



# **MINUTES OF THE WATER COMMISSION**

**MONDAY, DECEMBER 16, 2024, 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 for December 16, 2024.

On Monday, December 16, 2024, the Water Commission met in person and virtually via Zoom. Vice President Wall called the meeting to order at 8:30 a.m. Recording Secretary Beilke called the roll. Five voting commission members: Vice President Jamie Wall (In Person), Secretary-Treasurer Tom Karman (In Person), Al Farvour (Virtually via Zoom), Jacque Boyle (Virtually via Zoom, arrived at 8:38 a.m. during item E1) and Lynn Gerlach (In Person). Also present: Alder Bill Morgan (In Person, non-voting), Council Representative to the Water Commission, and Attorney William Vande Castle (Virtually via Zoom).

Staff present: Brian Powell, Doug Martin, Stephanie Rogers, Andrea Hay, Kristin Romanowicz, Marc McGovern, Kim Couillard and Hailey Heath.

### **C. APPROVAL OF THE AGENDA.**

1. Approval of the Water Commission Meeting Agenda for December 16, 2024.

Moved by Lynn Gerlach, seconded by Allen Farvour to approve the agenda.  
Voice vote being had, the motion passed unanimously.

### **D. APPROVAL OF MINUTES.**

1. Approval of the Water Commission Meeting Minutes for November 11, 2024.

Moved by Thomas Karman, seconded by Lynn Gerlach to approve the minutes.  
Voice vote being had, the motion passed unanimously.

### **E. REGULAR BUSINESS.**

1. Approval of Lake Station Generator bid

Moved by Thomas Karman, seconded by Lynn Gerlach to approve as recommended by staff.  
Voice vote being had, the motion passed unanimously.

2. Approval of Lake Station Chlorine Improvements Bid

Moved by Lynn Gerlach, seconded by Allen Farvour to approve as recommended by staff.  
Voice vote being had, the motion passed unanimously.

3. Approval of 2025 Commission Dates

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

4. October and November 2024 Financial Report

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

### **F. INFORMATIONAL.**

1. General Manager Update

General Manager Brian Powell provided the commission with updates on the following initiatives within our organization:

### **Key Updates**

1. **Water Main Replacement:** Completed the replacement of 4.2 miles of water main in 2024.
2. **PRV Station Installation:** Installed the 54/57 Pressure Reducing Valve (PRV) station with in-house crews.
3. Village of Luxemburg Update
4. Cybersecurity Update
5. Year-Round Summer Hours Implementation
6. Workforce Report
  - a. Conducted interviews for the Distribution Maintenance Manager position.

### **Preliminary 2025 General Manager Goals**

**Goal 1:** *Continue to improve the efficiency of the transmission system & reduce unbilled water.*

- Install insertion mag meters on the 36-inch finished water transmission mains at the Filter Plant (Q3).
- Analyze individual pressure zones using software queries to prioritize PRV station metering improvements (Q4).

**Goal 2:** *Prioritize Future Replacement of Water Main in Coordination with the City*

- Continue collaboration with the Department of Public Works (DPW) on the 5-year Program, replacing 1% of water mains annually in conjunction with the street program (Q1).
- Complete the dual water main project and create a priority list for replacing water mains 4 inches in diameter and smaller (Q3).
- Replace nine (9) 36-inch diameter pipe segments identified by Pipediver as having broken wires (Q4).

**Goal 3:** *Strengthen Cybersecurity Safeguards*

- Collaborate with the City of Green Bay's Chief of Cybersecurity to map the network and implement recommendations, including firewall updates and multifactor authentication (Q1).
- Schedule and complete a cybersecurity audit by the Cybersecurity and Infrastructure Security Agency (CISA) (Q2).

**Goal 4:** *Maintain Employee Satisfaction and Workforce Quality*

- Conduct a comprehensive workforce analysis (Q3).
- Implement year-round summer hours (Q2).

## **G. ADJOURNMENT.**

- I. Motion to adjourn the Water Commission meeting of December 16, 2024.

Moved by Jacque Boyle, seconded by Allen Farvour to adjourn.  
Voice vote being had, the motion passed unanimously.