



MINUTES OF THE WATER COMMISSION

**MONDAY, APRIL 11, 2022, 8:30 AM
GREEN BAY WATER UTILITY
631 S Adams St**

A. ZOOM INFORMATION

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

B. ROLL CALL.

I. Roll call for the Water Commission Meeting of April 11, 2022

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 Water Commission Meeting Agenda for April 11, 2022

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.

1. Introduction of New Green Bay Water Employees: Lynda Kong-Moua and Luke Swagel

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 for December 2021, January 2022 and February 2022

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.

I. Motion to adjourn.

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