



AGENDA OF THE WATER COMMISSION

**MONDAY, FEBRUARY 14, 2022, 8:30 AM
GREEN BAY WATER UTILITY
631 S Adams St**

A. Zoom Information

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

B. Roll Call.

C. Approval of the Agenda.

1. Approval of Agenda

D. Approval of Minutes.

1. Approval of Water Commission Meeting Minutes from December 13, 2021

E. Regular Business.

1. Introduction of New Employees
2. Approval of Recommendation of Vehicle Bids
3. Financials - Preliminary December 2021
4. Consider to adjourn to CLOSED SESSION pursuant Sec. 19.85(1)(c). Wis. Stats., for consideration of employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; to- wit, General Manager's performance evaluation and compensation.
5. Return to Open Session for Possible Consideration of General Manager Compensation

F. Informational.

1. 2021 Training Update

2. Building Remodel Update
3. Strategic Communications Update
4. General Manager Update

G. Adjournment.

1. Motion to Adjourn

- 1) **ACCESSIBILITY:** Any person wishing to attend who requires special accommodation because of a disability, should contact the City Safety Manager at 920-448-3125 at least 48 hours before the scheduled meeting time so that arrangements can be made.
- 2) **QUORUM:** Please take notice that a majority or quorum of the Common Council may attend this Water Commission meeting and will constitute a meeting of the Common Council for purposes of discussion and information gathering relative to this agenda.
- 3) **REPRESENTATION:** The party requesting the communication, or their representative, should be present at this meeting.



Virtual Meeting Instructions

Water Commission

Zoom Meeting Information

Join Zoom Meeting

<https://zoom.us/j/98284055918?pwd=eHBxaWkvN1J2a3NORERUWkRsNjVkUT09>

Meeting ID: 982 8405 5918

Passcode: 385002

One tap mobile

+13126266799,,98284055918#,,,,*385002# US (Chicago)

+19292056099,,98284055918#,,,,*385002# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 982 8405 5918

Passcode: 385002

Find your local number: <https://zoom.us/u/afEVof5c6>

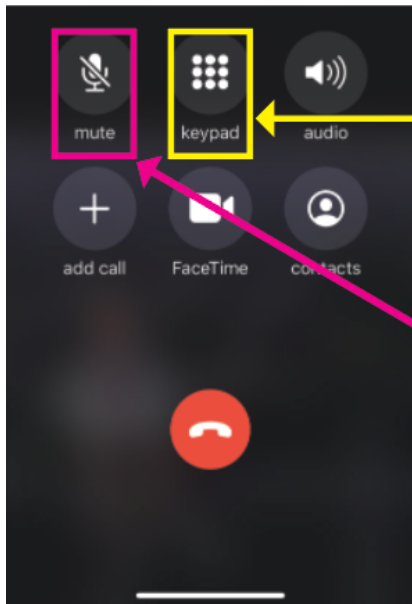
Additional Information

1. Wisconsin Open Meetings Law still applies
 - a. Persons interested in speaking to an item must state their name and address for the minutes.
 - b. Committee/Commission/Board members will still follow *Roberts Rules of Order Newly Revised 12th edition*.
2. Please log into the Zoom meeting at least 10 minutes before the meeting begins to ensure a proper connection and that your technology is working.
3. Once you are in the meeting, please mute yourself.
 - a. You may unmute yourself when you are called upon to speak.
4. Waiting room
 - a. When you call in or connect via web or Zoom app, you will be placed in a “waiting room.”
 - b. The meeting host will then admit you to the meeting, and mute you upon entrance (you will still be able to hear and or otherwise observe the meeting).
5. Raising your hand
 - a. Committee/Commission/Board members—utilize the “raise your hand” tool in the Zoom platform (you’d need to use a computer or tablet) to let the host know you would like to speak. You can also un-mute yourself and start speaking.
 - b. Persons with items on the agenda or other interested parties—you can also utilize the “raise your hand” tool on the Zoom platform via computer or mobile device.
6. What devices should I use?
 - a. Smart phone (please see more detailed instructions on page 3)
 - b. Land line
 - c. Tablet—in advance of the meeting, please download the Zoom Meeting app by using either the Apple Store or the Play Store. You will be asked to input your name, to identify you for the meeting.
 - d. Computer—you can access the meeting through a web browser by clicking on the meeting link, or through the Zoom Meeting app. If using the app, please download it in advance of the meeting. You will be asked to input your name, to identify yourself for the meeting.
 - e. For tablet and computer users—if you download the app you may be asked to verify your email.
7. Zoom etiquette
 - a. Muting yourself when you’re not speaking will prevent your background noise from interfering with others’ ability to listen to and participate in the meeting.
 - b. If you’re using a telephone, please identify yourself with your phone number and state your name and address before you speak. Zoom meeting hosts can see only your telephone number and will ask you to identify yourself.
8. Closed session
 - a. Persons in the Zoom meeting will be put into a waiting room while the committee/commission/board meets in Closed Session. Participants will be admitted back into the Zoom meeting once the committee reconvenes in Open Session.
 - b. Persons watching a Common Council meeting live on YouTube will see a gray screen with the City logo during closed session.
9. Persons interested in attending anonymously or listening to the meeting may call in by dialing *67 followed by the phone number in the Zoom Meeting Information box.

Calling into the Zoom meeting using a smartphone

1. Dial the phone number listed at the beginning of this document.
2. When prompted, enter the Meeting ID number followed by #
3. Once you are in the meeting, notify the meeting host that you are in and state your name.
4. If you do not wish to speak, please make sure your phone is on **Mute**
 - a. If you're using a smartphone, look at your screen and click the Mute button

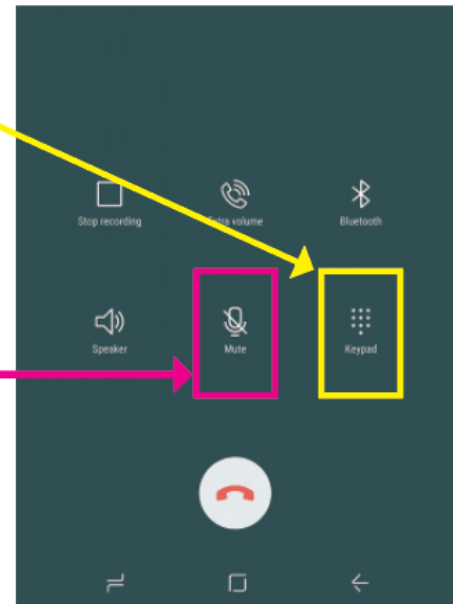
iPhone Users



To enter the Meeting ID or Passcode, push the Keypad button on your smartphone.

Keep your phone on Mute during the entire meeting until you are called upon to speak or the floor has been opened for discussion.

Android Users





MINUTES OF THE WATER COMMISSION

**MONDAY, DECEMBER 13, 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: Kathy Lefebvre, Kathryn Hasselblad-Pascale, John Heugel, Doug Martin, Elizabeth Wheat, Tom Karman, Jamie Wall, Jacque Boyle (8:35 a.m.)

Other: Attorney William Vande Castle, Melissa Elliott-Raftelis

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

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 November 15, 2021

Motion by Wall, second by Martin to approve November 15, 2021 meeting minutes as presented. Motion passed unanimously.

E. REGULAR BUSINESS.

1. Utility Five-Year Strategic Communication Plan - Melissa Elliott, VP Communications ~ Raftelis Communications Director Hay and Melissa Elliott, Vice President of Communications for Raftelis presented the Utility Five-Year Strategic Communication Plan to the Commission.

2. Approval of 2022 Commission Meeting Dates

Commissioners reviewed all 2022 meeting dates. A motion by Martin, second by Wall to approve 2022 Commission Meeting Dates as presented. Motion passed unanimously.

3. Election of Officers for 2022: President, Vice President and Secretary-Treasurer

- Motion by Wall, second by Hasselblad-Pascale to nominate and elect John Heugel as Commission President. Motion passed unanimously.
- Motion by Hasselblad-Pascale, second by Boyle to nominate and elect Jamie Wall as Commission Vice President. Motion passed unanimously.
- Motion by Hasselblad-Pascale, second by Boyle to nominate and elect Tom Karman as Commission Secretary/Treasurer. Motion passed unanimously.

4. Financials - November 2021

Business Manager Rogers reviewed financial reports from November 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: Miron is working towards substantial completion before the end of the year, with us being able to move people into new spaces starting in the new year. There will be some remaining items that will take place in 2022, including the drive-up window, art, site work, and other punchlist items. We have a change order getting ready to process for an approximate amount of \$109,000, bringing the contract total to approximately \$4,925,000. This change order is approximate, as it includes some final contract items still being discussed. The changes relate to structural items needed for fire breakaway purposes, replacing exterior wiring for gate controllers and cameras that were in poor condition, typing into data in the warehouse, and detailing conflicts that came up during the second phase of remodeling.

2. General Manager Update

1. Distribution Section Vacancies - Two of three positions have been filled. One candidate is moving to Green Bay and the utility is flexible with the start date. A current distribution employee was promoted to a Distribution Maintenance Person, leaving the Distribution Maintenance Assistant position open.
2. CBCWA Memorandum of Understanding (MOU) Update - General Manager Quirk and Operations Manager Powell met with engineers and lawyers regarding MOU. More edits and

discussion are needed.

3. City of Green Bay Polling Location Request - City Clerk requested and toured the new training center to be used as a possible polling location. More discussion is needed regarding accessibility for possible fall elections.
4. Sludge Lagoon Direct Infiltration Project - General Manager Quirk and Water Quality Manager Hardwick met with DNR regarding sampling and steps for moving forward.
5. 36" Pipe Repairs in November - Largest leak detected with SmartBall technology has been repaired.
6. PSC Grant for Comprehensive Energy Planning - Working with the city on an Energy Innovation Grant Program that covers a wide variety of energy related projects.
7. Citizens Sueing Group of City Officials - Citizens filed an ethics complaint against Mayor and council members for not allowing them to speak at City Council meeting.
8. Chemical Supply Issues - Utility struggling to receive commitment from suppliers for chemicals.

3. Commission Meetings ~ Virtual, Hybrid or In-Person

Commission decided to continue meeting in a virtual format through March 2022.

G. ADJOURNMENT.

I. Motion to Adjourn

Motion to adjourn by Wall, second by Martinto adjourn the meeting. Motion passed unanimously.

President Heugel adjourned the meeting at 9:38 a.m.



Green Bay Water

MEMORANDUM

DATE: February 14, 2022
TO: Green Bay Water Commissioners
FROM: Nancy Quirk, P.E. & Jason Maes
RE: Recommendations of Vehicle Bids for Green Bay Water

Green Bay Water requests the commission's approval of bid proposals for vehicles and equipment for Green Bay Water.

QUOTATIONS FOR 2022 BACKHOE (Budgeted \$125,000)				
<i>Dealer</i>	<i>Model</i>	<i>Quoted Price (for <u>two</u>*)</i>	<i>Delivery</i>	<i>Notes</i>
FabickCat	43OF2	\$113,030	300 days	Meets specs
Brooks Tractor (John Deer)	410L	\$116,000	Sometime in 2023	Does not meet specs.

I recommend we award this contract to the low bidder for the amounts respectively bid, as indicated by the shaded cells in the above table.

Funds are available in the 2022 budget.

Thank you for your consideration.

GREEN BAY WATER UTILITY

CASH POSITION December 31, 2021

	12/31/2020	Preliminary 12/31/2021
UNRESTRICTED CURRENT ASSETS		
Cash & Investments - Operation & Maintenance		
Local Govt. Investment Pool	\$ 103,838	\$ 103,899
Associated Bank Checking	6,238,754	9,924,190
Working Cash Funds - Petty Cash	1,700	1,700
Total Cash & Investments - Operation & Maintenance	<u>6,344,292</u>	<u>10,029,788</u>
RESTRICTED CURRENT ASSETS		
Cash & Investments - restricted		
Certificates of Deposit - Bond Redemption	860,000	950,000
Associated Bank Money Market Account - Bond Redemption	5,000	20,228
Associated Bank Checking - Private Service Replacement	1,022	1,487
Local Govt. Investment Pool - Construction Fund	-	1,749,901
Total Cash & Investments - Restricted	<u>866,022</u>	<u>2,721,616</u>
RESTRICTED LONG-TERM ASSETS		
Cash & Investments - Debt Reserve		
Associated Trust Money Market	20,409	297,170
Associated Trust Certificates of Deposit	537,618	515,663
Associated Trust Municipal Bonds	5,870,670	5,284,050
Total Cash & Investments - Debt Reserve	<u>6,428,697</u>	<u>6,096,882</u>
 TOTAL CASH POSITION	 <u>\$ 13,639,012</u>	 <u>\$ 18,848,286</u>

GREEN BAY WATER UTILITY

BALANCE SHEET

December 31, 2021

	AS OF 12/31/2020	PRELIMINARY AS OF 12/31/2021
<u>ASSETS</u>		
Current Assets		
O & M Cash & Investments	\$ 6,344,292	\$ 10,029,788
Interest Receivable	86	88
Accounts Receivable	10,599,998	7,716,346
Inventories	528,064	523,564
Prepayments	63,710	43,552
Total Current Assets	<u>17,536,150</u>	<u>18,313,340</u>
Property, Plant & Equipment		
Original Cost	238,968,228	239,412,204
Less: Accumulated Depreciation	<u>(94,170,168)</u>	<u>(98,559,574)</u>
Net Plant	144,798,060	140,852,630
Construction in Progress	292,513	9,487,115
Total Plant & Equipment	<u>145,090,573</u>	<u>150,339,746</u>
Restricted Assets		
Debt Reserve Fund	6,428,697	6,096,882
Bond Redemption Fund	865,000	970,228
Construction Fund	-	1,749,901
Private Service Replacement Fund	1,022	1,487
DNR Grant for Service Replacement Receivable	67,620	123,220
Accrued Interest	38,709	37,883
Total Restricted Assets	<u>7,401,048</u>	<u>8,979,600</u>
Other Assets		
Unamortized Ashwaubenon Booster	1,380,259	1,248,806
Unamortized Wrightstown Loan/Grant	474,750	443,100
Unamortized Loss on Advanced Refunding	687,996	496,311
Net Pension Asset	858,420	858,420
Deferred Outflows-Pension	1,982,396	1,982,396
Total Other Assets	<u>5,383,821</u>	<u>5,029,034</u>
TOTAL ASSETS	<u>\$ 175,411,592</u>	<u>\$ 182,661,719</u>

GREEN BAY WATER UTILITY**BALANCE SHEET**

December 31, 2021

Page 2

	AS OF <u>12/31/2020</u>	AS OF <u>12/31/2021</u>
<u>LIABILITIES & FUND EQUITY</u>		
Current Liabilities		
Accounts Payable	\$ 547,940	1,713,224
Sewer Billings Payable	5,309,074	3,815,933
Storm Water Billings Payable	2,748,211	1,860,169
Accrued Payroll Taxes	52,913	56,491
Accrued Payroll, Vacation & Sick Leave Pay	701,137	748,940
Accrued Taxes	2,545,829	2,457,195
Total Current Liabilities	<u>11,905,104</u>	<u>10,651,952</u>
Other Liabilities		
Net Pension Liability	-	-
Deferred Inflows-Pension	2,578,576	2,578,576
Total Other Liabilities	<u>2,578,576</u>	<u>2,578,576</u>
Payable from Restricted Assets		
Current Portion of Long-Term Debt	3,775,000	4,205,000
Accrued Interest	236,698	250,239
Total Restricted Payables	<u>4,011,698</u>	<u>4,455,239</u>
Long-Term Debt - Net of Premiums & Discounts	<u>40,546,827</u>	<u>42,917,073</u>
TOTAL LIABILITIES	<u>59,042,205</u>	<u>60,602,839</u>
<u>FUND EQUITY</u>		
Contributed Capital		
City of Green Bay	<u>736,907</u>	<u>736,907</u>
Earned Surplus		
Net Investment in Capital Assets	101,456,742	103,713,985
Restricted	8,022,856	9,587,870
Unrestricted	6,152,882	8,020,119
Total Earned Surplus	<u>115,632,480</u>	<u>121,321,974</u>
TOTAL FUND EQUITY	<u>116,369,387</u>	<u>122,058,880</u>
TOTAL LIABILITIES & FUND EQUITY	<u>\$ 175,411,592</u>	<u>\$ 182,661,719</u>

GREEN BAY WATER UTILITY**INCOME SUMMARY**

December 31, 2021

	<u>2021 BUDGET</u>	<u>Preliminary ACTUAL AS OF 12/31/2021</u>	<u>TOTAL BUDGET REMAINING VARIANCE</u>
TOTAL OPERATING REVENUES	<u>\$ 23,895,000</u>	<u>\$ 25,489,377</u>	<u>\$ 1,594,377</u>
OPERATING EXPENSES			
Pumping	3,046,712	2,327,520	719,192
Water Treatment	1,412,655	1,878,686	(466,031)
Transmission & Distribution	3,549,210	3,334,048	215,162
Customer Accounts	985,016	1,025,846	(40,830)
Administrative & General	<u>11,521,014</u>	<u>10,186,960</u>	<u>1,334,054</u>
Total Operating Expenses	<u>20,514,607</u>	<u>18,753,060</u>	<u>1,761,547</u>
Operating Profit (Loss)	3,380,393	6,736,317	3,355,924
Interest & Miscellaneous Income	1,099,563	354,598	(744,965)
Interest Expense	<u>1,193,254</u>	<u>1,401,421</u>	<u>(208,167)</u>
NET INCOME (LOSS)	<u>\$ 3,286,702</u>	<u>\$ 5,689,494</u>	<u>\$ 2,402,792</u>

GREEN BAY WATER UTILITY
INCOME & EXPENSE COMPARISON
BUDGET TO ACTUAL
December 31, 2021

	BUDGET THRU DECEMBER	Preliminary ACTUAL AS OF 12/31/2021	DOLLAR VARIANCE	PERCENT VARIANCE
OPERATING REVENUES				
Residential & Apartment	\$ 9,220,000	\$ 9,100,117	\$ (119,883)	-1.3%
Commercial & Restaurant	2,315,000	2,180,051	(134,949)	-5.8%
Industrial	5,300,000	6,897,309	1,597,309	30.1% (1)
Municipal	465,000	446,327	(18,673)	-4.0% (2)
Sales to General Customers	17,300,000	18,623,804	1,323,804	7.7%
Sales for Resale - Ashwaubenon	3,075,000	3,371,009	296,009	9.6% (3)
Sales for Resale - Scott	100,000	103,481	3,481	3.5%
Sales For Resale - Hobart	375,000	366,674	(8,326)	-2.2%
Sales for Resale - Wrightstown	170,000	177,517	7,517	4.4%
Public Fire Protection	1,380,000	1,377,850	(2,150)	-0.2%
Private Fire Protection	155,000	158,255	3,255	2.1%
Sewer & Stormwater Portion of Expenses	1,195,000	1,194,996	(4)	0.0%
Penalties	145,000	115,791	(29,209)	-20.1%
TOTAL OPERATING REVENUES	23,895,000	25,489,377	1,594,377	6.7%
OPERATING EXPENSES				
<u>PUMPING EXPENSE</u>				
Purchased Water (602)	7,000	7,911	(911)	-13.0%
Maint of Intakes (613)	-	-	0	XXX
Maint of Supply Mains (616)	1,633,841	768,483	865,358	53.0%
Pumping Operation Supervision (620)	49,309	83,753	(34,444)	-69.9%
Power Purchased for Pumping (623)	725,000	815,310	(90,310)	-12.5%
Pumping Labor & Expense (624)	67,930	71,483	(3,553)	-5.2%
Miscellaneous Pumping Expense (626)	77,349	60,144	17,205	22.2%
Pumping Maintenance Supervision (630)	62,329	30,996	31,333	50.3%
Maintenance of Pumping Structures (631)	252,877	135,107	117,770	46.6%
Maintenance of Power Prod Equip (632)	8,000	247,235	(239,235)	-2990.4%
Maintenance of Pumping Equipment (633)	163,077	107,097	55,980	34.3%
TOTAL PUMPING EXPENSE	3,046,712	2,327,520	719,192	23.6% (4)
<u>WATER TREATMENT EXPENSE</u>				
Treatment Operations Supervision (640)	73,950	72,206	1,744	2.4%
Chemicals (641)	305,000	346,704	(41,704)	-13.7%
Treatment Operations (642)	668,727	698,229	(29,502)	-4.4%
Miscellaneous Water Treatment (643)	138,430	146,480	(8,050)	-5.8%
Treatment Maintenance Supervision (650)	31,693	29,038	2,655	8.4%
Maint of Treatment Structures (651)	32,039	37,877	(5,838)	-18.2%
Maint of Treatment Equipment (652)	162,816	548,152	(385,336)	-236.7%
TOTAL WATER TREATMENT EXPENSE	1,412,655	1,878,686	(466,031)	-33.0% (5)
<u>TRANSMISSION & DISTRIBUTION EXPENSE</u>				
Stores Expense (163)	-	87,383	(87,383)	XXX
Unallocated Vehicle & Equip Expense (184)	-	(6,089)	6,089	XXX
Distribution Operation Supervision (660)	222,622	224,149	(1,527)	-0.7%
Transmission & Distribution Line Expense (662)	399,617	437,720	(38,103)	-9.5%
Meter Expense (663)	188,106	268,940	(80,834)	-43.0%
Customer Installation Expense (664)	85,428	81,284	4,144	4.9%
Miscellaneous Distribution Expense (665)	230,550	225,698	4,852	2.1%
Maintenance of Reservoirs & Standpipes (672)	27,617	23,521	4,096	14.8%
Maintenance of Mains (673)	1,680,414	1,314,249	366,165	21.8%
Private Services (674)	14,145	31,465	(17,320)	0.0%
Maintenance of Services (675)	439,761	359,295	80,466	18.3%
Maintenance of Meters (676)	118,320	129,092	(10,772)	-9.1%
Maintenance of Hydrants (677)	142,630	157,340	(14,710)	-10.3%
TOTAL TRANSMISSION & DISTRIBUTION EXPENSE	3,549,210	3,334,048	215,162	6.1%
<u>CUSTOMER ACCOUNTS EXPENSE</u>				
Meter Reading Expense (902)	34,676	14,460	20,216	58.3%
Customer Records & Collection Expense (903)	932,340	985,295	(52,955)	-5.7%
Uncollectible Accounts (904)	4,000	24,023	(20,023)	-500.6%
Conservation/Educational Expense (906)	14,000	2,068	11,932	85.2%
TOTAL CUSTOMER ACCOUNTS EXPENSE	985,016	1,025,846	(40,830)	-4.1%

GREEN BAY WATER UTILITY
INCOME & EXPENSE COMPARISON
BUDGET TO ACTUAL
December 31, 2021

	BUDGET THRU DECEMBER	ACTUAL AS OF 12/31/2021	DOLLAR VARIANCE	PERCENT VARIANCE
ADMINISTRATIVE & GENERAL EXPENSE				
Depreciation Expense (403 & 426)	\$ 5,461,434	\$ 4,614,732	\$846,702	15.5%
Amortization of Non-Utility Plant (405)	131,453	131,453	(0)	0.0%
Taxes (408)	2,894,065	2,800,440	93,625	3.2%
Administrative & General Salaries (920)	708,335	703,723	4,612	0.7%
Office Supplies & Expense (921)	94,000	70,827	23,173	24.7%
Outside Services Employed (923)	535,400	276,723	258,677	48.3%
Property Insurance (924)	79,500	71,855	7,645	9.6%
Injuries & Damages (925)	62,510	112,039	(49,529)	-79.2%
Employee Pension & Benefits (926)	1,300,032	1,211,759	88,273	6.8%
Regulatory Commission Expense (928)	5,000	635	4,365	87.3%
Miscellaneous General Expense (930)	103,000	51,434	51,566	50.1%
Maintenance of General Plant (932)	146,285	141,339	4,946	3.4%
TOTAL ADMINISTRATIVE & GENERAL EXPENSE	11,521,014	10,186,960	1,334,054	11.6%
TOTAL OPERATING EXPENSES	20,514,607	18,753,060	1,761,547	8.6%
OPERATING PROFIT	3,380,393	6,736,317	3,355,924	99.3%
MISCELLANEOUS INCOME & (EXPENSE)				
Interest Income (419)	230,000	29,438	(200,562)	-87.2%
Misc Income/Contributed Capital (421)	500,000	46,347	(453,653)	-90.7%
Other Income (415, 416, 471, 472, 474)	369,563	300,508	(69,055)	-18.7%
Covid - 19 Labor expenses (880's)	-	(21,695)	(21,695)	XXX
TOTAL MISC INCOME & (EXPENSE)	1,099,563	354,598	(744,965)	-67.8% (6)
INTEREST EXPENSE (427, 428, 429)	1,193,254	1,401,421	(208,167)	-17.4% (7)
NET INCOME (LOSS)	\$ 3,286,702	\$ 5,689,494	\$ 2,402,792	73.1%

(1) Increase in usage from GB Packaging and P & G

(2) School's and Government buildings closed earlier in the year

(3) Increased usage

(4) Pipe diver, Broadway tank and Bay Highlands vault projects not completed. Generator repair for lake station.

(5) Lagoon dredging /ozone generator carried over from 2020

(6) Decreased interest revenue/labor for Covid time off

(7) Debt issue costs for 2021 debt issue



Green Bay Water

MEMORANDUM

DATE: February 9, 2022
TO: Green Bay Water Commissioners
FROM: Jessica Cortes, Human Resources Coordinator
RE: 2021 Training

Review of total amount of hours of safety and technical training for each department.

Green Bay Water Utility Training - 2021

Total Training Hours

740.75

Department	Hours	TRAINING	
		Safety	Technical
ADMINISTRATION	166.25	3	52
BUSINESS SUPPORT	60	0	2
FRONT OFFICE	15	0	9
CUSTOMER SERVICE	39	19	7
OPERATIONS	23	3	3
ENGINEERING SERVICES	21	5	18
DISTRIBUTION	183.5	72	32
FILTER PLANT	168	34	66
SUPPLY MAINTENANCE	65	16	11



Green Bay Water

MEMORANDUM

DATE: February 9, 2022
TO: Green Bay Water Commissioners
FROM: Nancy Quirk, P.E., General Manager
RE: General Manager Update

1. 36" Pipe Repairs
2. Human Resources Hiring Update
 - a. Seasonal Assignments
 - b. Summer Postings
 - c. Permanent Full Time hiring
 - i. Distribution Maintenance Person
 - ii. Distribution Maintenance Assistant
 - iii. Billing Assistant
 - iv. Executive Assistant
3. COVID Update