

## PROCEEDINGS OF THE GREEN BAY WATER COMMISSION

Meeting of the Water Commission held at 8:30 a.m., Monday, March 14, 2016 at the Water Utility office.

Present: James F. Blumreich, Lisa Bauer-Lotto, Leon R. Engler, John C. Heugel, Douglas J. Martin, Nanette M. Nelson. Also present: Alderman Sladek, General Manager Quirk, Comptroller Mueller, Engineering Services Manager Powell, Water Quality Manager Hardwick, Water Commission Attorney Vande Castle, and Recording Secretary Smith.

Absent: Kathryn Hasselblad-Pascale (excused)

### Action items

1. The meeting was called to order by President Blumreich. A motion was made by Engler, seconded by Nelson, and unanimously carried to approve the agenda.
2. A motion was made by Nelson, seconded by Engler, and unanimously carried to approve the Commission Meeting minutes of February 8, 2016.
3. A motion was made by Heugel, seconded by Engler, and unanimously carried to approve the Final Payment to Synagro Technologies, Inc. in the amount of \$26,624.00 for "Dredging of Sludge Lagoon #1" upon completion of proper paperwork.
4. A motion was made by Heugel, seconded by Nelson, and unanimously carried to approve of entering into a Professional Services Agreement with Power Engineers for Cityworks deployment at the Filter Plant and Pumping Section, and for Server Upgrade Support.
5. A motion was made by Engler, seconded by Nelson, and unanimously carried to approve of entering into a Professional Services Agreement with both Ayres Associates and Cedar Corporation for Construction Inspection Services.
6. A motion was made by Heugel, seconded by Bauer-Lotto, and unanimously carried to approve the Agreement with CH2M for the 2016 Strategic Plan.

Martin arrived 8:51 A.M.

7. Discussion ensued about the lead compliance plan that will be sent to the Department of Natural Resources. They discussed various aspects of the plan, including the rate of replacing the lead services, public education and relations, and desired updates to the plan cover letter.

A motion was made by Martin, seconded by Heugel, and unanimously carried to approve the 2016 Lead Compliance Plan, with an amendment to the plan cover letter to explain that the utility will capitalize on opportunities to replace lead services beyond the 7% average annual lead service replacement rate goal.

A motion was made by Martin, seconded by Heugel, and unanimously carried that the utility, with the objective of removing lead services as expediently as possible, contingent on information from studies that are currently pending, provide a lead compliance plan to the Commission at the December 12, 2016 Water Commission meeting.

A motion was made by Martin, seconded by Bauer-Lotto, and unanimously carried to amend the agenda to take items #10 and #11 before items #8 and #9. That is the order in which the items were discussed.

8. A motion was made by Martin, seconded by Engler, and unanimously carried to convene into closed session for consideration of General Manager compensation.

A roll call was done with the following present: James F. Blumreich, Lisa Bauer-Lotto, Leon R. Engler, John C. Heugel, Douglas J. Martin, Nanette M. Nelson. Also present was Ald. Sladek.

A motion was made by Engler, seconded by Martin, and unanimously carried to resume in open forum.

9. A motion was made by Heugel, seconded by Nelson, and unanimously carried to establish the General Manager's compensation level at Step 2 of the Pay Scale Grade U, effective January 1, 2016.
10. The Commissioners reviewed the financial report. Comptroller Mueller presented the Green Bay Water Utility financial statements as of December 31, 2015 and the February 29, 2016 Cash Position Report. He stated that the auditors came on Thursday, March 10, and Friday, March, 11.
11. The General Manager gave her report:

Brenda Bornfleth continues going to the De Pere Water Utility twice weekly to assist them and to learn about their billing system. The Green Bay Water Utility is planning to do a parallel billing for De Pere in April. Before the next quarter, the utility will take over De Pere's office operations.

Within 60 days, customers will soon have the option to access their daily water usage online.

Wrightstown's pipe project is 75% complete. Utility marketing consultant Susan Frost is organizing a ribbon cutting ceremony.

The management team is preparing for performance evaluations. They have gone through training to ensure that the rating scale will be consistent across the utility. They have also taken a strengths assessment to illuminate individual strengths and to learn ways to apply them to the utility's advantage.

The meeting was adjourned at 10:05 A.M.

Respectfully submitted,

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Leon R. Engler, Secretary