AGENDA OF THE WATER COMMISSION

MONDAY, AUGUST 8, 2022, 8:30 AM
Held Virtually 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 August 8th, 2022

C. Approval of the Agenda.

1. Approval of the Water Commission Meeting Agenda for August 8, 2022

D. Approval of Minutes.

1. Approval of Commission Meeting Minutes of June 20, 2022

E. Regular Business.

1. Introduction of New Water Commissioner Allen Farvour (Village of Ashwaubenon)
2. Introduction of New Water HR Coordinator Sarah Fidler
3. Approval of Safety Coordinator Position
4. June 2022 Financial Report

F. Informational.

1. Strategic Plan Update
2. Building Project 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

Green Bay Water Commission

Zoom Meeting Information

Join Zoom Meeting

https://zoom.us/j/98284055918?pwd=eHBxaWkvN1J2a3N0RERUWkRsNjVkUT09

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.

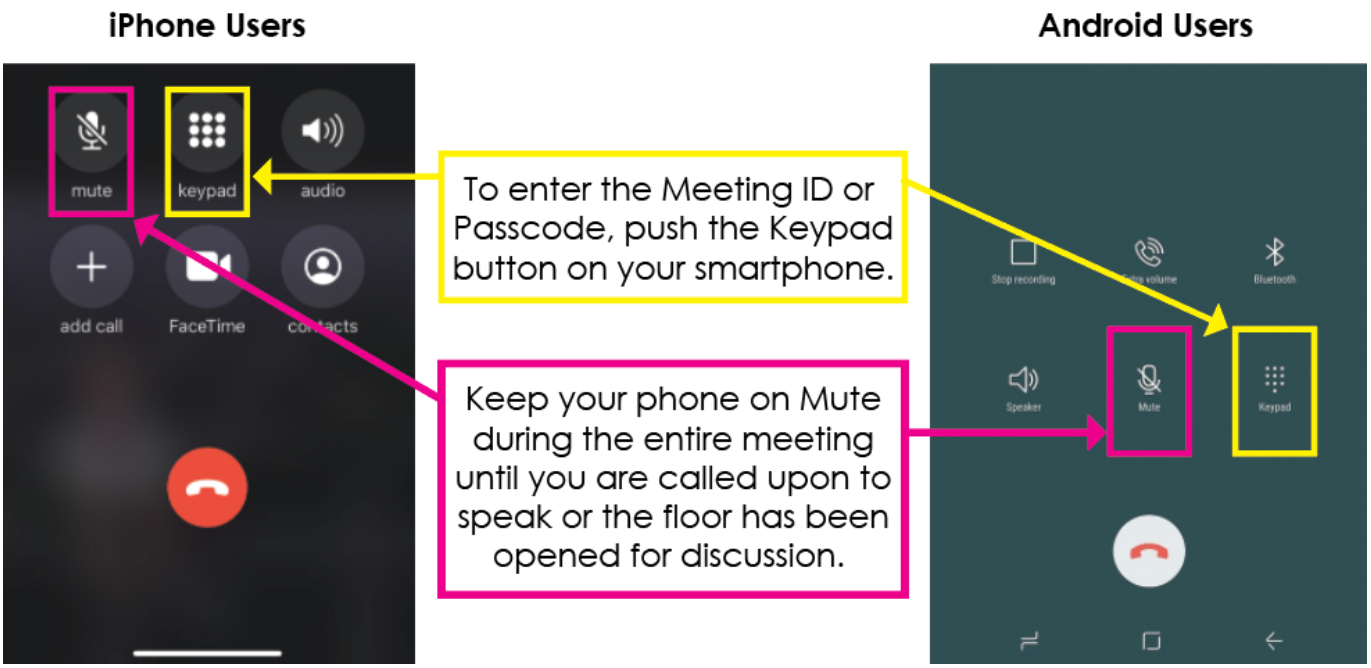
Additional Information

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, AUGUST 8, 2022, 8:30 AM
Held Virtually Via Zoom

MEETING DATE	PREPARED BY
August 8, 2022	

AGENDA ITEM # C.1

Approval of the Water Commission Meeting Agenda for August 8, 2022

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. C. FINAL August 2022 Commission Agenda

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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1. Approval of the Water Commission Meeting Agenda for August 8, 2022

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1. Approval of Commission Meeting Minutes of June 20, 2022

E. Regular Business.

1. Introduction of New Water Commissioner Allen Farvour (Village of Ashwaubenon)
2. Introduction of New Water HR Coordinator Sarah Fidler
3. Approval of Safety Coordinator Position
4. June 2022 Financial Report

F. Informational.

1. Strategic Plan Update
2. Building Project Update
3. Strategic Communications Update

4. General Manager Update

G. Adjournment.

1. Motion to adjourn.

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MINUTES OF THE WATER COMMISSION

MONDAY, JUNE 20, 2022, 8:30 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 June 20, 2022.

Commissioners Present: John Heugel, Jamie Wall, Tom Karman, Doug Martin, Elizabeth Wheat, Jacque Boyle
Excused: Kathryn Hasselblad-Pascale

Also Present: Alderman Craig Stevens, General Manager Quirk, Operations Manager Powell, Business Manager Rogers, Communications Director Hay, Distribution Manager Maes, Engineer Supervisor Romanowicz, Water Accountant Smits, Water Filter Plant Technician Possi, Water Quality Manager Hardwick, Attorney Vande Castle, Ryan O'Donnell (Baker Tilly), and Jodi Arndt Labs(Law Firm of Conway, Olejniczak & Jerry, S.C.)

C. APPROVAL OF THE AGENDA.

1. Approval of the Water Commission Meeting Agenda for June 20, 2022

An amendment was made to add PFAS discussion to the General Manager's report. Motion by Martin, second by Wall, to approve the agenda as amended. Passed unanimously.

D. APPROVAL OF MINUTES.

1. Approval of Commission Meeting Minutes of May 9, 2022

Motion by Wall, second by Martin to approve the May 9 Meeting Minutes as presented. Passed

Unanimously.

E. REGULAR BUSINESS.

1. Introduction of New Employees Brett Ledvina and Clayton Buss

Distribution Maintenance Assistant Brett Ledvina and Metering and Cross Connection Technician Clayton Bruss were introduced to and welcomed by Commission.

2. Introduction of the new Cross Connection and Metering Supervisor Marc McGovern

Marc McGovern has been an employee of Green Bay Water for more than 23 years. He was welcomed by the Commission as a new Supervisor of the Green Bay Water Management Team.

3. Approval of the recommendation of Vehicle Bid for Green Bay Water

Motion by Wall and seconded by Boyle to approve the recommendation of the vehicle bid of $41,957.00 from Ewald Automotive.

4. Approval of the 2021 Annual Comprehensive Financial Report; presentation by Baker Tilly

Ryan O'Donnell presented the findings of our annual financial audit, where the utility received the highest level of opinion. Motion by Karman. second by Martin to approve the report as presented.

5. April and May 2022 Financial Report

Business Manager Rogers reviewed the Utility's April 2022 and May 2022 financials and cash position. All are within expectations. No substantive issues of concern were identified. Motion by Karman, second by Wall receive financials and place on file. Passed unanimously.

6. Consideration of adjournment to closed session pursuant to Section 19.85(1)(g), Wis.Stats., for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved; to-wit: Bodart Electric Service vs. Green Bay Water Utility, et al.

Motion by Wall, second by Martin for Commission to convene at into Closed Session pursuant to Section 19.85(1) (g), Wis. Stats., for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved; to wit: Bodart Electric Service. Motion to convene in closed session passed unanimously.

7. Return to Open Session

Motion by Wall, second by Martin to return to open session. Motion to return to open session passed unanimously.

F. INFORMATIONAL.

1. Building Project Update

Engineering Supervisor Romanowicz reported that we had processed change orders and had a total of $92,639.40 for the heating modifications and drive-through window, bringing the contract total up to $5,012,249.71. The outstanding payments to Miron Construction for work already completed as well as this upcoming change order work total $244,830,74. The work on the heating system and drive-up window is expected in August and September. The delivery of the training center AV system is also scheduled for August. We continue to work towards completion with Miron on the punch list items. We have two change orders that we are working with Miron on: (1) the heating in the front office, and (2) the drive-up window.

2. General Manager Update

Workforce Report

1. Distribution Maintenance Person: Recruiting
2. Executive Assistant: Recruiting
3. Human Resource Coordinator: Salary Review by Carlson Dettmann
4. Seasonal Maintenance Employee: Recruiting for one more
5. Safety Coordinator for 2023: In development with the City of Green Bay

Leadership Vision

1. General Manager Quirk presented at the National AWWA on the Great Resignation
2. General Manager Quirk is participating in microbial disinfection by product rule update workgroup
3. ERC presented mental health training to our utility staff on 6/7/22 and 6/8/22

Other Business

1. Supply chain delays in Meter MTU-computer chip delays
2. Graffiti in our parking lot: cleaned by our staff. Security footage given to GBPD
3. Tent community building on Jefferson Street behind utility buildings: in the hands of GBPD
4. Water Loss interview with the Green Bay Press Gazette
5. Green Bay Water Master Plan kickoff: Utility supplying data to AECOM
6. Filter Plant finished water meter vault study-Jacobs Engineering on site at Filter Plant 6/21/22
7. Galvanized service lead sampling: we have taken five samples, and all were below the proposed new Action level of 10 ppb
8. Sludge lagoon bidding: will test for PFAS as suggested by the commission
9. PSC Energy Innovation Grant: We are participating with City of Green Bay and Transit with an in-kind contribution of $5000 in labor. We will be collecting and analyzing electricity usage at our facilities
10. PFAS: new Health advisories for four compounds were released by EPA last Wednesday, June 15. Health advisories are non-regulatory and will be used by the EPA to set regulatory levels in the fall of 2022
11. Pulaski Wholesale Water: Accountants are still calculating the village's finances. They anticipate completion with a suggested vendor later this summer.

G. ADJOURNMENT.

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

1. Motion to adjourn

AGENDA OF THE WATER COMMISSION

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August 8, 2022	

AGENDA ITEM # E.1

Introduction of New Water Commissioner Allen Farvour (Village of Ashwaubenon)

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None

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MONDAY, AUGUST 8, 2022, 8:30 AM
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August 8, 2022	

AGENDA ITEM # E.2

Introduction of New Water HR Coordinator Sarah Fidler

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None

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AGENDA OF THE WATER COMMISSION

MONDAY, AUGUST 8, 2022, 8:30 AM
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August 8, 2022	

AGENDA ITEM # E.3

Approval of Safety Coordinator Position

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. E.3. FINAL_SAFETY COORDINATOR MEMO

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 Commission
MEMORANDUM

DATE: August 8, 2022
TO: Green Bay Water Commission
FROM: Nancy Quirk, P.E., General Manager
RE: Approval of Safety Coordinator Position

Green Bay Water requests commission approval to establish a new, joint Safety Coordinator Role beginning in 2023, with salary and labor split equally between Green Bay Water and the City of Green Bay. Before recruitment, Green Bay Water will consult with Attorney Vande Castle to draw up a Memorandum of Understanding establishing the parameters of the joint position.

The vision behind this hire is our desire to create a culture of safety in all aspects of our utility. "Health and Safety" are displayed on nearly every office door as Green Bay Water's number one core value: *Protect our employees and community's health and safety through high operational and regulatory standards.* The conception of the Safety Coordinator position has been an objective of the General Manager for several years. Green Bay Water strives to attract someone with experience and understanding in safety and regulatory compliance who will facilitate us in designing, administering and strengthening safety programs, strategies, policies, and procedures. They will safeguard safety and security, determine safety training, conduct safety audits, and investigate risk assessments.

Financial Consulting Firm Carlson Dettmann recommends placing this exempt (salaried) position as a Grade I on the City of Green Bay's 2022 Pay Scale: $56,534 - $66,497. The employee will report to the City of Green Bay Safety Manager which is a function of the Human Resources Department.

Thank you for your consideration. With your approval, we plan to include this position in the 2023 budget with a start date in the first quarter of that year. Attached you'll find the proposed organization chart for your reference.

AGENDA OF THE WATER COMMISSION

MONDAY, AUGUST 8, 2022, 8:30 AM
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August 8, 2022	

AGENDA ITEM # E.4

June 2022 Financial Report

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. FINAL June 2022 Financial Statement

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
June 30, 2022

	12/31/2021	6/30/2022
UNRESTRICTED CURRENT ASSETS		
Cash & Investments - Operation & Maintenance		
Local Govt. Investment Pool	$ 103,899	$ 104,089
Associated Bank Checking	9,924,189	9,732,646
Working Cash Funds - Petty Cash	1,700	1,700
Total Cash & Investments - Operation & Maintenance	10,029,788	9,838,435
RESTRICTED CURRENT ASSETS		
Cash & Investments - restricted		
Certificates of Deposit - Bond Redemption	950,000	2,890,000
Associated Bank Money Market Account - Bond Redemption	20,228	19,909
Associated Bank Checking - Private Service Replacement	1,487	5,965
Local Govt. Investment Pool - Construction Fund	1,749,901	216,747
Total Cash & Investments - Restricted	2,721,616	3,132,621
RESTRICTED LONG-TERM ASSETS		
Cash & Investments - Debt Reserve		
Associated Trust Money Market	297,169	36,213
Associated Trust Certificates of Deposit	515,663	482,366
Associated Trust Municipal Bonds	5,284,050	5,603,755
Total Cash & Investments - Debt Reserve	6,096,882	6,122,334
TOTAL CASH POSITION	$ 18,848,286	$ 19,093,390

GREEN BAY WATER
BALANCE SHEET
June 30, 2022

	AS OF 12/31/2021	AS OF 6/30/2022
LIABILITIES		
Current Liabilities		
Accounts Payable	$ 1,775,388	$ 166,078
Sewer Collections Payable	5,553,452	6,335,973
Storm Water Collections Payable	2,939,704	2,995,891
Accrued Payroll Taxes	56,491	50,336
Accrued Payroll, Vacation & Sick Leave Pay	484,576	260,631
Accrued Taxes	2,457,195	1,228,598
Payable from Restricted Assets		
Current Portion of Long - Term Debt	4,205,000	4,205,000
Accrued Interest	250,239	250,239
Total Current Liabilities	17,722,045	15,492,746
Long - term Obligations, Less Current Portion		
Revenue Bonds - Net of Premiums & Discounts	42,917,073	42,697,794
Accrued Vacation & Sick Leave Pay	264,364	264,364
Total Current Liabilities	43,181,437	42,962,158
TOTAL LIABILITIES	60,903,482	58,454,904
DEFERRED INFLOWS OF RESOURCES		
Deferred Inflows - Pension	3,654,487	3,041,600
NET POSITION		
Contributed Capital - City of Green Bay	736,907	736,907
Net Investment in Capital Assets	103,382,262	102,349,877
Restricted	8,655,159	10,952,103
Unrestricted	9,626,158	10,516,762
TOTAL NET POSITION	$ 122,400,486	$ 124,555,649

GREEN BAY WATER

Statement of Revenues, Expenses and Changes in Net Position
Month Ended June 30, 2022

	6/30/22
OPERATING REVENUES	
Charges for services	$ 11,381,855
Other	834,497
Total operating revenues	12,216,352
OPERATING EXPENSES	
Operation and maintenance	6,125,321
Depreciation	2,415,474
Total operating expenses	8,540,795
Operating income	3,675,557
NONOPERATING REVENUES (EXPENSES)	
Interest income	(143,273)
Grant revenue	448,727
Miscellaneous income	155,422
Interest and fiscal charges	(750,716)
Amortization of debt premium net of discounts	226,380
Amortization of loss on advance refundings	(85,828)
Total nonoperating revenues (expenses)	(149,288)
Income before contributions and transfers	3,526,269
Capital contributions	5,959
Transfers out - tax equivalent	(1,377,065)
Change in net position	2,155,163
Net position - January 1	122,400,486
Net position - June 30	$ 124,555,649

GREEN BAY WATER
JUNE 2022 REVENUE BUDGET REPORT

FOR 2022 06

ACCOUNTS FOR: 610 WATER UTILITY		ORIGINAL BUDGET	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL		AVAILABLE BUDGET	PCT USED	
415000	MERCH & JOBBING REV	255,000	0	255,000	135,197.25	.00	119,802.75	53.0%	
419900	INT INCOME-OPER FUND	20,000	0	20,000	19,349.34	.00	650.66	96.7%	
419904	INT INC-CONST FUND	500	0	500	673.36	.00	-173.36	134.7%	
419911	INT INC-BOND REDEMPTION	3,000	0	3,000	1,688.04	.00	1,311.96	56.3%	
419920	INT INC-DEBT RESERVE	165,000	0	165,000	72,828.81	.00	92,171.19	44.1%	
419925	UNREALIZED GAIN/LOSS DEBT RE	90,000	0	90,000	-237,816.56	.00	327,816.56	-264.2%	(1)
420000	GRANT REVENUE	0	0	0	448,726.50	.00	-448,726.50	100.0%	(2)
421000	MISC NON-OPERATING INC	500,000	0	500,000	5,959.06	.00	494,040.94	1.2%	
429440	AMORT PREM-GB-2004	124,305	0	124,305	62,152.68	.00	62,152.32	50.0%	
429443	AMORT PREM ASH-2004	12,625	0	12,625	6,312.48	.00	6,312.52	50.0%	
429460	AMORT PREM-GB-2014	82,167	0	82,167	41,083.44	.00	41,083.56	50.0%	
429463	AMORT PREM-ASH-2014	8,345	0	8,345	4,172.58	.00	4,172.42	50.0%	
429470	AMORT PREM-GB-2019	313,470	0	313,470	156,735.18	.00	156,734.82	50.0%	
429473	AMORT PREM-ASH-2019	31,837	0	31,837	15,918.72	.00	15,918.28	50.0%	
429480	AMORT PREM-GB-2021	16,940	0	16,940	8,470.02	.00	8,469.98	50.0%	
461508	METERED RESIDENTIAL	5,100,000	0	5,100,000	2,446,559.12	.00	2,653,440.88	48.0%	
461558	METERED COMMERCIAL	2,230,000	0	2,230,000	959,192.01	.00	1,270,807.99	43.0%	
461608	METERED INDUSTRIAL	6,200,000	0	6,200,000	3,186,513.00	.00	3,013,487.00	51.4%	
461658	METERED APARTMENT < 3 UNITS	2,330,000	0	2,330,000	1,126,875.31	.00	1,203,124.69	48.4%	
461708	METERED MULTI FAMILY	1,545,000	0	1,545,000	746,160.81	.00	798,839.19	48.3%	
461758	METERED RESTAURANT	152,000	0	152,000	75,527.12	.00	76,472.88	49.7%	
461808	METERED MUNICIPAL	450,000	0	450,000	185,721.45	.00	264,278.55	41.3%	
462000	PRIVATE FIRELINES	159,000	0	159,000	79,986.91	.00	79,013.09	50.3%	
463000	PUBLIC FIRE PROTECTION	1,365,000	0	1,365,000	685,678.24	.00	679,321.76	50.2%	
466003	SALES FOR RESALE-ASH	3,500,000	0	3,500,000	1,587,681.03	.00	1,912,318.97	45.4%	
466004	SALES FOR RESALE-SCOTT	105,000	0	105,000	50,865.57	.00	54,134.43	48.4%	
466005	SALES FOR RESALE-HOBART	380,000	0	380,000	170,431.21	.00	209,568.79	44.9%	
466006	SALES FOR RESALE-WRIGHTSTOWN	185,000	0	185,000	80,663.12	.00	104,336.88	43.6%	
470000	LATE PAYMENT PENALTIES	150,000	0	150,000	32,085.35	.00	117,914.65	21.4%	
471000	TURN ON & SET REVENUE	55,000	0	55,000	20,225.00	.00	34,775.00	36.8%	
472000	RENT-CELL TOWERS	142,500	0	142,500	69,175.30	.00	73,324.70	48.5%	
472010	RENT-ADDITIONAL METERS	8,500	0	8,500	11,633.14	.00	-3,133.14	136.9%	
472020	RENT - LAND	1,000	0	1,000	.00	.00	1,000.00	.0%	
474000	OTHER WATER REVENUE-MISC	2,000	0	2,000	840.70	.00	1,159.30	42.0%	
474010	RETURN ON METER INVEST	85,000	0	85,000	.00	.00	85,000.00	.0%	
474020	REBATES	25,000	0	25,000	21,755.74	.00	3,244.26	87.0%	(3)
474040	SALE OF SCRAP	20,000	0	20,000	5,311.45	.00	14,688.55	26.6%	
474050	TITLE COMPANY LETTERS	3,000	0	3,000	995.00	.00	2,005.00	33.2%	
476000	SEWER REIMB FROM CITY	1,010,000	0	1,010,000	505,200.00	.00	504,800.00	50.0%	
476100	STORM REIMB FROM CITY	375,000	0	375,000	187,500.00	.00	187,500.00	50.0%	
	TOTAL WATER UTILITY	27,201,189	0	27,201,189	12,978,027.48	.00	14,223,161.52	47.7%	

(1) Unrealized loss on investments
(2) DNR Private Galvanized Replacement Program - not budgeted
(3) Recovery from class action lawsuit for liquid alum. sulfate - not budgeted

GREEN BAY WATER
JUNE 2022 EXPENSE BUDGET REPORT

FOR 2022 06

ACCOUNTS FOR: 610 WATER UTILITY		ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
0000	UNDEFINED	0	0	0	.00	.00	.00	.0%	
1630	STORES EXPENSE	64,161	0	64,161	36,694.80	.00	27,466.20	57.2%	
1840	CLEARING ACCOUNTS	482,076	0	482,076	-249,805.07	.00	731,881.07	-51.8%	
4030	DEPRECIATION EXPENSE	5,207,113	0	5,207,113	2,415,474.00	.00	2,791,639.00	46.4%	
4050	AMORTIZATION OF OTHER PLANT	131,453	0	131,453	65,726.64	.00	65,726.36	50.0%	
4080	TAXES	3,000,811	0	3,000,811	1,377,065.28	.00	1,623,746.05	45.9%	
4160	MERCHANDISING & JOBBING EXP	203,079	0	203,079	108,075.44	.00	95,003.56	53.2%	
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	750,716.46	.00	750,716.54	50.0%	
4280	AMORTIZATION OF DEBT DISCOUNT	308,587	0	308,587	154,293.12	.00	154,293.88	50.0%	
6020	PURCHASED WATER	8,000	0	8,000	1,694.19	.00	6,305.81	21.2%	
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	1,134,538.77	.00	72,144.23	94.0%	(1)
6200	PUMP OPS SUPERVISION & ENG	76,456	0	76,456	40,110.20	.00	36,345.80	52.5%	
6230	FUEL OR POWER FOR PUMPING	761,250	0	761,250	368,544.10	.00	392,705.90	48.4%	
6240	PUMP LABOR & EXPENSES	81,856	0	81,856	33,472.01	.00	48,383.99	40.9%	
6260	MISC PUMPING EXPENSE	77,402	0	77,402	37,431.17	.00	39,970.83	48.4%	
6300	PUMP MAINT SUPERVISION & ENG	36,400	0	36,400	8,947.90	.00	27,452.10	24.6%	
6310	PUMP MAINT OF STRUCTURES	248,601	0	248,601	64,860.53	.00	183,740.47	26.1%	
6320	PUMP MAINT OF POWER PROD EQUIP	29,000	0	29,000	16,558.82	.00	12,441.18	57.1%	
6330	MAINT OF PUMPING EQUIP	180,788	0	180,788	61,376.25	.00	119,411.75	33.9%	
6400	TREATMENT OPS SUPERVIS & ENG	77,212	0	77,212	38,509.24	.00	38,702.76	49.9%	
6410	CHEMICALS	370,000	0	370,000	192,834.61	.00	177,165.39	52.1%	
6420	WATER TREATMENT LABOR EXPENSE	981,882	0	981,882	387,883.51	.00	593,998.49	39.5%	
6430	MISC WATER TREATMENT EXP	146,628	0	146,628	67,717.77	.00	78,910.23	46.2%	
6500	TREATMENT MAINT SUPERVIS & ENG	33,091	0	33,091	13,813.78	.00	19,277.22	41.7%	
6510	TREATMENT MAINT OF STRUCTURES	46,065	0	46,065	9,125.41	.00	36,939.59	19.8%	
6520	MAINT OF TREATMENT EQUIP	192,472	0	192,472	82,804.58	.00	109,667.42	43.0%	
6600	TRANS & DIST OPS SUP & ENG	233,021	0	233,021	111,984.44	.00	121,036.56	48.1%	
6620	TRANS & DIST LINES EXPENSE	178,622	0	178,622	111,852.53	.00	66,769.47	62.6%	
6630	METER EXPENSE	271,209	0	271,209	140,603.31	.00	130,605.69	51.8%	
6640	CUSTOMER INSTALLATION EXP	88,458	0	88,458	501,591.03	.00	-413,133.03	567.0%	(2)
6650	MISC TRANS & DIST EXPENSES	516,648	0	516,648	194,146.79	.00	322,501.21	37.6%	
6720	MAINT OF DIST RES & STANDPIPES	30,828	0	30,828	10,662.43	.00	20,165.57	34.6%	
6730	MAINT OF TRANS & DIST MAINS	1,459,214	0	1,459,214	544,338.92	.00	914,875.08	37.3%	
6750	MAINT OF SERVICES	388,776	0	388,776	192,188.53	.00	196,587.47	49.4%	
6760	MAINT OF METERS	133,171	0	133,171	46,567.39	.00	86,603.61	35.0%	
6770	MAINT OF HYDRANTS	161,471	0	161,471	39,417.50	.00	122,053.50	24.4%	
9020	METER READING EXPENSE	32,197	0	32,197	7,135.37	.00	25,061.63	22.2%	
9030	CUSTOMER RECORDS & COLLECTION	1,077,648	0	1,077,648	425,215.19	.00	652,432.81	39.5%	
9040	UNCOLLECTIBLE ACCOUNTS	5,000	0	5,000	19.07	.00	4,980.93	.4%	
9060	CUSTOMER SERVICE & INFORMATION	77,317	0	77,317	30,245.19	.00	47,071.81	39.1%	
9200	ADMIN & GENERAL SALARIES	718,316	0	718,316	295,143.13	.00	423,172.87	41.1%	
9210	OFFICE SUPPLIES & EXPENSES	109,266	0	109,266	54,083.64	.00	55,182.36	49.5%	

GREEN BAY WATER
JUNE 2022 EXPENSE BUDGET REPORT

FOR 2022 06

ACCOUNTS FOR: 610 WATER UTILITY		ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
9230	OUTSIDE SERVICES EMPLOYED	561,900	0	561,900	69,053.15	.00	492,846.85	12.3%	
9240	PROPERTY INSURANCE	80,450	0	80,450	80,714.95	.00	-264.95	100.3%	(3)
9250	INJURIES & DAMAGES	59,500	0	59,500	10,122.66	.00	49,377.34	17.0%	
9260	EMPLOYEE PENSIONS & BENEFITS	1,409,675	0	1,409,675	601,833.93	.00	807,841.07	42.7%	
9300	MISC GENERAL EXPENSES	87,885	0	87,885	41,756.11	.00	46,128.89	47.5%	
9320	MAINT OF GENERAL PLANT	210,068	0	210,068	95,730.71	.00	114,337.29	45.6%	
	TOTAL WATER UTILITY	23,812,460	0	23,812,460	10,822,869.48	.00	12,989,590.85	45.5%	

(1) Pipe diver expense
(2) Private side galvanized replacement expense not budgeted due to direct reimbursement of grant from DNR
(3) Insurance premium paid to City for 2022

AGENDA OF THE WATER COMMISSION

MONDAY, AUGUST 8, 2022, 8:30 AM
Held Virtually Via Zoom

MEETING DATE	PREPARED BY
August 8, 2022	

AGENDA ITEM # F.1

Strategic Plan Update

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. FINAL_STRATEGIC GOALS GRID

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.

Strategic Goals
2020-2023

Strategic Pillar: Provide Excellent Customer Service

Andrea Hay / Kim Couillard / Steve Koss

Educate customers on the utility's services and maintain open lines of communication.
Goal Champion: Andrea Hay

Objective	Owner	Timeframe	Status	Comments
Promote online services such as bill paying, leak detection and high low usage.	Andrea/ Kim	ongoing	In Process	Bill information and rate education is a continuous process throughout all Utilites as rates change. We will continue to provide information via websites, emails and phone regarding the information provided on our bills. We will work to update our "how to read a bill" as the template changes.
Show Customers how GBWU operates in order to gain their trust and strengthen the Utility's brand.	?	?		
Develop lessons in different areas to educate customers: - Front office (how to read water bill) - Rates - Metering - Distribution - Engineering/Construction - Testing and how to view results of the web - How we are managed by the commission - Hiring process - How a water tower works/how we get our water from far away	 - Kim - Stephanie - Steve - Jason - Kristin - Russ - Nancy - Jessica - Tom	 - 6 months - 12 months - 18 months	In Process	Bill information and rate education is a continuous process throughout all Utilites as rates change. We will continue to provide information via websites, emails and phone regarding the information provided on our bills. We will work to update our "how to read a bill" as the template changes.

Prioritize time for employees to learn about other departments so they can best represent GBWU to customers and work cohesively as a utility.
Goal Champion: Andrea Hay

Objective	Owner	Timeframe	Status	Comments
Develop internal resources that explain important aspects of GBWU so that employees are well versed when customer questions and/or problems arise. *(These resources might include a video library, flow charts, contact lists, and more.)*	Andrea + managers and supervisors in each department	Ongoing	In Process	Intranet was launched in early 2022 with multiple resources

Strategic Goals
2020

Strategic Pillar: Invest in Human Capital
Jessica Cortes / Russ Hardwick

Develop and Implement a Succession Plan
Goal Champion: Nancy Quirk

Objective	Owner	Timeframe	Status	Comments
Identify positions where a succession plan is needed and future leaders for those positions.	Jessica Cortes	3/31/2021	Complete	Positions have been identified.
Initiate dialogue with future leaders and create a plan for advancement.		12/31/2021	In Evaluation	This objective will be transferred to our new HR Coordinator with a new due date of 12/31/22

Attract and Retain a Diverse Workforce
Goal Champion: Nancy Quirk

Objective	Owner	Timeframe	Status	Comments
Build partnerships with local schools to attract future workforce.	Russ Hardwick	9/30/2021	Complete	It is my understanding that this objective has been transferred to Andrea/Meghan.
Continue to educate staff about diversity.	Jessica Cortes	Quarterly	In Process	held training for employees in 2022 before summer hire started
Attend job fairs and community events to provide awareness of the GBWU.	Jessica Cortes	6/30/2021	In Process	One job fair was attended with Meghan.
Continue to strengthen GBWU's new hire onboarding process.	Jessica Cortes	Continuous	In Evaluation	

Provide a Safe Work Environment
Goal Champion: Jessica Cortes

Objective	Owner	Timeframe	Status	Comments
Ensure that all employees have required safety training and access to health and safety resources.	Jessica Cortes	As Required / Continuous	In Process	Training was held on safety topics at the beginning of the year 2022. This is ongoing
Continue to build and promote a safety culture at GBWU.	Jessica Cortes / Safety Team	Continuous / Safety Team to Meet Monthly	In Process	Worked with City of Green Bay to develop Job Description and pay scale of full time employee for safety

Strategic Goals
2020

Strategic Pillar: Invest in Human Capital

Jessica Cortes / Russ Hardwick

Engage Our Workforce
Goal Champion: Nancy Quirk

Objective	Owner	Timeframe	Status	Comments
Provide employees with training opportunities.	All Leaders	Continuous	In Process	Multiple trainings have been held in 2022.
Implement employee engagement activities to show appreciation for staff dedication and hard work.	Tracy Van Erem	Continuous	In Process	Sponsored breakfast for Employee appreciation day.
Maintain competitive compensation and benefits and educate our workforce about their total rewards package.	Nancy Quirk - comp plan review Jessica Cortes - education All Leaders - annual performance evaluations	First - 12/31/2020 *-NOTE: Total rewards statements might be able to start in December 2020 if finance is able to gather information*	In Process	Total Rewards Statements we issued to all employees. Working with Carlson Dettmann on cost of living adjustments for the 2023 budget.

Strategic Goals
2020

Strategic Pillar: Optimize Technology

Kevin Brunner / Kristin Romanowicz / Brenda Bornfleth

Optimize Technology to Improve Utility Processes and Efficiencies
Goal Champion: Kevin Brunner

Objective	Owner	Timeframe	Status	Comments
Ensure each department is utilizing technology to the best of its ability to efficiently and effectively perform their daily work.	Kevin Brunner	Continuous	In Process	Upgraded RTL (Check processing server). Upgraded Cognos (Report Writing server). New cameras at the filter plant
Evaluate and implement opportunities to make improvements, such as energy efficiency and reduced water loss.	Kevin Brunner	Continuous		
Evaluate and implement cost effective initiatives.	Kevin Brunner	Continuous		

Leverage Information and Technology for Proactive Decision-Making and Prioritized Asset Management
Goal Champion: Kevin Brunner or Jean Pucel

Objective	Owner	Timeframe	Status	Comments
Maintain current water system master plan.	Kevin Brunner	December 2022		
Develop and maintain a schedule of planned maintenance.	Jean Pucel	December 2021	In Process	implementing CityWorks in pumping and at Filter Plant
Implement work order and asset management program	Jean Pucel	December 2021	In Process	

Continue to Explore and Implement Cutting Edge Technology
Goal Champion: Nancy Quirk

Objective	Owner	Timeframe	Status	Comments
Continue to support employee attendance at events/training and be open to exploring potential implementation of new technologies they learn about.	Jessica Cortes	Continuous	In Process	
Identify a subject matter expert for each department to improve processes through the implementation of new technologies.	Kevin Brunner	March 2021	Complete	Meet with the head of each department at budget time and throughout the year to discuss their technology needs.

Strategic Goals
2020

Strategic Pillar: Manage Risk & System Reliability

Tom Landwehr / Brian Powell / Jason Maes

Rehabilitate and Replace Aging Infrastructure
Goal Champion: Brian Powell

Objective	Owner	Timeframe	Status	Comments
Work with Department of Public Works to help determine street resurfacing and reconstruction programs.	Brian Powell	Third Quarter Annually	Complete	The 2023 Street Resurfacing & Reconstruction Programs are set.
Follow the Master Plan recommendations and update the Master Plan in 2022.	Brian Powell	Third Quarter Annually	In Process	The Master Plan is currently being updated by AECOM.
Develop a water main replacement program outside of Public Works projects.	Brian Powell	First Quarter 2021, then annually	Complete	Water main on Hazelwood Lane from Wood Lane to Ann Lane and Bader Street from the 36" Transmission Main to the Bader PRV Station will replaced by our crews in 2021. Starting In 2022 our crews will start replacing water mains that are 4" & smaller in diameter with 6" and larger. We will also start eliminating duo water mains on streets.

Proactively Perform Preventative Maintenance of Existing Infrastructure
Goal Champion: Brian Powell

Objective	Owner	Timeframe	Status	Comments
Broadly implement and utilize Cityworks to develop a mature Asset Management Program.	Brian Powell	Fourth Quarter 2021	In Process	Distribution & Metering are utilizing. Pumping is updating inventory & Filter Plant will be live by the end of 2022.
Utilize technology such as Satellite Leak Detection and Pipediver to determine conditions of assets.	Brian Powell	Continuous	In Process	We continue to utilize Satellite Leak Detection. We performed Smartball in 2021 and Pipediver in 2022. We will be utilizing a thermodynamic method to meter the individual pumps at the Lake Station this fall.
Manage maintenance of equipment by tracking performance measures such as efficiencies and hours used.	Tom Landwehr	Second Quarter 2022	In Process	Implementing Cityworks in area

Promote Risk Management and Emergency Preparedness
Goal Champion: Brian Powell

Objective	Owner	Timeframe	Status	Comments
Identify and prioritize an Action Plan as a result of the Vulnerability Assessment.	Kristin Romanowicz	Fourth Quarter 2021	In Process	2020 AWIA Risk & Resiliency Final Report distributed via email on 2/26/21.

Strategic Goals
2020

Update the GBWU Emergency Response Plan	Kristin Romanowicz	First Quarter Annually	In Evaluation	Justin H distributed via email on 1/15/2021. Recipients to respond with any comments and missing information.
Take a participative approach to risk management and emergency preparedness by involving all employees in training experiences such as table top exercises and real-life mock field scenarios.	Jason Maes	Fourth Quarter Annually	In Process	Distribution staff was able to comlpete 90% of mock field leak scenarions on both transmission mains from the Filter Plant to John Street

Strategic Goals
2020

Strategic Pillar: Manage Risk & System Reliability

Tom Landwehr / Brian Powell / Jason Maes

Supply Water that Meets or Exceeds All Regulated Standards
Goal Champion: Nancy Quirk

Objective	Owner	Timeframe	Status	Comments
Optimize the treatment processes	Russ Hardwick	Fourth Quarter 2021, then continuously	In Process	We continue to operate pilot plant to better understand the role biofilm in our system has on copper corrission.
Actively participate in communication with local, state, and national partners on regulatory issues.	Russ Hardwick	Continuous	In Process	Active with local DNR staff as needed. I have attended numerous DNR webinars on PFAS regulation, Revised L&C Rule.
Continuously evaluate water quality utilizing technologies, monitoring, and keeping in mind emerging concerns.	Russ Hardwick	Continuous	In Process	Pilot is in operation and extensive water quality analysis is taking place. Continue monitoring for PFAS compounds.

Strategic Goals
2020

Strategic Pillar: Maintain Utility Viability

Stephanie Rogers / Karen Smits / Nancy Quirk

Maintain Competitive and Stable Rates
Goal Champion: Stephanie Rogers

Objective	Owner	Timeframe	Status	Comments
Use rate models and forecasting to determine revenue requirements.	Karen Smits	Fourth Quarter Annually	In Process	
Establish and meet capital, operating, and maintenance budgets.	Karen Smits	Fourth Quarter Annually	In Process	
Maintain an ongoing five-year Capital Improvement Plan	Karen Smits	Fourth Quarter Annually	In Process	CIP Requests were sent to Managers and Supervisors in July 2022

Enahnce the Financial and Regulatory Reporting Process
Goal Champion: Stephanie Rogers

Objective	Owner	Timeframe	Status	Comments
Implement integrated Enterprise Resource Planning software.	Stephanie Rogers	Second half of Strategic Plan	In Process	General Ledger,A/P, A/R, Cash Receipting completed. Purchasing and budget partially completed.
Provide timely financial reports, forecasts, and budgets.	Karen Smits	First Quarter Monthly & Annually	Complete	monthly financial reports, budget to actual statements and engineering project reports.
Create financial policies.	Karen Smits	Second Quarter 2020	In Process	Working on policies relating to new Tyler Munis software program.

Ensure Financial Sustainability
Goal Champion: Nancy Quirk

Objective	Owner	Timeframe	Status	Comments
Diversify and grow GBWU's recenvue streams by analyzing the cost/benefit of expanding business services and wholesale customers.	Stephanie Rogers	Second Half of Strategic Plan		N/A
Manage costs through budget control.	Stephanie Rogers	Monthly	Complete	Monthly budget to actual reports to Commission and dept. heads.
Develop partnership with Planning & Development at City of Green Bay to assist in attracting new customers.	Nancy Quirk	Second Quarter 2021	In Process	Requested that our Operations manager attend development team meeting with the City
Partner with other utilities/community groups to expand services.	Nancy Quirk	Continuous	In Process	COVID delayed some of these activities. Justin Hewitt has reached out to plan a meeting.

Strategic Goals
2020

Strategic Pillar: Maintain Utility Viability

Stephanie Rogers / Karen Smits / Nancy Quirk

Build & Strengthen Regional Partnerships
Goal Champion: Nancy Quirk

Objective	Owner	Timeframe	Status	Comments
Set plan and timelines for SPLASH projects.	Justin Hewitt	Second Quarter 2021	In Process	Reaching out to SPLASH leaders to convene
Develop policies and procedures for Emgergency Interconnect.	Nancy Quirk	Second Quarter 2021	In Evaluation	This was put on hold due to competition with Pulaski water.
Participate with Source Water Protection Advocacy.	Russ Hardwick	Continuous	In Process	Attending local events, when possible, such as Save the Bay.
Continue and develop professional relationships with consulting engineers and neighboring utilities.	Brian Powell	Continuous	In Process	Meet with current wholesale customers, possible future customers, deal with numerous consulting engineers on projects. I am a Senior Trustee on the WIAWWA Board. I also attend Development Team & Senior Staff meetings with the Mayor & City of Green Bay department heads. I'm also on the Steering Committe for SPLASH.

AGENDA OF THE WATER COMMISSION

MONDAY, AUGUST 8, 2022, 8:30 AM
Held Virtually Via Zoom

MEETING DATE	PREPARED BY
August 8, 2022	

AGENDA ITEM # F.2

Building Project 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, AUGUST 8, 2022, 8:30 AM
Held Virtually Via Zoom

MEETING DATE	PREPARED BY
August 8, 2022	

AGENDA ITEM # F.3

Strategic Communications 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.

Green Bay Water Commission
GENERAL MANAGER UPDATE

DATE: August 8, 2022
TO: Green Bay Water Commission
FROM: Nancy Quirk, P.E., General Manager
RE: General Manager's Report

1. Sludge Lagoon Project Update
2. PipeDiver Analysis
3. Monthly Utility-Wide Cyber Security Training by Info-Sec IQ
4. Workforce Report
    a. Recruitment
        i. Distribution Maintenance Person (FT)
        ii. Executive Assistant (FT)
5. GBW Training Center to serve as August 9 Primary Election Site
6. 2023 Budget Schedule
7. Pulaski Wholesale Customer Update