

PROCEEDINGS OF THE GREEN BAY WATER COMMISSION

Meeting of the Water Commission held at 8:30 a.m., Monday, December 11, 2017 at the Water Utility office.

Present: James F. Blumreich, Lisa M. Bauer-Lotto, Leon R. Engler, John C. Heugel, Nanette M. Nelson, and Doug J. Martin

Also present: Alderman Sladek, General Manager Quirk, Comptroller Mueller, Engineering Services Manager Powell, Communications Director Lodes, Water Quality Manager Hardwick, Attorney William Vande Castle, Human Resources and Payroll Specialist Seim, Customer Service Metering Technician Jason Bolte (left 8:34 am), and Recording Secretary Smith.

Absent: Kathryn M. Hasselblad-Pascale (excused)

1. A motion was made by Martin, seconded by Engler, and unanimously carried to approve the agenda.
2. A motion was made by Nelson, seconded by Martin, and unanimously carried to approve the Commission Meeting minutes of November 13, 2017.
3. New employee Jason Bolte, Customer Service Metering Technician, introduced himself to the Commission.
4. Water Quality Manager Hardwick explained that Chemtrade Chemicals is the single-source supplier for the Hyper+Ion 1050A coagulant used in the Utility's water treatment process. The company has offered it at a lower price, \$0.29/lb, compared to \$0.325/lb last year. This reduction in price will save the utility approximately \$13,000.00-\$15,000.00/year. A motion was made by Martin, seconded by Bauer-Lotto, and unanimously carried to approve Chemtrade Chemicals as the supplier of the Green Bay Water Utility one-year supply of coagulant.
5. Linda Mohr of CH2M presented an update on the Workforce Study. CH2M conducted interviews with most of the Utility employees and compiled a list of comments. These are opportunities that can be linked to strategic goals. CH2M and General Manager Quirk explored hot topic issues with core employees to find out where the gaps are. In January, CH2M will present the complete workforce analysis to the Commission.
6. President Blumreich discussed the election of officers for the positions of President, Vice-President, and Secretary. No new nominations were made.

A motion was made by Heugel, seconded by Nelson, and unanimously carried to nominate the current slate of officers and ask them to serve another term. Nominations were closed. The elections were as follows: Jim Blumreich as President, Kathryn Hasselblad-Pascale as Vice-President, and Leon Engler as Secretary.

7. Comptroller Mueller gave the Financial Report.
8. General Manager Quirk gave her report. Short Elliot Hendrickson is conducting a space needs analysis and will align it with the workforce study.

Office Supervisor Couillard, IT Manager Brunner, and Communications Director Lodes have started the E-billing project. Couillard and Brunner recently attended a Harris (our customer billing software) conference to discuss how to implement E-billing with our current software.

On December 14 we will repair a 36" air relief valve. These are located on critical water line on Grandview Road. We have taken steps to ensure there should be no disruption to customers, but have contingency plans in case there is.

The rate increase was submitted to the Public Service Commission (PSC.) We also forwarded it to consultant Trilogy for cost of service studies in an attempt to lower the rate for our wholesale customers. Trilogy will be looking at demand size, determine cost of service, and determine how the PSC guides rates. They are also looking to see that we allocate costs correctly with more data. Communications Director Lodes is getting the information out to wholesale and large customers.

The Managers are conducting employee reviews; giving merit ratings of meeting expectations. Business Manager Stephanie Rogers starts on December 13. General Manager Quirk has a training schedule set up for her. Customer Service Manager John Mahoney will be retiring December 22. Comptroller Keith Mueller will be retiring January 2. Equipment Maintenance Coordinator John Lake will be retiring January 2. There are two internal candidates for the vacant Equipment Maintenance Coordinator position. We have offered the vacant Engineering position to the top candidate and are awaiting her decision.

The Safe Drinking Water Loan Program financial aid and assistance for private lead service removal is being signed by the Mayor and City Clerk. In 2017, the Utility strongly concentrated on lead service removals. We could have the majority of utility-owned lead service lines removed in next two years. On the private side, 126 out of 198 lead service lines were replaced. The Protection and Welfare Committee was concerned about lead service removal and we are keeping them updated. The Utility has collected 82 samples in this round of compliance sampling for the Lead and Copper Rule and are waiting on 10 results. Currently, there are 10 samples over the DNR limit. If one more shows as over the limit, then the Utility will be above action level and will have to implement a public education program.

We are working on the recommended actions as set forth from the recent water quality studies. The Utility is working on the logistics to flush our 42" and 54" raw water lines. We will clean the flushed water at the Filter Plant. Our coagulant will work well to remove any debris from the flush. Pilot tests are also being set up to study various chemical dosages to assist with nutrient removal and biofilm disruption.

General Manager Quirk will disseminate her self-evaluation with achievements to Commissioners for them to fill out with their reviews of her. Her review will be conducted at the January Commission meeting.

The meeting was adjourned at 9:45 AM.

Respectfully submitted,

Leon R. Engler, Secretary