



AGENDA OF THE WATER COMMISSION

MONDAY, MAY 8, 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 May 8, 2023.

C. Approval of the Agenda.

1. Approval of the Water Commission Meeting Agenda for May 8, 2023.

D. Approval of Minutes.

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

E. Regular Business.

1. Introduction of new employee Damian Robinson.
2. Baker Tilly Succession Plan update.
3. March 2023 Financial Report.

F. Informational.

1. Strategic Communications Update.
2. Strategic Goal Update.
3. General Manager Update.

G. Adjournment.

I. Motion to adjourn the Water Commission meeting of May 8, 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, 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.

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 April 10, 2023.

On Monday, April 10, 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 (In Person), Secretary-Treasurer Tom Karmen (In Person), Kathryn Hasselblad-Pascale (Virtually via Zoom), Jacque Boyle (Virtually via Zoom), and Elizabeth Wheat (Virtually via Zoom). Al Farvour was excused.

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

Staff present: Nancy Quirk, Brian Powell, Stephanie Rodgers, Sarah Fidler, Russ Hardwick, Jason Maes, Jon Peters, Kristin Romanowicz, Justin Hewitt, Jean Pucel (Virtually via Zoom), Seng Yang and Gretchen Gregor.

C. APPROVAL OF THE AGENDA.

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

Moved by Jamie Wall, seconded by Tom Karmen to approve the agenda as presented. Voice vote being had, the motion passed unanimously.

D. APPROVAL OF MINUTES.

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

Moved by Kathryn Hasselblad-Pascale, seconded by Jamie Wall to approve the Water Commission Minutes for March 13, 2023. Voice vote being had, the motion passed unanimously.

E. REGULAR BUSINESS.

I. Introduction of new employees Seng Yang, Safety Coordinator, and Gretchen Gregor, Billing Technician.

New employees Seng Yang and Gretchen Gregor introduced themselves to the Water Commission. President Heugel and the commission welcomed them to the Water Utility.

2. February 2023 Financial Report

Business Manager Rogers presented the Water Utility's February 2023 financials and cash position. All were within expectations. No substantive issue of concern was identified. Moved by Jamie Wall, seconded by Kathryn Hasselblad-Pascale to receive and place on file. Voice vote being had, the motion passed unanimously.

3. GBWU I-23 Dredging of Sludge Lagoon No. 1

Moved by Kathryn Hasselblad-Pascale, seconded by Jamie Wall to approve bid proposals for the dredging of Sludge Lagoon No. 1 as recommended by staff. Voice vote being had, the motion passed unanimously.

4. GBWU Broadway Tank Demolition

Moved by Jacque Boyle, seconded by Tom Karmen to approve bid proposals for the demolition of the Broadway Tank as recommended by staff. Voice vote being had, the motion passed unanimously.

F. INFORMATIONAL.

I. Master Plan Update presented by AECOM

Richard Hope and Kathy Beduhn from AECOM presented the chapters of population growth and water demand projection for the Green Bay Water Utility's 2023 Master Plan to the commission.

2. Strategic Communications Update

General Manager Nancy Quirk reported that plans are underway for the Green Bay Water Citizen's Academy Evening and that Director of Communications Andrea Hay will provide the keynote address at the Wisconsin Towns Association annual meeting on the importance of communicating to the public later this month. General Manager Quirk also advised that Consumer Confidence Reports (CCR) have been published online and on customer's bills. Press releases, letters and postcards will follow. Director Hay attended the AWWA Fly-In and Wisconsin lawmakers were familiar with "hot" issues: CCR changes, lead and copper, and PFAS. She advised that the latest Green Bay Water newsletter contains an update on future CCR changes.

3. Safety Report

Safety Coordinator Seng Yang presented the Safety Report.

4. Strategic Plan Update

General Manager Quirk gave a brief update on the Water Utility's Strategic Plan for 2021 to 2023.

5. General Manager Update

I. 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

G. ADJOURNMENT.

I. Motion to adjourn the Water Commission meeting of April 10, 2023.

Moved by Tom Karmen, seconded by Jacque Boyle to adjourn. Voice vote being had, the motion passed unanimously. President Heugel adjourned the meeting at 10:11 a.m.

GREEN BAY WATER
CASH POSITION
March 31, 2022 & 2023

	3/31/2022	3/31/2023
UNRESTRICTED CURRENT ASSETS		
Cash & Investments - Operation & Maintenance		
Local Govt. Investment Pool	\$ 103,926	\$ 106,734
Associated Bank Checking	9,396,798	9,508,121
Working Cash Funds - Petty Cash	1,700	1,700
Total Cash & Investments - Operation & Maintenance	<u>9,502,424</u>	<u>9,616,555</u>
RESTRICTED CURRENT ASSETS		
Cash & Investments - Restricted		
Certificates of Deposit - Bond Redemption	2,375,000	2,359,000
Associated Bank Money Market Account - Bond Redemption	20,228	21,286
Associated Bank Checking - Private Service Replacement	112,742	66,637
Local Govt. Investment Pool - Construction Fund	374,061	360
Total Cash & Investments - Restricted	<u>2,882,031</u>	<u>2,447,283</u>
RESTRICTED LONG-TERM ASSETS		
Cash & Investments - Debt Reserve		
Associated Trust Money Market	29,140	298,461
Associated Trust Certificates of Deposit	493,688	470,697
Associated Trust Municipal Bonds	5,413,029	5,710,198
Total Cash & Investments - Debt Reserve	<u>5,935,857</u>	<u>6,479,356</u>
 TOTAL CASH POSITION	 <u><u>\$ 18,320,312</u></u>	 <u><u>\$ 18,543,194</u></u>

GREEN BAY WATER**BALANCE SHEET**

March 31, 2022 & 2023

	AS OF <u>3/31/2022</u>	AS OF <u>3/31/2023</u>
ASSETS		
Current Assets		
Unrestricted Current Assets		
Cash & Investments - Operating & Maintenance	\$ 9,502,424	\$ 9,616,555
Accounts Receivable - Customer Accounts	10,565,798	10,805,275
Inventories	507,786	762,297
Prepaid Items	186,025	197,094
Total Unrestricted Current Assets	<u>20,762,033</u>	<u>21,381,221</u>
Restricted Current Assets		
Cash & Investments - Bond Redemption Fund	2,395,228	2,380,286
Interest Receivable	506	16,039
Cash & Investments - Private Service Replacement Fund	112,742	66,637
Accounts Receivable - Grants	11,950	680
Total Restricted Current Assets	<u>2,520,426</u>	<u>2,463,642</u>
Total Current Assets	<u>23,282,459</u>	<u>23,844,863</u>
Noncurrent Assets		
Restricted Assets		
Cash & Investments - Debt Reserve Fund	5,935,857	6,479,356
Accrued Interest	48,083	52,076
Cash & Investments - Construction Fund	374,061	360
Net Pension Asset	1,675,610	2,127,002
Total Restricted Assets	<u>8,033,611</u>	<u>8,658,794</u>
Other Assets		
Unamortized Ashwaubenon Booster	1,215,943	1,084,490
Unamortized Wrightstown Loan/Grant	435,188	403,538
Total Other Assets	<u>1,651,131</u>	<u>1,488,028</u>
Capital Assets		
Property, Plant & Equipment	243,061,209	253,761,058
Less: Accumulated Depreciation	(99,651,169)	(104,787,714)
Net Property, Plant & Equipment	<u>143,410,040</u>	<u>148,973,344</u>
Construction in Progress	5,993,581	363,346
Total Capital Assets	<u>149,403,621</u>	<u>149,336,690</u>
Total Noncurrent Assets	<u>159,088,363</u>	<u>159,483,512</u>
TOTAL ASSETS	<u>182,370,822</u>	<u>183,328,375</u>
DEFERRED OUTFLOWS OF RESOURCES		
Unamortized Loss on Advanced Refunding	456,948	299,496
Deferred Outflows - Pension	2,132,984	4,737,486
Total Deferred Outflows of Resources	<u>2,589,932</u>	<u>5,036,982</u>

GREEN BAY WATER**BALANCE SHEET**

March 31, 2023

	AS OF <u>3/31/2022</u>	AS OF <u>3/31/2023</u>
LIABILITIES		
Current Liabilities		
Accounts Payable	\$ 166,078	\$ 56,933
Sewer Collections Payable	6,034,134	6,374,762
Storm Water Collections Payable	2,977,016	3,022,860
Accrued Payroll Taxes	105,780	89,042
Accrued Payroll, Vacation & Sick Leave Pay	329,840	303,110
Accrued Taxes	614,299	591,787
Payable from Restricted Assets		
Current Portion of Long - Term Debt	4,205,000	4,305,000
Accrued Interest	625,597	583,370
Total Current Liabilities	<u>15,057,744</u>	<u>15,326,864</u>
Long - term Obligations, Less Current Portion		
Revenue Bonds - Net of Premiums & Discounts	42,807,433	38,063,877
Accrued Vacation & Sick Leave Pay	230,457	230,180
Total Current Liabilities	<u>43,037,890</u>	<u>38,294,057</u>
TOTAL LIABILITIES	<u>58,095,634</u>	<u>53,620,921</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	102,848,136	107,267,309
Restricted	9,928,441	10,538,706
Unrestricted	<u>10,310,036</u>	<u>10,104,020</u>
TOTAL NET POSITION	<u>\$ 123,823,520</u>	<u>\$ 128,646,942</u>

GREEN BAY WATER

Statement of Revenues, Expenses and Changes in Net Position Month Ended March 31, 2022 and 2023

	3/31/22	3/31/23
OPERATING REVENUES		
Charges for services	\$ 5,558,638	\$ 5,482,190
Other	380,739	434,792
Total operating revenues	5,939,377	5,916,982
OPERATING EXPENSES		
Operation and maintenance	2,265,424	2,355,419
Depreciation	1,207,737	1,232,619
Total operating expenses	3,473,161	3,588,038
Operating income	2,466,216	2,328,944
NONOPERATING REVENUES (EXPENSES)		
Interest income	(139,309)	221,784
Grant revenue	11,950	21,115
Miscellaneous income	76,985	85,328
Interest and fiscal charges	(375,358)	(350,022)
Amortization of debt premium net of discounts	113,190	113,190
Amortization of loss on advance refundings	(42,914)	(42,914)
Total nonoperating revenues (expenses)	(355,456)	48,481
Income before contributions and transfers	2,110,760	2,377,425
Capital contributions	-	4,977
Transfers out - tax equivalent	(687,732)	(668,275)
Change in net position	1,423,028	1,714,127
Net position - January 1	122,400,492	126,932,815
Net position - March 31	\$ 123,823,520	\$ 128,646,942

GREEN BAY WATER

MARCH 2023 REVENUE BUDGET REPORT

FOR 2023 03							
ACCOUNTS FOR: 610 WATER UTILITY	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD REVENUE		AVAILABLE BUDGET	PCT USED
415000 MERCH & JOBBING REV	293,500	0	293,500	75,273.00	.00	218,227.00	25.6%
419900 INT INCOME-OPER FUND	40,000	0	40,000	123,069.98	.00	-83,069.98	307.7%
419904 INT INC-CONST FUND	0	0	0	3.94	.00	-3.94	100.0%
419911 INT INC-BOND REDEMPTION	5,000	0	5,000	13,727.79	.00	-8,727.79	274.6%
419920 INT INC-DEBT RESERVE	145,000	0	145,000	42,588.90	.00	102,411.10	29.4%
419925 UNREALIZED GAIN/LOSS DEBT RE	-150,000	0	-150,000	42,393.00	.00	-192,393.00	-28.3%
420000 GRANT REVENUE	0	0	0	21,115.18	.00	-21,115.18	100.0%
421000 MISC NON-OPERATING INC	300,000	0	300,000	4,977.07	.00	295,022.93	1.7%
429440 AMORT PREM-GB-2004	124,305	0	124,305	31,076.34	.00	93,228.66	25.0%
429443 AMORT PREM ASH-2004	12,625	0	12,625	3,156.24	.00	9,468.76	25.0%
429460 AMORT PREM-GB-2014	82,167	0	82,167	20,541.72	.00	61,625.28	25.0%
429463 AMORT PREM-ASH-2014	8,345	0	8,345	2,086.29	.00	6,258.71	25.0%
429470 AMORT PREM-GB-2019	313,470	0	313,470	78,367.59	.00	235,102.41	25.0%
429473 AMORT PREM-ASH-2019	31,837	0	31,837	7,959.36	.00	23,877.64	25.0%
429480 AMORT PREM-GB-2021	16,940	0	16,940	4,235.01	.00	12,704.99	25.0%
461508 METERED RESIDENTIAL	5,175,000	0	5,175,000	1,266,392.33	.00	3,908,607.67	24.5%
461558 METERED COMMERCIAL	2,100,000	0	2,100,000	456,339.31	.00	1,643,660.69	21.7%
461608 METERED INDUSTRIAL	6,850,000	0	6,850,000	1,367,634.55	.00	5,482,365.45	20.0%
461658 METERED APARTMENT < 3 UNITS	2,320,000	0	2,320,000	569,100.78	.00	1,750,899.22	24.5%
461708 METERED MULTI FAMILY	1,550,000	0	1,550,000	366,869.20	.00	1,183,130.80	23.7%
461758 METERED RESTAURANT	160,000	0	160,000	40,150.69	.00	119,849.31	25.1%
461808 METERED MUNICIPAL	405,000	0	405,000	104,633.09	.00	300,366.91	25.8%
462000 PRIVATE FIRELINES	160,000	0	160,000	40,253.40	.00	119,746.60	25.2%
463000 PUBLIC FIRE PROTECTION	1,380,000	0	1,380,000	356,908.16	.00	1,023,091.84	25.9%
466003 SALES FOR RESALE-ASH	3,325,000	0	3,325,000	757,698.91	.00	2,567,301.09	22.8%
466004 SALES FOR RESALE-SCOTT	102,000	0	102,000	16,000.74	.00	85,999.26	15.7%
466005 SALES FOR RESALE-HOBART	380,000	0	380,000	94,714.99	.00	285,285.01	24.9%
466006 SALES FOR RESALE-WRIGHTSTOWN	175,000	0	175,000	45,494.29	.00	129,505.71	26.0%
470000 LATE PAYMENT PENALTIES	120,000	0	120,000	15,380.83	.00	104,619.17	12.8%
471000 TURN ON & SET REVENUE	42,000	0	42,000	10,055.00	.00	31,945.00	23.9%
472000 RENT-CELL TOWERS	141,523	0	141,523	31,104.00	.00	110,419.00	22.0%
472010 RENT-ADDITIONAL METERS	22,000	0	22,000	4,159.73	.00	17,840.27	18.9%
472020 RENT - LAND	1,000	0	1,000	.00	.00	1,000.00	.0%
474000 OTHER WATER REVENUE-MISC	1,500	0	1,500	100.00	.00	1,400.00	6.7%
474010 RETURN ON METER INVEST	110,000	0	110,000	.00	.00	110,000.00	.0%
474020 REBATES	30,000	0	30,000	12,622.62	.00	17,377.38	42.1%
474030 PRIVATE WELL PERMITS	500	0	500	200.00	.00	300.00	40.0%
474040 SALE OF SCRAP	10,000	0	10,000	5,334.32	.00	4,665.68	53.3%
474050 TITLE COMPANY LETTERS	2,000	0	2,000	640.00	.00	1,360.00	32.0%
476000 SEWER REIMB FROM CITY	1,055,000	0	1,055,000	264,000.00	.00	791,000.00	25.0%
476100 STORM REIMB FROM CITY	405,000	0	405,000	101,250.00	.00	303,750.00	25.0%
TOTAL WATER UTILITY	27,245,712	0	27,245,712	6,397,608.35	.00	20,848,103.65	23.5%

(1) DNR galvanized replacement program - not budgeted

GREEN BAY WATER

MARCH 2023 EXPENSE BUDGET REPORT

FOR 2023 03

ACCOUNTS FOR: 610 WATER UTILITY	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1630 STORES EXPENSE	80,443	0	80,443	23,212.96	.00	57,230.04	28.9%
1840 CLEARING ACCOUNTS	535,143	0	535,143	-165,871.92	.00	701,014.92	-31.0%
4030 DEPRECIATION EXPENSE	5,112,113	0	5,112,113	1,232,619.00	.00	3,879,494.00	24.1%
4050 AMORTIZATION OF OTHER PLANT	131,453	0	131,453	32,863.32	.00	98,589.68	25.0%
4080 TAXES	2,978,324	0	2,978,324	668,275.30	.00	2,310,048.70	22.4%
4160 MERCHANDISING & JOBBING EXP	250,093	0	250,093	45,360.99	.00	204,732.01	18.1%
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	350,021.97	.00	1,050,066.03	25.0%
4280 AMORTIZATION OF DEBT DISCOUNT	270,391	0	270,391	77,146.56	.00	193,244.44	28.5%
6020 PURCHASED WATER	8,000	0	8,000	.00	.00	8,000.00	.0%
6160 MAINTENANCE OF SUPPLY MAINS	135,894	0	135,894	8,158.89	.00	127,735.11	6.0%
6200 PUMP OPS SUPERVISION & ENG	93,512	0	93,512	22,965.34	.00	70,546.66	24.6%
6230 FUEL OR POWER FOR PUMPING	980,000	0	980,000	149,900.70	.00	830,099.30	15.3%
6240 PUMP LABOR & EXPENSES	71,628	0	71,628	13,266.83	.00	58,361.17	18.5%
6260 MISC PUMPING EXPENSE	84,994	0	84,994	21,406.28	.00	63,587.72	25.2%
6300 PUMP MAINT SUPERVISION & ENG	26,991	0	26,991	3,901.82	.00	23,089.18	14.5%
6310 PUMP MAINT OF STRUCTURES	237,328	0	237,328	19,250.22	.00	218,077.78	8.1%
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	42,962.38	.00	178,544.62	19.4%
6400 TREATMENT OPS SUPERVIS & ENG	82,147	0	82,147	18,178.26	.00	63,968.74	22.1%
6410 CHEMICALS	582,875	0	582,875	111,250.48	.00	471,624.52	19.1%
6420 WATER TREATMENT OPERATIONS EXP	1,359,712	0	1,359,712	183,294.16	.00	1,176,417.84	13.5%
6430 MISC WATER TREATMENT EXP	157,675	0	157,675	44,613.87	.00	113,061.13	28.3%
6500 TREATMENT MAINT SUPERVIS & ENG	31,686	0	31,686	7,205.57	.00	24,480.43	22.7%
6510 TREATMENT MAINT OF STRUCTURES	127,066	0	127,066	7,631.75	.00	119,434.25	6.0%
6520 MAINT OF TREATMENT EQUIP	383,220	0	383,220	54,854.04	.00	328,365.96	14.3%
6600 TRANS & DIST OPS SUP & ENG	262,501	0	262,501	57,956.90	.00	204,544.10	22.1%
6620 TRANS & DIST LINES EXPENSE	351,915	0	351,915	14,246.69	.00	337,668.31	4.0%
6630 METER EXPENSE	340,887	0	340,887	48,995.25	.00	291,891.75	14.4%
6640 CUSTOMER INSTALLATION EXP	136,068	0	136,068	77,921.19	.00	58,146.81	57.3% (2)
6650 MISC TRANS & DIST EXPENSES	453,327	0	453,327	108,638.12	.00	344,688.88	24.0%
6720 MAINT OF DIST RES & STANDPIPES	33,898	0	33,898	6,355.90	.00	27,542.10	18.8%
6730 MAINT OF TRANS & DIST MAINS	1,657,735	0	1,657,735	182,123.42	.00	1,475,611.58	11.0%
6750 MAINT OF SERVICES	435,542	0	435,542	173,985.12	.00	261,556.88	39.9%
6760 MAINT OF METERS	95,269	0	95,269	16,729.81	.00	78,539.19	17.6%
6770 MAINT OF HYDRANTS	174,989	0	174,989	65,201.42	.00	109,787.58	37.3%
9020 METER READING EXPENSE	56,659	0	56,659	46,241.62	.00	10,417.38	81.6% (3)
9030 CUSTOMER RECORDS & COLLECTION	1,096,367	0	1,096,367	216,378.14	.00	879,988.86	19.7%
9040 UNCOLLECTIBLE ACCOUNTS	1,000	0	1,000	967.26	.00	32.74	96.7%
9060 CUSTOMER SERVICE & INFORMATION	78,456	0	78,456	17,373.66	.00	61,082.34	22.1%
9200 ADMIN & GENERAL SALARIES	768,844	0	768,844	187,188.59	.00	581,655.41	24.3%
9210 OFFICE SUPPLIES & EXPENSES	119,134	0	119,134	27,874.11	.00	91,259.89	23.4%
9230 OUTSIDE SERVICES EMPLOYED	554,550	0	554,550	75,997.51	.00	478,552.49	13.7%
9240 PROPERTY INSURANCE	97,884	0	97,884	.00	.00	97,884.00	.0%

GREEN BAY WATER

MARCH 2023 EXPENSE BUDGET REPORT

FOR 2023 03								
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	346.75	.00		64,153.25	.5%
9260 EMPLOYEE PENSIONS & BENEFITS	1,392,631	0	1,392,631	314,318.06	.00		1,078,312.94	22.6%
9280 REGULATORY COMMISSION EXP	10,000	0	10,000	.00	.00		10,000.00	.0%
9300 MISC GENERAL EXPENSES	60,589	0	60,589	16,320.42	.00		44,268.58	26.9%
9320 MAINT OF GENERAL PLANT	292,917	0	292,917	55,853.55	58,830.00		178,233.45	39.2% (4)
TOTAL WATER UTILITY	24,363,766	0	24,363,766	4,683,482.26	99,540.34		19,580,743.40	19.6%

- (1) Lake station maintenance of 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.
- (4) Trench repair in vehicle building.



Green Bay Water

MEMORANDUM

DATE: May 8, 2023
TO: Green Bay Water Commissioners
FROM: Nancy Quirk, P.E., General Manager
RE: Update to the Strategic Goals – Environmental and Natural Resource Sustainability Strategic Pillar

In response to your request to create a strategic pillar for Environmental and Natural Resource Sustainability, we have prepared the following proposal that outlines our commitment and ongoing efforts in this area. As a water utility, we recognize the critical role we play in protecting the environment and conserving natural resources.

Over the years, we have already taken significant steps to reduce our consumption of nonrenewable resources, conserve energy, and minimize waste. For instance, during our recent building remodel, we implemented various energy-efficient upgrades to reduce our environmental footprint.

We propose the establishment of a strategic pillar for Environmental and Natural Resource Sustainability to further emphasize our dedication to this cause. By doing so, we aim to:

1. Develop and implement policies and best practices for resource conservation and waste reduction.
2. Continuously assess and improve our operations to minimize our environmental impact.
3. Collaborate with stakeholders to promote and support sustainable initiatives within our community.
4. Communicate our progress and commitment to transparency and accountability to the public.

We appreciate your support and look forward to working together to achieve our shared objectives of sustainability and environmental protection. As we move forward with the development and implementation of this strategic pillar, we welcome any input or suggestions from the commission to ensure its success.

Strategic Pillar: Environment and Natural Resource Sustainability

Nancy Quirk, Brian Powell, Kristin Romanowicz, Stephanie Rogers, Jason Maes, Jon Peters, Kim Couillard

Reduce the Water Utility's carbon footprint.

Objective	Owner	Timeframe	Status: 2023	Comments	Tasks
Reduce electrical use through increasing pump efficiency.	Jon Peters	Continuous	In Process		
Minimize paper use by encouraging and utilizing paperless billing system and utilizing electronic correspondence internally.	Stephanie Rogers, Kim Couillard	Continuous	In Process		
Evaluate the feasibility of hybrid and electric vehicles.	Jason Maes	Continuous	In Evaluation		
Continue with leak detection programs to minimize unaccounted water.	Brian Powell	Continuous	In Process		
Building upgrades: LED lighting, heating/cooling upgrades and schedules	Kristin Romanowicz	Continuous	In Process		



Green Bay Water Commission **GENERAL MANAGER UPDATE**

DATE: May 8, 2023
TO: Green Bay Water Commission
FROM: Nancy Quirk, P.E., General Manager, Green Bay Water
RE: General Manager Update

1. Pulaski Wholesale Water Update
2. Flushing Water System Update
3. Lead and Copper Rule Revision Update
4. Water Quality Update
5. Workforce Report
 - a. Recruitment
 - i. Filter Plant Technician (FT)
 - ii. Distribution Maintenance Assistant (FT)
 - iii. Summer Helpers (FT Summer)
 - b. Retirements