

**MINUTES OF THE  
NORTH SHORE WATER COMMISSION  
MEETING OF Wednesday, March 8, 2017**

A meeting of the North Shore Water Commission was held at the Filtration Plant, 400 West Bender Road, Glendale, Wisconsin on Wednesday, March 8, 2017.

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

Present: John Edlebeck, Chair (arrived at 8:02 AM); Mike West, Secretary; Dave Eastman, Member.

Also present: Eric Kiefer, Plant Manager & Recording Secretary; John Knepel, Baker Tilly

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

Mr. West noted that the Chair was not present at 8:00 AM. After verifying there was a quorum, he called the meeting to order.

MINUTES

It was moved by Mr. Eastman, seconded by Mr. West, and unanimously carried to approve the minutes for the meeting held February 8, 2017.

MONTHLY REPORT OF PLANT OPERATIONS

Mr. Kiefer provided the Commission with the monthly report of operations. During his presentation, he explained that a major leak was found and repaired in Glendale. Consequently, pumpage is significantly lower than last month. The report was placed on file without any motion.

Mr. Edlebeck arrived at 8:02 AM. He resumed the duties of Chair.

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. West, seconded by Mr. Eastman, 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>
Alexander Chemical (treatment chemical: sodium hypochlorite)	2,776.30
Baker Tilly (financial audit and related services)	7,150.00
BMO Harris Bank (safe deposit box rental)	95.00
BMO Harris Bank (credit card)	174.32

-- FedEx Office (printing charges): \$74.18	
-- Google (monthly charge for apps): \$54.15	
-- Straight Talk (monthly phone plan - Foreman): \$45.99	
Buelow Vetter (legal services)	1,701.04
Concentra (pre-employment medical services)	167.50
Diversified Benefit Services (Section 125 Plan administration)	100.32
Earthlink (Bender phone - ESTIMATE)	153.90
Grainger (electrical supplies, beakers, indicator for alkalinity, hardware, plumbing supplies, lamps, janitorial supplies, and hole saw)	707.93
Great America (lease payment for copier/printer)	100.00
Hawkins (treatment chemicals: aqueous ammonia and phosphate)	907.59
Holt Electric (renewal of Rockwell support contract)	785.00
Home Depot (electrical supplies)	113.92
Idexx (collection vessels and Colilert media)	2,684.94
John Mayer (wholesale water rate review)	120.00
Mark Peters (reimbursement for conference)	193.44
McMaster-Carr (casters)	10.02
Minnesota Life / Securian (employee life insurance)	118.24
Northern Lake Service (analysis of water samples for compliance monitoring)	67.00
Office Copying Equipment (maintenance payment for copier/printer)	29.12
Rotroff Jeanson (monthly accounting services and audit preparation)	1,885.00
Spectrum Business (internet services and Klode phone)	391.31
Superior Chemical (janitorial supplies)	128.27
T-Mobile (mobile internet)	31.05
US Cellular (cellular phone service - ESTIMATE)	4.25
Village Ace Hardware (doorbell)	8.08
Village of Whitefish Bay (Klode water bill)	159.23
We Energies (Bender Electric)	12,949.33
We Energies (Bender Gas - ESTIMATE)	1,229.74
We Energies (Green Tree Electric - ESTIMATE)	17.20
We Energies (Henry Clay Electric)	18.01
We Energies (Klode Electric - ESTIMATE)	3,496.75
We Energies (Klode Gas - ESTIMATE)	23.05
Wisconsin State Lab of Hygiene (fluoride analysis)	25.00

SUB-TOTAL \$38,521.85

Maintenance Reserve

SUB-TOTAL \$0.00

TOTAL \$38,521.85

FINANCIAL STATEMENTS

Mr. Kiefer distributed the financial statements and other required communications prepared by Baker Tilly. He explained that the documents are the final version and only minor changes have been since the last Commission meeting.

It was moved by Mr. West, seconded by Mr. Eastman, and unanimously carried to accept the financial statements and other required communications prepared by Baker Tilly.

#### REIMBURSE SURPLUS FUND BALANCE

Mr. Kiefer provided the Commission with a memo listing the amounts to be refunded to each member. He explained that the amounts are from pages 32 and 33 in the Financial Statements and that Mr. Knepel reviewed his figures for accuracy.

It was moved by Mr. Eastman, seconded by Mr. Eastman, to approve the reimbursement of surplus funds to the member communities. Mr. Edlebeck asked Mr. Kiefer to clarify the calculation of the reimbursement amounts.

Mr. Kiefer explained that this is the first year that the Commission has targeted a fund balance in the Maintenance Reserve Fund. Consequently, the refund is coming from both the Maintenance Reserve Fund and the General Fund. After this additional information, the motion unanimously carried.

#### ANNUAL WATER QUALITY REPORT

Mr. Kiefer presented the Commission with the 2016 Annual Water Quality Report. He explained that this report used to be printed, and therefore, was designed to print very well on several sheets of paper.

Over the past few years, this report is not being printed and mailed. Instead, member utilities distribute the URL of the water quality report on the water bill. To make it easier for people to view the report on mobile devices, Mr. Kiefer developed this year's report on a webpage.

The Commission discussed the new format. While the new format is more accessible, Mr. West thought the report should still be published in PDF format. Not only is a PDF file easier to archive, it is easier to maintain integrity.

Mr. Kiefer explained that he intends to save the existing webpage as a PDF file. Both formats will be available to the public.

Mr. Edlebeck also asked Mr. Kiefer if it was necessary to include a diagram of the water treatment process in the report. Citing security reasons, Mr. Edlebeck advised that the diagram be removed.

Mr. Kiefer asked Mr. Edlebeck if the preceding text describing the water treatment process should be removed. Mr. Edlebeck suggested that the text stay; however, he would like Mr. Kiefer to remove specifics and focus more on the treatment process.

Mr. Kiefer said he would amend the report as discussed.

It was moved by Mr. West, seconded by Mr. Eastman, and unanimously carried to accept the 2016 Annual Water Quality Report as amended during discussion.

#### PICKUP TRUCK

Mr. Kiefer provided the Commission with a tabulation of 3 quotations he solicited for a pickup truck. The quotations were provided by Ewald Automotive Group which offers municipalities the same pricing as the State of Wisconsin. He also mentioned that Mr. Eastman helped him through this process and got him in contact with the appropriate person at Ewald Automotive Group.

Mr. Kiefer explained the additional features he added to the base vehicle. The Commission discussed those features. Mr. West expressed concerns about the value of the rust-proofing option. Mr. Kiefer explained that the current truck has holes in the floorboard, so he thought it may help prevent that kind of corrosion on the new truck.

Mr. Edlebeck advised Mr. Kiefer to examine the lights, including the light bar, once the vehicle is delivered. If the lights are not adequate, he should consider installing more lights.

Mr. Eastman suggested that Mr. Kiefer take the truck to Ultimate Truck should it be necessary to install additional lights or aftermarket items.

Mr. West asked if Ewald Automotive Group is properly quoting the vehicle and that the base bid matches the state's bid. Mr. Kiefer said he would verify that.

It was moved by Mr. West, seconded by Mr. Eastman, and unanimously carried to authorize the procurement of the Dodge Ram pickup truck as noted in Mr. Kiefer's memo dated 3/7/2017 with the proviso that Mr. Kiefer confirm the base bid is the same as the state bid price.

#### MANAGER'S REPORT

1. The drive chain for basin #2 flocculator broke, and the sludge valve for basin #2 stopped working. This basin has been taken out of service until repairs can be made this summer. Only 2 out of the 5 basins are in service due to equipment failure.
2. Plant staff replaced the transmission shifting cable in the Commission's pickup truck.
3. Brenna Franchi was hired as Intern. Her first day will be on Thursday, March 9.
4. Operations staff agreed on a new schedule which entails a rotation of all shifts. New schedule requires all operations staff to share shift relief duties.
5. Operator Technician Dan Cherny accepted new position as Relief Operator Technician. The vacant Relief Operator Technician position will be posted later this week.

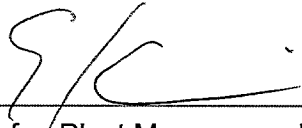
#### NEXT MEETING

The next regular meeting was scheduled for Wednesday, April 12, 2017 at 8:00 AM.

#### ADJOURNMENT

It was moved by Mr. West, seconded by Mr. Eastman, and unanimously carried to adjourn at 8:40 A.M.

Submitted by:



3/10/2017

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Eric Kiefer, Plant Manager and Recording Secretary

Date