



MINUTES 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.

I. Join Zoom Meeting Online:

<https://zoom.us/j/98284055918?pwd=eHBxaWkvNlJ2a3N0RERUWkRsNjVkJkUT09>

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 September 11, 2023.

On Monday September 11, 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. Seven voting commission members: President John Heugel (In Person), Vice President Jamie Wall (Virtually via Zoom), Secretary-Treasurer Tom Karmen (In Person), Kathryn Hasselblad-Pascale (Virtually via Zoom), Al Farvour (Virtually via Zoom), Elizabeth Wheat (Virtually via Zoom), and Jacque Boyle (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, Brian Powell, Stephanie Rogers, Russ Hardwick, Andrea Hay, Sarah Fidler, Jason Maes, Jonathan Peters, Kristin Romanowicz, Brenda Bornfleth, Seng Yang and Carter Vlies.

C. APPROVAL OF THE AGENDA.

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

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

D. APPROVAL OF MINUTES.

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

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

E. REGULAR BUSINESS.

1. Introduction of new Distribution Maintenance Assistant Carter Vlies.

New employee Carter Vlies was welcomed by President John Heugel and the Water Commission.

2. July 2023 Financial Report

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

3. Approval of Six Utility Governance Policies.

Moved by Jamie Wall, seconded by Kathryn Hasselblad-Pascale to approve with Attorney Vande Castle reviewing the policies and additional language added to the Water Commission policy regarding governing as otherwise authorized by law. Voice vote being had, the motion passed unanimously.

F. INFORMATIONAL.

1. Safety Report

Safety Coordinator Seng Yang presented the Safety Report.

2. Strategic Communication Update

Communication Director Andrea Hay updated the commission on enhanced customer communication, engagement, and education initiatives. This includes a multi-tier touchpoint system designed to provide clear information to customers affected by summer construction. Customers have been both receptive and appreciative. They will soon have the opportunity to share feedback via a survey specifically about the Hazelwood Lane project, which had a more significant impact than most water main-related constructions. Meanwhile, the Education and Outreach Coordinator is actively engaged in events and is expanding the Water Curriculum to more classrooms this fall.

3. 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

Business Manager Stephanie Rogers asked for volunteers for the Budget Ad Hoc Committee. Vice President Jamie Wall, Treasurer Tom Karmen and Commissioner Jacque Boyle volunteered.

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

G. ADJOURNMENT.

I. Motion to adjourn the Water Commission meeting of September 11, 2023.

Moved by Thomas Karman, seconded by Jamie Wall to adjourn. Voice vote begin had, the motion passed unanimously. President John Heugel adjourned the meeting at 9:10 a.m.