



MINUTES OF THE WATER COMMISSION

MONDAY, JULY 12, 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 8:30 a.m.

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

Other: William Vande Castle

Utility Staff: Nancy Quirk, Brian Powell, Stephanie Rogers, Kevin Brunner, Justin Hewitt, Andrea Hay, Jessica Cortes, Kristin Romanowicz, Meghan Finger

B. APPROVAL OF THE AGENDA.

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

C. APPROVAL OF MINUTES.

1. Approval of Commission Meeting Minutes of June 14, 2021

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

D. REGULAR BUSINESS.

1. Approval of Employee Handbook Chapter 9, Section 1 - Hours of Work

Motion by Hasselblad-Pascale, second by Martin to approve Employee Handbook Chapter 9, Section 1 - Hours of Work Policy as presented. Adoption of ratified policy passed unanimously.

2. Financial Report - May 2021

Business Manager Rogers reviewed financial reports from May 2021. Financials are within

expectations. No substantive issue of concern was identified. Motion by Wall, second by Hasselblad-Pascale to receive financials and place on file. Passed unanimously.

E. INFORMATIONAL.

1. Strategic Plan Update - Quarter 2

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

2. Building Remodel Update

Engineering Services Manager Romanowicz gave a building remodel update. Exterior walls have started and progress can be seen on site. Change orders have been reviewed by Commissioners and have been placed on file.

3. Consideration of adjournment to CLOSED SESSION pursuant to Section 19.85(1)(d) Wis. Stats., for Consideration of Strategies for Crime Detection or Prevention; to wit: Utility Cyber Security Review

Motion by Hasselblad-Pascale, second by Wall for Commission meeting to adjourn at 8:45 a.m. to CLOSED SESSION pursuant to Section 19.85(1)(d) Wis. Stats., for Consideration of Strategies for Crime Detection or Prevention; to wit: Utility Cyber Security Review. Roll Call was taken: John Heugel, yes; Jamie Wall, yes; Doug Martin, yes; Kathryn Hasselblad-Pascale, yes; Tom Karman, yes; Elizabeth Wheat, yes; Jacque Boyle, yes. Roll call vote passed unanimously. Utility Staff presented general information from our Risk & Resiliency analysis from the 2018 American Water Infrastructure Act (AWIA) and our recent cyber security study and answered Commissioners questions.

4. Return to Open Session

Motion by Wall, second by Martin to return to Open Session at 9:22 a.m. No reportable action taken in Closed Session.

5. General Manager Update

1. Human Resources Update

- a. Distribution Crew Update - Human Resources Coordinator Cortes noted that there is an internal candidate for Crew Leader that will be moved.
- b. Webinar for WIAWWA on Workforce Issues - General Manager Quirk is heading an Education Ad Hoc Committee and Human Resources Cortes will be presenting at a Webinar on Tuesday, July 13th on Recruiting Efforts.
- c. Midterm Goal Review - General Manager Quirk stated that employees will be having a mid-year review to go over goals status that was set in their yearly reviews.

2. Communications Director Hay will be presenting at AWWA Management Conference in August.

3. Pipe Diver Update - Operations Manager Powell gave the Commission an update. The Smartball made it through all 25 miles of main and identified two leaks. The Pipe Diver did get stuck in a valve, but was successfully removed and we are awaiting the results.

4. Building Project Change Orders were reviewed by the Commission and are placed on file.

5. Main Break on Dousman Street on July 4th - Main break caused a back up well to kick on, which contains a small amount of radium, and as required by EPA, a notification postcard is being sent to homeowners in that area affected.
6. PFAS Testing Statement on Website - Communication Director Hay has added verbiage to the Utility website that we are testing the water and contains links to information on PFAS.

F. ADJOURNMENT.

I. Motion to Adjourn

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

President Heugel adjourned meeting at 9:48 am.

G. ZOOM INFORMATION

I.

Join Zoom Meeting

<https://zoom.us/j/98284055918?pwd=eHBxaWkvN1J2a3N0RERUWkRsNjVkUT09>

Meeting ID: 982 8405 5918

Passcode: 385002

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