



AGENDA OF THE WATER COMMISSION

MONDAY, MAY 9, 2022, 9:00 AM
Virtual Meeting via Zoom

A. Zoom Information

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

B. Roll Call.

1. Roll call for the Water Commission Meeting of May 9, 2022.

C. Approval of the Agenda.

1. Approval of the Water Commission Meeting Agenda for May 9, 2022

D. Approval of Minutes.

1. Approval of Commission Meeting Minutes of April 11, 2022

E. Regular Business.

1. Introduction of the Green Bay Water Commission's New Green Bay City Council Representative: Alder Craig Stevens, District Five
2. Financial Report for March 2022

F. Informational.

1. Quarter One 2022 Injury Report
2. Building Remodel Update
3. Strategic Communications Report
4. General Manager's Report

G. Adjournment.

I. 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



Green Bay Water Commission

Zoom Meeting Information

Join Zoom Meeting

<https://zoom.us/j/98284055918?pwd=eHBxaWkvN1J2a3N0RERUWkRsNjVkJkUT09>

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>

Public Comments

If you wish to speak at this public meeting or leave a comment, please fill out the online [Comment Form](#) prior to the meeting.

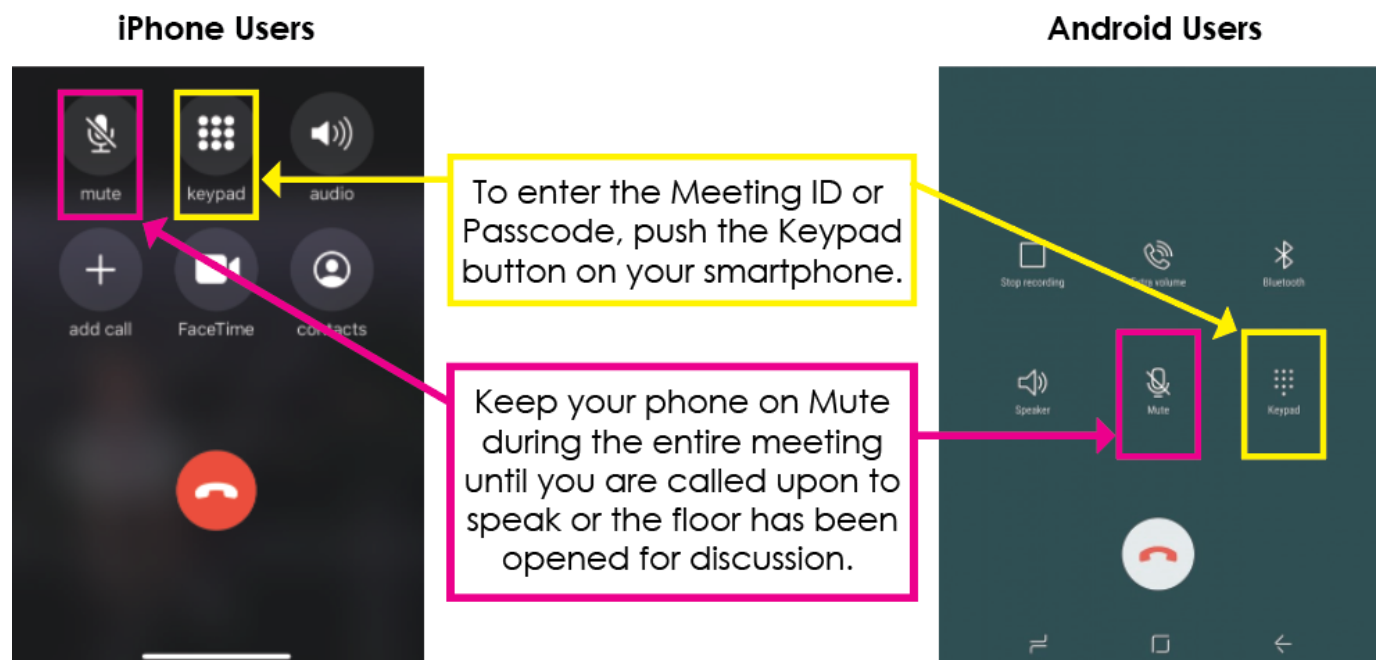
Additional Information

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.
 - a. If you are a Board Member, please log into [CivicClerk](#) with a computer, laptop, or tablet device.
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. Registering
 - a. The host may ask you to register for the meeting. A registration link will be sent to you along with the invite. You'll receive another email confirming that you're registered for the meeting.
 - b. If you're using a phone, your registration will be tied to an email.
6. Raising your hand
 - a. Committee/Commission/Board members—you can either use CivicClerk and request to speak or you can also 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. You will be allowed to speak once the committee, commission, or board has moved to "open the floor for interested parties to speak." Once discussion on your agenda item has concluded, the host will mute you, unless the committee opens the floor again.
7. 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.

8. 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.
9. 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.
10. 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





AGENDA OF THE WATER COMMISSION

MONDAY, MAY 9, 2022, 9:00 AM
Virtual Meeting via Zoom

MEETING DATE

May 9, 2022

PREPARED BY

AGENDA ITEM # C.I

Approval of the Water Commission Meeting Agenda for May 9, 2022

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None

- 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.
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AGENDA OF THE WATER COMMISSION

MONDAY, MAY 9, 2022, 9:00 AM
Virtual Meeting via Zoom

MEETING DATE

May 9, 2022

PREPARED BY

AGENDA ITEM # D.1

Approval of Commission Meeting Minutes of April 11, 2022

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

I. 04.11.2022_Water_Comm_Mtg_MINUTES

- 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.
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MINUTES OF THE WATER COMMISSION

**MONDAY, APRIL 11, 2022, 8:30 AM
GREEN BAY WATER
VIRTUALLY VIA ZOOM**

A. ZOOM INFORMATION

B. ROLL CALL

Commissioners Present: John Heugel, Jamie Wall, Tom Karman, Doug Martin, Elizabeth Wheat, Jacque Boyle

Excused: Kathryn Hasselblad-Pascale

Also Present: Alderwoman Kathy Lefebvre, General Manager Quirk, Operations Manager Powell, Business Manager Rogers, Communications Director Hay, Distribution Manager Maes, HR Coordinator Cortes, Engineer Supervisor Romanowicz, Water Quality Manager Hardwick, Attorney Vande Castle

C. APPROVAL OF THE AGENDA

I. Approval of the Agenda

Motion by Martin, second by Wall, to approve Agenda as established. Passed unanimously.

D. APPROVAL OF MINUTES

I. Approval of Commission Meeting Minutes of February 14, 2022

Motion by Wall, second by Martin to approve the February 14 Meeting Minutes as presented. Passed Unanimously.

E. REGULAR BUSINESS

I. Introduction of New Green Bay Water Employees

Billing Assistant Lynda Kong-Moua and Distribution Maintenance Person Luke Swagel were introduced to and welcomed by Commission.

2. Approval of the Resolution Authorizing Execution of the Department of Natural Resources Principal Forgiven Financial Assistance Agreement

Motion by Karman, second by Martin to recommend that the City of Green Bay Common Council approve the resolution authorizing the execution of the Department of Natural Resources Principal Forgiven Financial Assistance Agreement. Passed unanimously.

3. Financial Reports

Business Manager Rogers reviewed the Utility's December 2021, January 2022 and February 2022 Financials and Cash Position. All are within expectations. No substantive issue of concern was identified. Motion by Doug Martin, second by Wall receive financials and place on file. Passed unanimously.

F. INFORMATIONAL

1. Building Remodel Update

Engineering Supervisor Romanowicz reported that our staff continues to work with Miron to complete punch list items and change order work to close out the contract. There have been no change orders run since the last commission meeting, so the current contract value is still at \$4,919,610.31.

2. Strategic Communications Update

Communications Director Hay reported meeting with the Green Bay Area Public Schools Curriculum Coordinator. She and Education and Outreach Coordinator Finger will present an interactive Green Bay Water presentation to three earth science classes at Aldo Leopold in April. The logo and color changes are progressing with the latest being the consumer confidence report posted last month at www.gbwater.org/waterqualityEnglish. Finger and Human Resource Coordinator Cortes will work with updated branding and communications materials at the West High School/NWTC/Community career fair this month and attempt to grow interest in water careers and hire some of the open summer help positions.

3. General Manager Update

Three leaks on our 36" pipe that were identified by the Smart Ball last summer have been repaired. The Pipe Diver project on our 36" pipe will commence at the end of April and modifications to the tool and our flows have been made to ensure the robot assessment of our pipe condition will succeed. We are co-hiring a locator with the City of Green Bay to perform utility locations in the field for the TDS fiber installation project. Season candidates for the front office are being interviewed. We have no candidates for field seasonal employees. We are interviewing for Distribution Maintenance Assistant and Executive Assistant. We've posted for Metering and Cross Connection Supervisor position. A five-hundred-dollar stipend from ARPA funds was given to current employees who worked during the pandemic. Water main replacement bids so far are within budget. We are submitting a proposal to the Village of Pulaski to serve them with water. We decided to continue our commission meeting virtual due to state of pandemic. A Certificate of Achievement for Excellence in Financial Reporting was awarded to Green Bay Water for the 27th year in a row. We will be meeting with the new alderpersons elected in the April election. I am participating on a workgroup for the Microbial Disinfection Byproduct Rule Revision as a member of the National Drinking Water Advisory Council. We are hiring ERC to perform an employee engagement later this spring.

G. ADJOURNMENT

1. Motion to adjourn.

Motion by Wall, second by Karman to adjourn. Passed

unanimously.



AGENDA OF THE WATER COMMISSION

MONDAY, MAY 9, 2022, 9:00 AM
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MEETING DATE

May 9, 2022

PREPARED BY

AGENDA ITEM # E.1

Introduction of the Green Bay Water Commission's New Green Bay City Council Representative: Alder Craig Stevens, District Five

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None

- 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.
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AGENDA OF THE WATER COMMISSION

MONDAY, MAY 9, 2022, 9:00 AM
Virtual Meeting via Zoom

MEETING DATE

May 9, 2022

PREPARED BY

AGENDA ITEM # E.2

Financial Report for March 2022

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. 2022 March Financial Report

- 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.
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GREEN BAY WATER**CASH POSITION**

March 31, 2022

	12/31/2021	3/31/2022
UNRESTRICTED CURRENT ASSETS		
Cash & Investments - Operation & Maintenance		
Local Govt. Investment Pool	\$ 103,899	\$ 103,926
Associated Bank Checking	9,924,190	9,396,798
Working Cash Funds - Petty Cash	1,700	1,700
Total Cash & Investments - Operation & Maintenance	<u>10,029,788</u>	<u>9,502,424</u>
RESTRICTED CURRENT ASSETS		
Cash & Investments - restricted		
Certificates of Deposit - Bond Redemption	950,000	2,375,000
Associated Bank Money Market Account - Bond Redemption	20,228	20,228
Associated Bank Checking - Private Service Replacement	1,487	112,742
Local Govt. Investment Pool - Construction Fund	1,749,901	374,061
Total Cash & Investments - Restricted	<u>2,721,616</u>	<u>2,882,032</u>
RESTRICTED LONG-TERM ASSETS		
Cash & Investments - Debt Reserve		
Associated Trust Money Market	297,170	29,140
Associated Trust Certificates of Deposit	515,663	493,688
Associated Trust Municipal Bonds	5,284,050	5,413,029
Total Cash & Investments - Debt Reserve	<u>6,096,882</u>	<u>5,935,857</u>
 TOTAL CASH POSITION	 <u>\$ 18,848,286</u>	 <u>\$ 18,320,312</u>

GREEN BAY WATER**BALANCE SHEET**

March 31, 2022

	AS OF <u>12/31/2021</u>	AS OF <u>3/31/2022</u>
<u>ASSETS</u>		
Current Assets		
O & M Cash & Investments	\$ 10,029,788	\$ 9,502,424
Interest Receivable	88	506
Accounts Receivable	10,749,134	10,565,798
Inventories	538,570	507,786
Prepayments	43,552	186,025
Total Current Assets	<u>21,361,133</u>	<u>20,762,538</u>
Property, Plant & Equipment		
Original Cost	242,991,575	243,061,209
Less: Accumulated Depreciation	<u>(98,441,709)</u>	<u>(99,651,169)</u>
Net Plant	144,549,866	143,410,040
Construction in Progress	5,458,158	5,993,581
Total Plant & Equipment	<u>150,008,024</u>	<u>149,403,622</u>
Restricted Assets		
Debt Reserve Fund	6,096,882	5,935,857
Bond Redemption Fund	970,228	2,395,228
Construction Fund	1,749,901	374,061
Private Service Replacement Fund	1,487	112,742
DNR Grant for Service Replacement Receivable	123,220	11,950
Accrued Interest	37,883	48,083
Total Restricted Assets	<u>8,979,600</u>	<u>8,877,921</u>
Other Assets		
Unamortized Ashwaubenon Booster	1,248,806	1,215,943
Unamortized Wrightstown Loan/Grant	443,100	435,188
Unamortized Loss on Advanced Refunding	496,311	456,948
Net Pension Asset	1,675,610	1,675,610
Deferred Outflows-Pension	2,132,984	2,132,984
Total Other Assets	<u>5,996,812</u>	<u>5,916,673</u>
TOTAL ASSETS	<u>\$ 186,345,569</u>	<u>\$ 184,960,754</u>

GREEN BAY WATER
BALANCE SHEET
 March 31, 2022
 Page 2

	AS OF <u>12/31/2021</u>	AS OF <u>3/31/2022</u>
<u>LIABILITIES & FUND EQUITY</u>		
Current Liabilities		
Accounts Payable	\$ 1,775,384	166,078
Sewer Billings Payable	5,553,452	6,034,134
Storm Water Billings Payable	2,939,704	2,977,016
Accrued Payroll Taxes	56,491	105,780
Accrued Payroll, Vacation & Sick Leave Pay	748,940	560,297
Accrued Taxes	2,457,195	614,299
Total Current Liabilities	<u>13,531,166</u>	<u>10,457,604</u>
Other Liabilities		
Net Pension Liability	-	-
Deferred Inflows-Pension	3,041,600	3,041,600
Total Other Liabilities	<u>3,041,600</u>	<u>3,041,600</u>
Payable from Restricted Assets		
Current Portion of Long-Term Debt	4,205,000	4,205,000
Accrued Interest	250,239	625,597
Total Restricted Payables	<u>4,455,239</u>	<u>4,830,597</u>
Long-Term Debt - Net of Premiums & Discounts	<u>42,917,073</u>	<u>42,807,433</u>
TOTAL LIABILITIES	<u>63,945,078</u>	<u>61,137,234</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	103,382,263	102,848,136
Restricted	10,405,060	9,928,441
Unrestricted	7,876,262	10,310,036
Total Earned Surplus	<u>121,663,585</u>	<u>123,086,613</u>
TOTAL FUND EQUITY	<u>122,400,492</u>	<u>123,823,520</u>
TOTAL LIABILITIES & FUND EQUITY	<u>\$ 186,345,569</u>	<u>\$ 184,960,754</u>

GREEN BAY WATER

Statement of Revenues, Expenses and Changes in Net Position Month Ended March 31, 2022

	<u>3/31/22</u>
OPERATING REVENUES	
Charges for services	\$ 5,558,638
Other	<u>380,739</u>
Total operating revenues	<u>5,939,377</u>
OPERATING EXPENSES	
Operation and maintenance	2,265,424
Depreciation	<u>1,207,737</u>
Total operating expenses	<u>3,473,161</u>
Operating income	<u>2,466,216</u>
NONOPERATING REVENUES (EXPENSES)	
Interest income	(139,309)
Grant revenue	11,950
Miscellaneous income	76,985
Interest and fiscal charges	(375,358)
Amortization of debt premium net of discounts	113,190
Amortization of loss on advance refundings	<u>(42,914)</u>
Total nonoperating revenues (expenses)	<u>(355,456)</u>
Income before contributions and transfers	2,110,760
Capital contributions	-
Transfers out - tax equivalent	(687,732)
Change in net position	<u>1,423,028</u>
Net position - January 1	<u>122,400,492</u>
Net position -March 31	<u><u>\$ 123,823,520</u></u>

GREEN BAY WATER

MARCH 2022 REVENUE BUDGET REPORT

FOR 2022 03							
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD REVENUE	ENCUMBRANCES	AVAILABLE	PCT
610 WATER UTILITY	APPROP	ADJUSTMTS	BUDGET			BUDGET	USED
415000 MERCH & JOBBING REV	255,000	0	255,000	68,465.25	.00	186,534.75	26.8%
419900 INT INCOME-OPER FUND	20,000	0	20,000	6,268.77	.00	13,731.23	31.3%
419904 INT INC-CONST FUND	500	0	500	255.57	.00	244.43	51.1%
419911 INT INC-BOND REDEMPTION	3,000	0	3,000	418.38	.00	2,581.62	13.9%
419920 INT INC-DEBT RESERVE	165,000	0	165,000	35,968.14	.00	129,031.86	21.8%
419925 UNREALIZED GAIN/LOSS DEBT RE	90,000	0	90,000	-182,220.26	.00	272,220.26	-202.5% (1)
420000 GRANT REVENUE	0	0	0	11,950.00	.00	-11,950.00	100.0% (2)
421000 MISC NON-OPERATING INC	500,000	0	500,000	.00	.00	500,000.00	.0%
429440 AMORT PREM-GB-2004	124,305	0	124,305	31,076.34	.00	93,228.66	25.0%
429443 AMORT PREM ASH-2004	12,625	0	12,625	3,156.24	.00	9,468.76	25.0%
429460 AMORT PREM-GB-2014	82,167	0	82,167	20,541.72	.00	61,625.28	25.0%
429463 AMORT PREM-ASH-2014	8,345	0	8,345	2,086.29	.00	6,258.71	25.0%
429470 AMORT PREM-GB-2019	313,470	0	313,470	78,367.59	.00	235,102.41	25.0%
429473 AMORT PREM-ASH-2019	31,837	0	31,837	7,959.36	.00	23,877.64	25.0%
429480 AMORT PREM-GB-2021	16,940	0	16,940	4,235.01	.00	12,704.99	25.0%
461508 METERED RESIDENTIAL	5,100,000	0	5,100,000	1,224,843.20	.00	3,875,156.80	24.0%
461558 METERED COMMERCIAL	2,230,000	0	2,230,000	453,239.14	.00	1,776,760.86	20.3%
461608 METERED INDUSTRIAL	6,200,000	0	6,200,000	1,499,291.71	.00	4,700,708.29	24.2%
461658 METERED APARTMENT < 3 UNITS	2,330,000	0	2,330,000	566,248.71	.00	1,763,751.29	24.3%
461708 METERED MULTI FAMILY	1,545,000	0	1,545,000	374,279.47	.00	1,170,720.53	24.2%
461758 METERED RESTAURANT	152,000	0	152,000	37,088.06	.00	114,911.94	24.4%
461808 METERED MUNICIPAL	450,000	0	450,000	91,469.06	.00	358,530.94	20.3%
462000 PRIVATE FIRELINES	159,000	0	159,000	39,751.30	.00	119,248.70	25.0%
463000 PUBLIC FIRE PROTECTION	1,365,000	0	1,365,000	342,468.50	.00	1,022,531.50	25.1%
466003 SALES FOR RESALE-ASH	3,500,000	0	3,500,000	786,173.19	.00	2,713,826.81	22.5%
466004 SALES FOR RESALE-SCOTT	105,000	0	105,000	26,987.31	.00	78,012.69	25.7%
466005 SALES FOR RESALE-HOBART	380,000	0	380,000	78,298.54	.00	301,701.46	20.6%
466006 SALES FOR RESALE-WRIGHTSTOWN	185,000	0	185,000	38,499.87	.00	146,500.13	20.8%
470000 LATE PAYMENT PENALTIES	150,000	0	150,000	14,357.49	.00	135,642.51	9.6%
471000 TURN ON & SET REVENUE	55,000	0	55,000	8,520.00	.00	46,480.00	15.5%
472000 RENT-CELL TOWERS	142,500	0	142,500	.00	.00	142,500.00	.0%
472010 RENT-ADDITIONAL METERS	8,500	0	8,500	4,243.93	.00	4,256.07	49.9%
472020 RENT - LAND	1,000	0	1,000	.00	.00	1,000.00	.0%
474000 OTHER WATER REVENUE-MISC	2,000	0	2,000	200.00	.00	1,800.00	10.0%
474010 RETURN ON METER INVEST	85,000	0	85,000	.00	.00	85,000.00	.0%
474020 REBATES	25,000	0	25,000	13,527.38	.00	11,472.62	54.1% (3)
474040 SALE OF SCRAP	20,000	0	20,000	1,705.56	.00	18,294.44	8.5%
474050 TITLE COMPANY LETTERS	3,000	0	3,000	355.00	.00	2,645.00	11.8%
476000 SEWER REIMB FROM CITY	1,010,000	0	1,010,000	252,600.00	.00	757,400.00	25.0%
476100 STORM REIMB FROM CITY	375,000	0	375,000	93,750.00	.00	281,250.00	25.0%
TOTAL WATER UTILITY	27,201,189	0	27,201,189	6,036,425.82	.00	21,164,763.18	22.2%

(1) Unrealized loss on investments

(2) DNR private galvanized replacement program
- not budgeted

(3) Recovery from class action lawsuit for
liquid alum. sulfate

GREEN BAY WATER

MARCH 2022 EXPENSE BUDGET REPORT

FOR 2022 03							
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT
610 WATER UTILITY	APPROP	ADJUSTMTS	BUDGET			BUDGET	USED
1630 STORES EXPENSE	64,161	0	64,161	17,660.19	.00	46,500.81	27.5%
1840 CLEARING ACCOUNTS	482,076	0	482,076	-139,620.62	.00	621,696.62	-29.0%
4030 DEPRECIATION EXPENSE	5,207,113	0	5,207,113	1,207,737.00	.00	3,999,376.00	23.2%
4050 AMORTIZATION OF OTHER PLANT	131,453	0	131,453	32,863.32	.00	98,589.68	25.0%
4080 TAXES	3,000,811	0	3,000,811	687,731.88	.00	2,313,079.45	22.9%
4160 MERCHANDISING & JOBBING EXP	203,079	0	203,079	50,688.00	.00	152,391.00	25.0%
4260 OTHER INCOME DEDUCTIONS	459,321	0	459,321	.00	.00	459,321.00	.0%
4270 INTEREST ON LONG-TERM DEBT	1,501,433	0	1,501,433	375,358.23	.00	1,126,074.77	25.0%
4280 AMORTIZATION OF DEBT DISCOUNT	308,587	0	308,587	77,146.56	.00	231,440.44	25.0%
6020 PURCHASED WATER	8,000	0	8,000	.00	.00	8,000.00	.0%
6130 MAINTENANCE OF INTAKES	10,000	0	10,000	.00	.00	10,000.00	.0%
6160 MAINTENANCE OF SUPPLY MAINS	1,206,683	0	1,206,683	40,000.98	.00	1,166,682.02	3.3%
6200 PUMP OPS SUPERVISION & ENG	76,456	0	76,456	19,637.92	.00	56,818.08	25.7%
6230 FUEL OR POWER FOR PUMPING	761,250	0	761,250	148,644.23	.00	612,605.77	19.5%
6240 PUMP LABOR & EXPENSES	81,856	0	81,856	14,813.83	.00	67,042.17	18.1%
6260 MISC PUMPING EXPENSE	77,402	0	77,402	16,052.11	.00	61,349.89	20.7%
6300 PUMP MAINT SUPERVISION & ENG	36,400	0	36,400	4,411.38	.00	31,988.62	12.1%
6310 PUMP MAINT OF STRUCTURES	248,601	0	248,601	43,865.45	.00	204,735.55	17.6%
6320 PUMP MAINT OF POWER PROD EQUIP	29,000	0	29,000	15,106.84	.00	13,893.16	52.1%
6330 MAINT OF PUMPING EQUIP	180,788	0	180,788	27,526.08	.00	153,261.92	15.2%
6400 TREATMENT OPS SUPERVIS & ENG	77,212	0	77,212	19,090.55	.00	58,121.45	24.7%
6410 CHEMICALS	370,000	0	370,000	81,154.17	.00	288,845.83	21.9%
6420 WATER TREATMENT LABOR EXPENSE	981,882	0	981,882	177,505.43	.00	804,376.57	18.1%
6430 MISC WATER TREATMENT EXP	146,628	0	146,628	32,304.54	.00	114,323.46	22.0%
6500 TREATMENT MAINT SUPERVIS & ENG	33,091	0	33,091	6,406.98	.00	26,684.02	19.4%
6510 TREATMENT MAINT OF STRUCTURES	46,065	0	46,065	3,034.26	.00	43,030.74	6.6%
6520 MAINT OF TREATMENT EQUIP	192,472	0	192,472	36,253.24	.00	156,218.76	18.8%
6600 TRANS & DIST OPS SUP & ENG	233,021	0	233,021	56,406.03	.00	176,614.97	24.2%
6620 TRANS & DIST LINES EXPENSE	178,622	0	178,622	51,184.81	.00	127,437.19	28.7%
6630 METER EXPENSE	271,209	0	271,209	64,524.78	.00	206,684.22	23.8%
6640 CUSTOMER INSTALLATION EXP	88,458	0	88,458	41,143.55	.00	47,314.45	46.5% (1)
6650 MISC TRANS & DIST EXPENSES	516,648	0	516,648	96,169.49	.00	420,478.51	18.6%
6720 MAINT OF DIST RES & STANDPIPES	30,828	0	30,828	675.02	.00	30,152.98	2.2%
6730 MAINT OF TRANS & DIST MAINS	1,459,214	0	1,459,214	302,585.06	.00	1,156,628.94	20.7%
6750 MAINT OF SERVICES	388,776	0	388,776	82,105.81	.00	306,670.19	21.1%
6760 MAINT OF METERS	133,171	0	133,171	25,363.95	.00	107,807.05	19.0%
6770 MAINT OF HYDRANTS	161,471	0	161,471	18,659.06	.00	142,811.94	11.6%
9020 METER READING EXPENSE	32,197	0	32,197	5,518.92	.00	26,678.08	17.1%
9030 CUSTOMER RECORDS & COLLECTION	1,077,648	0	1,077,648	202,145.40	.00	875,502.60	18.8%
9040 UNCOLLECTIBLE ACCOUNTS	5,000	0	5,000	19.07	.00	4,980.93	.4%
9060 CUSTOMER SERVICE & INFORMATION	77,317	0	77,317	13,860.58	.00	63,456.42	17.9%
9200 ADMIN & GENERAL SALARIES	718,316	0	718,316	146,749.32	.00	571,566.68	20.4%
9210 OFFICE SUPPLIES & EXPENSES	109,266	0	109,266	30,320.53	.00	78,945.47	27.7%
9230 OUTSIDE SERVICES EMPLOYED	561,900	0	561,900	28,575.93	.00	533,324.07	5.1%

GREEN BAY WATER

MARCH 2022 EXPENSE BUDGET REPORT

FOR 2022 03							
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT
610 WATER UTILITY	APPROP	ADJSTMTS	BUDGET			BUDGET	USED
9240 PROPERTY INSURANCE	80,450	0	80,450	80,714.95	.00	-264.95	100.3% (2)
9250 INJURIES & DAMAGES	59,500	0	59,500	.00	.00	59,500.00	.0%
9260 EMPLOYEE PENSIONS & BENEFITS	1,409,675	0	1,409,675	293,820.06	.00	1,115,854.94	20.8%
9300 MISC GENERAL EXPENSES	87,885	0	87,885	30,937.83	.00	56,947.17	35.2% (3)
9320 MAINT OF GENERAL PLANT	210,068	0	210,068	46,544.95	.00	163,523.05	22.2%
TOTAL WATER UTILITY	23,812,460	0	23,812,460	4,613,397.65	.00	19,199,062.68	19.4%

(1) Private side galvanized replacement expense not budgeted due to direct reimbursement of grant from DNR.

(2) Insurance premium paid to City for 2022

(3) Annual utility memberships paid for 2022



AGENDA OF THE WATER COMMISSION

MONDAY, MAY 9, 2022, 9:00 AM
Virtual Meeting via Zoom

MEETING DATE

May 9, 2022

PREPARED BY

AGENDA ITEM # F.1

Quarter One 2022 Injury Report

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. 2022 Quarter One Injury Report

- 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.

GREEN BAY WATER 2022 QUARTER ONE INJURY REPORT		
DATE	INCIDENT	CORRECTIVE ACTION
1/14/22	Employee was carrying an object and it began to slip from their grasp. In an attempt to regrip it, they sustained an injury on their right arm.	Remind employee that gloves are available and should be used when carrying items. Remind employee to be mindful of hand fatigue.
3/21/22	Employee tripped on the garbage and recycling bins that were had been moved to an unusual location, protruding into the path of travel. The stumble caused them to move in an unusual way that strained their back.	Remind housekeeping and staff to keep paths clear for traffic. Remind employee to take time and pay attention to surroundings before movement.
4/18/22	In an attempt to close a very large butterfly valve, employee yanked hard on the valve key. As a result of tugging on the valve key, employee experienced a searing pain in my left shoulder.	Remind employee to use tools available to them such as an electric valve operator when opening and closing infrastructure. Employees should also seek assistance from their colleagues when a piece of infrastructure is difficult to maneuver.



AGENDA OF THE WATER COMMISSION

MONDAY, MAY 9, 2022, 9:00 AM
Virtual Meeting via Zoom

MEETING DATE

May 9, 2022

PREPARED BY

AGENDA ITEM # F.2

Building Remodel Update

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None

- 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.



AGENDA OF THE WATER COMMISSION

MONDAY, MAY 9, 2022, 9:00 AM
Virtual Meeting via Zoom

MEETING DATE

May 9, 2022

PREPARED BY

AGENDA ITEM # F.3

Strategic Communications Report

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None

- 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.



AGENDA OF THE WATER COMMISSION

MONDAY, MAY 9, 2022, 9:00 AM
Virtual Meeting via Zoom

MEETING DATE

May 9, 2022

PREPARED BY

AGENDA ITEM # F.4

General Manager's Report

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. 2022 May General Manager Update

- 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.



Green Bay Water Commission

GENERAL MANAGER UPDATE

DATE: May 9, 2022
TO: Green Bay Water Commission
FROM: Nancy Quirk, P.E., General Manager
RE: General Manager's Report

1. Xylem Pipe Diver Condition Assessment Project
 - a. April Field Inspections Finished
 - b. Data Collection Underway
 - c. Future: Review and Analysis, Inspection and Condition Assessment Data
2. Workforce Report
 - a. Recruitment
 - i. Internal Promotion: Metering and Customer Service Supervisor
 - ii. Seasonal Maintenance Employee (PT)
 - iii. Distribution Maintenance Assistant (FT)
 - iv. Executive Assistant (FT)
 - v. Metering and Cross Connection Technician (FT)
 - b. Employee Survey on Engagement and Training
 - c. Leadership Vision
 - i. Communications Director Andrea Hay awarded 'Pivot to PR' by Wisconsin PRSA
 - ii. Operations Manager Brian Powell to give Infrastructure Asset Management presentation to Wisconsin AWWA 5/19/22
 - iii. Green Bay Water feature on Newsmaker Sunday with Tom Zalaski 5/8/22
 - iv. Water Legislation Meetings - Washington DC
 - v. Office Supervisor Kim Couillard, Communications Director Hay and Distribution Manager Jason Maes complete Core Leadership Certification
3. Other Business
 - a. Informational Sessions with Newly-Elected Green Bay City Council Members
 - b. City of Green Bay to Outsource FMLA Program in May
 - c. Green Bay Water Master Plan 2022