



MINUTES OF THE WATER COMMISSION

**MONDAY, SEPTEMBER 13, 2021, 8:30 AM
GREEN BAY WATER UTILITY**

A. ROLL CALL.

Called to Order by President Heugel at 8:30 a.m.

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

Excused: Doug Martin

Other: Attorney William Vande Castle

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

B. APPROVAL OF THE AGENDA.

Motion by Hasselblad-Pascale, second by Wall to approve the agenda as presented. Motion passed unanimously.

C. APPROVAL OF MINUTES.

I. Approval of Commission Meeting Minutes from July 12, 2021, August 16, 2021 and September 1, 2021

Motion by Wall, second by Hasselblad-Pascale to approve July 12, 2021 meeting minutes as presented. Motion passed unanimously.

Motion by Karman, second by Wall to approve August 16, 2021 meeting minutes as presented. Motion passed unanimously.

Motion by Wall, second by Hasselblad-Pascale to approve September 1, 2021 meeting minutes as presented. Motion passed unanimously.

D. REGULAR BUSINESS.

I. Approval of New Position: Education and Outreach Coordinator

Approval of a new Education and Outreach Coordinator position was presented. Hasselblad-Pascale requested position success measures be required as part of position annual review. Following review, discussion, and request to review the position description, a motion was made by Hasselblad-Pascale, second by Karman to establish the position of Education and Outreach Coordinator as recommended. Motion passed unanimously.

2. Approval of Utility Wage Structure to Recruit and Retain Utility Workforce

Approval of Utility Wage Structure to Recruit and Retain Utility Workforce was presented. Following review and discussion to increase a wage structure to follow the market to retain valuable, talented, existing workforce, a motion was made by Boyle, seconded by Karman to update the Utility Wage Structure as recommended. Motion passed unanimously.

E. INFORMATIONAL.

1. PSC Annual Report Compliance - Meter Count Discrepancy

The Commission reviewed a memo regarding an email sent to President Heugel regarding Annual Report Compliance - Meter Count Discrepancy. Business Manager Rogers determined where the discrepancy occurred and requested the PSC allow the utility to amend the 2020 PSC annual report. The report was amended on 9/2/2021. No further action is required.

2. Building Remodel Update

Engineering Services Manager Romanowicz gave a building remodel update stating that the power switch over will occur on Friday, September 17 and Saturday, September 18 with generators and servers remaining operational during the switch over. Phase 2 of the remodel will start on Monday, September 27th with the front office moving into newly remodeled space and remote staff moving back on Wednesday, October 13.

3. General Manager Update

- A. Mason Street and 12th Water Main Break Claim Update - Attorney Vande Castle reached out to a private lawyer to handle litigation on the utility's behalf.
- B. Improvement and Services Committee Report on Infrastructure Replacements - Committee requested the City to increase street replacements and the Utility is coordinating with DPW to ensure that we replace mains in conjunction with those projects.
- C. ARPA Funds for the City of Green Bay - Utility sent a letter to the Mayor requesting funds be allocated to the Utility for updates.
- D. Budget Schedule - The CIP and operating budgets were submitted by managers. Reviewing requests and will bring the budget forward in November or December. An Ad Hoc Budget Committee will be created in October to review prior to a full Commission review.
- E. Wisconsin Section American Water Works Association Annual Conference 2021 - Annual In-Person conference is being held September 22-24 in Madison. Andrea and Nancy will be presenting and Brian will be part of a panel discussion.
- F. Distribution Section Vacancies - With approval of the new wage structure, the three vacancies will be posted.
- G. COVID Update - Utility has had four cases of COVID reported in the last couple weeks. Two

staff were vaccinated and two staff were not vaccinated.

F. ADJOURNMENT.

Motion to adjourn by Karman, seconded by Boyle. Motion passed unanimously.

President Heugel adjourned meeting at 9:24 a.m.

G. ZOOM INFORMATION

I. Join Zoom Meeting

<https://zoom.us/j/98284055918?pwd=eHBxaWkvNlJ2a3N0RERUWkRsNjVkUT09>

Meeting ID: 982 8405 5918

Passcode: 385002

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