

## PROCEEDINGS OF THE GREEN BAY WATER COMMISSION

Meeting of the Water Commission held at 8:30 a.m., Monday, June 15, 2015 at the Water Utility office.

Present: Kathryn Hasselblad-Pascale, Leon R. Engler, John C. Heugel, Nanette M. Nelson. Also present: Alderperson Thomas G. Sladek, General Manager Quirk, Comptroller Mueller, Engineering Services Manager Powell, Distribution Manager Pavlik, Water Commission Attorney Vande Castle, Paul Denis of Schenck, S.C., and Recording Secretary Smith.

Excused: James F. Blumreich, Lisa M. Bauer Lotto, and Douglas J. Martin.

### Action items

1. The meeting was called to order by Vice President Hasselblad-Pascale. A motion was made by Heugel, seconded by Nelson, and unanimously carried to approve the Water Commission Meeting minutes of May 11, 2015.
2. General Manager Quirk introduced Paul Denis of auditing firm Schenck, S.C. to discuss the 2014 Utility annual audit and financial report. Denis overviewed the audit with the Commission members. The Utility had received a "Certificate of Achievement for Excellence in Financial Reporting" award for consistent, excellent quality and compliance with nationwide reporting standards for this report. This is the 20<sup>th</sup> year the Utility has received the award.

Water Commission members inquired about and discussed possible assessment of enterprise-wide risk as it applies to various aspects of the Utility, and application of such to an exhaustive strategic plan. General Manager Quirk stated she would outline a plan and present it to the Water Commission at the next meeting.

A motion was made by Heugel, seconded by Engler, and unanimously carried to approve and accept the 2014 Utility annual audit and financial report. The Commissioners also commended Comptroller Mueller and General Manager Quirk for an excellent report.

3. General Manager Quirk reviewed the Construction Financing Agreement with Wrightstown. A motion was made by Nelson, seconded by Heugel, and unanimously carried to approve the Construction Financing Agreement with Wrightstown.
4. Distribution Maintenance Manager Pavlik stated that staff recommends that the Class 6 Cab and Chassis purchase be awarded to the lowest bidder, Truck Country for the quoted amount. A motion was made by Engler, seconded by Heugel, and unanimously carried to approve the staff's recommendation.

## Information Items

5. Water Commission members reviewed the financial report. Comptroller Mueller presented the Green Bay Water Utility financial statements as of April 30, 2015 and the May 31, 2015 Cash Position. Comptroller Mueller stated that he is beginning the process of applying to the Public Service Commission of Wisconsin for a rate increase. The Water Commission discussed the rate increase and how it may apply to residential and industrial entities.
6. General Manager Quirk presented her report to the Water Commission:

General Manager Quirk reported that she, Engineering Services Manager Powell, and Water Quality Manager Hardwick met with three more of the Utility's twelve largest customers.

- Wisconsin Public Service has decreased their pumpage by over 30% from last year.
- The University of Wisconsin - Green Bay has decreased their pumpage from last year. They also had an issue with water quality in one of their buildings. Water Quality Manager Hardwick gave them the contact information of a state employee the Utility has been working with in a research project, as they have been dealing with similar water quality issues at state facilities and may be able to help.
- Bay Valley Foods will be increasing their pumpage next year about 10% as they are expanding their production.

A Filter Plant tour was given in May to Carrie Stempski, Executive Director of Brown County Oral Health Partnership and dental hygienist, and Jenna Linden, dental hygienist. Stempski and Linden provide education to the public on the benefits of fluoride in drinking water. On the tour, they were gathering information about our treatment process that they will use in their educational efforts on the benefits of fluoride as well as the quality of our drinking water.

General Manager Quirk attended the annual American Water Works Association Conference in Anaheim, California, June 5<sup>th</sup>-11<sup>th</sup>. Also in attendance were Engineering Services Manager Powell and the Green Bay teams of "Top Ops" and "Meter Madness." The Green Bay Water Utility "Meter Madness" competitor, Dave Glodowski, took 6<sup>th</sup> place out of 31 competitors. The "Top Ops" team, made up of Jim Johnson, Mike Palubicki, and Jeff Possi, competed but did not place. General Manager Quirk also attended AWWA board meetings and Water Utility Council meetings at the conference.

One of the main issues that was discussed at the AWWA meeting was cyanotoxins. Last year the City of Toledo, Ohio, ordered a "do not drink" order for most of a week due to cyanotoxins found in their water supply. The EPA is issuing a "Health Advisory" this week for two of the cyanotoxins. The Green Bay Water Utility has tested the water in Lake Michigan for cyanotoxins. It has been found that Lake Michigan's environment is not conducive to growing cyanotoxins. Hasselblad-Pascale asked for talking points to be sent to the commission on this issue.

General Manager Quirk gave a presentation to the students at Chappell Elementary School about where Green Bay Water gets its tap water from and how we treat it to make it safe.

Unidirectional flushing is going well. The crews are getting their sequences done very efficiently. The project is expected to be complete by mid-August. Complaints from customers have been minimal.

The 2015 Consumer Confidence Report was mailed out to all Water Utility customers. The Utility has received compliments on how informational the brochure is.

Patrick Glynn of Carlson Dettmann is continuing his work on the Utility's salary study. Tomorrow, June 16<sup>th</sup>, General Manager Quirk and Glynn will be meeting with each of the Water Utility managers to discuss their departments as part of the salary study.

The Dept. of Natural Resources gave the Village of Wrightstown approval to use DR21-sized pipes for their pipeline construction.

Billing Specialist Bornfleth went to the City of De Pere for two days last week to train on their billing processes. General Manager Quirk and Comptroller Mueller will be meeting with the De Pere administrator to discuss the logistics of transferring their billing duties to the Green Bay Water Utility, such as converting to software that the Utility currently uses. Commission members inquired about and discussed this, including weighing the risks and benefits of the Utility undertaking De Pere's processes.

The Utility's SCADA system signal transmitters have been put on Comcast's tower, which is near the Filter Plant. This has given the SCADA signals out to the Filter Plant and the Lake Station system better bandwidth and thus made the system more efficient.

The current Distribution Lead Locator began working one day per week as of June 8<sup>th</sup>. The replacement position of Distribution Lead Locator was accepted by an internal candidate. That candidate's position, Distribution Crew Leader, was accepted by an internal candidate. That candidate's position, Distribution Backhoe Loader/Operator, was also accepted by an internal candidate. That candidate's position, Distribution Maintenance Person, was posted internally but not filled. It has been posted externally as of Monday, June 15<sup>th</sup>.

General Manager Quirk will be sending out the annual "Lead in Drinking Water" press release as required by the Department of Natural Resources. Approximately 6% of Green Bay Water Utility services are lead.

7. Motion made by Engler, seconded by Nelson, and unanimously carried to adjourn the meeting.

Meeting adjourned at 9:35 a.m.

Respectfully submitted,

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Leon R. Engler, Secretary