



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

<https://zoom.us/j/98284055918?pwd=eHBxaWkvNIJ2a3N0RERUWkRsNjVkUT09>

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