



MINUTES OF THE WATER COMMISSION

**MONDAY, OCTOBER 11, 2021, 8:30 AM
GREEN BAY WATER UTILITY
631 S Adams St**

A. ZOOM INFORMATION

I. This item contains a document which provides call in information and instructions for the Zoom Virtual Meeting.

B. 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 (8:36 am), Kathy Lefebvre

Other: Attorney William Vande Castle

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

C. APPROVAL OF THE AGENDA.

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

D. APPROVAL OF MINUTES.

I. Approval of Water Commission Meeting minutes from September 13, 2021

Motion by Hasselblad-Pascale, second by Wall to approve September 13, 2021 meeting minutes as amended by Karman. Motion passed unanimously.

E. REGULAR BUSINESS.

I. Approve Employee Handbook, Chapter 35, Temporary Remote Work Policy

Motion by Martin, second by Karman to approve Employee Handbook, Chapter 35, Temporary Remote Work Policy as presented. Motion passed unanimously.

2. Financials - August 2021

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

F. INFORMATIONAL.

1. Building Remodel Update

Engineering Services Manager Romanowicz gave the following Building Remodel Update:

1. Front office staff moved to temporary spaces last week and customers are going to the front lobby and using the night drop box.
2. Movers are completing the furniture move-in, so all staff can return this week.
3. The next phase of the renovation will begin and take until the end of the year.
4. The addition is still on track to finish for us in January.
5. We processed another change order in the amount of \$114,490.68, which primarily dealt with the existing electrical replacement that was planned to remain. (The amount of change orders known or anticipated at this time is approximately equal to the planned contingency.)

2. Strategic Goals Report - Quarter 3

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

3. General Manager Update

1. Budget Process - Current schedule to approve budget at December 13, 2021 Commission meeting.
2. Distribution Section Vacancies - The job description has been posted with the control point at the 60th percentile. As of last Monday, we had eight applications.
3. COVID Update - We are requiring masks in public places for the vaccinated and unvaccinated. We have had seventeen cases at the utility to date.
4. Construction of Water Main Replacement is Complete for 2021.
5. UDF Done Tuesday - Unidirectional Flushing for 2021 is nearing completion this week.
6. Wholesale Customer Talks - We have had a meeting with Pulaski to discuss supplying them with treated Lake Michigan water. They have also been in discussions with Central Brown County Water Authority.
7. Galvanized Service Replacement Program - We continue to replace galvanized services that were once hooked to a lead service under the Safe Drinking Water Loan Program. The last day to submit for funding this year is December 8.
8. Jacque Boyle Commissioner Reappointment - At the October 5th Common Council meeting, Jacque was confirmed for reappointment to the Commission for a seven-year term.
9. Mason Street and 12th Avenue Water Main Break Claim Update - Attorney Vande Castle has

made contact with a law firm in our service area and they will be in contact with us.

10. Utility 101 - Andrea will send this to the Commission and look at posting it on our website.

11. Personnel Committee - President Heugel established an ad-hoc Personnel Committee. With help from a consultant, Carlson Dettmann, they are charged with establishing an evaluation process for the General Manager that meets current standards. Kathryn Hasselblad-Pascale, Doug Martin and Jamie Wall agreed to serve on the Personnel Committee.

G. ADJOURNMENT.

I. Motion to Adjourn

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

President Heugel adjourned meeting at 9:08 a.m.