



MINUTES OF THE WATER COMMISSION

**MONDAY, MAY 10, 2021, 8:30 AM
GREEN BAY WATER UTILITY
631 S Adams St**

A. ROLL CALL

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

Other: Attorney William Vande Castle

Utility Staff: Nancy Quirk, Jessica Cortes, Stephanie Rogers, Russ Hardwick, Brian Powell, Kristin Romanowicz

B. APPROVAL OF THE AGENDA

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

C. APPROVAL OF MINUTES

1. Approval of Commission Meeting Minutes of April 12, 2021

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

D. REGULAR BUSINESS

1. Approval of Hours of Work Policy

Motion by Hasselblad-Pascale, second by Martin to approve Hours of Work Policy as presented. Adoption of ratified policy passed unanimously.

2. Financial Report - March 2021

Business Manager Rogers reviewed financial reports from March 2021. Financials are within expectations. No substantive issue of concern was identified. Motion by Karman, second by Wall to receive financials and place on file. Passed unanimously.

E. INFORMATIONAL

I. General Manager Update

1. Building Update - Kristin Romanowicz gave a construction status of the building project.
2. Lead and Copper Regulatory Sampling Results - Russ Hardwick stated that all 100 samples were in compliance and we do not have to do samples again until 2022.
3. Private Galvanized Service Replacement Safe Drinking Water Loan Program Financing Update
4. Private Galvanized Inventory Progress - Brian Powell noted we are developing a program to check 679 private water services that were installed prior to 1945. These private water services could potentially be galvanized services that were once hooked to lead.
5. Tyler Munis Accounting Software Implementation Progress - Stephanie Rogers noted that they are working on setting up the data for the new accounting software for Tyler Munis.
6. AWWA Fly-In Update. Virtual meetings were held with Wisconsin representative offices in Washington, DC and were conducted from April 19 through April 29th.
7. Policies and Procedures Project Update - Nancy Quirk is continuing to work with Supervisors and Managers on developing Policies and Procedures for the Utility.
8. Human Resource Update:
 - a. Distribution crew resignations
 - b. Communication Intern
 - c. Operations Summer Helper
9. Presentation on Wednesday, May 12 for National League of Cities on Lead Replacement.
10. Appointment of Andrea Hay to the Public Affairs Council of AWWA. Andrea's term is starting after the June 2021 annual conference and runs for three years.

OTHER DISCUSSION:

1. COVID-19 vaccinations: Discussion regarding vaccine and employee compliance.
2. Due to recent news reports of cyber attack/ransomware on a gas pipeline, the Utility continues to monitor and prepare for a potential cyber threat.

F. ADJOURNMENT

I. Motion to Adjourn

Motion to adjourn by Martin, second by Hasselblad-Pascale. Motion passed unanimously.

G. ZOOM INFORMATION

I.

Join Zoom Meeting

<https://zoom.us/j/98284055918?pwd=eHBxaWkvN1J2a3N0RERUWkRsNjVvKUT09>

Meeting ID: 982 8405 5918

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