



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.