



MINUTES 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.

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 May 8, 2023.

On Monday May 8, 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 Karman (In Person), Jacque Boyle (Virtually via Zoom), Al Farvour (Virtually via Zoom), and Elizabeth Wheat (Virtually via Zoom). Kathryn Hasselblad-Pascale was excused.

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

Staff present: Nancy Quirk, Brian Powell, Andrea Hay, Russ Hardwick, Jason Maes, Jon Peters, Kristin Romanowicz, Stephanie Rogers (Virtually via Zoom), Sarah Fidler (Virtually via Zoom), and Damian Robinson.

C. APPROVAL OF THE AGENDA.

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

Moved by Jamie Wall, seconded by Allen Farvour 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 April 10, 2023.

Moved by Board Member Allen Farvour, seconded by Jamie Wall to approve the Water Commission Minutes for April 10, 2023. Voice vote being had, the motion passed unanimously.

E. REGULAR BUSINESS.

I. Introduction of new employee Damian Robinson.

New employee Damian Robinson introduced himself to the Water Commission. President Heugel and the commission welcomed him to the Water Utility.

2. Baker Tilly Succession Plan update.

Allison LeMay and Megan Miles from Baker Tilly presented the methods that they recommended to create the Green Bay Water Utility Succession Plan.

3. March 2023 Financial Report.

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

F. INFORMATIONAL.

I. Strategic Communications Update.

Communications Director Andrea Hay reported that she co-hosted a webinar on Lead Communications Tool Kit regarding lead communication for the WI AWWA with Kelley Dearing Smith from Louisville Water Company. General Manager Nancy Quirk was interviewed by Emily Matesic from Fox 11 regarding Menasha removing all of their lead pipes. Director Hay and utility staff are preparing an instructional video project on proper sampling techniques that will be accessible through a QR code provided with the sampling kits. This year's flushing project included less public outreach since there were minimal effects on residential customers. The Utility has commentary to the EPA regarding PFAS proposals and the proposal to remove the word "safe" from drinking water publications.

2. Strategic Goal Update.

General Manager Nancy Quirk presented the new Strategic Pillar to the commission.

3. 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
 - i. General Manager Nancy Quirk announced her retirement. See attached memo.

G. ADJOURNMENT.

I. Motion to adjourn the Water Commission meeting of May 8, 2023.

Moved by Jamie Wall, seconded by Thomas Karman to adjourn. Voice vote being had, the motion passed unanimously. President Heugel adjourned the meeting at 9:43 a.m.



Green Bay Water

MEMORANDUM

DATE: Monday, May 8th, 2023
TO: Green Bay Water Commission
FROM: Nancy Quirk, General Manager
RE: Retirement Announcement

This memo serves to officially provide the Green Bay Water Commission notice of my upcoming retirement as General Manager of Green Bay Water. Effective December 15, 2023, I will be stepping down from this position that has been the honor of a lifetime. I am providing seven months' notice to ensure a smooth and orderly transition for Green Bay Water and to allow sufficient time to identify and prepare my successor for the role.

I want to express appreciation for the opportunity to serve the people of Green Bay in this capacity. It has been a privilege to work alongside such a talented and dedicated team and to contribute to the vital mission of providing reliable, high-quality drinking water with exceptional customer service and value.

As we prepare for this transition, I assure you that I remain fully committed to supporting the Green Bay Water Commission and the City of Green Bay Human Resources Department in identifying and selecting a qualified successor. My priority is to ensure a smooth and seamless process that upholds the high standards of excellence that Green Bay Water is known for.

In the meantime, I will continue to work diligently to uphold my responsibilities as General Manager and to maintain the excellent service that our community has come to expect. With your support and collaboration, I am confident that we will continue to achieve great things.

Thank you for your support over the last 11 years. I look forward to assisting you in the process of ensuring a bright future for Green Bay Water!