

**AMENDED MINUTES OF THE  
NORTH SHORE WATER COMMISSION  
MEETING OF Wednesday, April 12, 2017**

A meeting of the North Shore Water Commission was held at the Filtration Plant, 400 West Bender Road, Glendale, Wisconsin on Wednesday, April 12, 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

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

**MINUTES**

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

**MONTHLY REPORT OF PLANT OPERATIONS**

Mr. Kiefer provided the Commission with the monthly report of operations. 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. West, seconded by Mr. Eastman, and unanimously carried that the following payments be approved and authorization was given to the Fiscal Agent to make such payments:

<b><u>Vendor</u></b>	<b><u>Amount</u></b>
Alden (magmeter calibration)	1,661.15
Alexander Chemical (treatment chemical: aluminum sulfate)	2,536.60
Allied Electronics (electrical supplies)	418.42
Baker Tilly (financial audit)	1,800.00
BMO Harris Bank (credit card)	524.93
-- Google (monthly charge for Google Suite Basic): \$54.16	
-- Northern Tool & Equipment (engine hoist): \$253.43	
-- Office Depot (stapler and staples): \$74.95	
-- Siteground (website support): \$47.40	
-- Straight Talk (monthly phone plan - Foreman): \$45.99	
-- USPS (stamps): \$49.00	
Buelow Vetter (legal services)	192.50

Concentra (pre-employment medical services)	167.50
Diversified Benefit Services (Section 125 Plan administration)	95.00
Earthlink (Bender phone)	155.02
Eurofins (compliance monitoring)	360.00
Fuchs & Boyle (legal service)	234.00
Glendale Water Utility (storm and environmental fees)	591.60
Grainger (center pull towels, first aid supplies, maintenance supplies, labels, reagents, sealant, padlocks, clock, and plumbing supplies)	814.30
Great America (lease payment for copier/printer)	100.00
Hawkins (treatment chemicals: aqueous ammonia, phosphate, and polymer)	3,135.92
LR Meter Testing (meter testing)	203.00
Minnesota Life / Securian (employee life insurance)	118.24
Northern Lake Service (compliance monitoring)	627.00
Office Copying Equipment (maintenance payment for copier/printer)	18.11
Quill (folders and binders)	86.31
Rotroff Jeanson (monthly accounting services)	1,010.00
SEH (engineering services for overflow pre-design)	2,200.00
Spectrum Business (internet services and Klode phone)	391.31
Superior Chemical (janitorial supplies)	95.40
The Water Council (renewal of annual membership)	1,000.00
T-Mobile (mobile internet)	31.05
UPS Store (shipping services)	37.16
US Cellular (cellular phone service)	8.75
USA Bluebook (chlorine and turbidity reagents)	907.74
Vacuum Pump & Compressor (oil block metering fitting)	48.03
Village Ace Hardware (grass seed, plumbing supplies, and maintenance supplies)	51.90
Village of Fox Point (gasoline)	86.93
Wallace Tree & Landscape (tree removal and snow plowing)	600.00
We Energies (Bender Electric)	13,403.66
We Energies (Bender Gas)	1,441.30
We Energies (Green Tree Electric)	16.11
We Energies (Henry Clay Electric)	16.92
We Energies (Klode Electric)	3,538.27
We Energies (Klode Gas)	19.97
Wilkins Anderson (turbidity standards)	391.61
Wisconsin State Lab of Hygiene (fluoride analysis)	25.00

SUB-TOTAL \$39,160.71

Maintenance Reserve

SUB-TOTAL \$0.00

TOTAL \$39,160.71

#### CAPITAL PROJECTS

Mr. Kiefer explained that staff is just starting to work on the SCADA Upgrade Project. His current

focus is to get the new SCADA hardware at the Glendale Standpipe working with the Commission's existing SCADA system. Mr. Kiefer anticipates the majority of the SCADA Upgrade Project to occur over the summer.

It was moved by Mr. Eastman, seconded by Mr. West, and unanimously carried to approve the payment request in the amount of \$256.09 for expenses incurred on the SCADA Upgrade Project using the current capital rates as per Mr. Kiefer's memorandum dated April 12, 2017.

#### SANITARY SURVEY

Mr. Kiefer provided the Commission with an overview of the latest sanitary survey. He referenced a letter sent by the Wisconsin Department of Natural Resources (WDNR) dated March 15, 2017 which explained a number of deficiencies and recommendations.

Mr. Kiefer explained that 8 out of the 9 deficiencies pertain to reservoir failures that were discovered in 2016. The other deficiency pertains to a valve that is original to the plant which connects a sludge line to the reclaim basin.

Mr. Kiefer provided a draft of his written response to the WDNR to the Commission and explained each item. During discussion, it was the consensus of the Commission that Mr. Kiefer respond to the WDNR's request to consider implementing recommendations with the following response: the North Shore Water Commission will take the WDNR's recommendations under advisement.

Mr. Kiefer went through the rest of the items in his draft letter.

Mr. Kiefer explained that he is waiting for a report from SEH to send with his letter. Said report is anticipated on 4/13/2017. Mr. Kiefer said that he would revise his letter as per discussion and send it to the WDNR before the deadline.

No action was taken by the Commission.

#### VALVE ACTUATORS

Mr. Kiefer explained that the Commission budgeted and is ready to start a multi-year project that involves the replacement of filter valve actuators. He explained that staff selected the manufacturer to be Limatorque and obtained the necessary quotations.

It was moved by Mr. West, seconded by Mr. Eastman, and unanimously carried to accept the proposal from Swanson Flo for an amount not to exceed for \$22,0150.00 not including shipping with funding to come from member communities using the current capital rates.

#### RESOLUTION OF COMMENDATION FOR MICHAEL WEST

Mr. Edlebeck acknowledged that this was likely Mr. West's last meeting and wanted to express his gratitude for all that he has done for the Commission. Mr. Edlebeck read aloud the following resolution to recognize Mr. West.

#### A RESOLUTION OF COMMENDATION

WHEREAS Michael A. West has represented the Village of Fox Point as a member of the North Shore Water Commission since November 14, 2000, and

WHEREAS Michael A. West served with diligence, industry, and fidelity in the many matters which came before the Commission, and

WHEREAS Michael A. West was integral in making many significant improvements to the water treatment facilities including the installation of ultraviolet light disinfection at the Water Filtration Plant and a complete upgrade of all chemical feed systems, and

WHEREAS Michael A. West's current term as Commissioner will end on April 30, 2017, and

NOW, THEREFORE, BE IT RESOLVED that the North Shore Water Commission, in behalf of its member municipalities and their residents, expresses its sincere thanks and gratitude to Michael A. West for his many years of service as an active member of the Commission.

BE IT FURTHER RESOLVED that this resolution be made a permanent part of the Commission's records, and that a copy be presented to Michael A. West.

It was moved by Mr. Eastman, seconded by Mr. Edlebeck and carried to adopt the Resolution of Commendation. Mr. West abstained from voting.

#### MANAGER'S REPORT

1. Plant staff is relocating the magmeter testing apparatus to a location that is less disruptive to the water treatment process. Plant staff anticipates completion of this project before the next Commission meeting.
2. A power failure took out the north air compressor. Although service technician from vendor was unable to fix unit, plant staff was able to identify problem and make necessary repairs to the compressor; it is now back in operation.
3. Another power failure caused the flocculators for basins #2 and #3 to fail. Operation was restored after replacing one of the motors.
4. Plant staff worked with SEH to measure head loss through various UV components and associated pipes. Measurements are being used in preliminary design of reservoir overflow system.
5. Plant staff fixed a sodium hypochlorite leak in the bulk containment area. A fitting cracked which allowed chemical to slowly leak out of tank into containment area.
6. Plant staff started annual filter maintenance.
7. Plant staff is preparing to replace a broken shaft in basin #1.
8. L-R Meter Testing & Repair checked the calibration of School Road magmeter and the wholesale compound meters.

9. John Mahnke will be filling the vacant Relief Operator Technician position. His first day is scheduled for May 22.

#### DRAFT REVISIONS TO FOUNDING AGREEMENT

Mr. Kiefer conducted a thorough review of the Founding Agreement and provided the Commission with a number of suggestions to modernize it. Some of the items were already discussed by the Commission at the February meeting.

Mr. Edlebeck requested that Mr. Kiefer explain all of his suggestions. Comments that were made during discussion were recorded in Mr. Kiefer's Google Doc.

After discussion, Mr. Kiefer asked the Commission for further instruction as to how he should proceed. Mr. Edlebeck suggested that Mr. Kiefer incorporate the changes mentioned during discussion and then pass it on to Mr. Fuchs for review. It was the consensus of the Commission that once Mr. Fuchs finishes a review the proposed revisions, Mr. Kiefer should bring the document back to the Commission for further discussion and possible action.

No action was taken by the Commission.

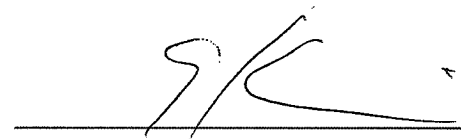
#### NEXT MEETING

The next regular meeting was scheduled for Wednesday, May 10, 2017 at 8:00 AM.

#### ADJOURNMENT

It was moved by Mr. West, seconded by Mr. Eastman, and unanimously carried to adjourn at 11:25 A.M.

Submitted by:



Eric Kiefer, Plant Manager and Recording Secretary

5/10/2017

Date