



AGENDA OF THE WATER COMMISSION

MONDAY, JANUARY 13, 2025, 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 Monday, January 13, 2025.

C. Approval of the Agenda.

I. Approval of the Water Commission Meeting Agenda for Monday, January 13, 2025.

D. Approval of Minutes.

I. Approval of the Water Commission Meeting Minutes from December 16, 2025.

E. Regular Business.

I. Election of Green Bay Water Commission Officers for 2025: President, Vice President, and Secretary-Treasurer.

F. Informational.

I. Safety Report

2. Certificate of Achievement Award for Excellence in Financial Reporting
3. General Manager Update

G. Adjournment.

- I. Motion to adjourn the Water Commission Meeting of Monday, January 13, 2025.

- 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, 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

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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.



Green Bay Water Commission

MEMORANDUM

DATE: January 13, 2025
TO: Green Bay Water Commission
FROM: General Manager Brian Powell, P.E.
RE: Certificate of Achievement for Excellence in Financial Reporting

Green Bay Water's financial team has received the Certificate of Achievement for Excellence in Financial Reporting for our Annual Comprehensive Financial Report for the fiscal year that ended on December 31, 2023. This prestigious award, bestowed by the Government Finance Officers Association (GFOA), represents the highest level of recognition in governmental accounting and financial reporting.

Earning the Certificate of Achievement demonstrates our steadfast dedication to transparency, accountability, and exceptional financial management. This accolade reflects the tireless effort and commitment of our entire team, especially those in the finance department, who have consistently maintained the highest standards in financial reporting. Special congratulations to Green Bay Water Business Manager Stephanie Rogers, CPA, and her team on this accomplishment. Notably, this marks Green Bay Water's 30th consecutive year of achieving this distinguished recognition!



Government Finance Officers Association

203 North LaSalle Street, Suite 2700

Chicago, Illinois 60601-1210

312.977.9700 fax: 312.977.4806

12/18/2024

Brian Powell
General Manager
Green Bay Water Utility, Wisconsin

Dear Brian:

We are pleased to notify you that your annual comprehensive financial report for the fiscal year ended December 31, 2023 qualifies for GFOA's Certificate of Achievement for Excellence in Financial Reporting. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

When a Certificate of Achievement is awarded to a government, an Award of Financial Reporting Achievement (AFRA) is also presented to the individual(s) or department designated by the government as primarily responsible for its having earned the Certificate. This award has been sent to the submitter as designated on the application.

We hope that you will arrange for a formal presentation of the Certificate and Award of Financial Reporting Achievement, and give appropriate publicity to this notable achievement. A sample news release is included to assist with this effort.

We hope that your example will encourage other government officials in their efforts to achieve and maintain an appropriate standard of excellence in financial reporting.

Sincerely,

Michele Mark Levine
Director, Technical Services



Government Finance Officers Association

Certificate of
Achievement
for Excellence
in Financial
Reporting

Presented to

**Green Bay Water Utility
Wisconsin**

For its Annual Comprehensive
Financial Report
For the Fiscal Year Ended

December 31, 2023

Christopher P. Morrell

Executive Director/CEO



Green Bay Water Commission **GENERAL MANAGER UPDATE**

DATE: January 13th, 2025
TO: Green Bay Water Commission
FROM: General Manager Brian Powell, P.E.
RE: General Manager Update

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

1. Amended Billing Services Agreement with the City of De Pere
2. City of Green Bay Resilience & Sustainability Team
3. Commission Vacancy Update
4. 136 Water Main Breaks in 2024
5. Workforce Report
 - a. Distribution Maintenance Manager Position has been Filled