



AGENDA OF THE WATER COMMISSION

MONDAY, APRIL 10, 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 April 10, 2023.

C. Approval of the Agenda.

1. Approval of the Water Commission Meeting Agenda for April 10, 2023.

D. Approval of Minutes.

1. Approval of the Water Commission Meeting Minutes for March 13, 2023.

E. Regular Business.

1. Introduction of new employees Seng Yang, Safety Coordinator, and Gretchen Gregor, Billing Technician.
2. February 2023 Financial Report
3. GBWU I-23 Dredging of Sludge Lagoon No. 1
4. GBWU Broadway Tank Demolition

F. Informational.

1. Master Plan Update presented by AECOM
2. Strategic Communications Update

3. Safety Report
4. Strategic Plan Update
5. General Manager Update

G. Adjournment.

1. Motion to adjourn the Water Commission meeting of April 10, 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





MINUTES OF THE WATER COMMISSION

MONDAY, MARCH 13, 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.

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 March 13, 2023.

On Monday, March 13, 2023, the Water Commission met in person and virtually via Zoom.

President Heugel called the meeting to order at 8:30 a.m.

Recording Secretary Beilke called the roll. Six voting commission members: President John Heugel (Virtually via Zoom), Vice President Jamie Wall (Virtually via Zoom), Secretary-Treasurer Tom Karmen (In Person), Kathryn Hasselblad-Pascale (Virtually via Zoom), Jacque Boyle (Virtually via Zoom) and Al Farvour (Virtually via Zoom). Elizabeth Wheat arrived during item D1 at 8:31 a.m. (Virtually via Zoom).

Also present: Alder Craig Stevens (In Person, non-voting), Council Representative to the Water Commission, and Attorney William Vande Castle (Virtually via Zoom).

Staff present: Nancy Quirk, Andrea Hay, Brian Powell, Stephanie Rodgers, Sarah Fidler (Virtually via Zoom), Russ Hardwick, Jason Maes, Jon Peters, Jason Bader and Jessica Faulds.

C. APPROVAL OF THE AGENDA.

I. Approval of the Water Commission Meeting Agenda for March 13, 2023.

Moved by Jamie Wall, seconded by Kathryn Hasselblad-Pascale to approve the agenda as presented. Voice vote being had, the motion passed unanimously.

D. APPROVAL OF MINUTES.

1. Approval of the Water Commission Meeting Minutes for February 13, 2023.

Moved by Thomas Karman, seconded by Jamie Wall to approve the Water Commission Minutes for February 13, 2023.

Voice vote being had, the motion passed unanimously.

E. REGULAR BUSINESS.

1. Introduction of new employees Jason Bader, Pumping Mechanic/Electrician, and Jessica Faulds, Metering and Cross Connection Control Specialist.

New employees Jason Bader and Jessica Faulds introduced themselves to the Water Commission. President Heugel and the commission welcomed them to the Water Utility.

2. December 2022 and January 2023 Financial Reports.

Moved by Thomas Karman, seconded by Kathryn Hasselblad-Pascale to receive and place on file. Voice vote being had, the motion passed unanimously.

F. INFORMATIONAL.

1. Strategic Communications Update

Director of Communications Hay reported that the Water Utility has reinstated department communication meetings. She also advised that new badges have been issued to employees and a communication survey has been sent to employees. Director Hay also discussed customer survey cards being handed out and the recent press coverage of the Pulaski project.

2. General Manager Update

1. Workforce Report

a. Recruitment

i. Distribution Maintenance/Warehouse Person/Equipment Maintenance Shop Assistant (FT)

ii. Distribution Maintenance Person (FT)

iii. Billing Technician (FT)

iv. Filter Plant Technician (FT)

2. General Manager Annual Goals—Progress Report

a. Manage our employee succession strategy

b. Oversee technology advancement to rise with the prevalence of integrated work management systems, metering software and cyber security

c. Fostering an even more robust Utility-wide emphasis on safety

d. Seek opportunities to cut down energy use and become better environmental stewards to reduce our carbon footprint

e. Prepare our Utility to comply with forthcoming regulations impacting drinking water

3. Employee Handbook Revisions

4. Pump Electrical Efficiency Study at Lake Station

5. Water Quality Report

6. Pulaski Wholesale Water Agreement Update

G. ADJOURNMENT.

I. Motion to adjourn the Water Commission meeting of March 13, 2023.

Moved by Jamie Wall, seconded by Kathryn Hasselblad-Pascale to adjourn.

Voice vote being had, the motion passed unanimously. President Heugel adjourned the meeting at 9:20 a.m.

GREEN BAY WATER

CASH POSITION

February 28, 2023

	2/28/2022	2/28/2023
UNRESTRICTED CURRENT ASSETS		
Cash & Investments - Operation & Maintenance		
Local Govt. Investment Pool	\$ 103,912	\$ 106,317
Associated Bank Checking	8,373,207	8,922,383
Working Cash Funds - Petty Cash	1,700	1,700
Total Cash & Investments - Operation & Maintenance	8,478,819	9,030,400
RESTRICTED CURRENT ASSETS		
Cash & Investments - Restricted		
Certificates of Deposit - Bond Redemption	1,900,000	1,894,000
Associated Bank Money Market Account - Bond Redemption	20,228	21,283
Associated Bank Checking - Private Service Replacement	112,742	67,317
Local Govt. Investment Pool - Construction Fund	576,294	358
Total Cash & Investments - Restricted	2,609,264	1,982,958
RESTRICTED LONG-TERM ASSETS		
Cash & Investments - Debt Reserve		
Associated Trust Money Market	199,139	296,786
Associated Trust Certificates of Deposit	502,540	469,599
Associated Trust Municipal Bonds	5,324,813	5,661,695
Total Cash & Investments - Debt Reserve	6,026,492	6,428,080
TOTAL CASH POSITION	\$ 17,114,575	\$ 17,441,438

GREEN BAY WATER
BALANCE SHEET
February 28, 2023

	AS OF <u>2/28/2022</u>	AS OF <u>2/28/2023</u>
ASSETS		
Current Assets		
Unrestricted Current Assets		
Cash & Investments - Operating & Maintenance	\$ 8,478,819	\$ 9,030,400
Accounts Receivable - Customer Accounts	11,126,216	11,228,485
Inventories	504,558	734,282
Prepaid Items	168,828	209,762
Total Unrestricted Current Assets	<u>20,278,421</u>	<u>21,202,929</u>
Restricted Current Assets		
Cash & Investments - Bond Redemption Fund	1,920,228	1,915,283
Interest Receivable	316	9,687
Cash & Investments - Private Service Replacement Fund	112,742	67,317
Accounts Receivable - Grants	11,950	0
Total Restricted Current Assets	<u>2,045,236</u>	<u>1,992,287</u>
Total Current Assets	<u>22,323,657</u>	<u>23,195,216</u>
Noncurrent Assets		
Restricted Assets		
Cash & Investments - Debt Reserve Fund	6,026,492	6,428,080
Accrued Interest	35,019	39,815
Cash & Investments - Construction Fund	576,294	358
Net Pension Asset	1,675,610	2,127,002
Total Restricted Assets	<u>8,313,415</u>	<u>8,595,255</u>
Other Assets		
Unamortized Ashwaubenon Booster	1,226,897	1,095,444
Unamortized Wrightstown Loan/Grant	437,825	406,175
Total Other Assets	<u>1,664,722</u>	<u>1,501,619</u>
Capital Assets		
Property, Plant & Equipment	243,040,008	253,571,484
Less: Accumulated Depreciation	<u>(99,248,322)</u>	<u>(104,346,201)</u>
Net Property, Plant & Equipment	143,791,686	149,225,283
Construction in Progress	5,669,746	222,103
Total Capital Assets	<u>149,461,432</u>	<u>149,447,386</u>
Total Noncurrent Assets	<u>159,439,569</u>	<u>159,544,260</u>
TOTAL ASSETS	<u>181,763,226</u>	<u>182,739,476</u>
DEFERRED OUTFLOWS OF RESOURCES		
Unamortized Loss on Advanced Refunding	470,069	312,617
Deferred Outflows - Pension	2,132,984	4,737,486
Total Deferred Outflows of Resources	<u>2,603,053</u>	<u>5,050,103</u>

GREEN BAY WATER**BALANCE SHEET**

February 28, 2023

	AS OF <u>2/28/2022</u>	AS OF <u>2/28/2023</u>
LIABILITIES		
Current Liabilities		
Accounts Payable	\$ 271,641	\$ 63,850
Sewer Collections Payable	5,782,456	6,294,283
Storm Water Collections Payable	3,029,998	3,131,721
Accrued Payroll Taxes	50,579	31,587
Accrued Payroll, Vacation & Sick Leave Pay	329,818	303,110
Accrued Taxes	409,533	394,525
Payable from Restricted Assets		
Current Portion of Long - Term Debt	4,205,000	4,305,000
Accrued Interest	500,478	466,696
Total Current Liabilities	<u>14,579,503</u>	<u>14,990,771</u>
Long - term Obligations, Less Current Portion		
Revenue Bonds - Net of Premiums & Discounts	42,843,980	38,100,424
Accrued Vacation & Sick Leave Pay	230,457	230,180
Total Current Liabilities	<u>43,074,437</u>	<u>38,330,604</u>
TOTAL LIABILITIES	<u>57,653,940</u>	<u>53,321,376</u>
DEFERRED INFLOWS OF RESOURCES		
Deferred Inflows - Pension	<u>3,041,600</u>	<u>6,097,494</u>
NET POSITION		
Contributed Capital - City of Green Bay	736,907	736,907
Net Investment in Capital Assets	102,882,521	107,354,579
Restricted	9,858,174	10,120,489
Unrestricted	<u>10,193,137</u>	<u>10,158,734</u>
TOTAL NET POSITION	<u>\$ 123,670,739</u>	<u>\$ 128,370,709</u>

GREEN BAY WATER

Statement of Revenues, Expenses and Changes in Net Position Month Ended February 28, 2022 and 2023

	2/28/22	2/28/23
OPERATING REVENUES		
Charges for services	\$ 3,758,457	\$ 3,808,202
Other	255,556	275,535
Total operating revenues	4,014,013	4,083,737
OPERATING EXPENSES		
Operation and maintenance	1,262,738	1,372,446
Depreciation	805,158	821,746
Total operating expenses	2,067,896	2,194,192
Operating income	1,946,117	1,889,545
NONOPERATING REVENUES (EXPENSES)		
Interest income	(63,849)	111,581
Grant revenue	11,950	20,435
Miscellaneous income	26,055	31,201
Interest and fiscal charges	(250,239)	(233,348)
Amortization of debt premium net of discounts	75,460	75,460
Amortization of loss on advance refundings	(28,609)	(28,609)
Total nonoperating revenues (expenses)	(229,232)	(23,279)
Income before contributions and transfers	1,716,885	1,866,266
Capital contributions	-	4,977
Transfers out - tax equivalent	(446,638)	(433,348)
Change in net position	1,270,247	1,437,894
Net position - January 1	122,400,492	126,932,815
Net position - February 28	\$ 123,670,739	\$ 128,370,709

GREEN BAY WATER

FEBRUARY 2023 REVENUE BUDGET REPORT

FOR 2023 02

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED		AVAILABLE	PCT
610 WATER UTILITY	APPROP	ADJSTMTS	BUDGET	YTD REVENUE	BUDGET	USED
415000 MERCH & JOBBING REV	-293,500	0	-293,500	-24,486.00	.00	8.3%
419900 INT INCOME-OPER FUND	-40,000	0	-40,000	-82,761.86	.00	206.9%
419904 INT INC-CONST FUND	0	0	0	-2.53	.00	100.0%
419911 INT INC-BOND REDEMPTION	-5,000	0	-5,000	-7,372.06	.00	147.4%
419920 INT INC-DEBT RESERVE	-145,000	0	-145,000	-28,653.15	.00	19.8%
419925 UNREALIZED GAIN/LOSS DEBT RE	150,000	0	150,000	7,208.15	.00	4.8%
420000 GRANT REVENUE	0	0	0	-20,435.43	.00	100.0%
421000 MISC NON-OPERATING INC	-300,000	0	-300,000	-4,977.07	.00	1.7%
429440 AMORT PREM-GB-2004	-124,305	0	-124,305	-20,717.56	.00	16.7%
429443 AMORT PREM ASH-2004	-12,625	0	-12,625	-2,104.16	.00	16.7%
429460 AMORT PREM-GB-2014	-82,167	0	-82,167	-13,694.48	.00	16.7%
429463 AMORT PREM-ASH-2014	-8,345	0	-8,345	-1,390.86	.00	16.7%
429470 AMORT PREM-GB-2019	-313,470	0	-313,470	-52,245.06	.00	16.7%
429473 AMORT PREM-ASH-2019	-31,837	0	-31,837	-5,306.24	.00	16.7%
429480 AMORT PREM-GB-2021	-16,940	0	-16,940	-2,823.34	.00	16.7%
461508 METERED RESIDENTIAL	-5,175,000	0	-5,175,000	-845,820.34	.00	16.3%
461558 METERED COMMERCIAL	-2,100,000	0	-2,100,000	-330,165.55	.00	15.7%
461608 METERED INDUSTRIAL	-6,850,000	0	-6,850,000	-938,149.27	.00	13.7%
461658 METERED APARTMENT < 3 UNITS	-2,320,000	0	-2,320,000	-422,469.32	.00	18.2%
461708 METERED MULTI FAMILY	-1,550,000	0	-1,550,000	-273,339.57	.00	17.6%
461758 METERED RESTAURANT	-160,000	0	-160,000	-31,649.35	.00	19.8%
461808 METERED MUNICIPAL	-405,000	0	-405,000	-76,029.40	.00	18.8%
462000 PRIVATE FIRELINES	-160,000	0	-160,000	-80.37	.00	.1%
463000 PUBLIC FIRE PROTECTION	-1,380,000	0	-1,380,000	-247,989.92	.00	18.0%
466003 SALES FOR RESALE-ASH	-3,325,000	0	-3,325,000	-524,592.96	.00	15.8%
466004 SALES FOR RESALE-SCOTT	-102,000	0	-102,000	-11,202.03	.00	11.0%
466005 SALES FOR RESALE-HOBART	-380,000	0	-380,000	-61,219.32	.00	16.1%
466006 SALES FOR RESALE-WRIGHTSTOWN	-175,000	0	-175,000	-45,494.29	.00	26.0%
470000 LATE PAYMENT PENALTIES	-120,000	0	-120,000	-10,412.12	.00	8.7%
471000 TURN ON & SET REVENUE	-42,000	0	-42,000	-6,715.00	.00	16.0%
472000 RENT-CELL TOWERS	-141,523	0	-141,523	.00	.00	.0%
472010 RENT-ADDITIONAL METERS	-22,000	0	-22,000	-2,986.42	.00	13.6%
472020 RENT - LAND	-1,000	0	-1,000	.00	.00	.0%
474000 OTHER WATER REVENUE-MISC	-1,500	0	-1,500	-100.00	.00	6.7%
474010 RETURN ON METER INVEST	-110,000	0	-110,000	.00	.00	.0%
474020 REBATES	-30,000	0	-30,000	-12,622.62	.00	42.1%
474030 PRIVATE WELL PERMITS	-500	0	-500	-200.00	.00	40.0%
474040 SALE OF SCRAP	-10,000	0	-10,000	-5,334.32	.00	53.3%
474050 TITLE COMPANY LETTERS	-2,000	0	-2,000	-380.00	.00	19.0%
476000 SEWER REIMB FROM CITY	-1,055,000	0	-1,055,000	-176,000.00	.00	16.7%
476100 STORM REIMB FROM CITY	-405,000	0	-405,000	-67,500.00	.00	16.7%
TOTAL WATER UTILITY	-27,245,712	0	-27,245,712	-4,350,213.82	.00	16.0%

(1) DNR galvanized replacement program - not budgeted

GREEN BAY WATER

FEBRUARY 2023 EXPENSE BUDGET REPORT

FOR 2023 02

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT
610 WATER UTILITY	APPROP	ADJUSTMTS	BUDGET			BUDGET	USED
1630 STORES EXPENSE	80,443	0	80,443	9,757.42	.00	70,685.58	12.1%
1840 CLEARING ACCOUNTS	535,143	0	535,143	-114,563.50	.00	649,706.50	-21.4%
4030 DEPRECIATION EXPENSE	5,112,113	0	5,112,113	821,746.00	.00	4,290,367.00	16.1%
4050 AMORTIZATION OF OTHER PLANT	131,453	0	131,453	21,908.88	.00	109,544.12	16.7%
4080 TAXES	2,978,324	0	2,978,324	433,348.00	.00	2,544,976.00	14.6%
4160 MERCHANDISING & JOBBING EXP	250,093	0	250,093	23,545.81	.00	226,547.19	9.4%
4260 OTHER INCOME DEDUCTIONS	456,321	0	456,321	.00	.00	456,321.00	.0%
4270 INTEREST ON LONG-TERM DEBT	1,400,088	0	1,400,088	233,347.98	.00	1,166,740.02	16.7%
4280 AMORTIZATION OF DEBT DISCOUNT	270,391	0	270,391	51,431.04	.00	218,959.96	19.0%
6020 PURCHASED WATER	8,000	0	8,000	.00	.00	8,000.00	.0%
6160 MAINTENANCE OF SUPPLY MAINS	135,894	0	135,894	6,004.14	.00	129,889.86	4.4%
6200 PUMP OPS SUPERVISION & ENG	93,512	0	93,512	10,316.91	.00	83,195.09	11.0%
6230 FUEL OR POWER FOR PUMPING	980,000	0	980,000	76,740.46	.00	903,259.54	7.8%
6240 PUMP LABOR & EXPENSES	71,628	0	71,628	3,102.73	.00	68,525.27	4.3%
6260 MISC PUMPING EXPENSE	84,994	0	84,994	14,735.92	.00	70,258.08	17.3%
6300 PUMP MAINT SUPERVISION & ENG	26,991	0	26,991	1,709.40	.00	25,281.60	6.3%
6310 PUMP MAINT OF STRUCTURES	237,328	0	237,328	11,617.79	.00	225,710.21	4.9%
6320 PUMP MAINT OF POWER PROD EQUIP	29,500	0	29,500	.00	40,710.34	-11,210.34	138.0% (1)
6330 MAINT OF PUMPING EQUIP	221,507	0	221,507	26,782.18	.00	194,724.82	12.1%
6400 TREATMENT OPS SUPERVIS & ENG	82,147	0	82,147	9,738.63	.00	72,408.37	11.9%
6410 CHEMICALS	582,875	0	582,875	77,339.05	.00	505,535.95	13.3%
6420 WATER TREATMENT OPERATIONS EXP	1,359,712	0	1,359,712	104,223.19	.00	1,255,488.81	7.7%
6430 MISC WATER TREATMENT EXP	157,675	0	157,675	17,813.21	.00	139,861.79	11.3%
6500 TREATMENT MAINT SUPERVIS & ENG	31,686	0	31,686	4,260.44	.00	27,425.56	13.4%
6510 TREATMENT MAINT OF STRUCTURES	127,066	0	127,066	2,609.47	.00	124,456.53	2.1%
6520 MAINT OF TREATMENT EQUIP	383,220	0	383,220	29,416.17	.00	353,803.83	7.7%
6600 TRANS & DIST OPS SUP & ENG	262,501	0	262,501	28,047.69	.00	234,453.31	10.7%
6620 TRANS & DIST LINES EXPENSE	351,915	0	351,915	9,705.86	.00	342,209.14	2.8%
6630 METER EXPENSE	340,887	0	340,887	27,225.84	.00	313,661.16	8.0%
6640 CUSTOMER INSTALLATION EXP	136,068	0	136,068	49,015.29	.00	87,052.71	36.0% (2)
6650 MISC TRANS & DIST EXPENSES	453,327	0	453,327	67,292.50	.00	386,034.50	14.8%
6720 MAINT OF DIST RES & STANDPIPES	33,898	0	33,898	.00	.00	33,898.00	.0%
6730 MAINT OF TRANS & DIST MAINS	1,657,735	0	1,657,735	108,515.61	.00	1,549,219.39	6.5%
6750 MAINT OF SERVICES	435,542	0	435,542	109,314.14	.00	326,227.86	25.1%
6760 MAINT OF METERS	95,269	0	95,269	9,244.43	.00	86,024.57	9.7%
6770 MAINT OF HYDRANTS	174,989	0	174,989	52,908.22	.00	122,080.78	30.2%
9020 METER READING EXPENSE	56,659	0	56,659	45,905.03	.00	10,753.97	81.0% (3)
9030 CUSTOMER RECORDS & COLLECTION	1,096,367	0	1,096,367	125,557.05	.00	970,809.95	11.5%
9040 UNCOLLECTIBLE ACCOUNTS	1,000	0	1,000	1,067.26	.00	-67.26	106.7%
9060 CUSTOMER SERVICE & INFORMATION	78,456	0	78,456	8,590.83	.00	69,865.17	10.9%
9200 ADMIN & GENERAL SALARIES	768,844	0	768,844	94,338.25	.00	674,505.75	12.3%
9210 OFFICE SUPPLIES & EXPENSES	119,134	0	119,134	17,324.95	.00	101,809.05	14.5%
9230 OUTSIDE SERVICES EMPLOYED	554,550	0	554,550	37,388.19	.00	517,161.81	6.7%
9240 PROPERTY INSURANCE	97,884	0	97,884	.00	.00	97,884.00	.0%

GREEN BAY WATER

FEBRUARY 2023 EXPENSE BUDGET REPORT

FOR 2023 02

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
610 WATER UTILITY	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED
9250 INJURIES & DAMAGES	64,500	0	64,500	.00	.00	64,500.00	.0%
9260 EMPLOYEE PENSIONS & BENEFITS	1,392,631	0	1,392,631	200,061.90	.00	1,192,569.10	14.4%
9280 REGULATORY COMMISSION EXP	10,000	0	10,000	.00	.00	10,000.00	.0%
9300 MISC GENERAL EXPENSES	60,589	0	60,589	14,065.77	.00	46,523.23	23.2%
9320 MAINT OF GENERAL PLANT	292,917	0	292,917	29,819.06	58,830.00	204,267.94	30.3%
TOTAL WATER UTILITY	24,363,766	0	24,363,766	2,912,319.19	99,540.34	21,351,906.47	12.4%

- (1) Lake station maintenance on generator
- (2) Private side galvanized replacement program expense
not budgeted due to direct reimbursement from DNR
- (3) Meter reading software support paid at beginning of
the year



Green Bay Water

MEMORANDUM

DATE: April 10, 2023
TO: Green Bay Water Commission
FROM: Nancy Quirk
RE: Recommendation of public construction bid for Green Bay Water Utility

1. Bid proposals for the project “GBWU 1-23 Dredging of Sludge Lagoon No. 1” were received on Tuesday, April 4, 2023.

GBWU 1-23 DREDGING OF SLUDGE LAGOON NO. 1	
Closing Date: Tue, 04/04/2023 02:00 PM CDT	
Quest Number 8427005	
Contractor	Bid
*Synagro	\$318,382.50
Full Service Organics Management	\$321,480.00

**Low bid*

I recommend the Water Commission award this contract to Synagro for the bid amount of \$318,382.50. Funds are available in the 2023 budget.



Green Bay Water

MEMORANDUM

DATE: April 10, 2023
TO: Green Bay Water Commission
FROM: Nancy Quirk
RE: Recommendation of public construction bid for Green Bay Water Utility

1. Bid proposals for the project “Green Bay Water Utility Broadway Tank Demolition” were received on Tuesday, April 4, 2023.

GREEN BAY WATER UTILITY BROADWAY TANK DEMOLITION	
Closing Date: Tue, 04/04/2023 02:00 PM CDT	
Quest Number 8419394	
Contractor	Bid
*General Construction Services, Inc.	\$125,000.00
Iseler Demolition Inc.	\$176,100.00

**Low bid*

I recommend the Water Commission award this contract to General Construction Services, Inc. for the bid amount of \$125,000.00. Funds are available in the 2023 budget.



Strategic Goals 2020 2023 Update

Strategic Pillar: Provide Excellent Customer Service

Andrea Hay / Kim Couillard / Marc McGovern

Educate customers on the utility's services and maintain open lines of communication.

Goal Champion: Andrea Hay

Objective	Owner	Timeframe	Status: August 2020	Comments - August 2022	Status - March 2023	Comments - March 2023
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.	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.	Andrea + managers and supvisors in each department	ongoing			In Process	
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 - Marc - Jason - Kristin - Russ - Nancy - Sarah - Jon	- 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.	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

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: August 2020	Comments	Status - March 2023	Comments - March 2023
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 supvisors in each department	Ongoing	In Process		In Process	

Strategic Pillar: Invest in Human Capital

Sara Fidler / Russ Hardwick

Develop and Implement a Succession Plan

Goal Champion: Nancy Quirk

Objective	Owner	Timeframe	Status: August 2020	Comments	Status - March 2023	Comments - March 2023
Identify positions where a succession plan is needed and future leaders for those positions.	Sarah Fidler	3/31/2021	Complete	Positions have been identified.	Complete	Completed in March 2023.
Initiate dialogue with future leaders and create a plan for advancement.	Sarah Fidler	12/31/2021			In Process	Starting evaluation of the first priority of the critical position list April 2023.



Strategic Goals 2020 2023 Update

Attract and Retain a Diverse Workforce Goal Champion: Nancy Quirk						
Objective	Owner	Timeframe	Status: August 2020	Comments	Status - March 2023	Comments - March 2023
Build partnerships with local schools to attract future workforce.	Russ Hardwick/Sarah Fidler	9/30/2021			In Process	Started working on building relationships with specific instructors at NWTC and Bay College
Continue to educate staff about diversity.	Sarah Fidler	Quarterly	In Evaluation	On hold due to the pandemic	In Evaluation	
Attend job fairs and community events to provide awareness of the GBWU.	Sarah Fidler	6/30/2021			In Process	Attended two NWTC Job Fairs in September 2022 and February 2023; Attending Job fair at West High in May 2023
Continue to strengthen GBWU's new hire onboarding process.	Sarah Fidler	Continuous			In Process	Created new onboarding presentation for new hires.

Provide a Safe Work Environment Goal Champion: Sarah Fidler							
Objective	Owner	Timeframe	Status: August 2020	Comments	Status - March 2023	Comments - March 2023 (Seng)	Comments - March 2023 (Sarah)
Ensure that all employees have required safety training and access to health and safety resources.	Sarah Fidler/ Seng Yang	As Required / Continuous			In Process	Meet with the head of each department to learn/ evaluate their department specific exposures/ concerns. Once identified, provide solutions and training to address any gaps.	Scheduled Work Zone Safety Training for distribution employees for April 2023.
Continue to build and promote a safety culture at GBWU.	Seng Yang / Safety Team	Continuous / Safety Team to Meet Monthly			In Process	Meet with the head of each department and their leadership team to identify strengths and areas of improvement within the safety culture. Also look into implementing proactive programs with incentives.	Seng Yang started in March 2023 and will assist with implementation.

Strategic Pillar: Invest in Human Capital

Sarah Fidler/ Russ Hardwick

Engage Our Workforce Goal Champion: Nancy Quirk								
Objective	Owner	Timeframe	Status: August 2020	Comments	Status - March 2023 (Nancy)	Comments - March 2023 (Nancy)	Status: March 23 (Sarah)	Comments - March 2023 (Sarah)
Provide employees with training opportunities.	All Leaders	Continuous			In Process			



Strategic Goals 2020 2023 Update

Implement employee engagement activities to show appreciation for staff dedication and hard work.	Pam Beilke	Continuous			In Process	Multiple events held during the year including Employee Appreciation Day, retirement parties and Holiday parties.		
Maintain competitive compensation and benefits and educate our workforce about their total rewards package.	Nancy Quirk - comp plan review Sarah Fidler - education All Leaders - annual performance evaluations	First - 12/31/2020 <i>-NOTE: Total rewards statements might be able to start in December 2020 if finance is able to gather information</i>	In Process	Total Rewards Statements we issued to all employees.	In Process	This was completed in 2022 for 2021 total earnings. This continues yearly. 2022 year end totals are being calculated and are at about 80% complete.	In Process	Update to employee handbook will include information about compensation. Reclassified Summer Seasonal position's salary in March 2023. Annual Total Compensation Report is in process and will be creating a video to educate employees.

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: August 2020	Comments	Status - March 2023	Comments - March 2023
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	Complete	Upgraded RTL (Check processing server). Upgraded Cognos (Report Writing server). New cameras out at the filter plant
Evaluate and implement opportunities to make improvements, such as energy efficiency and reduced water loss.	Kevin Brunner	Continuous			In Process	AclaraOne has been upgraded to receive better reporting on meters and water loss.
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: August 2020	Comments	Status - March 2023	Comments - March 2023
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Strategic Goals 2020 2023 Update

Maintain current water system master plan.	Kevin Brunner	December 2022			In Process	Always looking for new technology and software upgrades. Just upgraded cell phones and AclaraOne software.
Develop and maintain a schedule of planned maintenance.	Jean Pucel	December 2021			In Process	Developing GIS & Cityworks Road Map; 2023 ESRI upgrade budgeted + annual GIS updates and Cityworks upgrades
Implement work order and asset management program	Jean Pucel	December 2021			In Process	Expanding use in Metering/CS, Implemented in Filter Plant, Prepping implementation in Supply Maintenance

Continue to Explore and Implement Cutting Edge Technology

Goal Champion: Nancy Quirk

Objective	Owner	Timeframe	Status: August 2020	Comments	Status - March 2023	Comments - March 2023
Continue to support employee attendance at events/training and be open to exploring potential implementation of new technologies they learn about.	Sarah Fidler	Continuous			In Evaluation	
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.	Complete	Meet with the head of each department at budget time and throughout the year to discuss their technology needs.

Strategic Pillar: Manage Risk & System Reliability

Jon Peters/ Brian Powell / Jason Maes

Rehabilitate and Replace Aging Infrastructure

Goal Champion: Brian Powell

Objective	Owner	Timeframe	Status: August 2020	Comments	Status - March 2023	Comments - March 2023
Work with Department of Public Works to help determine street resurfacing and reconstruction programs.	Brian Powell	Third Quarter Annually			Complete	DPW's Street Resurfacing and Reconstruction Programs have been determined through 2027 along with the associated water main replacements.
Follow the Master Plan recommendations and update the Master Plan in 2022.	Brian Powell	Third Quarter Annually			In Process	AECOM is currently updating our Master Plan and will be finished by the end of the summer 2023.



Strategic Goals 2020 2023 Update

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 be 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.	Complete	Water main on Hazelwood Lane from Wood Lane to Ann Lane will be lined this summer. Starting In 2024 our crews will start replacing water mains that are 4" & smaller in diameter with 6" and larger. Our crews already started eliminating duo water mains on streets this year.
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Proactively Perform Preventative Maintenance of Existing Infrastructure Goal Champion: Brian Powell						
Objective	Owner	Timeframe	Status: August 2020	Comments	Status - March 2023	Comments - March 2023
Broadly implement and utilize Cityworks to develop a mature Asset Management Program.	Brian Powell	Fourth Quarter 2021			In Process	Distribution & Metering are fully utilizing Cityworks. The Filter Plant implemented Cityworks this past winter and have begun utilizing. Supply Maintenance is updating inventory on their assets and will then be able to more fully utilize Cityworks.
Utilize technology such as Satellite Leak Detection and Pipediver to determine conditions of assets.	Brian Powell	Continuous			In Process	We have signed another 2 year contract to continue Satellite Leak Detection. The image has been captured and we should start in April with the actual field work. We performed Smartball on our 36" Transmission Mains in 2021 and finished the Pipediver Project in 2022. We also conducted a Pump Efficiency Study in March utilizing thermodynamic metering technology.



Strategic Goals 2020 2023 Update

Manage maintenance of equipment by tracking performance measures such as efficiencies and hours used.	Jon Peters	Second Quarter 2022			In Process	We are currently in the process of bringing city works in to the supply maintenance department. We hope to utilize city works for this as well as other maintenance related items. We have also completed the field data collection portion of the pump efficiency study at the lake station. We are positive that the results will help us better understand how we could operate the pump station more efficiently.
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Promote Risk Management and Emergency Preparedness Goal Champion: Brian Powell						
Objective	Owner	Timeframe	Status: August 2020	Comments	Status - March 2023	Comments - March 2023
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.	In Process	Action items from 2020 AWIA Risk & Resiliency Final Report to be considered and incorporated in the 2023 Master Plan.
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.	In Process	ERP distributed via email in January 2023 for manager updates in Operations and Filter Plant. Distribution system settings being updated in parallel to Master Plan work.
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 complete 90% of mock field leak scenarios on both transmission mains from the Filter Plant to John Street	Complete	All distribution staff have completed mock leak scenarios on our transmission mains from the Filter Plant to John Street as we get new employees in distribution we will continue with these types of training scenarios.

Strategic Pillar: Manage Risk & System Reliability

Jon Peters / Brian Powell / Jason Maes

Supply Water that Meets or Exceeds All Regulated Standards Goal Champion: Nancy Quirk						
Objective	Owner	Timeframe	Status: August 2020	Comments	Status - March 2023	Comments - March 2023
Optimize the treatment processes	Russ Hardwick	Fourth Quarter 2021, then continuously			In Process	
Actively participate in communication with local, state, and national partners on regulatory issues.	Russ Hardwick	Continuous			In Process	



Strategic Goals 2020 2023 Update

Continuously evaluate water quality utilizing technologies, monitoring, and keeping in mind emerging concerns.	Russ Hardwick	Continuous			In Process	
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Strategic Pillar: Maintain Utility Viability

Stephanie Rogers / Karen Smits / Nancy Quirk

Maintain Competitive and Stable Rates Goal Champion: Stephanie Rogers						
Objective	Owner	Timeframe	Status: August 2020	Comments	Status - March 2023	Comments - March 2023
Use rate models and forecasting to determine revenue requirements.	Karen Smits	Fourth Quarter Annually	Complete		Complete	2023 Budget
Establish and meet capital, operating, and maintenance budgets.	Karen Smits	Fourth Quarter Annually	Complete		Complete	2023 Budget
Maintain an ongoing five-year Capital Improvement Plan	Karen Smits	Fourth Quarter Annually	Complete		Complete	2023 5 year CIP

Enhance the Financial and Regulatory Reporting Process Goal Champion: Stephanie Rogers						
Objective	Owner	Timeframe	Status: August 2020	Comments	Status - March 2023	Comments - March 2023
Implement integrated Enterprise Resource Planning software.	Stephanie Rogers	Second Half of Strategic Plan	In Process		Complete	Using all modules of Tyler Munis
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.	Complete	Monthly financial reports, budget to actual statements and engineering project reports.
Create financial policies.	Karen Smits	Second Quarter 2020			In Process	Several procedure documents created for Tyler Munis Software

Ensure Financial Sustainability Goal Champion: Nancy Quirk						
Objective	Owner	Timeframe	Status: August 2020	Comments	Status - March 2023	Comments - March 2023
Diversify and grow GBWU's revenue 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.	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			Complete	We now have a seat on the Development team for the City of Green Bay.
Partner with other utilities/community groups to expand services.	Nancy Quirk	Continuous			In Process	Pulaski

Strategic Pillar: Maintain Utility Viability

Stephanie Rogers / Karen Smits / Nancy Quirk

Build & Strengthen Regional Partnerships Goal Champion: Nancy Quirk						
Objective	Owner	Timeframe	Status: August 2020	Comments	Status - March 2023	Comments - March 2023



Strategic Goals 2020 2023 Update

Set plan and timelines for SPLASH projects.	Justin Hewitt	Second Quarter 2021			In Process	SPLASH has set a goal to hold quarterly meetings. Due to current atmosphere, no quarterly meetings have been scheduled. We are hosting upcoming emergency response training/events here later 2023, the intent is to invite all SPLASH members.
Develop policies and procedures for Emergency Interconnect.	Nancy Quirk	Second Quarter 2021	In Process		In Evaluation	This is on hold until relations are more stable.
Participate with Source Water Protection Advocacy.	Russ Hardwick	Continuous			In Process	
Continue and develop professional relationships with consulting engineers and neighboring utilities.	Brian Powell	Continuous			In Process	Hold quarterly Technical Committee meetings with Wholesale customers. Working with a handful of consultants on various projects. Vice Chair on 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.



Green Bay Water Commission **GENERAL MANAGER UPDATE**

DATE: April 10, 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. Filter Plant Technician (FT)
 - iii. Summer Helpers (FT Summer)
2. Employee Engagement Recommendations Actions Report Set for May 2023
3. Flushing Water System Update
4. Water Quality Update