

**MINUTES OF THE  
NORTH SHORE WATER COMMISSION  
MEETING OF Wednesday, January 11, 2017**

A meeting of the North Shore Water Commission was held at the Filtration Plant, 400 West Bender Road, Glendale, Wisconsin on Wednesday, January 11, 2017.

Meeting was called to order at 8:00 A.M. by Mr. Edlebeck.

Present: John Edlebeck, Chair; Mike West, Secretary; Dave Eastman, Member.

Also present: Eric Kiefer, Plant Manager & Recording Secretary; John Schafer, UWM student; Patrick Planton, SEH.

Absent: Paul Boening, Alternate for Whitefish Bay; Scott Botcher, Alternate for Fox Point; Rachel Reiss, Alternate for Glendale

PRESENTATION OF PRELIMINARY INDEPENDENT STUDY FINDINGS

John Schafer is a student at UW Milwaukee studying at the School of Freshwater Science. In April of 2016, the Commission allowed Mr. Schafer to perform an independent study regarding potential lead and copper rule (LCR) changes. Originally, Mr. Schafer was going to perform a cost benefit analysis of implementing the proposed rules changes. As Mr. Schafer explained, the scope had to be modified after it became apparent that a complete inventory of lead services in the Commission's service area is not available. The scope the study was modified to be a review of the recommendations made by National Drinking Water Advisory Council (NDWAC) and other sources to improve the LCR.

Mr. Schafer reported the results of surveys that were sent to member communities; he also summarized the challenges facing water utilities in regards to complying with the LCR.

One such challenge is that lead services are usually owned by two different entities: the water utility and the property owner. The municipality does not have control over the privately-owned lead service unless there is an ordinance in place granting such control.

This could be a problem for utilities because the underlying recommendation of NDWAC is to "get the lead out." And if water utilities only replace their portion of lead services in accordance to NDWAC recommendations, they may actually impair water quality. This type of replacement is often referred to as a partial lead service replacement (PLSR).

Mr. Schafer reported that Dr. Marc Edwards, a national leader in this particular subject, does not believe the NDWAC recommendations will be helpful in reducing lead levels. He opposes the NDWAC recommendations and is an advocate for point of use (POU) filters and full lead service replacements (LSR).

Mr. Planton was allowed to comment on this topic. He explained that there are difficulties in performing full LSR in the State of Wisconsin. He recounted the challenges faced by the City of Madison; they were not allowed to use water utility funds to replace private lead service lines. If municipalities wants to replace private lead service lines, they cannot use utility funds.

Mr. Edlebeck discussed his recent experience with lead service replacements in the Village of Whitefish Bay. He explained that the homeowners were quoted around \$3,000 for a LSR. After many individual meetings, Mr. Edlebeck convinced nearly all of the property owners to do a full LSL that were affected by a construction project.

Mr. Edlebeck explained that nearly all residents affected by a similar construction project in Shorewood decided not to replace their portion of the lead service line. The typical estimate for a replacement was approximately \$6,000.

Mr. Edlebeck suggested that cost is a major factor in the participation rate. He asked Mr. Schafer to research how lead service line replacements could be financed to encourage property owners to replace their portion of the lead service line.

Mr. Eastman discussed how the City of Glendale offered incentives to homeowners to replace their portion of the lead service. Since the incentive was offered nearly a year ago, no homeowner pursued a replacement.

Mr. West explained that the Village of Fox Point notified homeowners which have known lead services and offered to pay for a lead test. Of the people that requested the test, Mr. West is only aware of one homeowner that requested to follow up with a LSR.

Mr. West asked Mr. Schafer if his report was going to include any recommendations. He indicated that it would not--it was going to review the current LCR, proposed changes, and its impact on utilities.

Mr. Edlebeck asked Mr. Schafer to contact somebody at Wisconsin Department of Natural Resources or Region 5 United States Environmental Protection Agency.

Mr. Schafer expressed his gratitude for affording him the opportunity to present the material. He indicated that his report will likely be finished in February. No action was taken on this matter.

Mr. Schafer left the meeting at 8:56 AM.

## SEH REPORT

Mr. Planton from SEH introduced himself and gave an overview of the recent engineering that has been to date regarding the reservoirs.

He distributed an executive summary and discussed the action taken to date. No new information was revealed since the last meeting; except proposed schedules. In one version, all of the tasks would be spread over 4 years. In the alternative version, all of the tasks would be completed in one year. Although the same work would be accomplished, the former version is likely to cost approximately \$100,000 more due to inefficiencies inherent in administering 4 separate projects instead of 1.

It was the consensus of the Commission that it is preferable to complete the year in a single year to save money; however, the communities would need to have time to find the money.

Mr. West explained that the word "abandoned" should be replaced by the word "mothballed" or a like

term when describing the eventual fate of the northwest and southwest reservoirs (now referred to as reservoirs #3 and #4). Mr. Planton agreed.

Mr. Edlebeck explained that the future I-43 expansion project should be taken into consideration when performing the anticipated repairs. In particular, he expressed concerns that the vibrations from nearby construction could crack the concrete. He suggested that a thorough inspection be performed while the reservoirs are drained to document their condition. In his professional experience as a structural engineer, Mr. West said that it would be prudent for the Commission to inspect the reservoirs immediately before and after said construction.

Mr. Kiefer indicated that he has included the recommended improvements into the proposed capital improvement plan noticed under agenda item 14. He said he included engineering expenses in 2019 and construction in 2020.

No further action was taken by the Commission.

Mr. Planton left the meeting at 9:27 AM.

#### MINUTES

It was moved by Mr. Eastman, seconded by Mr. West, and unanimously carried to approve the minutes for the meeting held December 14, 2016.

#### MONTHLY REPORT OF PLANT OPERATIONS

Mr. Kiefer provided the Commission with the monthly report of operations. During his presentation, Mr. Kiefer noted that pumpage this December is fairly close to last December with exception of Whitefish Bay. He believes there may be a slow leak in Whitefish Bay and is working with Mr. Edlebeck to investigate the matter. The report was placed on file without any motion.

#### ANNUAL OPERATING BUDGET

Mr. Kiefer presented the monthly financial reports and they were put on file without motion.

#### MONTHLY BILLS

It was moved by Mr. Eastman, seconded by Mr. West, and unanimously carried that the following bills and estimated invoices be approved and authorization was given to the Fiscal Agent to make such payments:

<u>Vendor</u>	<u>Amount</u>
BMO Harris Bank (credit card)	332.55
-- Google (monthly charge for apps): \$54.16	
-- Siteground (website hosting renewal): \$185.40	
-- Straight Talk (monthly phone plan - Foreman): \$45.99	
-- USPS (stamps): \$47.00	
Buelow Vetter (legal services)	82.50
ChemTrade (treatment chemical: aluminum sulfate)	3,860.81

Cintas Fire Protection (fire extinguisher services)	225.25
City of Glendale (refund duplicate payment for storm water services)	196.00
City of Milwaukee (standby service)	1,350.00
CTW Corporation (mechanical contractor services to move valves and spool pieces)	2,200.00
Diversified Benefit Services (Section 125 Plan administration)	95.00
Earthlink (Bender phone)	153.95
Eric Kiefer (reimb for FedEx Office charges - coil bindings)	5.27
Eurofins (cryptosporidium analysis)	380.00
FedEx Freight (shipping charges for polymer)	53.00
Fuchs & Boyle (legal service)	39.00
Glendale Water Utility (environmental and storm water charges)	543.60
Grainger (hardness buffer, lamps, hardware, lab soap, door closer, ear plugs, custodial supplies, drain for air comp., floor finish, and floor stripper)	612.06
Great America (lease payment for copier/printer)	221.08
Hach (phosphate reagent)	516.42
Hawkins (treatment chemicals: aqueous ammonia and phosphate)	437.88
Home Depot (hardware, plumbing supplies, and ice melt)	169.82
Idexx (cases of Quantitray 2000)	386.44
L&R Meter Testing & Repair (School Road meter testing)	148.65
McMaster-Carr (outlet cover)	24.03
Minnesota Life / Securian (employee life insurance)	121.00
MMSD (4th quarter sludge disposal)	1,466.41
Nalco (treatment chemical: polymer)	342.00
Northern Lake Service (analysis of water samples for compliance monitoring)	627.00
Office Copying Equipment (maintenance payment for copier/printer & shipping for toner)	27.46
Retroff Jeanson (accounting services)	950.00
Spectrum Business (internet services and Klode phone)	391.49
T-Mobile (mobile internet)	31.05
UPS Store (shipping services)	173.20
Time Warner Cable (internet services and Klode phone)	391.49
US Cellular (cellular phone service)	4.35
USA Bluebook (free chlorine reagent)	273.03
Village Ace Hardware (hardware, plumbing supplies, and wall plate)	35.22
Village of Fox Point (gasoline and diesel fuel)	70.39
Wallace Tree & Landscaping (snow removal)	500.00
Water Research Foundation (membership renewal)	3,193.79
We Energies (Bender Electric)	14,109.51
We Energies (Bender Gas)	1,642.20
We Energies (Green Tree Electric)	17.21
We Energies (Henry Clay Electric)	18.16
We Energies (Klode Electric)	3,808.71
We Energies (Klode Gas)	10.95
Wilkens-Anderson (plate count agar and quartz cuvette)	169.82
Wisconsin State Lab of Hygiene (fluoride analysis)	25.00
SUB-TOTAL	\$40,432.75

Maintenance Reserve

SUB-TOTAL \$0.00

TOTAL \$40,432.75

STATUS OF CAPITAL IMPROVEMENT PROJECTS AND APPROVAL OF PAYMENTS

Mr. Kiefer explained the Chemical Feed Upgrade Project is nearly complete. Mr. Kiefer projects that the project will be completed near the end of the month.

It was moved by Mr. Eastman, seconded by Mr. West, and unanimously carried to approve the payment request as presented in Mr. Kiefer's memoranda dated January 11, 2017 in the amount of \$26,623.98 for the Chemical Feed Project using the current capital allocation rates.

2016 CAPITAL ADDITIONS AND RETIREMENTS

Mr. Kiefer provided the Commission with a report of capital additions and retirements in 2016. He mentioned that all assets are kept on the books of each member utility and that this information will be included in the financial audit. Mr. Kiefer noted that this report is preliminary but is necessary to inform the member municipalities of additions and retirements that have occurred throughout the year.

It was moved by Mr. Edlebeck, seconded by Mr. West, and unanimously carried to accept the preliminary report of 2016 capital additions and retirements as presented in Mr. Kiefer's memo dated January 10, 2017.

CONTROL SYSTEM SUPPORT AND PREVENTATIVE MAINTENANCE AGREEMENT

Mr. Kiefer provided the Commission with a renewal agreement for control system support and preventative maintenance with Starnet Technologies. He said the agreement has been renewed for many years and is valuable to the Commission. He recommends that the Commission approval the renewal.

It was moved by Mr. West, seconded by Mr. Eastman, and unanimously carried to approve the Control System Support and Preventative Maintenance with Startnet Technologies for a lump sum of \$12,028.00 and authorize the Plant Manager to sign the agreement.

2017 SCADA UPGRADE PROJECT AGREEMENT

Mr. Kiefer provided the Commission with an agreement for support in executing the SCADA Upgrade Project with Starnet Technologies. Mr. Kiefer explained the history of recent SCADA upgrade project. In the past, the Commission has retained a contractor to perform all necessary services to upgrade the SCADA system. Also, the Commission has retained personnel to perform the project in-house. He mentioned this agreement would allow staff to work alongside of Starnet Technologies to complete the project as a team.

It was moved by Mr. Eastman, seconded by Mr. West, and unanimously carried to approve the 2017 SCADA Upgrade Project Agreement with Startnet Technologies for a lump sum of \$28,567.00 and authorize the Plant Manager to sign the agreement.

## 2017 SOFTWARE SUPPORT AGREEMENT

Mr. Kiefer presented the 2017 Software Support Contract that was provided by Emerson Process Management Power & Water Solutions, Inc.

Mr. Kiefer explained that this agreement will not be necessary in 2018 after the new SCADA system is fully functional. He mentioned that there may be a similar agreement with Emerson in 2018; however, it should be for a much smaller dollar amount and with limited scope to provide support for Controlwave Designer.

It was moved by Mr. West, seconded by Mr. Eastman, and unanimously carried to approve the Software Support Contract with Emerson Process Management Power & Water Solutions as presented for a lump sum of \$11,148.00 and to authorize the Plant Manager to sign said agreement.

## INTERNSHIP PROGRAM UPDATE

Mr. Kiefer is very pleased with the internship program and wants to continue it. He recommends that the Commission authorize Mr. Kiefer to open another intern position from 2/27/2017 to 5/26/2017. Mr. Kiefer was pleased to announce that interns that have taken the DNR surface water examination have passed. He was pleased to announce that the last Intern, Mason Mueller, was exceptional.

It was moved by Mr. Eastman, seconded by Mr. West, and unanimously carried to continue the internship program and retain another intern as per Mr. Kiefer's memo dated 1/5/2017.

## CAPITAL IMPROVEMENT PLANS

Mr. Kiefer provided the Commission with 2 proposed capital improvement plans: a 5-year plan from 2018 through 2022 and a 20-year plan from 2018 through 2037. Mr. Kiefer briefly explained the items on the 5-year plan--pointing out that reservoir project is planned for 2019 (engineering) and 2020 (construction).

Mr. Eastman asked about the proposed Bradley Road interconnection. Mr. Kiefer mentioned that is included in the 20-year plan; if there is a particular year that the Commission wants to do the project, he would like to know. Until then, he has placed it toward the end of the 20-year plan.

Mr. Edlebeck asked about financing the projects. Mr. West mentioned that financing is up to each member utility. Mr. Kiefer said that he is actively working on proposing amendments to the Founding Agreement to allow the Commission to use the Maintenance Reserve Fund for projects such as the reservoir improvements.

It was moved by Mr. Edlebeck, seconded by Mr. West, and unanimously accepted the proposed 2018-2022 and 2018-2037 capital improvement plans dated 1/6/2017 as presented by Mr. Kiefer.

## RECOMMENDATIONS TO AMEND AGREEMENT

Mr. Kiefer suggested that the Commission take up this matter at the next Commission meeting due to the time. It was the consensus of the Commission to do so.

MANAGER'S REPORT

1. CTW Corporation helped plant staff remove spool pieces and valves from that have been removed in recent valve replacement projects.
2. Plant staff improved security settings on VPN connections to remote facilities. In addition, plant staff installed a cellular modem at Glendale. If there is a problem with Time Warner Cable, the cellular modem will connect to plant to re-establish a communication link.
3. Plant staff fixed a sodium hypochlorite leak in the main containment area. A fitting cracked which allowed the chemical to slowly leak out of pipe.
4. Plant staff continued to strip and wax floors on the main level of the Bender facility.
5. Plant staff continued to label pipes and tanks in the basement and in the lab.
6. Plant staff replaced the drain system used for the analyzers in the lab.
7. Intern Mason Mueller's last day was December 23, 2016.

NEXT MEETING

The next regular meeting was scheduled for Wednesday, February 8, 2017 at 8:00 AM.

ADJOURNMENT

It was moved by Mr. Eastman, seconded by Mr. West, and unanimously carried to adjourn at 10:01 A.M.

Submitted by:



- 1/13/2017

---

Eric Kiefer, Plant Manager and Recording Secretary

Date