



MINUTES OF THE WATER COMMISSION

**MONDAY, NOVEMBER 15, 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: Kathryn Hasselblad-Pascale, John Heugel, Doug Martin, Elizabeth Wheat, Tom Karman, Jamie Wall, Jacque Boyle

Excused: Kathy Lefebvre

Other: Attorney William Vande Castle

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

C. APPROVAL OF THE AGENDA.

I. Approval of 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 October 11, 2021

Motion by Martin, second by Wall to approve October 11, 2021 meeting minutes as presented. Motion passed unanimously.

E. REGULAR BUSINESS.

1. Approval of Revised Vacation Hour Schedule

Motion by Hasselblad-Pascale, second by Wall to approve the Revised Vacation Hour Schedule as presented. Motion passed unanimously.

2. Approval of Revised Safety Shoe Reimbursement Policy

Motion by Karman, second by Wall to approve Revised Safety Shoe Reimbursement Policy with clarification within the policy that the amount the General Manager determined would apply equally to all employees. Motion passed unanimously.

3. Approval & Adoption of Resolution for the 2022 Annual Budget

Commissioner Martin gave an overview of the Ad Hoc Budget Committee's review of the budget. Motion by Karman, second by Hasselblad-Pascale to approve and adopt the resolution of the 2022 Annual Budget as presented. Motion passed unanimously.

4. Financials - September 2021 and October 2021

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

F. INFORMATIONAL.

1. Safety Report

Human Resources Coordinator Cortes presented an overview of the 2021 Quarter 3 work related injuries and illness report for Green Bay Water Utility. It was noted that the utility will add "Near Misses" to the report going forward.

2. Building Remodel Update

Engineering Services Manager Romanowicz gave the following Building Remodel Update:

- a. A change order was processed this month for \$98,917.67, bringing the total contract amount to \$4,815,491.00. At the completion of the project, we can provide a written summary of change orders and payments to the Commission.
- b. Contractor work is still progressing and should reach substantial completion in December, with staff moving into their new spaces in January 2022.
- c. There will be trees planted along Cass Street as part of the contract work. Some site restoration will have to be done in spring. In Spring, we will also continue working with the City of Green Bay Forestry Department to review opportunities for trees and plantings near the addition.

3. General Manager Update

- I. Distribution Section Vacancies - Initial interviews have been conducted. Second interviews are

currently being conducted.

2. UPS Mistake Caused Noncompliance in Monitoring - Samples were taken, recorded and sent via UPS, but were lost in transit. This noncompliance will be reported in the yearly Consumer Confidence Report for this year with an explanation of what happened.
3. CBCWA Memorandum of Understanding - Working with lawyers on possible emergency interconnect agreement.
4. Mason St at 12th Ave Claim Update - Met with an independent lawyer on litigation.
5. City of Green Bay Polling Location Request - New training center could possibly be used by the City for training and elections.
6. Sludge Lagoon Direct Infiltration Project - Water Quality Manager Hardwick and General Manager Quirk are meeting with WDNR in early December on requirements.
7. Filter Plant and Lake Station Tour with Steve Grenier from DPW and Community Development Director, Neil Stechschulte.
8. H.R. 3684, the Infrastructure Investment and Jobs Act - Utility Staff are keeping a close watch on this and looking for opportunities for funding for the utility.
9. 36" Pipe Repairs in November - The pipe has been ordered and repairs are scheduled for after Thanksgiving.
10. Ad Hoc Personnel Committee - Kathryn Hasselblad-Pascale gave an update on the status of the Ad Hoc Personnel Committee. A consultant reviewed and gave feedback on the General Manager's performance review document. The committee will be meeting this week.

G. ADJOURNMENT.

I. Motion to Adjourn

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

President Heugel adjourned meeting at 9:33 a.m.