MINUTES OF THE WATER COMMISSION

MONDAY, NOVEMBER 14, 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.

On Monday, November 14, 2022, the Water commission met virtually via Zoom. President Heugel called the meeting to order at 8:31 a.m.

B. ROLL CALL.

1. Roll call for the Water Commission Meeting of November 14, 2022

Recording Secretary Hay called the roll. Six voting commission members responded: President John Huegel, Vice President Jamie Wall, Secretary-Treasurer Tom Karman, Al Farvour, Kathryn Hasselblad-Pascale, and Elizabeth Wheat. Also present: Alderman Craig Stevens (non-voting), Council Representative to the Water Commission. Member Jacque Bolye arrived at 8:41 a.m.

Staff Present: Nancy Quirk, Andrea Hay, Brian Powell, Russ Hardwick, Stephanie Rogers, Kristin Romanowicz, Jason Maes, Sarah Fidler

C. APPROVAL OF THE AGENDA.

1. Approval of the Water Commission Meeting Agenda for November 14, 2022

Motion by member Wall, seconded by member Farvour, to approve the agenda. Voice vote being had, the motion passed unanimously.

D. APPROVAL OF MINUTES.

1. Approval of Commission Meeting Minutes of October 10, 2022

Motion by member Hasselblad-Pascale, seconded by member Wall, to approve the October 10, 2022 minutes. Voice vote being had, the motion passed unanimously.

E. REGULAR BUSINESS.

Member Boyle joined the meeting at 8:41 a.m.

1. Approval & Adoption of Resolution for the 2023 Annual Budget

Business Manager Rogers provided a brief overview of the Ad hoc Budget Committee's evaluation of the proposed Annual Budget for 2023. Motion by Karman, second by Boyle, to approve and adopt the resolution of the 2023 Annual Budget as presented. Voice vote being had, the motion passed unanimously.

2. Approval of Vehicle Purchase

Distribution Manager Maes gave an overview of a bid proposal for a work truck using the state contract, to be budgeted for and purchased in 2023. Motion by member Wall, seconded by member Farvour to approve the purchase. Voice vote being had, the motion passed unanimously.

3. Approval of Hybrid Water Commission Meeting Format

General Manager Quirk requested approval to modify the regularly scheduled Zoom commission meetings to a hybrid format that will enable in-person and virtual participation, effective December 2022. Motion by member Wall, seconded by member Hasselblad to approve the option to return in-person with an option to join Zoom. Voice vote being had, the motion passed unanimously.

4. Approval of Updates to the Employee Handbook Chapter 9, Section 1: Hours of Work

Human Resources Coordinator Fidler provided an overview of the proposal to modify the meal reimbursement policy from $10 to a variable amount determined by the General Manager depending on current economic times. Meal reimbursement for Filter Plant Technicians has been included to the revised policy. Motion by member Hasselblad, seconded by member Karman to approve the policy modification. Voice vote being had, the motion passed unanimously.

5. September 2022 & October 2022 Financial Reports

Business Manager Rogers presented the Water Utility's September 2022 & October 2022 financials and cash position. All were within expectations. No substantive issue of concern was identified. Business Manager Rogers. Motion by member Karman, seconded by member Wall to receive the financials and place them on file. Voice vote being had, the motion passed unanimously.

F. INFORMATIONAL.

1. Building Project Update

Supervisor of Engineering Services Romanowicz provided a quick report on the Water Utility facility building renovation. We are in the final stages of completing the contract with Miron: receiving the final close-out documents and remaining punch list items. Then, we will continue into the New Year to compile a final report and lessons learned to present to the commission in January.

2. Safety Report

Human Resources Coordinator Fidler presented an overview of the quarterly work-related injury report.

3. Strategic Communications Update

Director of Communications Hay shared that the Curriculum Director of Green Bay Area Public Schools has authorized three drinking water curricula, which are now mentioned in the school district's "Field Trip and Outreach Opportunities" document, which is available to all teachers and administrators. As vehicle decals and new logo patches arrive in December, the rebranding should be approaching completion, with the exception of the Cintas-provided uniforms (Business Manager Rogers will first make a contractual decision about uniforms).

4. General Manager Update

General Manager Quirk presented her report on the following:

1. Workforce Report
    a. Recruitment
        i. Distribution Maintenance Person (FT)
        ii. Executive Assistant (FT)
        iii. Pumping Mechanic/Electrician (FT)
    b. Safety Coordinator for 2023
    c. UWGB Internships
    d. Respect training and Engagement Survey
2. Ad Hoc Workgroup Schedule: Personnel
3. Energy Study at Lake Station Update
4. PSC Grant for Energy Efficiency Update
5. Filter Plant Electrical Repair
6. PFAS Testing for WDNR
7. Pressure Zone Training for Utility Staff
8. Pulaski Wholesale Customer Update
    a. Memorandum of Understanding and City Approval
    b. Open Records Request

G. ADJOURNMENT.

1. Motion to adjourn

Motion by member Wall, seconded by member Karman, to adjourn the meeting. Voice vote being had, the motion passed unanimously. The meeting adjourned at 9:23 a.m.