



AGENDA OF THE WATER COMMISSION

MONDAY, JANUARY 9, 2023, 8:30 AM

In person at the Green Bay Water Utility.

631 S Adams St

Virtual attendance is also available via Zoom.

A. Zoom Meeting Information.

1. This item contains a document that provides call-in information and instructions for the attendees to join the meeting online using Zoom.

B. Roll Call.

1. Roll call for the Water Commission Meeting of January 9, 2023.

C. Approval of the Agenda.

1. Approval of the Water Commission Meeting Agenda for January 9, 2023.

D. Approval of Minutes.

1. Approval of the Water Commission Meeting Minutes for December 12, 2022.

E. Regular Business.

1. 2022 Employee Engagement Survey
2. November 2022 Financial Report

F. Informational.

1. Strategic Communication Update.
2. General Manager Update.

G. Adjournment.

1. Motion to adjourn the Water Commission meeting of January 9, 2023.

- 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



Water Utility 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/j/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, JANUARY 9, 2023, 8:30 AM

In person at the Green Bay Water Utility.

631 S Adams St

Virtual attendance is also available via Zoom.

MEETING DATE

January 9, 2023

PREPARED BY

AGENDA ITEM # C.1

Approval of the Water Commission Meeting Agenda for January 9, 2023.

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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631 S Adams St

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MEETING DATE

January 9, 2023

PREPARED BY

AGENDA ITEM # D.1

Approval of the Water Commission Meeting Minutes for December 12, 2022.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

I. document

- 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, DECEMBER 12, 2022, 8:30 AM

HYBRID MEETING:

**Green Bay Water
631 South Adams Street
& Virtually via Zoom**

A. ZOOM INFORMATION.

I. This item contains a document that provides call-in information and instructions for the attendees to join the meeting online using Zoom.

B. ROLL CALL.

I. Roll call for the Water Commission Meeting of December 12, 2022.

On Monday, December 12, 2022, the Water commission met in person at Green Bay Water and virtually via Zoom. President Heugel called the meeting to order at 8:30 a.m.

Recording Secretary Hay called the roll. Six voting commission members responded: President John Huegel, Vice President Jamie Wall, Secretary-Treasurer Tom Karman, Al Farvour (virtual via Zoom), Kathryn Hasselblad-Pascale, virtual via Zoom) and Elizabeth Wheat. Also present: Alderman Craig Stevens (non-voting), Council Representative to the Water Commission. Member Jacque Bolye arrived at 8:33 a.m. virtually via Zoom. Kathryn Hasselblad-Pascale left at 9:44.

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

C. APPROVAL OF THE AGENDA.

I. Approval of the Water Commission Meeting Agenda for December 12, 2022

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

D. APPROVAL OF MINUTES.

I. Approval of the Water Commission Meeting Minutes for November 14, 2022

Motion by member Wall, seconded by member Karman, to approve the November 14, 2022, minutes. Voice vote being had, the motion passed unanimously.

E. INFORMATIONAL.

I. Strategic Communications Update

Director of Communications Hay gave an update on the Five-Year Communication Strategic Communication plan within the themes of enhancing reputation, expanding reach and impact, speaking with one voice and increasing opportunities for stakeholder input. 'Wins' for the year include rolling out a new logo, website, school curriculum, onboarding presentation and launching a customer survey with more than 500 responses. The objectives for 2023 include getting one thousand responses and using the data to enhance our strategy, as well as conducting staff-wide communication/legal training to guide and inform employees on best practices for customer interactions and their subsequent documentation.

2. General Manager Update

General Manager Quirk presented her report on the following:

I. Workforce Report

- A. Retirements
- B. Baker Tilly Succession Plan update
- C. Recruitment
 - i. Distribution Maintenance Person (FT)
 - ii. Executive Assistant (FT)
 - iii. Pumping Mechanic/Electrician (FT)
 - iv. Equipment Maintenance Technician (FT)
- D. UWGB Internships update
- E. Engagement Survey update
- F. Performance Evaluations

- 2. PSC Grant for Energy Efficiency in Green Bay Update
- 3. Filter Plant Electrical Repair
- 4. Quincy Tank Inspection and Repair
- 5. Galvanized Service Line Replacement Update
- 6. Building Project Update scheduled for January
- 7. SPLASH Meeting Pulaski Wholesale Customer Update
 - A. Memorandum of Understanding and City Approval update

F. REGULAR BUSINESS.

I. Approval of the 2023 Commission Dates

Motion by member Wall, seconded by member Hasselblad-Pascale, to approve the 2023 Commission Dates as presented. Voice vote being had, the motion passed unanimously. The dates are as follows:

- Monday, January 9, 2023, at 8:30 a.m.
- Monday, February 13, 2023, at 8:30 a.m.
- Monday, March 13, 2023, at 8:30 a.m.
- Monday, April 10, 2023, at 8:30 a.m.
- Monday, May 8, 2023, at 8:30 a.m.
- Monday, June 12, 2023, at 8:30 a.m.
- Monday, July 10, 2023, at 8:30 a.m.
- Monday, August 14, 2023, at 8:30 a.m.
- Monday, September 11, 2023, at 8:30 a.m.
- Monday, October 9, 2023, at 8:30 a.m.
- Monday, November 13, 2023, at 8:30 a.m.
- Monday, December 11, 2023, at 8:30 a.m.

2. Election of Green Bay Water Commission Officers for 2023: President, Vice President and Secretary-Treasurer

Motion by member Boyle, seconded by member Wheat, to elect Commission officers: John Heugel, President; Jamie Wall, Vice President; Tom Karman, Secretary-Treasurer, by unanimous ballot. Voice vote being had, the motion passed unanimously.

3. Consideration to adjourn to CLOSED SESSION pursuant Sec. 19.85(l)(c). Wis. Stats., for consideration of employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; to- wit, General Manager's performance evaluation and compensation

Motion by member Heugel, second by member Hasselblad-Pascale to enter closed session pursuant to Sec. 19.85 (l)(c). Wis. Stats. and expressly quoting notice of closed session. Roll call was taken: Elizabeth Wheat - yes. Jamie Wall - yes. Kathryn Hasselblad-Pascale - yes. Tom Karman - yes. John Heugel - yes. Jacque Botyle - yes. Al Farvour - yes. Roll call vote passed unanimously.

Member Hasselblad-Pascale left the meeting at 9:44 a.m.

4. Return to Open Session for Possible Consideration of General Manager Compensation

Motion by member Karman, seconded by member Farvour, to return to open session at 9:51 a.m. Voice vote being had, the return to open session passed unanimously.

Motion by member Wall, seconded by member Wheat, to recognize that General Manager Nancy Quirk exceeded expectations in 2022 and thus be granted a two-step salary increase. Voice vote being had, the motion passed unanimously.

G. ADJOURNMENT.

I. Motion to Adjourn the Water Commission Meeting of December 12, 2022

Motion by member Wheat, seconded by member Wall, to adjourn the meeting. Voice vote being had, the motion passed unanimously.

President Heugel adjourned the meeting at 9:59 a.m.



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MEETING DATE

January 9, 2023

PREPARED BY

AGENDA ITEM # E.1

2022 Employee Engagement Survey

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

I. Engagement Survey 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

MEMORANDUM

DATE: January 9, 2023
TO: Green Bay Water Commission
FROM: Nancy Quirk, P.E., General Manager
RE: 2022 Employee Engagement Survey

We enlisted the expertise of Baue Management Group again in 2022 to assess our employee engagement as compared to the engagement we measured in 2018.

We strive to make Green Bay Water a respected place of employment. Our teams must find satisfaction in their work; we are vital to our community and feel that we achieve the highest returns when we approach our daily work with a sense of purpose.

Successful businesses take on the challenge of achieving a regular balance between material (salary, perks, etc.) and immaterial employee benefits (working relationships, development opportunities, etc.). As our team expands and evolves, we continue to depend on the 2018 Employee Engagement Survey responses for insight into workplace satisfaction. We needed to update those results.

Steve Baue is the CEO and owner of Baue Management Group. He will be here to present the results of the survey that most of our employees took in November 2022.



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MEETING DATE

January 9, 2023

PREPARED BY

AGENDA ITEM # E.2

November 2022 Financial Report

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

I. November 2022 Financials

- 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

November 30, 2022

	12/31/2021	11/30/2022
UNRESTRICTED CURRENT ASSETS		
Cash & Investments - Operation & Maintenance		
Local Govt. Investment Pool	\$ 103,899	\$ 105,203
Associated Bank Checking	9,924,189	10,509,398
Working Cash Funds - Petty Cash	1,700	1,700
Total Cash & Investments - Operation & Maintenance	<u>10,029,788</u>	<u>10,616,301</u>
RESTRICTED CURRENT ASSETS		
Cash & Investments - Restricted		
Certificates of Deposit - Bond Redemption	950,000	473,500
Associated Bank Money Market Account - Bond Redemption	20,228	21,262
Associated Bank Checking - Private Service Replacement	1,487	385,410
Local Govt. Investment Pool - Construction Fund	1,749,901	114,415
Total Cash & Investments - Restricted	<u>2,721,616</u>	<u>994,587</u>
RESTRICTED LONG-TERM ASSETS		
Cash & Investments - Debt Reserve		
Associated Trust Money Market	297,169	235,469
Associated Trust Certificates of Deposit	515,663	468,719
Associated Trust Municipal Bonds	5,284,050	5,492,418
Total Cash & Investments - Debt Reserve	<u>6,096,882</u>	<u>6,196,606</u>
 TOTAL CASH POSITION	 <u>\$ 18,848,286</u>	 <u>\$ 17,807,494</u>

GREEN BAY WATER
BALANCE SHEET
November 30, 2022

	AS OF <u>12/31/2021</u>	AS OF <u>11/30/2022</u>
ASSETS		
Current Assets		
Unrestricted Current Assets		
Cash & Investments - Operating & Maintenance	\$ 10,029,788	\$ 10,616,301
Accounts Receivable - Customer Accounts	10,749,134	11,900,971
Inventories	538,570	658,966
Prepaid Items	43,552	51,930
Total Unrestricted Current Assets	<u>21,361,044</u>	<u>23,228,168</u>
Restricted Current Assets		
Cash & Investments - Bond Redemption Fund	970,228	494,762
Interest Receivable	88	584
Cash & Investments - Private Service Replacement Fund	1,487	385,410
Accounts Receivable - Grants	123,220	69,237
Total Restricted Current Assets	<u>1,095,023</u>	<u>949,993</u>
Total Current Assets	<u>22,456,067</u>	<u>24,178,161</u>
Noncurrent Assets		
Restricted Assets		
Cash & Investments - Debt Reserve Fund	6,096,882	6,196,606
Accrued Interest	37,883	34,846
Cash & Investments - Construction Fund	1,749,901	114,415
Net Pension Asset	1,675,610	1,675,610
Total Restricted Assets	<u>9,560,276</u>	<u>8,021,477</u>
Other Assets		
Unamortized Ashwaubenon Booster	1,248,806	1,128,307
Unamortized Wrightstown Loan/Grant	443,100	414,088
Total Other Assets	<u>1,691,906</u>	<u>1,542,395</u>
Capital Assets		
Property, Plant & Equipment	242,991,575	243,987,162
Less: Accumulated Depreciation	(98,441,709)	(102,917,799)
Net Property, Plant & Equipment	<u>144,549,866</u>	<u>141,069,363</u>
Construction in Progress	5,458,158	9,261,324
Total Capital Assets	<u>150,008,024</u>	<u>150,330,687</u>
Total Noncurrent Assets	<u>161,260,206</u>	<u>159,894,559</u>
TOTAL ASSETS	<u>183,716,273</u>	<u>184,072,720</u>
DEFERRED OUTFLOWS OF RESOURCES		
Unamortized Loss on Advanced Refunding	496,311	351,980
Deferred Outflows - Pension	2,745,871	3,909,456
Total Deferred Outflows of Resources	<u>3,242,182</u>	<u>4,261,436</u>

GREEN BAY WATER**BALANCE SHEET**

November 30, 2022

	AS OF 12/31/2021	AS OF 11/30/2022
LIABILITIES		
Current Liabilities		
Accounts Payable	\$ 1,775,388	\$ 166,078
Sewer Collections Payable	5,553,452	6,773,595
Storm Water Collections Payable	2,939,704	3,304,267
Accrued Payroll Taxes	56,491	50,252
Accrued Payroll, Vacation & Sick Leave Pay	484,576	223,143
Accrued Taxes	2,457,195	2,252,429
Payable from Restricted Assets		
Current Portion of Long - Term Debt	4,205,000	0
Accrued Interest	250,239	116,674
Total Current Liabilities	17,722,045	12,886,438
Long - term Obligations, Less Current Portion		
Revenue Bonds - Net of Premiums & Discounts	42,917,073	42,515,063
Accrued Vacation & Sick Leave Pay	264,364	264,364
Total Current Liabilities	43,181,437	42,779,427
TOTAL LIABILITIES	60,903,482	55,665,865
DEFERRED INFLOWS OF RESOURCES		
Deferred Inflows - Pension	3,654,487	4,818,072
NET POSITION		
Contributed Capital - City of Green Bay	736,907	736,907
Net Investment in Capital Assets	103,382,262	108,167,605
Restricted	8,655,159	8,740,381
Unrestricted	9,626,158	10,205,326
TOTAL NET POSITION	\$ 122,400,486	\$ 127,850,219

GREEN BAY WATER

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

	<u>11/30/22</u>
OPERATING REVENUES	
Charges for services	\$ 22,106,005
Other	<u>1,605,498</u>
Total operating revenues	<u>23,711,502</u>
OPERATING EXPENSES	
Operation and maintenance	11,143,472
Depreciation	<u>4,428,369</u>
Total operating expenses	<u>15,571,841</u>
Operating income	<u>8,139,662</u>
NONOPERATING REVENUES (EXPENSES)	
Interest income	(33,924)
Grant revenue	722,029
Miscellaneous income	267,515
Interest and fiscal charges	(1,367,868)
Amortization of debt premium net of discounts	415,030
Amortization of loss on advance refundings	<u>(157,351)</u>
Total nonoperating revenues (expenses)	<u>(154,570)</u>
Income before contributions and transfers	7,985,092
Capital contributions	25,985
Transfers out - tax equivalent	(2,561,344)
Change in net position	<u>5,449,733</u>
Net position - January 1	<u>122,400,486</u>
Net position - November 30	<u><u>\$ 127,850,219</u></u>

GREEN BAY WATER

NOVEMBER 2022 REVENUE BUDGET REPORT

FOR 2022 11		ACCOUNTS FOR:				PCT	
610	WATER UTILITY	ORIGINAL	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD REVENUE	AVAILABLE BUDGET	USED
415000	MERCH & JOBBING REV	255,000	0	255,000	226,790.25	28,209.75	88.9%
419900	INT INCOME-OPER FUND	20,000	0	20,000	140,803.25	-120,803.25	704.0%
419904	INT INC-CONST FUND	2,500	0	2,500	2,464.19	-1,964.19	492.8%
419911	INT INC-BOND REDEMPTION	3,000	0	3,000	7,963.24	-4,963.24	265.4%
419920	INT INC-DEBT RESERVE	165,000	0	165,000	136,077.36	28,922.64	82.5%
419925	UNREALIZED GAIN/LOSS DEBT RE	90,000	0	90,000	-321,237.81	411,237.81	-356.9%
420000	GRANT REVENUE	0	0	0	722,028.50	-722,028.50	100.0%
421000	MISC NON-OPERATING INC	500,000	0	500,000	25,984.58	474,015.42	5.2%
429440	AMORT PREM-GB-2004	124,305	0	124,305	113,946.58	10,358.42	91.7%
429443	AMORT PREM-ASH-2004	12,625	0	12,625	11,572.88	1,052.12	91.7%
429460	AMORT PREM-GB-2014	82,167	0	82,167	75,319.64	6,847.36	91.7%
429463	AMORT PREM-ASH-2014	8,345	0	8,345	7,649.73	695.27	91.7%
429470	AMORT PREM-GB-2019	313,470	0	313,470	287,347.83	26,122.17	91.7%
429473	AMORT PREM-ASH-2019	31,837	0	31,837	29,184.32	2,652.68	91.7%
429480	AMORT PREM-GB-2021	16,940	0	16,940	15,528.37	1,411.63	91.7%
461508	METERED RESIDENTIAL	5,100,000	0	5,100,000	4,857,655.44	242,344.56	95.2%
461558	METERED COMMERCIAL	2,230,000	0	2,230,000	1,941,791.09	288,208.91	87.1%
461608	METERED INDUSTRIAL	6,200,000	0	6,200,000	6,153,794.52	46,205.48	99.3%
461658	METERED APARTMENT < 3 UNITS	2,330,000	0	2,330,000	2,160,640.17	169,359.83	92.7%
461708	METERED MULTI FAMILY	1,545,000	0	1,545,000	1,400,042.99	144,957.01	90.6%
461758	METERED RESTAURANT	152,000	0	152,000	149,653.20	2,346.80	98.5%
461808	METERED MUNICIPAL	450,000	0	450,000	415,417.48	34,582.52	92.3%
462000	PRIVATE FIRELINES	159,000	0	159,000	120,174.44	38,825.56	75.6%
463000	PUBLIC FIRE PROTECTION	1,365,000	0	1,365,000	1,288,990.67	76,009.33	94.4%
466003	SALES FOR RESALE-ASH	3,500,000	0	3,500,000	3,004,022.43	495,977.57	85.8%
466004	SALES FOR RESALE-SCOTT	105,000	0	105,000	84,712.63	20,287.37	80.7%
466005	SALES FOR RESALE-HOBART	380,000	0	380,000	346,550.40	33,449.60	91.2%
466006	SALES FOR RESALE-WRIGHTSTOWN	185,000	0	185,000	182,559.71	2,440.29	98.7%
470000	LATE PAYMENT PENALTIES	150,000	0	150,000	119,965.66	30,034.34	80.0%
471000	TURN ON & SET REVENUE	55,000	0	55,000	40,725.00	14,275.00	74.0%
472000	RENT-CELL TOWERS	142,500	0	142,500	141,523.10	976.90	99.3%
472010	RENT-ADDITIONAL METERS	8,500	0	8,500	22,592.31	-14,092.31	265.8%
472020	RENT - LAND	1,000	0	1,000	1,000.00	0.00	100.0%
474000	OTHER WATER REVENUE-MISC	2,000	0	2,000	1,020.70	979.30	51.0%
474010	RETURN ON METER INVEST	85,000	0	85,000	34,576.90	-50,423.10	0.0%
474020	REBATES	25,000	0	25,000	3,100.00	-21,900.00	100.0%
474030	PRIVATE WELL PERMITS	0	0	0	9,959.12	-9,959.12	100.0%
474040	SALE OF SCRAP	20,000	0	20,000	1,810.00	18,190.00	60.3%
474050	TITLE COMPANY LETTERS	3,000	0	3,000	926,200.00	-923,200.00	91.7%
476000	SEWER REIMB FROM CITY	1,010,000	0	1,010,000	343,750.00	-666,250.00	91.7%
476100	STORM REIMB FROM CITY	375,000	0	375,000	25,233,650.87	1,967,538.13	92.8%
TOTAL WATER UTILITY		27,201,189	0	27,201,189	25,233,650.87	1,967,538.13	92.8%

- (1) Unrealized loss on investments
- (2) DNR private galvanized replacement program - not budgeted
- (3) Contributed capital calculated at year end
- (4) Return on meter investment (PSC) calculated at year end

GREEN BAY WATER

NOVEMBER 2022 EXPENSE BUDGET REPORT

FOR 2022 11

ACCOUNTS FOR: 610 WATER UTILITY	ORIGINAL APPROP	TRANSFRS/ ADJUSTMS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1630 STORES EXPENSE	64,161	0	64,161	67,804.47	.00	-3,643.47	105.7%
1840 CLEARING ACCOUNTS	482,076	0	482,076	-382,700.04	.00	864,776.04	-79.4%
4030 DEPRECIATION EXPENSE	5,207,113	0	5,207,113	4,428,369.00	.00	778,744.00	85.0%
4050 AMORTIZATION OF OTHER PLANT	131,453	0	131,453	120,498.84	.00	10,954.16	91.7%
4080 TAXES	3,000,811	0	3,000,811	2,561,343.72	.00	439,467.61	85.4%
4160 MERCHANDISING & JOBBING EXP	203,079	0	203,079	213,985.46	.00	-10,906.46	105.4%
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	1,367,868.17	.00	133,564.83	91.1%
4280 AMORTIZATION OF DEBT DISCOUNT	308,587	0	308,587	282,870.72	.00	25,716.28	91.7%
6020 PURCHASED WATER	8,000	0	8,000	6,077.35	.00	1,922.65	76.0%
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	1,218,005.46	.00	-11,322.46	100.9%
6200 PUMP OPS SUPERVISION & ENG	76,456	0	76,456	69,784.09	.00	6,671.91	91.3%
6230 FUEL OR POWER FOR PUMPING	761,250	0	761,250	800,976.75	.00	-39,726.75	105.2%
6240 PUMP LABOR & EXPENSES	81,856	0	81,856	56,086.28	.00	25,769.72	68.5%
6260 MISC PUMPING EXPENSE	77,402	0	77,402	64,717.54	.00	12,684.46	83.6%
6300 PUMP MAINT SUPERVISION & ENG	36,400	0	36,400	25,190.45	.00	11,209.55	69.2%
6310 PUMP MAINT OF STRUCTURES	248,601	0	248,601	119,201.50	.00	129,399.50	47.9%
6320 PUMP MAINT OF POWER PROD EQUIP	29,000	0	29,000	27,716.95	.00	1,283.05	95.6%
6330 PUMP MAINT OF PUMPING EQUIP	180,788	0	180,788	132,375.44	.00	48,412.56	73.2%
6400 TREATMENT OPS SUPERVIS & ENG	77,212	0	77,212	62,961.49	.00	14,250.51	81.5%
6410 CHEMICALS	370,000	0	370,000	379,640.29	.00	-9,640.29	102.6%
6420 WATER TREATMENT OPERATIONS EXP	981,882	0	981,882	727,197.66	.00	254,684.34	74.1%
6430 MISC WATER TREATMENT EXP	146,628	0	146,628	127,510.87	.00	19,117.13	87.0%
6500 TREATMENT MAINT SUPERVIS & ENG	33,091	0	33,091	24,947.45	.00	8,143.55	75.4%
6510 TREATMENT MAINT OF STRUCTURES	46,065	0	46,065	18,614.12	.00	27,450.88	40.4%
6520 MAINT OF TREATMENT EQUIP	192,472	0	192,472	141,190.77	.00	51,281.23	73.4%
6600 TRANS & DIST OPS SUP & ENG	233,021	0	233,021	215,600.02	.00	17,420.98	92.5%
6620 TRANS & DIST LINES EXPENSE	178,622	0	178,622	242,476.82	.00	-63,854.82	135.7%
6630 METER EXPENSE	271,209	0	271,209	241,719.14	.00	29,489.86	89.1%
6640 CUSTOMER INSTALLATION EXP	88,458	0	88,458	852,490.95	.00	-764,032.95	963.7%
6650 MISC TRANS & DIST EXPENSES	516,648	0	516,648	362,370.87	.00	154,277.13	70.1%
6720 MAINT OF DIST RES & STANDPIPES	30,828	0	30,828	30,863.39	.00	-35.39	100.1%
6730 MAINT OF TRANS & DIST MAINS	1,459,214	0	1,459,214	1,277,696.98	.00	181,517.02	87.6%
6750 MAINT OF SERVICES	388,776	0	388,776	371,652.99	.00	17,123.01	95.6%
6760 MAINT OF METERS	133,171	0	133,171	95,774.21	.00	37,396.79	71.9%
6770 MAINT OF HYDRANTS	161,471	0	161,471	151,546.58	.00	9,924.42	93.9%
9020 METER READING EXPENSE	32,197	0	32,197	11,224.75	.00	20,972.25	34.9%
9030 CUSTOMER RECORDS & COLLECTION	1,077,648	0	1,077,648	817,243.11	.00	260,404.89	75.8%
9040 UNCOLLECTIBLE ACCOUNTS	5,000	0	5,000	5,797.54	.00	-797.54	116.0%
9060 CUSTOMER SERVICE & INFORMATION	77,317	0	77,317	61,703.71	.00	15,613.29	79.8%
9200 ADMIN & GENERAL SALARIES	718,316	0	718,316	577,329.02	.00	140,986.98	80.4%
9210 OFFICE SUPPLIES & EXPENSES	109,266	0	109,266	99,547.74	.00	9,718.26	91.1%
9230 OUTSIDE SERVICES EMPLOYED	561,900	0	561,900	204,605.34	.00	357,294.66	36.4%

GREEN BAY WATER

NOVEMBER 2022 EXPENSE BUDGET REPORT

FOR 2022 11

ACCOUNTS FOR: 610 WATER UTILITY	ORIGINAL APPROP	TRANSFERS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
9240 PROPERTY INSURANCE	80,450	0	80,450	80,714.95	.00	-264.95	100.3%
9250 INJURIES & DAMAGES	59,500	0	59,500	30,225.53	.00	29,274.47	50.8%
9260 EMPLOYEE PENSIONS & BENEFITS	1,409,675	0	1,409,675	1,146,794.98	.00	262,880.02	81.4%
9300 MISC GENERAL EXPENSES	87,885	0	87,885	49,390.78	.00	38,494.22	56.2%
9320 MAINT OF GENERAL PLANT	210,068	0	210,068	194,919.59	.00	15,148.41	92.8%
TOTAL WATER UTILITY	23,812,460	0	23,812,460	19,783,923.79	.00	4,028,536.54	83.1%

- (1) Increase fuel costs
- (2) Leak detection expense
- (3) Private side galvanized replacement expense not budgeted due to direct reimbursement of grant from DNR
- (4) Account writeoffs



AGENDA OF THE WATER COMMISSION

MONDAY, JANUARY 9, 2023, 8:30 AM

In person at the Green Bay Water Utility.

631 S Adams St

Virtual attendance is also available via Zoom.

MEETING DATE

January 9, 2023

PREPARED BY

AGENDA ITEM # F.1

Strategic Communication 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, JANUARY 9, 2023, 8:30 AM

In person at the Green Bay Water Utility.

631 S Adams St

Virtual attendance is also available via Zoom.

MEETING DATE

January 9, 2023

PREPARED BY

AGENDA ITEM # F.2

General Manager Update.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

I. 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: January 9, 2023
TO: Green Bay Water Commission
FROM: Nancy Quirk, P.E., General Manager, Green Bay Water
RE: General Manager Update

1. Workforce Report
 - a. Recruitment
 - i. Distribution Maintenance Person (FT)
 - ii. Executive Assistant (FT)
 - iii. Pumping Mechanic/Electrician (FT)
 - iv. Equipment Maintenance Technician (FT)
 - v. Metering and Cross Connection Control Specialist (FT))
 - b. UWGB Internships update
 - i. Operations
 - ii. Communications/Public Outreach
2. Pump Electrical Efficiency Study at Lake Station update
3. Building Project Update scheduled for February
4. GBWU Personnel Presentations
 - a. Nancy-ASDWA virtual panel on Service Inventory
 - b. Kristin Romanowicz-WIAWWA webinar presentation on Service Inventory
 - c. Sarah Besaw-Distribution Seminar at WIAWWA panel on Lead and Copper Rule Service Inventory process
5. Pulaski Wholesale Customer Update
 - a. Memorandum of Understanding and City Approval update
 - b. Open Records Request