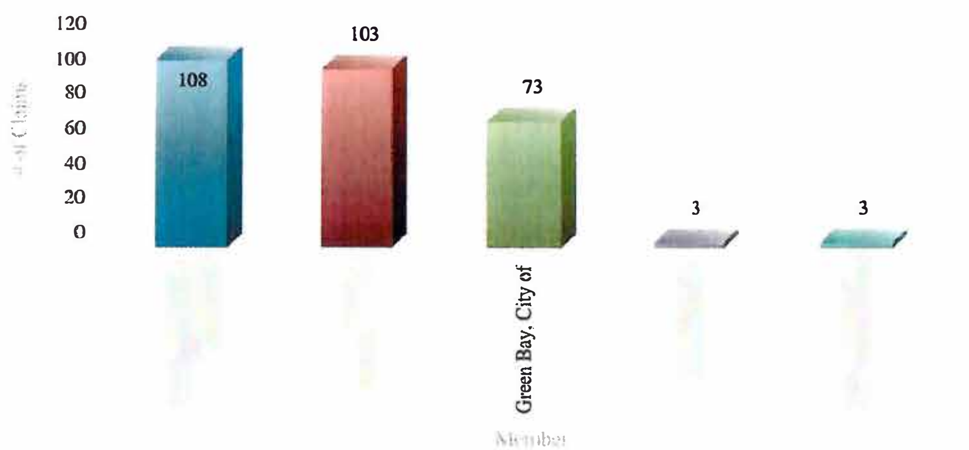
Worker's Compensation Reports

Worker's Compensation Loss Run Reports

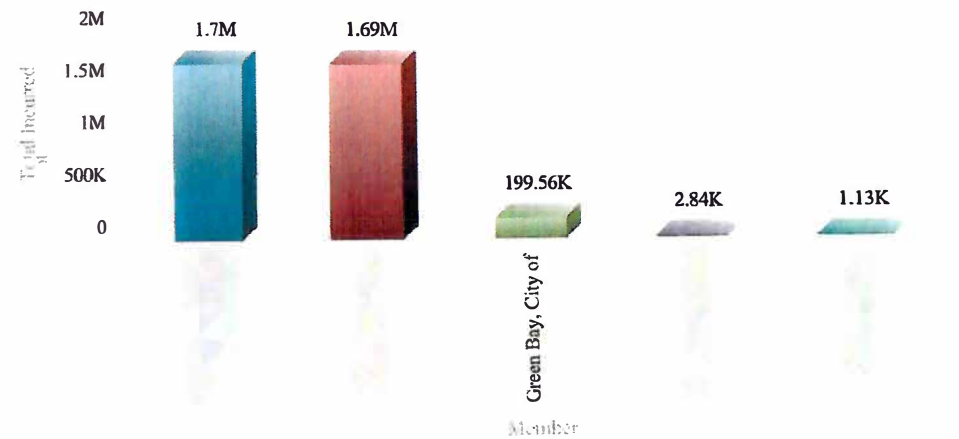
Report Name	Description
Worker's Comp Full Detail Loss Run	Includes claim number and claimant name, grouped by department. (Includes Link to drill into a claim)
Worker's Comp Lost/Restricted Days Loss Run	Provides a listing of claims and indicates the number of days away from work and days restricted.
Worker's Comp Simple Loss Run	Does not provide claim number or daimant name, grouped by department
Worker's Comp Summary By Member	Displays total number of claims, incurred dollars, OSHA Lost Days, OSHA Restricted Days, and Average Report Lag on WC Claims.

Worker's Compensation Graphs

Frequency By Member

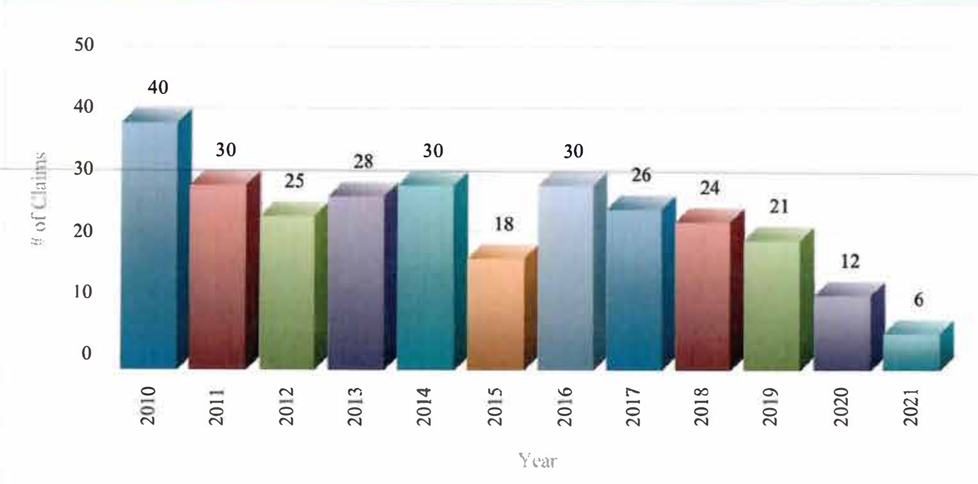


Total Incurred By Member

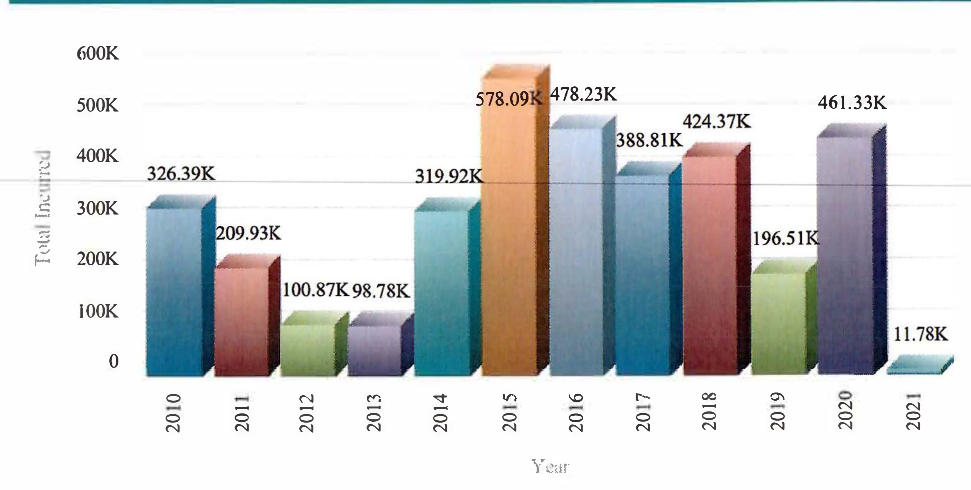


SRM - WC Analysis Dashboard

Frequency By Year

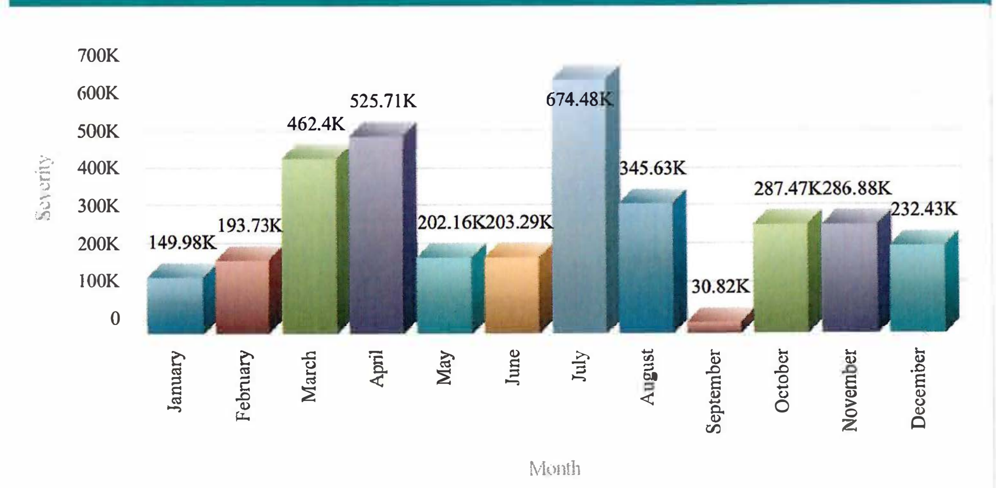


Total Incurred By Year



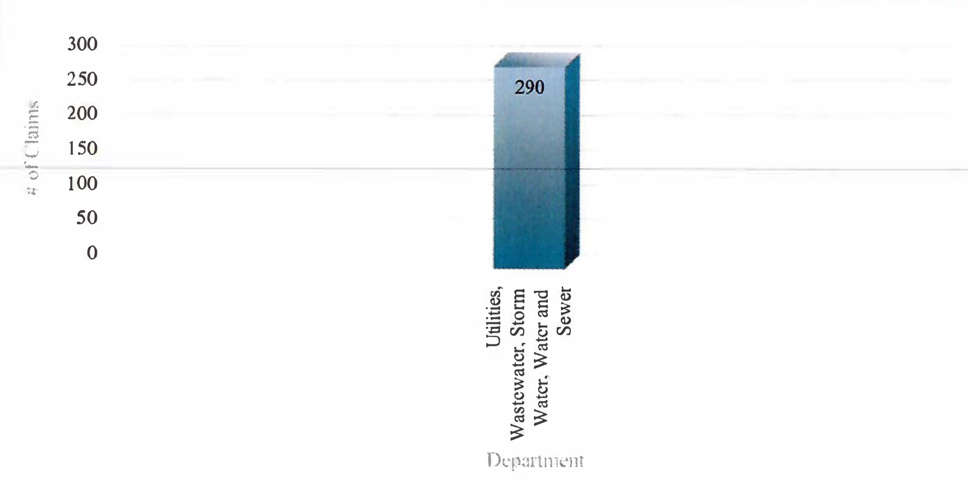
Frequency By Month

Total Incurred By Month

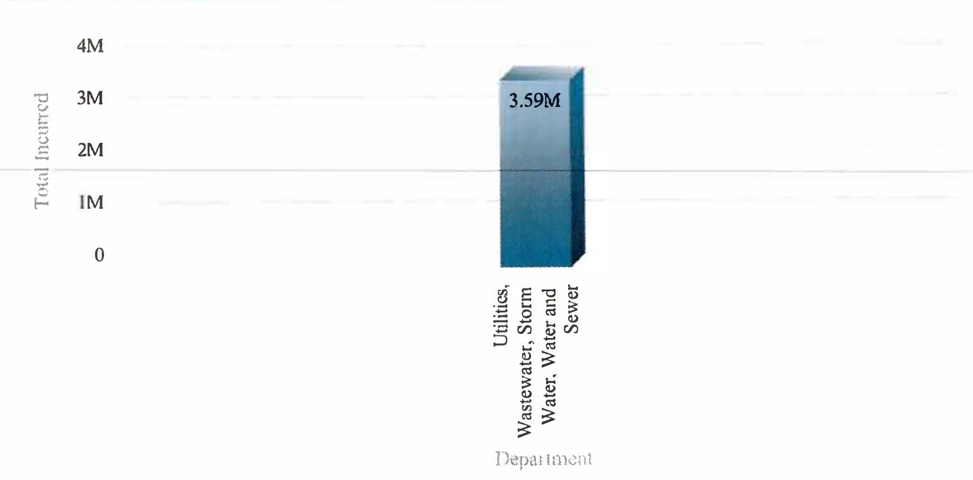


SRM - WC Analysis Dashboard

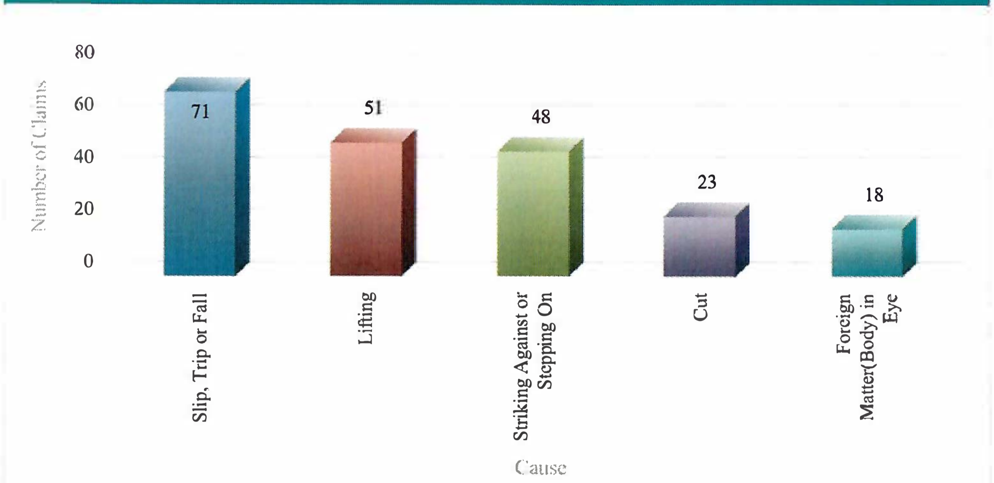
Frequency By Department



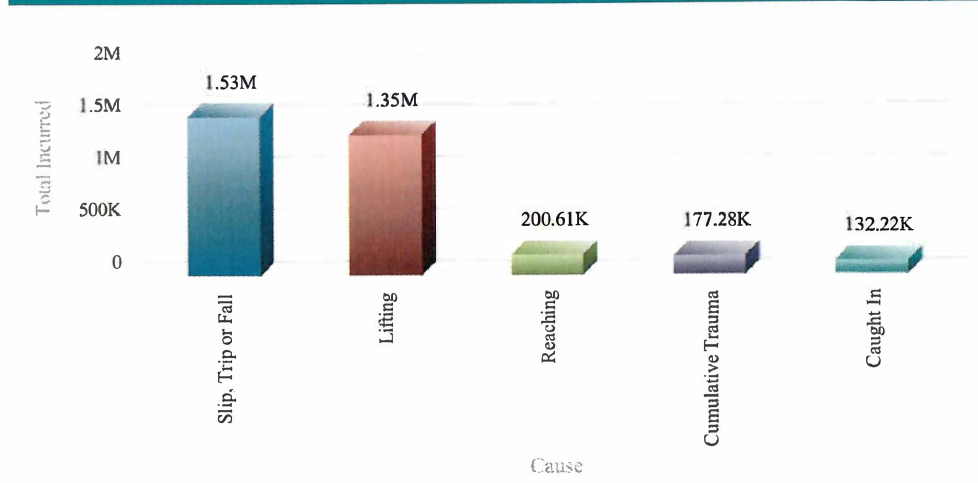
Total Incurred By Department



Frequency By Cause

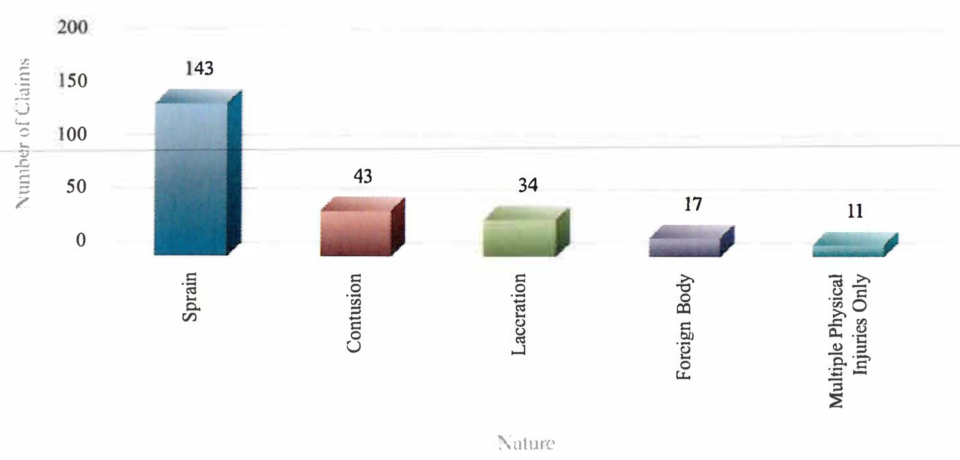


Total Incurred By Cause

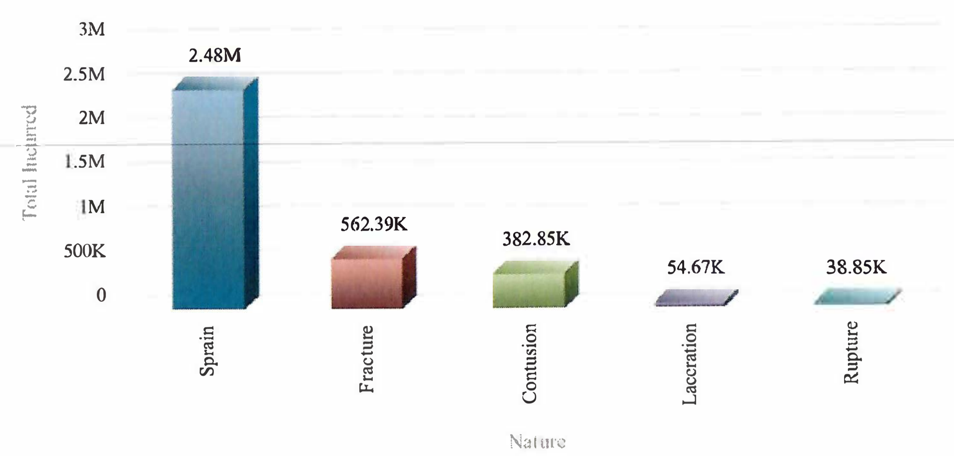


SRM - WC Analysis Dashboard

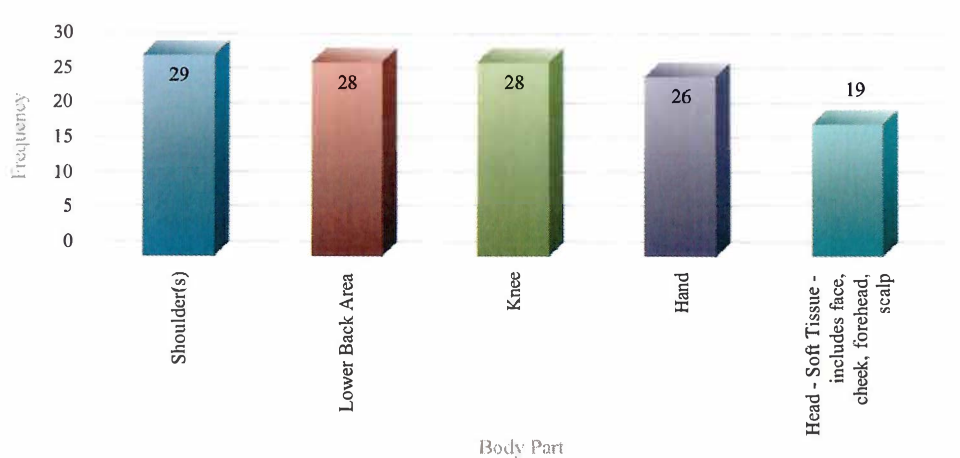
Frequency By Nature



Total Incurred By Nature



Frequency By Body Part



Total Incurred By Body Part