



MINUTES OF THE WATER COMMISSION

MONDAY, JULY 31, 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. Join Zoom Meeting Online:

<https://zoom.us/j/98284055918?pwd=eHBxaWkvNlJ2a3N0RERUWkRsNjVkUT09>

Or call in by phone: +1 312 626 6799

Meeting ID: 982 8405 5918

Passcode: 385002

If you wish to speak at this public meeting or leave a comment, please fill out the online [Comment Form](#) prior to the meeting. More detailed [Zoom Instructions](#) can be found online.

B. ROLL CALL.

I. Roll call for the Water Commission Meeting of July 31, 2023.

On Monday July 31, 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 (In Person), Vice President Jamie Wall (In Person), Secretary-Treasurer Tom Karmen (In Person), Kathryn Hasselblad-Pascale (Virtually via Zoom), Al Farvour (Virtually via Zoom), and Elizabeth Wheat (Virtually via Zoom). Jacques Boyle was excused.

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

Staff present: Nancy Quirk, Brian Powell, Stephanie Rogers, Andrea Hay, Sarah Fidler, Russ Hardwick, Jason Maes, Kristin Romanowicz, Jonathan Peters and Shawn Vandavelde.

C. APPROVAL OF THE AGENDA.

I. Approval of the Water Commission Meeting Agenda for July 31, 2023.

Moved by Jamie Wall, seconded by Thomas Karman 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 June 12, 2023.

Moved by Jamie Wall, seconded by Allen Farvour to approve the minutes. Voice vote being had, the motion passed unanimously.

E. REGULAR BUSINESS.

I. Introduction of new Filter Plant Technician Shawn Vandavelde

New employee Shawn Vandavelde was welcomed by President John Heugel and the Water Commission.

2. Revocation of the COVID-19 Pandemic Emergency Operation Order

Moved by Kathryn Hasselblad-Pascale, seconded by Jamie Wall to rescind the order. Voice vote being had, the motion passed unanimously. President John Heugel suggested consulting with Attorney Vande Castle regarding the use of digital signatures and to draft a policy for the use of digital signatures.

3. May and June 2023 Financial Reports

Moved by Thomas Karman, seconded by Jamie Wall to accept as presented. Voice vote being had, the motion passed unanimously.

4. Approval of the Use of the Green Bay Water Utility Training Center Policy

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

5. Approval of the recommendation of the Service Body Bid for Green Bay Water

Moved by Thomas Karman, seconded by Board Member Allen Farvour to approve the bid. Voice vote being had, the motion passed unanimously.

6. Wisconsin DNR 2023 Sanitary Survey

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

7. Approval of Final Payment in the amount of \$30,000.00 to Miron Construction Co. Inc. for contract "Green Bay Water Utility Addition/Renovation."

Moved by Kathryn Hasselblad-Pascale, seconded by Thomas Karman to approve the final payment. Voice vote being had, the motion passed unanimously.

F. INFORMATIONAL.

I. Strategic Communication Update

- Austan Goolsbee, the President and CEO of the Chicago Federal Reserve, and also well-known for his role as President Barack Obama's cabinet member, visited Green Bay Water last month to discuss our success in funding LSLR.
- Director Hay spoke in Toronto at AWWA ACE '23 in June and was invited to join the communications panel at WEFTEC this year in Chicago.
- Director Hay has been working with residents of the Hazelwood Lane Rehab Project with a public meeting, door-to-door visits, letters, calls and emails to prepare them for work to begin August 14.
- Wisconsin Section AWWA's 102nd Annual Conference, September 13-15; this conference holds a special significance as it will be General Manager Quirk's last WIAWWA conference. She will be the keynote address for Women in Water, which she founded 22 years ago. Operations Manager Powell is WIAWWA Vice Chair and planned the conference this year.

2. General Manager Update

1. Hazelwood Water Main Rehabilitation Project Status
2. Findings from Lead and Copper Rule Sampling
3. Progress on Satellite Leak Detection
4. Update on Sustainability and Energy Efficiency Measures
5. Recap of Wholesale Customer Technical Meeting
6. Update on Backup Generator
7. Water Quality Update
8. Progress Report on Safety "Near Miss" Program
9. Amendments and Additions to Employee Handbook
10. Workforce Report
 - a. Recruitment Progress
 - i. Distribution Maintenance Personnel (2 Full-Time Positions)
 - ii. Position for a new General Manager (Full-Time)
11. ICS Training for Managers
12. Attending and presenting at WIAWWA Management Seminar in Milwaukee

9:16:36 Alder Craig Stevens left the meeting.

G. ADJOURNMENT.

I. Motion to adjourn the Water Commission meeting of July 31, 2023.

Moved by Jamie Wall, seconded by Thomas Karman to adjourn. Voice vote being had, the motion passed unanimously. President John Heugel adjourned the meeting at 9:20 a.m.