



AGENDA OF THE WATER COMMISSION

MONDAY, SEPTEMBER 11, 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. 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.

1. Roll call for the Water Commission Meeting of September 11, 2023.

C. Approval of the Agenda.

1. Approval of the Water Commission Meeting Agenda for September 11, 2023.

D. Approval of Minutes.

1. Approval of the Water Commission Meeting Minutes for July 31, 2023.

E. Regular Business.

1. Introduction of new Distribution Maintenance Assistant Carter Vlies.
2. July 2023 Financial Report
3. Approval of Six Utility Governance Policies.

F. Informational.

1. Safety Report
2. Strategic Communication Update
3. General Manager Update

G. Adjournment.

1. Motion to adjourn the Water Commission meeting of September 11, 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.



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:

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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.

GREEN BAY WATER
CASH POSITION
July 31, 2022 & 2023

	<u>7/31/2022</u>	<u>7/31/2023</u>
UNRESTRICTED CURRENT ASSETS		
Cash & Investments - Operation & Maintenance		
Local Govt. Investment Pool	\$ 104,226	\$ 108,532
Associated Bank Checking	10,338,789	11,520,274
Working Cash Funds - Petty Cash	1,700	1,700
Total Cash & Investments - Operation & Maintenance	<u>10,444,715</u>	<u>11,630,506</u>
RESTRICTED CURRENT ASSETS		
Cash & Investments - Restricted		
Certificates of Deposit - Bond Redemption	3,405,000	3,387,000
Associated Bank Money Market Account - Bond Redemption	19,909	4,629
Associated Bank Checking - Private Service Replacement	446,977	179,442
Local Govt. Investment Pool - Construction Fund	192,021	-
Total Cash & Investments - Restricted	<u>4,063,907</u>	<u>3,571,071</u>
RESTRICTED LONG-TERM ASSETS		
Cash & Investments - Debt Reserve		
Associated Trust Money Market	544,112	403,813
Associated Trust Certificates of Deposit	482,000	470,757
Associated Trust Municipal Bonds	5,122,537	5,636,633
Total Cash & Investments - Debt Reserve	<u>6,148,649</u>	<u>6,511,203</u>
 TOTAL CASH POSITION	 <u><u>\$ 20,657,271</u></u>	 <u><u>\$ 21,712,780</u></u>

GREEN BAY WATER**BALANCE SHEET**

July 31, 2022 & 2023

	AS OF <u>7/31/2022</u>	AS OF <u>7/31/2023</u>
ASSETS		
Current Assets		
Unrestricted Current Assets		
Cash & Investments - Operating & Maintenance	\$ 10,444,715	\$ 11,630,506
Accounts Receivable - Customer Accounts	11,231,052	11,540,821
Inventories	526,390	802,972
Prepaid Items	125,959	137,459
Total Unrestricted Current Assets	<u>22,328,116</u>	<u>24,111,758</u>
Restricted Current Assets		
Cash & Investments - Bond Redemption Fund	3,424,909	3,391,629
Interest Receivable	2,516	39,298
Cash & Investments - Private Service Replacement Fund	446,977	179,442
Accounts Receivable - Grants	7,700	-
Total Restricted Current Assets	<u>3,882,102</u>	<u>3,610,369</u>
Total Current Assets	<u>26,210,218</u>	<u>27,722,127</u>
Noncurrent Assets		
Restricted Assets		
Cash & Investments - Debt Reserve Fund	6,148,649	6,511,203
Accrued Interest	32,983	46,400
Cash & Investments - Construction Fund	192,021	-
Net Pension Asset	1,675,610	2,127,002
Total Restricted Assets	<u>8,049,263</u>	<u>8,684,605</u>
Other Assets		
Unamortized Ashwaubenon Booster	1,172,125	1,040,672
Unamortized Wrightstown Grant	424,638	392,988
Total Other Assets	<u>1,596,763</u>	<u>1,433,660</u>
Capital Assets		
Property, Plant & Equipment	243,400,712	254,437,987
Less: Accumulated Depreciation	<u>(101,284,068)</u>	<u>(106,446,518)</u>
Net Property, Plant & Equipment	142,116,644	147,991,469
Construction in Progress	6,403,111	647,804
Total Capital Assets	<u>148,519,755</u>	<u>148,639,273</u>
Total Noncurrent Assets	<u>158,165,781</u>	<u>158,757,538</u>
TOTAL ASSETS	<u>184,375,999</u>	<u>186,479,665</u>
DEFERRED OUTFLOWS OF RESOURCES		
Unamortized Loss on Advanced Refunding	404,464	247,012
Deferred Outflows - Pension	2,132,984	4,737,486
Total Deferred Outflows of Resources	<u>2,537,448</u>	<u>4,984,498</u>

GREEN BAY WATER**BALANCE SHEET**

July 31, 2022 & 2023

	AS OF <u>7/31/2022</u>	AS OF <u>7/31/2023</u>
LIABILITIES		
Current Liabilities		
Accounts Payable	\$ 166,078	\$ 69,133
Sewer Collections Payable	6,179,034	6,514,527
Storm Water Collections Payable	3,045,465	3,243,047
Accrued Payroll Taxes	57,568	31,528
Accrued Payroll, Vacation & Sick Leave Pay	260,631	280,727
Accrued Taxes	1,433,364	1,380,836
Payable from Restricted Assets		
Current Portion of Long - Term Debt	4,205,000	4,305,000
Accrued Interest	375,358	350,022
Total Current Liabilities	<u>15,722,498</u>	<u>16,174,820</u>
Long - term Obligations, Less Current Portion		
Revenue Bonds - Net of Premiums & Discounts	42,661,248	37,917,692
Accrued Vacation & Sick Leave Pay	264,364	158,326
Total Current Liabilities	<u>42,925,612</u>	<u>38,076,018</u>
TOTAL LIABILITIES	<u>58,648,110</u>	<u>54,250,838</u>
DEFERRED INFLOWS OF RESOURCES		
Deferred Inflows - Pension	<u>3,041,600</u>	<u>5,627,565</u>
NET POSITION		
Contributed Capital - City of Green Bay	736,907	744,232
Net Investment in Capital Assets	102,057,971	106,663,593
Restricted	11,363,986	11,944,952
Unrestricted	<u>11,064,873</u>	<u>12,232,983</u>
TOTAL NET POSITION	<u>\$ 125,223,737</u>	<u>\$ 131,585,760</u>

GREEN BAY WATER

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

	7/31/22	7/31/23
OPERATING REVENUES		
Charges for services	\$ 13,446,529	\$ 13,210,624
Other	995,582	1,117,412
Total operating revenues	14,442,111	14,328,036
OPERATING EXPENSES		
Operation and maintenance	7,031,539	6,445,173
Depreciation	2,818,053	2,876,111
Total operating expenses	9,849,592	9,321,284
Operating income	4,592,519	5,006,752
NONOPERATING REVENUES (EXPENSES)		
Interest income	(102,617)	474,083
Grant revenue	460,927	692,242
Miscellaneous income	170,334	183,892
Interest and fiscal charges	(875,836)	(816,718)
Amortization of debt premium net of discounts	264,110	264,110
Amortization of loss on advance refundings	(100,133)	(100,133)
Total nonoperating revenues (expenses)	(183,215)	697,476
Income before contributions and transfers	4,409,304	5,704,228
Capital contributions	20,853	42,487
Transfers out - tax equivalent	(1,606,906)	(1,563,696)
Change in net position	2,823,251	4,183,019
Net position - January 1	122,400,486	127,402,741
Net position - July 31	\$ 125,223,737	\$ 131,585,760

GREEN BAY WATER

JULY 2023 REVENUE BUDGET REPORT

FOR 2023 07

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	160,573.50	.00	132,926.50	54.7%
419900 INT INCOME-OPER FUND	40,000	0	40,000	304,814.51	.00	-264,814.51	762.0%
419904 INT INC-CONST FUND	0	0	0	8.93	.00	-8.93	100.0%
419911 INT INC-BOND REDEMPTION	5,000	0	5,000	48,373.21	.00	-43,373.21	967.5%
419920 INT INC-DEBT RESERVE	145,000	0	145,000	102,964.47	.00	42,035.53	71.0%
419925 UNREALIZED GAIN/LOSS DEBT RE	-150,000	0	-150,000	17,921.41	.00	-167,921.41	-11.9%
420000 GRANT REVENUE	0	0	0	692,241.93	.00	-692,241.93	100.0%
421000 MISC NON-OPERATING INC	300,000	0	300,000	35,161.75	.00	264,838.25	11.7%
429440 AMORT PREM-GB-2004	124,305	0	124,305	72,511.46	.00	51,793.54	58.3%
429443 AMORT PREM ASH-2004	12,625	0	12,625	7,364.56	.00	5,260.44	58.3%
429460 AMORT PREM-GB-2014	82,167	0	82,167	47,930.68	.00	34,236.32	58.3%
429463 AMORT PREM-ASH-2014	8,345	0	8,345	4,868.01	.00	3,476.99	58.3%
429470 AMORT PREM-GB-2019	313,470	0	313,470	182,857.71	.00	130,612.29	58.3%
429473 AMORT PREM-ASH-2019	31,837	0	31,837	18,571.84	.00	13,265.16	58.3%
429480 AMORT PREM-GB-2021	16,940	0	16,940	9,881.69	.00	7,058.31	58.3%
461508 METERED RESIDENTIAL	5,175,000	0	5,175,000	2,873,121.45	.00	2,301,878.55	55.5%
461558 METERED COMMERCIAL	2,100,000	0	2,100,000	1,144,922.89	.00	955,077.11	54.5%
461608 METERED INDUSTRIAL	6,850,000	0	6,850,000	3,569,958.34	.00	3,280,041.66	52.1%
461658 METERED APARTMENT < 3 UNITS	2,320,000	0	2,320,000	1,288,002.68	.00	1,031,997.32	55.5%
461708 METERED MULTI FAMILY	1,550,000	0	1,550,000	856,789.11	.00	693,210.89	55.3%
461758 METERED RESTAURANT	160,000	0	160,000	96,859.76	.00	63,140.24	60.5%
461808 METERED MUNICIPAL	405,000	0	405,000	239,353.70	.00	165,646.30	59.1%
462000 PRIVATE FIRELINES	160,000	0	160,000	81,329.78	.00	78,670.22	50.8%
463000 PUBLIC FIRE PROTECTION	1,380,000	0	1,380,000	807,332.73	.00	572,667.27	58.5%
466003 SALES FOR RESALE-ASH	3,325,000	0	3,325,000	1,805,268.97	.00	1,519,731.03	54.3%
466004 SALES FOR RESALE-SCOTT	102,000	0	102,000	45,416.32	.00	56,583.68	44.5%
466005 SALES FOR RESALE-HOBART	380,000	0	380,000	254,316.50	.00	125,683.50	66.9%
466006 SALES FOR RESALE-WRIGHTSTOWN	175,000	0	175,000	147,948.60	.00	27,051.40	84.5%
470000 LATE PAYMENT PENALTIES	120,000	0	120,000	39,673.36	.00	80,326.64	33.1%
471000 TURN ON & SET REVENUE	42,000	0	42,000	23,315.00	.00	18,685.00	55.5%
472000 RENT-CELL TOWERS	141,523	0	141,523	142,284.52	.00	-761.52	100.5%
472010 RENT-ADDITIONAL METERS	22,000	0	22,000	11,902.03	.00	10,097.97	54.1%
472020 RENT - LAND	1,000	0	1,000	1,000.00	.00	.00	100.0%
474000 OTHER WATER REVENUE-MISC	1,500	0	1,500	37,010.32	.00	-35,510.32	2467.4%
474010 RETURN ON METER INVEST	110,000	0	110,000	.00	.00	110,000.00	.0%
474020 REBATES	30,000	0	30,000	20,366.87	.00	9,633.13	67.9%
474030 PRIVATE WELL PERMITS	500	0	500	500.00	.00	.00	100.0%
474040 SALE OF SCRAP	10,000	0	10,000	11,125.10	.00	-1,125.10	111.3%
474050 TITLE COMPANY LETTERS	2,000	0	2,000	1,300.00	.00	700.00	65.0%
476000 SEWER REIMB FROM CITY	1,055,000	0	1,055,000	616,000.00	.00	439,000.00	58.4%
476100 STORM REIMB FROM CITY	405,000	0	405,000	236,250.00	.00	168,750.00	58.3%
TOTAL WATER UTILITY	27,245,712	0	27,245,712	16,057,393.69	.00	11,188,318.31	58.9%

(1) DNR galvanized private service replacement program - not budgeted

(2) Reimbursement from insurance for 2022 filter plant electrical fire

GREEN BAY WATER

JULY 2023 EXPENSE BUDGET REPORT

FOR 2023 07

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT
610 WATER UTILITY	APPROP	ADJSTMTS	BUDGET			BUDGET	USED
1630 STORES EXPENSE	80,443	0	80,443	50,007.89	.00	30,435.11	62.2%
1840 CLEARING ACCOUNTS	535,143	5,000	540,143	-286,865.96	.00	827,008.96	-53.1%
4030 DEPRECIATION EXPENSE	5,112,113	0	5,112,113	2,876,111.00	.00	2,236,002.00	56.3%
4050 AMORTIZATION OF OTHER PLANT	131,453	0	131,453	76,681.08	.00	54,771.92	58.3%
4080 TAXES	2,978,324	0	2,978,324	1,563,696.36	.00	1,414,627.64	52.5%
4160 MERCHANDISING & JOBBING EXP	250,093	0	250,093	120,262.37	.00	129,830.63	48.1%
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	816,718.17	.00	583,369.83	58.3%
4280 AMORTIZATION OF DEBT DISCOUNT	270,391	0	270,391	180,008.64	.00	90,382.36	66.6%
6020 PURCHASED WATER	8,000	0	8,000	4,220.79	.00	3,779.21	52.8%
6160 MAINTENANCE OF SUPPLY MAINS	135,894	0	135,894	26,917.06	2,540.00	106,436.94	21.7%
6200 PUMP OPS SUPERVISION & ENG	93,512	0	93,512	43,100.17	.00	50,411.83	46.1%
6230 FUEL OR POWER FOR PUMPING	980,000	0	980,000	505,633.59	.00	474,366.41	51.6%
6240 PUMP LABOR & EXPENSES	71,628	0	71,628	46,077.35	.00	25,550.65	64.3%
6260 MISC PUMPING EXPENSE	84,994	0	84,994	40,163.18	.00	44,830.82	47.3%
6300 PUMP MAINT SUPERVISION & ENG	26,991	0	26,991	23,468.59	.00	3,522.41	86.9%
6310 PUMP MAINT OF STRUCTURES	237,328	0	237,328	41,182.56	3,015.00	193,130.44	18.6%
6320 PUMP MAINT OF POWER PROD EQUIP	29,500	0	29,500	9,983.84	2,405.94	17,110.22	42.0%
6330 MAINT OF PUMPING EQUIP	221,507	0	221,507	91,128.99	63,013.00	67,365.01	69.6%
6400 TREATMENT OPS SUPERVIS & ENG	82,147	0	82,147	44,812.07	.00	37,334.93	54.6%
6410 CHEMICALS	582,875	0	582,875	294,306.48	.00	288,568.52	50.5%
6420 WATER TREATMENT OPERATIONS EXP	1,359,712	-5,024	1,354,688	404,300.72	.00	950,387.28	29.8%
6430 MISC WATER TREATMENT EXP	157,675	5,024	162,699	89,221.20	.00	73,477.80	54.8%
6500 TREATMENT MAINT SUPERVIS & ENG	31,686	0	31,686	18,346.95	.00	13,339.05	57.9%
6510 TREATMENT MAINT OF STRUCTURES	127,066	0	127,066	19,477.19	.00	107,588.81	15.3%
6520 MAINT OF TREATMENT EQUIP	383,220	0	383,220	138,484.70	.00	244,735.30	36.1%
6600 TRANS & DIST OPS SUP & ENG	262,501	0	262,501	138,468.54	.00	124,032.46	52.7%
6620 TRANS & DIST LINES EXPENSE	351,915	0	351,915	143,873.72	.00	208,041.28	40.9%
6630 METER EXPENSE	340,887	0	340,887	94,674.90	.00	246,212.10	27.8%
6640 CUSTOMER INSTALLATION EXP	136,068	0	136,068	833,172.43	.00	-697,104.43	612.3% (1)
6650 MISC TRANS & DIST EXPENSES	453,327	0	453,327	254,449.68	.00	198,877.32	56.1%
6720 MAINT OF DIST RES & STANDPIPES	33,898	0	33,898	19,829.98	39,631.00	-25,562.98	175.4% (2)
6730 MAINT OF TRANS & DIST MAINS	1,657,735	-5,000	1,652,735	395,689.46	.00	1,257,045.54	23.9%
6750 MAINT OF SERVICES	435,542	0	435,542	374,686.11	.00	60,855.89	86.0%
6760 MAINT OF METERS	95,269	0	95,269	40,312.87	.00	54,956.13	42.3%
6770 MAINT OF HYDRANTS	174,989	0	174,989	97,790.56	.00	77,198.44	55.9%
9020 METER READING EXPENSE	56,659	0	56,659	50,237.93	.00	6,421.07	88.7% (3)
9030 CUSTOMER RECORDS & COLLECTION	1,096,367	0	1,096,367	533,554.06	.00	562,812.94	48.7%
9040 UNCOLLECTIBLE ACCOUNTS	1,000	0	1,000	1,891.32	.00	-891.32	189.1%
9060 CUSTOMER SERVICE & INFORMATION	78,456	0	78,456	40,704.44	.00	37,751.56	51.9%
9200 ADMIN & GENERAL SALARIES	768,844	0	768,844	420,793.58	.00	348,050.42	54.7%
9210 OFFICE SUPPLIES & EXPENSES	119,134	0	119,134	54,935.11	.00	64,198.89	46.1%
9230 OUTSIDE SERVICES EMPLOYED	554,550	0	554,550	188,743.17	.00	365,806.83	34.0%
9240 PROPERTY INSURANCE	97,884	0	97,884	.00	.00	97,884.00	.0%

GREEN BAY WATER

JULY 2023 EXPENSE BUDGET REPORT

FOR 2023 07								
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	6,118.64	.00	58,381.36	9.5%	
9260 EMPLOYEE PENSIONS & BENEFITS	1,392,631	0	1,392,631	734,711.83	.00	657,919.17	52.8%	
9280 REGULATORY COMMISSION EXP	10,000	0	10,000	.00	.00	10,000.00	.0%	
9300 MISC GENERAL EXPENSES	60,589	0	60,589	36,360.58	.00	24,228.42	60.0%	
9320 MAINT OF GENERAL PLANT	292,917	0	292,917	183,263.47	3,228.00	106,425.53	63.7%	
TOTAL WATER UTILITY	24,363,766	0	24,363,766	11,881,707.36	113,832.94	12,368,225.70	49.2%	

- (1) Private side galvanized replacement program not budgeted due to direct reimbursement from DNR grant
- (2) Huron tank valve repair, Hobart tank cleaning
- (3) Meter reading software support paid at beginning of year



Green Bay Water Commission **NEW POLICY APPROVAL**

DATE: September 11, 2023
TO: Green Bay Water Commission
FROM: Nancy Quirk, P.E., General Manager, Green Bay Water
RE: Implementation of Policy 103.1 – Utility Governance

I kindly request approval of a new policy regarding the Utility Governance.

POLICY #:	103.1		
POLICY TITLE:	Utility Governance		
DEPARTMENT:	Administration		
WATER COMMISSION APPROVAL DATE:			
EFFECTIVE DATE:			LAST UPDATE:

The Green Bay Water Utility is owned by the City of Green Bay, governed by the Green Bay Water Commission, and managed by Green Bay Water Utility staff as outlined in the [Organization Chart](#).



Green Bay Water Commission **NEW POLICY APPROVAL**

DATE: September 11, 2023
TO: Green Bay Water Commission
FROM: Nancy Quirk, P.E., General Manager, Green Bay Water
RE: Implementation of Policy 103.2 – Water Commission

I kindly request approval of a new policy regarding the Green Bay Water Commission.

POLICY #:	103.2		
POLICY TITLE:	Water Commission		
DEPARTMENT:	Administration		
WATER COMMISSION APPROVAL DATE:			
EFFECTIVE DATE:			LAST UPDATE:

The seven-person Green Bay Water Utility Commission will operate per [Municipal Code Chapter 42, Article III](#). and [Wisconsin Statute 66.0805](#).



Green Bay Water Commission

NEW POLICY APPROVAL

DATE: September 11, 2023
TO: Green Bay Water Commission
FROM: Nancy Quirk, P.E., General Manager, Green Bay Water
RE: Implementation of Policy 103.3 – Common Council Approvals

I kindly request approval of a new policy regarding Common Council Approvals.

POLICY #:	103.3		
POLICY TITLE:	Common Council Approvals		
DEPARTMENT:	Administration		
WATER COMMISSION APPROVAL DATE:			
EFFECTIVE DATE:			LAST UPDATE:

The following items must be approved by the City of Green Bay Common Council. The Water Commission will approve the item prior to it being sent to the Common Council.

1. Approval of Water Commissioners
2. All Ordinances and edits to ordinances. Ordinances shall be drafted by the Law Department.
3. Approval of new wholesale customers. ([City of Green Bay Ordinance Sec. 42-68](#))
4. Some resolutions
5. Bond approval.



Green Bay Water Commission **NEW POLICY APPROVAL**

DATE: September 11, 2023
TO: Green Bay Water Commission
FROM: Nancy Quirk, P.E., General Manager, Green Bay Water
RE: Implementation of Policy 103.4 – DNR Governance

I kindly request approval of a new policy regarding DNR Governance.

POLICY #:	103.4		
POLICY TITLE:	DNR Governance		
DEPARTMENT:	Administration		
WATER COMMISSION APPROVAL DATE:			
EFFECTIVE DATE:			LAST UPDATE:

The utility shall follow the rules and regulations set forth by the Wisconsin DNR's Drinking Water and Groundwater Program which manages activities that affect the safety, quality and availability of drinking water to protect public health and our water resources.

[DNR codes](#) encompass drinking water regulations under the Wisconsin DNR.



Green Bay Water Commission **NEW POLICY APPROVAL**

DATE: September 11, 2023
TO: Green Bay Water Commission
FROM: Nancy Quirk, P.E., General Manager, Green Bay Water
RE: Implementation of Policy 103.5 – PSC Governance

I kindly request approval of a new policy regarding PSC Governance.

POLICY #:	103.5		
POLICY TITLE:	PSC Governance		
DEPARTMENT:	Administration		
WATER COMMISSION APPROVAL DATE:			
EFFECTIVE DATE:			LAST UPDATE:

The Green Bay Water Utility will adhere to the regulations of the Public Service Commission (PSC) who is responsible for the regulation of Wisconsin public water utilities. The PSC's authority extends to any water system that provides water to the public for domestic, commercial, or industrial purposes.

The PSC has specific rules it must follow prior to making decisions on [Commission Actions](#).



Green Bay Water Commission **NEW POLICY APPROVAL**

DATE: September 11, 2023
TO: Green Bay Water Commission
FROM: Nancy Quirk, P.E., General Manager, Green Bay Water
RE: Implementation of Policy 103.6 – Reappointment of Water Commissioners

I kindly request approval of a new policy regarding the Reappointment of Water Commissioners.

POLICY #:	103.6		
POLICY TITLE:	Reappointment of Water Commissioners		
DEPARTMENT:	Administration		
WATER COMMISSION APPROVAL DATE:			
EFFECTIVE DATE:			LAST UPDATE:

The Green Bay Water Commission shall consist of seven Commissioners, who shall be approved by the Green Bay Common Council for seven-year terms, one such Commissioner to be appointed each year. In addition to such members, the Mayor shall appoint a member of the Council to the Commission, such member to have no vote. ([City of Green Bay Municipal Code; Article III; Division 1; Sec. 42-66 \(b\)\)](#))

Green Bay Water Utility staff will initiate the reappointment process by following the procedure for the Reappointment of a Water Commissioner.



Green Bay Water Commission **GENERAL MANAGER UPDATE**

DATE: September 11, 2023
TO: Green Bay Water Commission
FROM: Nancy Quirk, P.E., General Manager, Green Bay Water
RE: General Manager Update

General Manager Nancy Quirk will provide the commission with updates on the following initiatives within our organization:

1. Hazelwood Water Main Rehabilitation Project Status
2. Progress on Satellite Leak Detection
3. Update on Backup Generator
4. Broadway Tank Demolition
5. Master Plan Update
6. 2024 Budget-Commission Ad Hoc Committee
7. Filter Plant Sludge Lagoon Dredging
8. Filter Plant Reservoir inspections
9. Amendments and Additions to Employee Handbook
10. Workforce Report
 - a. Recruitment Progress
 - i. Distribution Maintenance Person (2 Full-Time Positions)
 - ii. Equipment Maintenance Person (Full-Time)
 - iii. Position for a new General Manager (Full-Time)
11. Employees attending WIAWWA Annual Conference in Madison