AGENDA OF THE WATER COMMISSION

MONDAY, OCTOBER 9, 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=eHBxaWkvN1J2a3N0RERUWkRsNjVkUT09

   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 October 9, 2023.

C. Approval of the Agenda.

1. Approval of the Water Commission Meeting Agenda for October 9, 2023.

D. Approval of Minutes.

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

E. Regular Business.

1. Introduction of new Distribution Maintenance Person, Kevin Haemker.
2. Employee Handbook update from Kyle Gulya and Mark Kapocius from Von Briesen & Roper, S.C.
3. Presentation on the Analysis for Additional Lake Station Generation by Michael Stohl from

Donohue & Associates and Recommendation to Approve Additional Lake Station Generation

4. August 2023 Financial Report

F. Informational.

1. Strategic Communication Update

2. General Manager Update

G. Recognition

1. Presentation of the Stewards of Safe Water Award from WI AWWA to John C. Heugel.

H. Adjournment.

1. Motion to adjourn the Water Commission meeting of October 9, 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, 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=eHBxaWkvN1J2a3N0RERUWkRsNjVkUT09

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.

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.

1. 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.

Green Bay Water Commission
MEMORANDUM

DATE: October 9, 2023
TO: Green Bay Water Commission
PRESENTERS: Attorneys Kyle Gulya and Mark Kapocius, Von Briesen & Roper,S.C.
RE: Green Bay Water Employee Handbook Update

In alignment with our core values—health and safety, sustainability, employee and customer experience, and integrity—the Green Bay Water management team has been working over the past few months to update our Employee Handbook. This ensures that the handbook remains a relevant, legally sound, and advantageous guide for both the Utility and its employees.

Our primary focus has been on chapters 9, 10, 11, 13, 14, 18, 25, 28, 31, 32, 34, and 35. The feedback and suggested changes from our managers and supervisors have been documented and integrated into these chapters. To make sure that the proposed updates align with the legal framework and best practices, we engaged Von Briesen & Roper, S.C., a law firm renowned for its expertise in labor laws for public sector employees, to refine and optimize the handbook revisions. Attorneys Kyle Gulya and Mark Kapocius will present an overview of the proposed updates to the commission and answer any questions you may have.

We respectfully ask that commission members take the time to review the revised content before the commission meeting on November 13. Your feedback will be invaluable to us. We plan to present these revisions for discussion and possible approval at the Water Commission meeting slated for November 13. We appreciate your time and consideration in this matter.

Green Bay Water Commission
MEMORANDUM

DATE:	**October 9, 2023**
TO:	**Green Bay Water Commission**
FROM:	**Brian Powell, P.E., Operations Manager, Green Bay Water**
PRESENTED BY:	**Michael Stohl, P.E., Vice President at Donohue & Associates, Inc.**
RE:	**Recommendation to Approve Additional Lake Station Generation**

Green Bay Water hired Donohue & Associates, Inc. to evaluate critical infrastructure and facilitate an in-depth examination of our Lake Station power distribution system, in order to assess and recommend upgrades to safeguard our system reliability. Michael Stohl, P.E., Vice President at Donohue & Associates, Inc., will present an overview of the firm's Technical Memorandum to the commission to share discoveries, equipment configuration options, forecast associated financial investments and ultimately provide recommendations to begin the process of designing lake station improvements.

Following the presentation, we request the commission move to accept the recommendation option which best supports future resiliency of our Lake Station Power, ultimately safeguarding our ability to supply a reliable water service to Green Bay and surrounding communities.

Your continuous support in our initiatives to better serve our community is deeply valued.

GREEN BAY WATER

CASH POSITION

August 31, 2022 & 2023

	8/31/2022	8/31/2023
UNRESTRICTED CURRENT ASSETS		
Cash & Investments - Operation & Maintenance		
Local Govt. Investment Pool	$ 104,416	$ 109,022
Associated Bank Checking	10,655,026	12,379,154
Working Cash Funds - Petty Cash	1,700	1,700
Total Cash & Investments - Operation & Maintenance	10,761,142	12,489,876
RESTRICTED CURRENT ASSETS		
Cash & Investments - Restricted		
Certificates of Deposit - Bond Redemption	3,920,000	3,907,000
Associated Bank Money Market Account - Bond Redemption	19,910	4,630
Associated Bank Checking - Private Service Replacement	405,337	-
Local Govt. Investment Pool - Construction Fund	175,552	-
Total Cash & Investments - Restricted	4,520,799	3,911,630
RESTRICTED LONG-TERM ASSETS		
Cash & Investments - Debt Reserve		
Associated Trust Money Market	70,180	42,135
Associated Trust Certificates of Deposit	481,890	471,150
Associated Trust Municipal Bonds	5,557,501	6,026,299
Total Cash & Investments - Debt Reserve	6,109,571	6,539,584
TOTAL CASH POSITION	$ 21,391,512	$ 22,941,090

GREEN BAY WATER

BALANCE SHEET

August 31, 2022 & 2023

	AS OF 8/31/2022	AS OF 8/31/2023
ASSETS		
Current Assets		
Unrestricted Current Assets		
Cash & Investments - Operating & Maintenance	$ 10,761,142	$ 12,489,876
Accounts Receivable - Customer Accounts	11,839,551	11,253,932
Inventories	506,946	800,459
Prepaid Items	105,820	122,220
Total Unrestricted Current Assets	23,213,459	24,666,487
Restricted Current Assets		
Cash & Investments - Bond Redemption Fund	3,939,910	3,911,630
Interest Receivable	3,800	51,251
Cash & Investments - Private Service Replacement Fund	405,337	-
Accounts Receivable - Grants	49,340	-
Total Restricted Current Assets	4,398,387	3,962,881
Total Current Assets	27,611,846	28,629,368
Noncurrent Assets		
Restricted Assets		
Cash & Investments - Debt Reserve Fund	6,109,571	6,539,584
Accrued Interest	37,224	50,671
Cash & Investments - Construction Fund	175,552	-
Net Pension Asset	1,675,610	2,127,002
Total Restricted Assets	7,997,957	8,717,257
Other Assets		
Unamortized Ashwaubenon Booster	1,161,171	1,029,717
Unamortized Wrightstown Grant	422,000	390,350
Total Other Assets	1,583,171	1,420,068
Capital Assets		
Property, Plant & Equipment	243,435,384	254,498,513
Less: Accumulated Depreciation	(101,686,783)	(106,861,230)
Net Property, Plant & Equipment	141,748,601	147,637,283
Construction in Progress	6,503,672	755,387
Total Capital Assets	148,252,273	148,392,670
Total Noncurrent Assets	157,833,401	158,529,995
TOTAL ASSETS	185,445,247	187,159,363
DEFERRED OUTFLOWS OF RESOURCES		
Unamortized Loss on Advanced Refunding	391,343	233,891
Deferred Outflows - Pension	2,132,984	4,737,486
Total Deferred Outflows of Resources	2,524,327	4,971,377

GREEN BAY WATER

BALANCE SHEET

August 31, 2022 & 2023

	AS OF 8/31/2022	AS OF 8/31/2023
LIABILITIES		
Current Liabilities		
Accounts Payable	$ 166,078	$ 19,233
Sewer Collections Payable	6,317,951	6,514,538
Storm Water Collections Payable	3,114,795	3,172,770
Accrued Payroll Taxes	50,660	94,731
Accrued Payroll, Vacation & Sick Leave Pay	260,631	271,537
Accrued Taxes	1,638,130	1,578,099
Payable from Restricted Assets		
Current Portion of Long - Term Debt	4,205,000	4,305,000
Accrued Interest	500,478	466,696
Total Current Liabilities	16,253,723	16,422,604
Long - term Obligations, Less Current Portion		
Revenue Bonds - Net of Premiums & Discounts	42,624,702	37,881,146
Accrued Vacation & Sick Leave Pay	264,364	132,004
Total Current Liabilities	42,889,066	38,013,150
TOTAL LIABILITIES	59,142,789	54,435,754
DEFERRED INFLOWS OF RESOURCES		
Deferred Inflows - Pension	3,041,600	5,627,565
NET POSITION		
Contributed Capital - City of Green Bay	736,907	744,232
Net Investment in Capital Assets	101,813,914	106,440,415
Restricted	11,720,315	12,213,441
Unrestricted	11,514,050	12,669,333
TOTAL NET POSITION	$ 125,785,186	$ 132,067,421

GREEN BAY WATER

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

	8/31/22	8/31/23
OPERATING REVENUES		
Charges for services	$ 15,638,969	$ 15,215,295
Other	1,166,894	1,261,100
Total operating revenues	16,805,863	16,476,395
OPERATING EXPENSES		
Operation and maintenance	8,148,512	7,512,736
Depreciation	3,220,632	3,286,984
Total operating expenses	11,369,144	10,799,720
Operating income	5,436,719	5,676,676
NONOPERATING REVENUES (EXPENSES)		
Interest income	(113,675)	580,735
Grant revenue	502,567	712,142
Miscellaneous income	188,082	199,035
Interest and fiscal charges	(1,000,955)	(933,392)
Amortization of debt premium net of discounts	301,840	301,840
Amortization of loss on advance refundings	(114,437)	(114,437)
Total nonoperating revenues (expenses)	(236,578)	745,923
Income before contributions and transfers	5,200,141	6,422,599
Capital contributions	20,853	42,487
Transfers out - tax equivalent	(1,836,293)	(1,800,406)
Change in net position	3,384,701	4,664,680
Net position - January 1	122,400,486	127,402,741
Net position - August 31	$ 125,785,187	$ 132,067,421

GREEN BAY WATER
AUGUST 2023 REVENUE BUDGET REPORT

FOR 2023 08

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	172,093.88	.00	121,406.12	58.6%	
419900 INT INCOME-OPER FUND	40,000	0	40,000	366,862.93	.00	-326,862.93	917.2%	
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	60,326.63	.00	-55,326.63	1206.5%	
419920 INT INC-DEBT RESERVE	145,000	0	145,000	127,742.59	.00	17,257.41	88.1%	
419925 UNREALIZED GAIN/LOSS DEBT RE	-150,000	0	-150,000	25,793.96	.00	-175,793.96	-17.2%	
420000 GRANT REVENUE	0	0	0	712,141.93	.00	-712,141.93	100.0%	(1)
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	82,870.24	.00	41,434.76	66.7%	
429443 AMORT PREM ASH-2004	12,625	0	12,625	8,416.64	.00	4,208.36	66.7%	
429460 AMORT PREM-GB-2014	82,167	0	82,167	54,777.92	.00	27,389.08	66.7%	
429463 AMORT PREM-ASH-2014	8,345	0	8,345	5,563.44	.00	2,781.56	66.7%	
429470 AMORT PREM-GB-2019	313,470	0	313,470	208,980.24	.00	104,489.76	66.7%	
429473 AMORT PREM-ASH-2019	31,837	0	31,837	21,224.96	.00	10,612.04	66.7%	
429480 AMORT PREM-GB-2021	16,940	0	16,940	11,293.36	.00	5,646.64	66.7%	
461508 METERED RESIDENTIAL	5,175,000	0	5,175,000	3,206,392.03	.00	1,968,607.97	62.0%	
461558 METERED COMMERCIAL	2,100,000	0	2,100,000	1,347,085.00	.00	752,915.00	64.1%	
461608 METERED INDUSTRIAL	6,850,000	0	6,850,000	4,227,192.08	.00	2,622,807.92	61.7%	
461658 METERED APARTMENT < 3 UNITS	2,320,000	0	2,320,000	1,485,161.17	.00	834,838.83	64.0%	
461708 METERED MULTI FAMILY	1,550,000	0	1,550,000	989,769.97	.00	560,230.03	63.9%	
461758 METERED RESTAURANT	160,000	0	160,000	111,158.85	.00	48,841.15	69.5%	
461808 METERED MUNICIPAL	405,000	0	405,000	270,605.26	.00	134,394.74	66.8%	
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	902,429.44	.00	477,570.56	65.4%	
466003 SALES FOR RESALE-ASH	3,325,000	0	3,325,000	2,093,556.73	.00	1,231,443.27	63.0%	
466004 SALES FOR RESALE-SCOTT	102,000	0	102,000	54,664.09	.00	47,335.91	53.6%	
466005 SALES FOR RESALE-HOBART	380,000	0	380,000	298,002.02	.00	81,997.98	78.4%	
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	50,751.44	.00	69,248.56	42.3%	
471000 TURN ON & SET REVENUE	42,000	0	42,000	26,935.00	.00	15,065.00	64.1%	
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	13,531.23	.00	8,468.77	61.5%	
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	39,630.16	.00	-38,130.16	2642.0%	(2)
474010 RETURN ON METER INVEST	110,000	0	110,000	.00	.00	110,000.00	.0%	(3)
474020 REBATES	30,000	0	30,000	26,497.65	.00	3,502.35	88.3%	
474030 PRIVATE WELL PERMITS	500	0	500	700.00	.00	-200.00	140.0%	
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	1,580.00	.00	420.00	79.0%	
476000 SEWER REIMB FROM CITY	1,055,000	0	1,055,000	704,000.00	.00	351,000.00	66.7%	
476100 STORM REIMB FROM CITY	405,000	0	405,000	270,000.00	.00	135,000.00	66.7%	
TOTAL WATER UTILITY	27,245,712	0	27,245,712	18,396,589.52	.00	8,849,122.48	67.5%	

(1) DNR galvanized private service replacement program - not budgeted
(2) Reimbursement from insurance for 2022 Filter Plant electrical fire
(3) Entry made at year end

GREEN BAY WATER
AUGUST 2023 EXPENSE BUDGET REPORT

FOR 2023 08

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	56,762.93	.00	23,680.07	70.6%	
1840 CLEARING ACCOUNTS	535,143	5,000	540,143	-322,208.56	.00	862,351.56	-59.7%	
4030 DEPRECIATION EXPENSE	5,112,113	0	5,112,113	3,286,984.00	.00	1,825,129.00	64.3%	
4050 AMORTIZATION OF OTHER PLANT	131,453	0	131,453	87,635.52	.00	43,817.48	66.7%	
4080 TAXES	2,978,324	0	2,978,324	1,800,406.43	.00	1,177,917.57	60.5%	
4160 MERCHANDISING & JOBBING EXP	250,093	0	250,093	142,825.45	.00	107,267.55	57.1%	
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	933,392.22	.00	466,695.78	66.7%	
4280 AMORTIZATION OF DEBT DISCOUNT	270,391	0	270,391	205,724.16	.00	64,666.84	76.1%	
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	29,350.62	2,540.00	104,003.38	23.5%	
6200 PUMP OPS SUPERVISION & ENG	93,512	0	93,512	49,863.74	.00	43,648.26	53.3%	
6230 FUEL OR POWER FOR PUMPING	980,000	0	980,000	601,272.54	.00	378,727.46	61.4%	
6240 PUMP LABOR & EXPENSES	71,628	0	71,628	53,141.38	.00	18,486.62	74.2%	
6260 MISC PUMPING EXPENSE	84,994	0	84,994	44,509.32	.00	40,484.68	52.4%	
6300 PUMP MAINT SUPERVISION & ENG	26,991	0	26,991	27,386.39	.00	-395.39	101.5%	
6310 PUMP MAINT OF STRUCTURES	237,328	0	237,328	51,698.57	3,015.00	182,614.43	23.1%	
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	103,987.70	63,013.00	54,506.30	75.4%	
6400 TREATMENT OPS SUPERVIS & ENG	82,147	0	82,147	54,810.14	.00	27,336.86	66.7%	
6410 CHEMICALS	582,875	0	582,875	342,121.26	.00	240,753.74	58.7%	
6420 WATER TREATMENT OPERATIONS EXP	1,359,712	-5,024	1,354,688	471,951.97	.00	882,736.03	34.8%	
6430 MISC WATER TREATMENT EXP	157,675	5,024	162,699	109,063.69	.00	53,635.31	67.0%	
6500 TREATMENT MAINT SUPERVIS & ENG	31,686	0	31,686	23,608.83	.00	8,077.17	74.5%	
6510 TREATMENT MAINT OF STRUCTURES	127,066	0	127,066	26,556.78	.00	100,509.22	20.9%	
6520 MAINT OF TREATMENT EQUIP	383,220	0	383,220	155,115.99	.00	228,104.01	40.5%	
6600 TRANS & DIST OPS SUP & ENG	262,501	0	262,501	169,480.07	.00	93,020.93	64.6%	
6620 TRANS & DIST LINES EXPENSE	351,915	0	351,915	174,488.40	.00	177,426.60	49.6%	
6630 METER EXPENSE	340,887	0	340,887	127,230.72	.00	213,656.28	37.3%	
6640 CUSTOMER INSTALLATION EXP	136,068	0	136,068	881,351.45	.00	-745,283.45	647.7%	(1)
6650 MISC TRANS & DIST EXPENSES	453,327	0	453,327	296,435.25	.00	156,891.75	65.4%	
6720 MAINT OF DIST RES & STANDPIPES	33,898	0	33,898	33,499.15	27,731.00	-27,332.15	180.6%	(2)
6730 MAINT OF TRANS & DIST MAINS	1,657,735	-5,000	1,652,735	477,754.97	.00	1,174,980.03	28.9%	
6750 MAINT OF SERVICES	435,542	0	435,542	415,216.71	.00	20,325.29	95.3%	
6760 MAINT OF METERS	95,269	0	95,269	46,433.12	.00	48,835.88	48.7%	
6770 MAINT OF HYDRANTS	174,989	0	174,989	111,491.86	.00	63,497.14	63.7%	
9020 METER READING EXPENSE	56,659	0	56,659	52,447.59	.00	4,211.41	92.6%	
9030 CUSTOMER RECORDS & COLLECTION	1,096,367	-134,077	962,290	636,715.43	.00	325,574.57	66.2%	
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	48,583.42	.00	29,872.58	61.9%	
9200 ADMIN & GENERAL SALARIES	768,844	0	768,844	515,645.97	.00	253,198.03	67.1%	
9210 OFFICE SUPPLIES & EXPENSES	119,134	0	119,134	66,452.38	.00	52,681.62	55.8%	
9230 OUTSIDE SERVICES EMPLOYED	554,550	134,077	688,627	242,274.17	.00	446,352.83	35.2%	
9240 PROPERTY INSURANCE	97,884	0	97,884	153.00	.00	97,731.00	.2%	

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GREEN BAY WATER
AUGUST 2023 EXPENSE BUDGET REPORT

FOR 2023 08

ACCOUNTS FOR: 610 WATER UTILITY	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT 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	855,056.64	.00	537,574.36	61.4%
9280 REGULATORY COMMISSION EXP	10,000	0	10,000	.00	.00	10,000.00	.0%
9300 MISC GENERAL EXPENSES	60,589	0	60,589	32,811.30	.00	27,777.70	54.2%
9320 MAINT OF GENERAL PLANT	292,917	0	292,917	197,545.14	1,430.00	93,941.86	67.9%
TOTAL WATER UTILITY	24,363,766	0	24,363,766	13,739,242.40	100,134.94	10,524,388.66	56.8%

(1) Private side galvanized replacement program not budgeted due to direct reimbursement from DNR grant.
(2) Huron Tank valve repair, Hobart Tank cleanin.

Green Bay Water Commission
GENERAL MANAGER UPDATE

DATE: October 9, 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. Operations Projects
    a. Hazelwood Water Main Rehabilitation
    b. Broadway Tank Demolition
    c. Update to Master Plan
2. Business Office/IT
    a. SCADA Fiber Connection Complete
    b. 2024 Budget Status
    c. Tax Roll for Unpaid Water Bills Begins
3. Filter Plant Updates
    a. Sludge Lagoon Dredging
    b. Reservoir Inspections
    c. Ozone Generator Repair
4. Workforce Report
    a. Open Positions
        i. Distribution Maintenance Technician (Full-Time)
        ii. Operations Manager (Full-Time)
    b. Upcoming Changes
        i. Equipment Maintenance Person – October 16
        ii. Brian Powell transition to General Manager – November 6