

PROCEEDINGS OF THE GREEN BAY WATER COMMISSION

Meeting of the Water Commission held at 8:30 a.m., Monday, November 9, 2015 at the Water Utility office.

Present: James F. Blumreich, Kathryn Hasselblad-Pascale, Lisa Bauer-Lotto, Leon R. Engler, John C. Heugel, Douglas J. Martin, Nanette M. Nelson, Ald. Sladek. Also present: General Manager Quirk, Comptroller Mueller, Engineering Services Manager Powell, Water Quality Manager Hardwick, Information Systems Manager Brunner, Greeley and Hansen representatives Tom Powell and Nicole Spieles, Water Commission Attorney Vande Castle, and Recording Secretary Smith.

Absent: None

Action items

1. The meeting was called to order by President Blumreich. A motion was made by Hasselblad-Pascale, seconded by Blumreich, and unanimously carried to approve the Water Commission Meeting minutes of November 9, 2015.
2. General Manager Quirk reviewed the Professional Services Agreement with AECOM for Master Planning Service. A motion was made by Engler, seconded by Martin, and unanimously carried to approve the Professional Services Agreement with AECOM.
3. Water Quality Manager Hardwick stated staff recommends that the Liquid Oxygen Bid be awarded to the lowest bidder, Air Liquide Industrial US LP, for the quoted amount. A motion was made by Martin, seconded by Hasselblad-Pascale, and unanimously carried to approve the staff's recommendation.

Bauer-Lotto arrived at 8:35 am.

Discussion Items

4. Tom Powell of Greeley and Hansen, presented the report of the Cyber Security assessment for the Green Bay Water Utility.

Tom Powell explained the framework used to create the assessment, such as the AWWA Cyber Security Assessment Tool. He explained the procedures used to create the assessment, the summary of Greely and Hansen's observations of the Utility's practices and needs, and their conclusion and recommendations for the Utility.

Discussion ensued between the Commissioners, the Greely and Hansen representatives, Information Systems Manager Brunner, and General Manager Quirk about the recommendations, repercussions of a worse-case scenario situation, background checks on employees, system restoration, biggest risks and challenges facing the Utility, and virus protection.

5. Discussion ensued on the Water Commission meeting dates for the 2016 calendar year. There are no known conflicts for the proposed meeting dates of the 2nd Monday of every month. If any conflicts arise, the meeting dates will be adjusted as needed.

Information Items

6. The Commissioners reviewed the financial report. Comptroller Mueller presented the Green Bay Water Utility financial statements as of October 31, 2015, and the November 30, 2015 Cash Position.

Comptroller Mueller stated that he has received PSC approval for the wholesale rate to Wrightstown.

The Utility continues to collaborate with De Pere in preparation for the Utility taking on De Pere's billing. They will be doing a second "data dump" from De Pere to the Utility on 12/14/15.

7. General Manager Quirk presented her report to the Water Commission:

Approximately 5 miles of pipeline have been installed in the Wrightstown project, which is halfway complete. Robert E. Lee is scheduled to complete more piping and will work until the winter sets in. They are not allowed to dig in Packerland Drive until spring. The remaining pipeline will be installed in the spring.

The 36-Inch Transmission Main Interconnect project has begun. Task 1 through 3 have been completed. Task 4 will be started on 12/15/15. The main interconnections will help minimize pressure impacts in the event of a main break on those water lines.

General Manager Quirk and Engineering Services Manager Powell will meet with the engineer in charge of the state Fox River dredging project to discuss protection for the Utility's 5 river-crossing water mains.

The Cityworks project implementation is going well. Customer Service, Distribution, and the Front Office have all begun to use the software. Energetics continues to upgrade the SCADA program at the filter plant.

Brenda Bornfleth has accepted the transfer position of Distribution Technician. Comptroller Mueller will be interviewing for the Billing Clerk position soon. The Distribution Maintenance Worker that had been offered the position has since declined. Human Resources is working to acquire the next qualified candidate for this position.

Several Utility employees attended the City-wide holiday party. The Utility took 1st place in the Christmas Tree decorating contest.

General Manager Quirk met with the Professional Dairy Producers board to discuss water and agriculture as they relate to each other.

At state level, a bill is proposed which would allow for independent investment into water utilities in a method that would not require a referendum of the people.

8. President Blumreich declared the meeting adjourned at 9:30 a.m.

Respectfully submitted,

Leon R. Engler, Secretary