



MINUTES OF THE WATER COMMISSION

MONDAY, JUNE 14, 2021, 8:30 AM

GREEN BAY WATER UTILITY

In Person at City Hall, Room 207 (Limited Seating)

Virtual Attendance also available via Zoom

A. ROLL CALL

Called to Order by President Heugel at 8:36 a.m.

Commissioners: John Heugel, Jamie Wall, Tom Karman, Jacque Boyle

Excused: Kathryn Hasselblad-Pascale, Doug Martin, Kathy Lefebvre, Elizabeth Wheat

Other: William Vande Castle

Utility Staff: Nancy Quirk, Stephanie Rogers, Karen Smits, Brian Powell, Russ Hardwick, Andrea Hay, Meghan Finger, Jessica Cortes, Kristin Romanowicz

Guests: Ryan O'Donnell & Jodi Dobson of BakerTilly

B. APPROVAL OF THE AGENDA

Motion by Wall, second by Karman to approve agenda s presented. Passed unanimously.

C. APPROVAL OF MINUTES

I. Approval of Commission Meeting Minutes of May 10, 2021

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

D. REGULAR BUSINESS

I. Introduction of Communications Summer Intern

Communications Director Hay introduced Communication Summer Intern, Meghan Finger. Meghan introduced herself to the Commission Board Members. Commissioners welcomed Meghan and introduced themselves.

2. 2020 Comprehensive Annual Financial Report

Presentation by Ryan O'Donnell and Jodi Dobson of Baker Tilly on the 2020 Comprehensive Annual Financial Report. Motion by Wall, second by Karman to approve comprehensive annual financial report as presented. Passed unanimously.

3. New Utility Logo

Communications Director Hay presented information on the new unique and progressive logo that has been designed with the help of Raftelis. Motion by Karman, second by Boyle to adopt the new utility logo. Passed unanimously.

4. Second Amendment to Green Bay Water Utility Tower/Land Lease Agreement

Operations Manager Powell presented information on the Second Amendment to Green Bay Water Utility Tower/Land Lease Agreement. Cellular companies advancing their services to 5G are upgrading their antennas on utility water towers. The Utility renegotiated the lease agreement with these cellular providers. As other cellular companies upgrade antennas on utility water towers, the Utility will renegotiate those agreements also. Motion by Wall, second by Karman to approve the second amendment to Green Bay Water Utility Tower/Land Lease agreement as presented. Passed unanimously.

5. Financials - April 2021

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

E. INFORMATIONAL

1. Building Remodel Update

Engineering Services Manager Romanowicz gave a building remodel update. Walls are going up inside and underground work outside is moving along. General Manager Quirk will provide a change order report to the Commission as they occur.

2. General Manager Update

1. Pipe Diver pipe condition assessment starts on Monday, June 14. Operations Manager Powell informed Commission that the pipe diver would be launched into the 36" pipe and travel throughout 25 miles of piping.
2. Private Galvanized Inventory Progress and Program is underway with 679 homes on the list. Currently 134 homes have agreements in place and 53 services have been completed.
3. AWWA Annual Conference is being held virtually this week. General Manager Quirk, Operations Manager Powell and Communications Director Hay will be attending several virtual sessions of the annual conference. The WI AWWA annual conference will be held in September and will be an in-person event.
4. Policies and Procedures Project - General Manager Quirk and Executive Assistant Van Erem have been working on getting templates in place for Supervisors and Managers to start writing policies and procedures for the Utility. The Commission should start to see draft policies in the next couple of months.

5. Human Resources Update - General Manager Quirk and Human Resources Coordinator Cortes have been meeting with personnel to find out the issues they are having with regard to employee retention. Carlson Dettmann has been requested to do a salary study this summer.
6. CBCWA - Emergency Backup Agreement. General Manager Quirk has been working with Central Brown County Water Authority to develop an agreement to have as an emergency backup option.
7. COVID Policy Update - Human Resources Coordinator Cortes has updated and distributed to the Utility the COVID Sick Leave policy and Mask policy per CDC guidelines. Temperature checks are no longer required at Utility offices. Travel restrictions has also been removed.
8. Communications Director Hay has been working with the Green Bay Metro Fire Department regarding the City's ISO (Insurance Services Organization) rating. Green Bay Water has been rated very high.
9. Kids Day is taking place on Friday, June 25th and the Utility will be handing out bottles of water.

OTHER:

IT Security: The Utility has a good system of protection, but we need to be diligent regarding that security. Commission requested a "Closed Session" be held in a future meeting to discuss cyber security in more detail.

F. ADJOURNMENT

I. Motion to Adjourn

Motion to adjourn by Wall, second by Karman. Motion passed unanimously.

President Heugel adjourned meeting at 10:19 a.m.

G. ZOOM INFORMATION

I. Join Zoom Meeting

<https://zoom.us/j/98284055918?pwd=eHBxaWkvNlJ2a3N0RERUWkRsNjVkJkUT09>

Meeting ID: 982 8405 5918

Passcode: 385002

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Passcode: 385002

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