

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

A meeting of the North Shore Water Commission was held at the Filtration Plant, 400 West Bender Road, Glendale, Wisconsin on Wednesday, July 12, 2017.

Meeting was called to order at 8:02 A.M. by Mr. Botcher.

Present: Dave Eastman, Secretary; John Edlebeck, Member; Scott Botcher, Alternate for Fox Point

Also present: Eric Kiefer, Plant Manager & Recording Secretary; Rachel Reiss, Alternate for Glendale

Absent: Paul Boening, Alternate for Whitefish Bay

No Commissioner has been appointed by the Village of Fox Point to succeed Mr. West at this time.

MINUTES

It was moved by Mr. Eastman, seconded by Mr. Edlebeck, and unanimously carried to approve the minutes for the meeting held June 14, 2017.

MONTHLY REPORT OF PLANT OPERATIONS

Mr. Kiefer provided the Commission with the monthly report of operations. He mentioned that pumpage is down for the year and that July appears to be colder and wetter than normal. Mr. Botcher asked what kind of impact that will have on the Commission. Mr. Kiefer explained that revenue will not change for the Commission; however, each member community will be affected. He explained that it is likely that the Commission will pump 30 to 40 million gallons less this year than the previous year. Consequently, each member will likely experience a loss of revenue due to a decline in sales.

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. Edlebeck, and unanimously carried that the following payments be approved and authorization was given to the Fiscal Agent to make such payments:

<u>Vendor</u>	<u>Amount</u>
A.C. Engineering (high voltage maintenance)	2,246.70

Alexander Chemical (treatment chemicals: aluminum sulfate and sodium hypochlorite)	5,145.95
Badger Instrument Service (annual lab equipment calibration)	256.80
Batteries Plus (lamps)	73.75
BMO Harris Bank (credit card)	168.64
-- Amazon (storage boxes, tubing fittings, and submersible pump): \$41.80	
-- Google (monthly charge for Google Suite Basic): \$54.16	
-- Straight Talk (monthly phone plan - Foreman): \$45.99	
-- USPS (postage): \$26.69	
Cintas (uniforms)	281.28
City of Milwaukee (water standby service)	1,350.00
Concentra (respirator fit testing)	460.00
Diversified Benefit Services (Section 125 Plan administration)	95.46
Earthlink (Bender phone)	154.61
Eurofins (compliance monitoring)	380.00
Fuchs & Boyle (legal service)	380.25
Glendale Water Utility (environmental charge and storm water charge)	591.60
Grainger (threaded rod, UPS for computer, bottles, janitorial supplies, first aid supplies, boots, brushes, turbidity standard, floor striper, hardware, grease, barricade sign, cones, and penetrating oil)	1,148.91
Great America (lease payment for copier/printer)	100.00
Hawkins (treatment chemicals: aqueous ammonia and phosphate)	2,614.27
Heritage (checks)	439.25
Home Depot (galvanized pipe)	9.98
McMaster-Carr (steel angle)	118.56
Minnesota Life / Securian (employee life insurance)	128.92
MMSD (2nd quarter sludge disposal)	1,327.10
Nalco (treatment chemical: Veligon TL-M)	1,996.89
Northern Lake Service (compliance monitoring)	627.00
Office Copying Equipment (maintenance payment for copier/printer)	35.20
Rotroff Jeanson (monthly accounting services)	1,010.00
Spanning Cloud Apps (Google Apps backup user)	33.56
Spectrum Business (internet services and Klode phone)	401.45
T-Mobile (mobile internet)	31.05
US Cellular (cellular phone service)	5.95
USA Bluebook (Standard Methods 23rd ed. and thermometer)	406.54
Vacuum, Pump, and Compressor (oil and separator)	676.29
Village Ace Hardware (putty knife, scraper, herbicide, MAP gas, and sledge hammer)	114.24
Village of Fox Point (gasoline)	145.88
Village of Whitefish Bay Water Utility (Klode Park water bill)	226.13
We Energies (Bender Electric)	14,760.01
We Energies (Bender Gas)	406.88
We Energies (Green Tree Electric)	16.53
We Energies (Henry Clay Electric)	17.60
We Energies (Klode Electric)	4,262.36
We Energies (Klode Gas)	14.01
Wilkens-Anderson (squeeze bottles and turbidity standard)	431.22

Wisconsin State Lab of Hygiene (fluoride analysis)		25.00
Xylem Water Solutions (nitrile caps for sandwash system)		1,056.19
	SUB-TOTAL	\$44,172.01
<u>Maintenance Reserve</u>		
	SUB-TOTAL	\$0.00
	TOTAL	\$44,172.01

CAPITAL PROJECTS

Mr. Kiefer provided the Commission with three payment requests. The first was for SCADA software. He explained that programming of the new system started and everything is working as planned.

The second was for filter valve actuators. He explained that the filter valve actuators include custom brackets that were manufactured by Swanson Flo to allow the new equipment to mount on the old valves.

Lastly, there was a payment request for the truck decal placed on the new truck.

It was moved by Mr. Edlebeck, seconded by Mr. Eastman, and unanimously carried to approve the payment request for the SCADA Upgrade Project in the amount of \$25,570.25, the payment request for the Filter Improvements Project in the amount of \$22,172.35, and the payment request for the Truck Replacement Project in the amount of \$176.89 as per Mr. Kiefer's memos dated July 12, 2017.

OPEN HOUSE

Responding to the Commission's recommendation brought up at the June meeting, Mr. Kiefer discussed the possibility of providing tours and open house of the water filtration plant in September.

The Commission collectively was supportive of the concept. In discussion, the Commission talked about when the event should be held and who should be invited. It was the consensus of the Commission that there should be two events--both open to the general public. One event should be on Saturday morning, and another should be on Wednesday during normal working hours. The exact dates should be determined by Mr. Kiefer.

Because the Village Boards and Common Council would be invited and because there is a strong possibility of a quorum during these events, Ms. Reiss suggested that each government entity post a notice of quorum.

Mr. Kiefer asked Ms. Reiss if it would be possible to have a Glendale police officer present during the event. She thought it may be possible.

No action was taken regarding this matter.

FOUNDING AGREEMENT

Mr. Kiefer reported that he is meeting with the Village Attorneys and City Attorney to discuss the proposed revised and restated agreement. He will report back to the Commission at the next meeting.

MANAGER'S REPORT

1. Plant staff successfully exchanged and tested the magmeters in the Whitefish Bay master meter vault and the Henry Clay meter pit using the new meter testing apparatus.
2. Plant staff fixed the raw water flow meter.
3. Plant staff replaced a broken flocculator shaft and a pillow-block bearing in basin #1. The basin is now in operation.
4. Basin #5 is being drained and prepared for a cleaning and inspection.
5. A.C. Engineering completed annual maintenance and testing of the north primary substation. All tests indicate the equipment is in good operating condition.
6. During scheduled maintenance of the primary substation, A.C. Engineering discovered a problem with one of the transfer switch breakers. The breaker had to be replaced with the spare purchased last year. Plant staff solicited a proposal from A.C. Engineering to repair the breaker.
7. Plant staff removed abandoned control wiring for high service pump #3 and other abandoned gate valves.
8. Plant staff repaired several sections of conductor bar for the overhead crane in the motor room.
9. The 2000 Chevy Silverado 2500 pickup truck was auctioned on WisconsinSurplus.com. The truck sold for \$2,235.00.
10. Plant staff started stripping and waxing the filter room floor.
11. Plant staff is in the process of switching phone providers from Earthlink to Spectrum. A backup internet connection will also be installed.

NEXT MEETING

The next regular meeting was scheduled for Wednesday, August 16 at 8:00 AM.

ADJOURNMENT

It was moved by Mr. Edlebeck, seconded by Mr. Eastman, and unanimously carried to adjourn at 8:28 A.M.

Submitted by:

E/K

7/13/2017

Eric Kiefer, Plant Manager and Recording Secretary

Date