



AGENDA OF THE WATER COMMISSION

**MONDAY, MAY 10, 2021, 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 April 12, 2021

D. Regular Business

- I. Approval of Hours of Work Policy
2. Financial Report - March 2021

E. Informational

- I. General Manager Update

F. Adjournment

- I. Motion to Adjourn

G. Zoom Information

- I. Join Zoom Meeting

<https://zoom.us/j/98284055918?pwd=eHBxaWkvN1J2a3N0RERUWkRsNjVkJkUT09>

Meeting ID: 982 8405 5918
Passcode: 385002

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Find your local number: <https://zoom.us/j/afEVof5c6>

- 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, APRIL 12, 2021, 8:30 AM
GREEN BAY WATER UTILITY
631 S Adams St**

A. ROLL CALL.

Commissioners Present: John Heugel, Tom Karman, Elizabeth Wheat, Doug Martin, Jamie Wall, Jacque Boyle, Kathryn Hasselblad-Pascale

Excused: Kathy Lefebvre

Other: Attorney William Vande Castle

Utility Staff: Nancy Quirk, P.E., Jessica Cortes, Russ Hardwick, Kristin Romanowicz, P.E., Stephanie Rogers, Brian Powell, P.E., Andrea Hay

B. APPROVAL OF THE AGENDA.

Motion by Martin, second by Karman to approve agenda as presented. Passed unanimously.

C. APPROVAL OF MINUTES.

I. Approval of Commission Meeting Minutes of March 8, 2021

Motion by Hasselblad-Pascale, second by Martin to approve minutes as presented. Passed unanimously.

D. REGULAR BUSINESS.

I. Financial Report - December 2020 & February 2021

Business Manager Rogers reviewed financial reports from December 2020 and February 2021. Financials are within expectations. No substantive issue of concern was identified. Motion by Hasselblad-Pascale, second by Martin to receive financials and place on file. Passed unanimously.

E. INFORMATIONAL.

I. Safety Report

Human Resources Coordinator Cortes presented an overview of the 2021 Quarter I workers compensation related and illness report for Green Bay Water Utility.

2. Strategic Plan Update - Quarter I

General Manager Quirk presented an update of the Strategic Goals completed during Quarter One.

3. Building Remodel Update

Engineering Services Supervisor, Kristin Romanowicz, P.E., updated the Water Commission on the building remodel project.

4. General Manager Update

- Talked with Tom Sigmund on the potential of us adding a very small amount of phosphorus. Russ, our Water Quality Manager, has contacted their water quality manager and will keep in contact throughout our pilot program.

- Unaccounted for Water Higher this Year for PSC Report. What we have been doing:

Additional meter testing.

Investigating increased water usage in John Street (central city) pressure zone.

Testing all our river crossings for leaks.

Starting the leak correlation for the new data received from the 2021 Satellite imagery.

- Annual Flushing Starting this Week
- COVID and Vaccinations
- Lead and Copper Regulatory Sampling in Progress
- Private Galvanized Service Replacement Safe Drinking Water Loan Program Financing Update
- Private Galvanized Inventory Progress
- Tyler Munis Accounting Software Implementation Progress
- NorthStar (billing software) software update complete by end of April
- Senator Tammy Baldwin Zoom Meeting
- Working on Policies and Procedures
 - Work Hours Policy Update
 - Orientation of New Water Commissioners Procedure
 - Fire Emergency Procedures
- Looking into developing a Conservation Program for Green Bay Water Utility

F. ADJOURNMENT.

I. Motion to Adjourn

Motion to adjourn by Wall, seconded by Martin. Motion passed unanimously.

G. ZOOM INFORMATION

Join Zoom Meeting

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Green Bay Water Utility

MEMORANDUM

DATE: May 4, 2021

TO: Green Bay Water Commissioners

FROM: Jessica Cortes

RE: Approve updates to the Employee Handbook: Chapter 9, Section 1, Hours of Work

Utility management initiated an update to Chapter 9, Section 1 of our Employee handbook to be consistent for all our employees.

The recommended updates include:

- Updating summer work schedule to accurately reflect hours worked by departments.
- Adding language stating employees are prohibited from using compensatory time within the same workweek as earning compensatory time.
- Updating actual hours work to include compensatory time to be counted towards overtime, which is how we are currently paying our employees and to be consistent with City Hall's policy.
- Removing the language stating the General Manager may authorize compensatory time to be counted towards overtime. We are not currently following this practice.

Managers and supervisors worked collaboratively to create the revised document you have before you. These changes were also reviewed by our labor attorney, Kyle Guyla.

We ask that you approve these updates.

CHAPTER 9

HOURS OF WORK

Section 1 HOURS OF WORK.

- A. Work Week. The normal work week for regular full-time employees is forty hours.
- B. Work Day. The normal workday for most regular full-time employees begins between 6:00 and 8:00 AM and ends between 2:30 and 6:00 PM with at least a one-half hour lunch period. For Filter Plant Operators, the normal workday during the week is an 8-hour shift and the normal workday during the weekend* is a 12-hour shift. ~~The weekend is considered Saturday and Sunday.~~ Non-exempt employees ~~lunch breaks are listed below in section B. normally work eight hours with a one-hour or half-hour unpaid lunch.~~ Exempt employees are allowed flexibility in scheduling their workday; please see Section 4 Flexible Time.

*Weekend is considered Saturday and Sunday.

Summer Work Schedule. The core hours for the Utility during the summer are:

- A. Distribution, Meter & Cross Connections, Pumping Mechanic & Electricians, Filter Plant Technicians: 6:30am – 3:30pm Monday – Thursday and 6:30am – 10:30am on Friday. Front Office: 7:30am – 5:00pm Monday through Thursday and 7:30am – 11:30am on Fridays, 7:30 a.m. to 5:00 p.m. (with a 30 minute lunch) Monday through Thursday and 7:30 a.m. to 11:30 am on Fridays, except for established holidays. For security purposes and to ensure compliance with wage and hour laws, ~~nonexempt~~ Utility employees are not permitted to work in Utility office after 11:30am on Fridays unless it is approved by the employee's ~~d~~Department ~~h~~Head or designee, ~~and the Human Resources department.~~ Summer schedules for seasonal, part-time, and operational employees will be determined by the department head. Staffing needs and operational demands may necessitate variations in starting and ending times, days of the week worked, as well as variations in the total hours that may be scheduled each day and week. The Utility reserves the right to modify work hours as the needs of the utility required and without added compensation unless required by law (FLSA overtime).
- B. Work Breaks. Regular full-time employees working in offices may leave their place of work and return 15 minutes later for two "work breaks" in a normal full work day, one ~~midway in near the middle of~~ the morning work ~~period~~ hours and ~~the second one~~ —midway in the afternoon work period. Regular full-time employees not working in offices (example, performing "field work") are allowed two "work breaks." Work breaks not taken ~~are lost~~will not be compensated and cannot be accumulated or used to extend lunch periods or shorten the ~~work day~~workday. ~~Work breaks do not count as overtime.~~ The 15 minute work break

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time does include travel time. Non-exempt office employees who normally work 8 hours will have a 60 minute or 30 minute unpaid lunch break.

C. General Overtime Rules for Nonexempt Employees.

1. Overtime Compensation. Employees who are not exempt from the Fair Labor Standards Act shall receive overtime compensation at the rate of time and one-half their regular hourly rate for all hours actually worked in excess of 40 hours per week. ~~Vacation, personal days, designated holiday time, sick leave, funeral leave, jury duty leave, and paid military leave will be considered actual hours worked solely for the purposes of determining eligibility for overtime. In very limited circumstances on specific days designated by the General Manager, the General Manager may authorize compensatory time used on those days to be counted as actual hours worked for purposes of determining eligibility for overtime.~~

Commented [JC1]: The language deleted is the same language in number #2 below.

For overtime earned from January 1 through November 30 of each calendar year, this compensation may be in the form of FLSA compensatory time or other compensatory time under the FLSA, as set forth by law. Compensatory time accrued by non-exempt employees, regardless of whether classified as FLSA compensatory time or other compensatory time, shall accumulate to a maximum of 80 hours during the course of the year. Non-exempt employees are prohibited from using compensatory time within the same workweek it is earned, as compensatory time does not accrue until the completion of the workweek in which it is earned. The first date compensatory time can be used is the first day of the workweek immediately following the workweek in which the compensatory time was earned (i.e., compensatory time can be used within the same pay period it is earned and thereafter, but not the same workweek it is earned). Non-exempt employees are not permitted to accrue ~~or use~~ compensatory time between December 1 and December 31. Non-exempt employees that work in excess of 40 hours in a workweek between December 1 and December 31 will be compensated at time and one-half their regular rate of pay. Any compensatory time earned between January 1 and November 30, and not used by November 30, will be automatically paid out in December of that year. Employees are not permitted to request a payout of compensatory time; instead, unused compensatory time will be paid out only on one of the last pay dates of the calendar year in which the compensatory time was earned. The Utility reserves the right to payout compensatory time at any time or to limit or not permit the accrual of compensatory time in any form.

2. Actual Hours Worked. Vacation, personal days, designated holiday time, sick leave, funeral leave, jury duty leave, compensatory time, and

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paid military leave will be considered actual hours worked solely for the purposes of determining eligibility for overtime. ~~In very limited circumstances on specific days designated by the General Manager, the General Manager may authorize compensatory time used on those days to be counted as actual hours worked for purposes of determining eligibility for overtime.~~

3. Overtime hours must be approved by a Manager. Causing overtime or failure to obtain management approval and working overtime may result in discipline up to and including discharge.
4. With authorization, when an employee is called in and works more than seven hours outside of normal work hours or if the employee works past 5:30 PM outside of regular weekday hours, then the employee may be eligible for meal reimbursement of \$10.00. Filter Plant employees are exempt from meal reimbursement.

Commented [JC2]: Currently we are not following the policy in the handbook. We are counting compensatory time as actual hours worked for determining OT. The GM is not approving this on a case by case situation.

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GREEN BAY WATER UTILITY

CASH POSITION

March 31, 2021

	12/31/2020	3/31/2021
UNRESTRICTED CURRENT ASSETS		
Cash & Investments - Operation & Maintenance		
Local Govt. Investment Pool	\$ 103,838	\$ 103,858
Associated Bank Checking	6,239,776	5,775,291
Working Cash Funds - Petty Cash	1,700	1,700
Total Cash & Investments - Operation & Maintenance	<u>6,345,314</u>	<u>5,880,848</u>
RESTRICTED CURRENT ASSETS		
Cash & Investments - restricted		
Certificates of Deposit - Bond Redemption	860,000	2,150,000
Associated Bank Money Market Account - Bond Redemption	5,000	5,001
Local Govt. Investment Pool - Construction Fund	-	7,311,309
Total Cash & Investments - Restricted	<u>865,000</u>	<u>9,466,310</u>
RESTRICTED LONG-TERM ASSETS		
Cash & Investments - Debt Reserve		
Associated Trust Money Market	20,409	60,823
Associated Trust Certificates of Deposit	537,617	531,418
Associated Trust Municipal Bonds	5,870,670	5,825,921
Total Cash & Investments - Debt Reserve	<u>6,428,696</u>	<u>6,418,162</u>
 TOTAL CASH POSITION	 <u>\$ 13,639,011</u>	 <u>\$ 21,765,320</u>

GREEN BAY WATER UTILITY

BALANCE SHEET

March 31, 2021

	AS OF <u>12/31/2020</u>	AS OF <u>3/31/2021</u>
<u>ASSETS</u>		
Current Assets		
O & M Cash & Investments	\$ 6,345,314	\$ 5,880,848
DNR Grant for Service Replacement Receivable	67,620	70,020
Interest Receivable	86	456
Accounts Receivable	7,056,820	6,356,967
Inventories	528,064	496,614
Prepayments	63,710	45,530
Total Current Assets	<u>14,061,614</u>	<u>12,850,435</u>
Property, Plant & Equipment		
Original Cost	238,968,229	239,212,171
Less: Accumulated Depreciation	<u>(94,170,168)</u>	<u>(95,418,624)</u>
Net Plant	144,798,061	143,793,547
Construction in Progress	292,513	488,227
Total Plant & Equipment	<u>145,090,574</u>	<u>144,281,773</u>
Restricted Assets		
Debt Reserve Fund	6,428,697	6,418,162
Bond Redemption Fund	865,000	2,155,001
Construction Fund	-	7,311,309
Accrued Interest	38,709	53,374
Total Restricted Assets	<u>7,332,406</u>	<u>15,937,847</u>
Other Assets		
Unamortized Ashwaubenon Booster	1,380,259	1,347,396
Unamortized Wrightstown Loan/Grant	474,750	466,838
Unamortized Loss on Refunding	426,632	378,539
Net Pension Asset	858,420	858,420
Deferred Outflows-Pension	<u>2,378,270</u>	<u>2,378,270</u>
Total Other Assets	<u>5,518,332</u>	<u>5,429,463</u>
TOTAL ASSETS	<u>\$ 172,002,926</u>	<u>\$ 178,499,518</u>

GREEN BAY WATER UTILITY**BALANCE SHEET**

March 31, 2021

Page 2

	AS OF <u>12/31/2020</u>	AS OF <u>3/31/2021</u>
<u>LIABILITIES & FUND EQUITY</u>		
Current Liabilities		
Accounts Payable	\$ 547,936	72,460
Sewer Billings Payable	2,990,740	3,186,990
Storm Water Billings Payable	1,523,368	1,519,759
Accrued Payroll Taxes	52,913	40,684
Accrued Payroll, Vacation & Sick Leave Pay	701,137	531,819
Accrued Taxes	2,545,829	636,459
Total Current Liabilities	<u>8,361,923</u>	<u>5,988,171</u>
Other Liabilities		
Net Pension Liability	-	-
Deferred Inflows-Pension	2,974,450	2,974,450
Total Other Liabilities	<u>2,974,450</u>	<u>2,974,450</u>
Payable from Restricted Assets		
Current Portion of Long-Term Debt	3,775,000	4,180,000
Accrued Interest	236,698	588,276
Total Restricted Payables	<u>4,011,698</u>	<u>4,768,276</u>
Long-Term Debt - Net of Premiums & Discounts	<u>40,285,463</u>	<u>47,231,511</u>
TOTAL LIABILITIES	<u>55,633,534</u>	<u>60,962,408</u>
<u>FUND EQUITY</u>		
Contributed Capital		
City of Green Bay	<u>736,907</u>	<u>736,907</u>
Earned Surplus		
Net Investment in Capital Assets	100,719,836	92,511,895
Restricted	7,954,214	19,904,808
Unrestricted	6,958,436	4,383,500
Total Earned Surplus	<u>115,632,485</u>	<u>116,800,203</u>
TOTAL FUND EQUITY	<u>116,369,392</u>	<u>117,537,110</u>
TOTAL LIABILITIES & FUND EQUITY	<u>\$ 172,002,926</u>	<u>\$ 178,499,518</u>

GREEN BAY WATER UTILITY
INCOME SUMMARY
 March 31, 2021

	<u>2021 BUDGET</u>	<u>BUDGET THRU MARCH</u>	<u>ACTUAL AS OF 3/31/2021</u>	<u>TOTAL BUDGET REMAINING VARIANCE</u>
TOTAL OPERATING REVENUES	\$ 23,895,000	\$ 5,973,750	\$ 5,843,070	\$ (18,051,930)
OPERATING EXPENSES				
Pumping	3,046,712	761,678	257,829	2,788,883
Water Treatment	1,412,655	353,164	665,136	747,519
Transmission & Distribution	3,549,210	887,303	587,199	2,962,011
Customer Accounts	985,016	246,254	308,136	676,880
Administrative & General	11,521,014	2,880,254	2,510,964	9,010,050
Total Operating Expenses	<u>20,514,607</u>	<u>5,128,652</u>	<u>4,329,264</u>	<u>16,185,343</u>
Operating Profit (Loss)	3,380,393	845,098	1,513,806	(1,866,587)
Interest & Miscellaneous Income	1,099,563	274,891	93,423	(1,006,140)
Interest Expense	<u>1,193,254</u>	<u>298,314</u>	<u>439,511</u>	<u>753,743</u>
NET INCOME (LOSS)	<u>\$ 3,286,702</u>	<u>\$ 821,676</u>	<u>\$ 1,167,718</u>	<u>\$ (2,118,984)</u>

GREEN BAY WATER UTILITY
INCOME & EXPENSE COMPARISON
BUDGET TO ACTUAL
March 31, 2021

	BUDGET THRU MARCH	ACTUAL AS OF 3/31/2021	DOLLAR VARIANCE	PERCENT VARIANCE
OPERATING REVENUES				
Residential & Apartment	\$ 2,305,000	\$ 1,720,968	\$ (584,032)	-25.3%
Commercial & Restaurant	578,750	855,012	276,262	47.7%
Industrial	1,325,000	1,588,581	263,581	19.9%
Municipal	116,250	85,528	(30,722)	-26.4%
Sales to General Customers	4,325,000	4,250,090	(74,910)	-1.7%
Sales for Resale - Ashwaubenon	768,750	774,948	6,198	0.8%
Sales for Resale - Scott	25,000	20,867	(4,133)	-16.5%
Sales For Resale - Hobart	93,750	73,940	(19,810)	-21.1%
Sales for Resale - Wrightstown	42,500	41,132	(1,368)	-3.2%
Public Fire Protection	345,000	330,392	(14,608)	-4.2%
Private Fire Protection	38,750	39,282	532	1.4%
Sewer & Stormwater Portion of Expenses	298,750	298,749	(1)	0.0%
Penalties	36,250	13,669	(22,581)	-62.3%
TOTAL OPERATING REVENUES	5,973,750	5,843,070	(130,680)	-2.2%
OPERATING EXPENSES				
<u>PUMPING EXPENSE</u>				
Purchased Water (602)	1,750	-	1,750	100.0%
Maint of Intakes (613)	-	-	0	XXX
Maint of Supply Mains (616)	408,460	22,358	386,102	94.5%
Pumping Operation Supervision (620)	12,327	15,220	(2,893)	-23.5%
Power Purchased for Pumping (623)	181,250	144,230	37,020	20.4%
Pumping Labor & Expense (624)	16,983	14,499	2,484	14.6%
Miscellaneous Pumping Expense (626)	19,337	11,450	7,888	40.8%
Pumping Maintenance Supervision (630)	15,582	5,145	10,438	67.0%
Maintenance of Pumping Structures (631)	63,219	29,597	33,623	53.2%
Maintenance of Power Prod Equip (632)	2,000	1,251	749	37.4%
Maintenance of Pumping Equipment (633)	40,769	14,080	26,689	65.5%
TOTAL PUMPING EXPENSE	761,678	257,829	503,849	66.1%
<u>WATER TREATMENT EXPENSE</u>				
Treatment Operations Supervision (640)	18,488	15,864	2,624	14.2%
Chemicals (641)	76,250	60,986	15,264	20.0%
Treatment Operations (642)	167,182	209,482	(42,300)	-25.3%
Miscellaneous Water Treatment (643)	34,608	29,018	5,589	16.1%
Treatment Maintenance Supervision (650)	7,923	5,946	1,977	25.0%
Maint of Treatment Structures (651)	8,010	6,859	1,151	14.4%
Maint of Treatment Equipment (652)	40,704	336,981	(296,277)	-727.9%
TOTAL WATER TREATMENT EXPENSE	353,164	665,136	(311,972)	-88.3%
<u>TRANSMISSION & DISTRIBUTION EXPENSE</u>				
Stores Expense (163)	-	13,905	(13,905)	XXX
Unallocated Vehicle & Equip Expense (184)	-	(77,964)	77,964	XXX
Distribution Operation Supervision (660)	55,656	43,530	12,126	21.8%
Transmission & Distribution Line Expense (662)	99,904	46,108	53,796	53.8%
Meter Expense (663)	47,027	46,562	464	1.0%
Customer Installation Expense (664)	21,357	14,636	6,721	31.5%
Miscellaneous Distribution Expense (665)	57,638	49,449	8,188	14.2%
Maintenance of Reservoirs & Standpipes (672)	6,904	3,594	3,310	47.9%
Maintenance of Mains (673)	420,104	214,455	205,649	49.0%
Private Services (674)	3,536	7,358	(3,822)	0.0%
Maintenance of Services (675)	109,940	119,089	(9,149)	-8.3%
Maintenance of Meters (676)	29,580	44,478	(14,898)	-50.4%
Maintenance of Hydrants (677)	35,658	61,999	(26,342)	-73.9%
TOTAL TRANSMISSION & DISTRIBUTION EXPENSE	887,303	587,199	300,103	33.8%
<u>CUSTOMER ACCOUNTS EXPENSE</u>				
Meter Reading Expense (902)	8,669	7,385	1,284	14.8%
Customer Records & Collection Expense (903)	233,085	300,060	(66,975)	-28.7%
Uncollectible Accounts (904)	1,000	243	757	75.7%
Conservation/Educational Expense (906)	3,500	448	3,052	87.2%
TOTAL CUSTOMER ACCOUNTS EXPENSE	246,254	308,136	(61,882)	-25.1%

GREEN BAY WATER UTILITY
INCOME & EXPENSE COMPARISON
BUDGET TO ACTUAL
March 31, 2021

	BUDGET THRU MARCH	ACTUAL AS OF 3/31/2021	DOLLAR VARIANCE	PERCENT VARIANCE
ADMINISTRATIVE & GENERAL EXPENSE				
Depreciation Expense (403 & 426)	\$ 1,365,359	\$ 1,153,683	\$211,676	15.5%
Amortization of Non-Utility Plant (405)	32,863	32,863	(0)	0.0%
Taxes (408)	723,516	696,993	26,523	3.7%
Administrative & General Salaries (920)	177,084	131,939	45,145	25.5%
Office Supplies & Expense (921)	23,500	17,405	6,095	25.9%
Outside Services Employed (923)	133,850	44,799	89,051	66.5%
Property Insurance (924)	19,875	71,855	(51,980)	-261.5%
Injuries & Damages (925)	15,628	-	15,628	100.0%
Employee Pension & Benefits (926)	325,008	296,321	28,687	8.8%
Regulatory Commission Expense (928)	1,250	635	615	49.2%
Miscellaneous General Expense (930)	25,750	28,252	(2,502)	-9.7%
Maintenance of General Plant (932)	36,571	36,218	353	1.0%
TOTAL ADMINISTRATIVE & GENERAL EXPENSE	2,880,254	2,510,964	369,289	12.8%
TOTAL OPERATING EXPENSES	5,128,652	4,329,264	799,388	15.6%
OPERATING PROFIT	845,098	1,513,806	668,708	79.1%
MISCELLANEOUS INCOME & (EXPENSE)				
Interest Income (419)	57,500	13,640	(43,860)	-76.3%
Misc Income/Contributed Capital (421)	125,000	24,044	(100,956)	-80.8%
Other Income (415, 416, 471, 472, 474)	92,391	67,232	(25,159)	-27.2%
Covid - 19 Labor expenses (880's)	-	(11,493)	(11,493)	XXX
TOTAL MISC INCOME & (EXPENSE)	274,891	93,423	(181,468)	-66.0%
INTEREST EXPENSE (427, 428, 429)	198,876	439,511	(240,635)	-121.0%
NET INCOME (LOSS)	\$ 921,113	\$ 1,167,718	\$ 246,605	26.8%