

**REVISED MINUTES OF THE  
NORTH SHORE WATER COMMISSION  
MEETING OF WEDNESDAY, JANUARY 9, 2019**

A meeting of the North Shore Water Commission was held at the Filtration Plant, 400 West Bender Road, Glendale, Wisconsin on Wednesday, January 9, 2019.

Meeting was called to order at 8:00 A.M. by Mrs. Safstrom.

Present: Rachel Safstrom, Chair (Glendale); John Edlebeck, Secretary (Whitefish Bay);  
Scott Botcher, Member (Fox Point)

Also present: Eric Kiefer, Plant Manager & Recording Secretary; Charlie Imig, Alternate  
(Glendale); Abigail Cantor, Process Research Solutions

**MINUTES**

It was moved by Mr. Edlebeck, seconded by Mr. Botcher, and unanimously carried to approve the minutes for the meeting held December 12, 2018.

**MONTHLY REPORT OF PLANT OPERATIONS**

Mr. Kiefer provided the Commission with a report regarding plant operations. During his discussion, he mentioned that pumpage is almost the slightly lower compared to last year December. 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. Botcher, 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.

<b><u>Vendor</u></b>	<b><u>Amount</u></b>
A.C.Engineering (high voltage equipment maintenance)	\$1,790.35
Amazon (petri dishes, LED lamps, stamp, floor cleaner)	\$379.65
Cintas Fire Protection (fire extinguisher test and maintenance)	\$380.23
Clark Dietz (engineering services)	\$4,389.00
City of Milwaukee (standby service)	\$1,350.00
Dan Cherny (refund January health insurance premium)	\$98.51
Diversified Benefit Services (Section 125 Plan administration)	\$95.94
Falls Manufacturing (heater block fabrication)	\$254.95
Fuchs & Boyle (legal service)	\$156.00
Glendale Water Utility (storm and environmental charges)	\$591.60
Grainger (maintenance supplies, plastic bags, fuses, hardware, sterile water, pipet)	\$444.92

tips, lab reagents, sharps containers, and PVC fittings)	
Great America (lease payment for copier/printer)	\$100.00
Hach (halogen lamp)	\$247.89
Hawkins (treatment chemicals: aqueous ammonia and polymer)	\$2,036.83
Idexx (collection vessels, growth media, and quanticult)	\$2,299.08
Kenrich (annual crane and hoist inspection)	\$548.20
L&S Electric (motor testing)	\$475.00
McMaster-Carr (strut connectors)	\$112.64
MMSD (4th quarter sludge disposal)	\$1,623.25
Northern Lake Service (compliance monitoring)	\$68.00
Office Copying Equipment (maintenance payment for copier/printer)	\$27.14
Olin (treatment chemical: sodium hypochlorite)	\$2,820.09
Process Research Solutions (engineering consulting pertaining to water quality)	\$5,400.00
Rotroff Jeanson (accounting services)	\$1,040.00
Securian / Minnesota Life (employee life insurance)	\$82.98
SEH (services pertaining to change in corrosion control chemical)	\$437.00
Spectrum Business (internet services, Bender phone, and Klode phone)	\$571.17
SwansonFlo (valve actuator board replacement)	\$1,044.50
The Water Council (membership renewal)	\$1,000.00
T-Mobile (mobile internet)	\$31.05
US Cellular (cell phone)	\$4.30
USABluebook (phosphate reagent, lab supplies, and pulsation dampener)	\$761.61
Village Ace Hardware (boiler drain and broadcast spreader)	\$45.06
Village of Fox Point (gasoline and diesel)	\$84.60
Village of Whitefish Bay (Klode water)	\$345.21
WaterStone Bank (credit card - General Fund)	\$364.40
-- AT&T (monthly internet charge): \$59.19	
-- Google (google apps for work): \$54.16	
-- Siteground (website hosting renewal): \$205.15	
-- StraightTalk (cell phone): \$45.90	
We Energies (Bender Electric)	\$13,342.50
We Energies (Bender Gas - estimated)	\$1,822.95
We Energies (Green Tree Electric - estimated)	\$20.32
We Energies (Henry Clay Electric - estimated)	\$20.42
We Energies (Klode Electric - estimated)	\$3,737.63
We Energies (Klode Gas - estimated)	\$25.36
Wilkens-Anderson (EDTA reagent)	\$51.09
Wisconsin State Lab of Hygiene (fluoride analysis)	\$25.00
	SUB-TOTAL
	\$50,546.42

Capital Fund

SUB-TOTAL \$0.00

TOTAL \$50,546.42

### CAPITAL PROJECTS

Mr. Kiefer gave the Commission an update of the Filter Improvements Upgrade. He mentioned that replacing the 20 inch backwash valve on Filter No. 7 is more difficult than staff originally thought. Mr. Kiefer explained that replacing Filter No. 7 was not part of the original project but plant staff added it to the project before the December Commission meeting due to a mechanical failure. Plant staff has the new valve and will complete the replacement in 2019. Otherwise, the project is substantially complete.

Mr. Kiefer mentioned that plant staff attempted to completely finish the SCADA Upgrade project by the end of the year, but was unable to get everything finished. There are some minor items that will have to be completed by plant staff in 2019.

It was moved by Mr. Botcher, seconded by Mr. Edlebeck, and unanimously carried to approve the payment request for the Filter Improvements Project in the amount of \$8,062.05 and the payment request for the SCADA Upgrade Project in the amount of \$23,872.37 as per Mr. Kiefer's memos dated January 9, 2019.

### CAPITAL ADDITIONS AND RETIREMENTS

Mr. Kiefer provided the Commission with a summary of capital additions and retirements in 2018. 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 and that changes will ultimately be made.

No action was taken at this time.

### ENGINEERING SERVICES FOR RESERVOIR UPGRADE PROJECT

Mr. Kiefer provided the Commission with a Request for Proposals (RFP) that was finalized and distributed on December 17, 2018 for the upcoming capital project 2019-1, Engineering Services for Reservoir Upgrade Project. Mr. Kiefer explained that he provided the RFP to SEH, Clark Dietz, Strand Associates, Donohue, CDM Smith, and Baxter & Woodman.

After discussion with these engineering firms, Mr. Kiefer believes that SEH and Clark Dietz will be submitting a joint proposal; he believes Strand Associates will also submit a proposal. It is possible that Baxter & Woodman will submit a proposal, but it seems questionable at this time.

Mr. Kiefer collaborated with Mr. Edlebeck in developing the RFP. They did not believe it was reasonable to require the proposals before the January Commission meeting, so the deadline for submission was set to January 14. After reviewing the proposals, Mr. Kiefer and Mr. Edlebeck will interview at least one of the engineering firms and make a recommendation to the Commission at the February meeting.

No action was taken at this time.

#### RAW WATER TRANSMISSION MAIN ASSESSMENT PROPOSAL

Mr. Kiefer provided the Commission with a proposal from a company called Pure Technologies, a Xylem company, to locate and perform a condition assessment of the raw water transmission main; he also played a marketing video provided by Pure Technologies regarding the Sahara Mapping service. Mr. Kiefer explained that this was the only kind of technology that could be used to reliably locate a raw water main—besides hydro excavation—that he discovered. For \$30,000 the Commission can get the raw water transmission main located and assessed. Mr. Kiefer believes the raw water main can be located (no pipe assessment included) for less than \$30,000 using hydro excavation—perhaps in the ballpark of \$10,000. He also said that Mr. Edlebeck was looking into alternatives.

Mr. Kiefer noted that the Commission did not budget for this project; this activity was requested after the 2019 budget was approved in September 2018. Mr. Kiefer said that it is likely that surplus funds will likely cover the cost, but it should be noted that it was not budgeted.

Mrs. Safstrom believes the project is worth doing and supports further consideration.

Mr. Edlebeck reported that he has contacted other companies and engineers and will hopefully solicit alternative proposals in the near future. Although he believes the location and assessment should be done, he wants to explore other alternatives before making a decision. He requested that the Commission delay taking action until next month.

It was the consensus of the Commission to not take action at this time. This matter is to be put onto the agenda for next month along with any new proposals solicited by Mr. Edlebeck at the February meeting.

#### REPORT FROM PROCESS RESEARCH SOLUTIONS REGARDING POTENTIAL WATER QUALITY IMPROVEMENTS

Abigail Cantor from Process Research Solutions gave a PowerPoint presentation to the Commission to summarize the information in the reports she recently prepared for the Commission.

The report contains the information presented at the meeting.

During this item Mrs. Safstrom excused herself at 8:51 AM and left the meeting. At 9:18 AM, Scott Botcher excused himself and left the meeting. Charlie Imig took over the duties of Chair in Mrs. Safstrom's absence as the Glendale Alternate and to maintain quorum.

During the presentation, Ms. Cantor explained a number of actions that can be taken by the water treatment plant (the Commission) and water utilities (members) to potentially improve water quality.

One of the topics she discussed was the effect of water age on water quality. As the demand for potable water drops, the residence time of water in water mains, storage facilities, and premise plumbing increases. Increased residence age, in general, can contribute to water quality problems such as nitrification and disinfection byproducts—including lead release.

According to Ms. Cantor, unidirectional flushing is something that member utilities can do to reduce the potential for lead release. After discussion of the technical aspects of unidirectional flushing, Mr. Edlebeck and Mr. Imig agreed that effort should be taken. However, it is often difficult to do such an activity because of other projects and limited resources. Mr. Edlebeck suggested that the Commission retain a contractor to unidirectionally flush all of the member utilities. He requested that Mr. Kiefer place this matter on the next agenda for more discussion and possible action.

No action was taken at this time.

#### ANNUAL REPORT

Mr. Kiefer explained that the annual report shows that the pumpage for 2018 is slightly lower than 2017 but the delivery percentages are very similar. Mr. Kiefer said this was good because it means it is unlikely that there are any undetected main leaks or other major unknown water losses. He mentioned the information will be used by the auditors to allocate 2018 operating costs. Mr. Kiefer noted that 2020 is the first year that capital rates will change under the new agreement. He reminded the Commission that the capital rate will be based on a 5-year rolling average of annual delivery volumes.

Mr. Edlebeck mentioned that the Commission should review the wholesale water agreement during the next budget approval process. Mr. Kiefer said he would include such review in a future Commission meeting.

#### MANAGER'S REPORT

1. A.C. Engineering performed semi-annual maintenance of the main bus tie and one of the substation switches and corresponding transformer.
2. Plant staff is concerned about the condition of the north air compressor because it is making excessive noise and it does not start properly. Advice from service technician and plant staff is to replace unit. Plant staff intends on purchasing new unit once this unit fails.
3. SwansonFlo technician repaired the main electrical board on the left backwash valve actuator for Filter No. 7; it was damaged during installation.
4. Plant staff installed a pulsation dampener on the alum chemical feed line to prevent premature break of alum chemical feed pump hoses.
5. Plant staff contracted with Falls Manufacturing to fabricate a test tube heater for HPC testing.
6. Dan Cherny resigned on 12/26/2018. The Relief Operator Technician position was posted, and candidates were interviewed. An employment offer will be made to Amber Gerdman, a former intern, provided results from pre-employment testing are satisfactory.
7. Plant staff is working with Clark Dietz to specify a replacement VFD for High Service Pump No. 4.
8. L&S Electric was contracted to test the motor for High Service Pump No. 4 to confirm the

motor wasn't damaged when the VFD faulted. Results indicate the motor was not damaged.

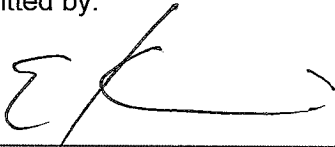
NEXT MEETING

The next regular meeting was scheduled for Wednesday, February 13, 2019 at 8:00 AM.

ADJOURNMENT

It was moved by Mr. Imig, seconded by Mr. Edlebeck, and unanimously carried to adjourn at 9:45 A.M.

Submitted by:



2/13/2019

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Eric Kiefer, Plant Manager and Recording Secretary

Date