

**MINUTES OF THE
NORTH SHORE WATER COMMISSION
MEETING OF WEDNESDAY, OCTOBER 10, 2018**

A meeting of the North Shore Water Commission was held at the Filtration Plant, 400 West Bender Road, Glendale, Wisconsin on Wednesday, October 10, 2018.

Meeting was called to order at 8:01 A.M. by Ms. Reiss. Mr. Edlebeck did not arrive until 8:04 AM.

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

Also present: Eric Kiefer, Plant Manager & Recording Secretary; Charlie Imig, Alternate (Glendale)

MINUTES

It was moved by Mr. Botcher, seconded by Ms. Reiss, and unanimously carried to approve the minutes for the meeting held September 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 significantly lower this September compared to last year September because of cold and wet weather. He also mentioned that the difference between the corrected high service totalized flow and the master magmeter totalized flow is greater than expected. Mr. Kiefer said he will monitor the meter data and investigate if the value does not go back to normal. 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 Ms. Reiss, 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>
Amazon (batteries, RJ45 plugs and tool, lamps, center pull towel, toilet paper, chuck conversion tool, and hardware)	\$278.91
American Water Works Association (membership renewal)	\$2,094.00
CTW Corporation (motor repairs associated with high service pump #1)	\$4,400.00
Diversified Benefit Services (Section 125 Plan administration)	\$95.00
Eurofins (compliance monitoring)	\$380.00
Fastenal (shaft collars)	\$435.15
Fuchs & Boyle (legal service)	\$58.50

Glendale Water Utility (storm water and environmental charges)	\$591.60
Grainger (plumbing supplies, ear plugs, painting supplies, electrical supplies, drill bits, taps, air filters, and lab reagent)	\$761.54
Great America (lease payment for copier/printer)	\$100.00
Hawkins (treatment chemicals: aqueous ammonia, phosphate, and polymer)	\$2,368.92
Home Depot (brooms, containers, trowels, roofing tar, wire, mini excavator rental)	\$550.44
Idexx (growth media, collection vessels, quantitrays, and quanticult)	\$4,303.07
John Mahnke (mileage reimbursement)	\$10.90
Lincoln Contractors (sandblaster and related equipment rental, blasting material)	\$439.32
McMaster-Carr (electrical supplies, waterproof connectors, and plumbing supplies)	\$527.56
Mulcahy Shaw Water (UV reactor maintenance supplies and chlorine reagent)	\$8,896.81
MMSD (sludge disposal)	\$2,467.87
Nalco (treatment chemical: mussel control chemical)	\$1,996.89
Northern Lake Services (compliance monitoring)	\$648.00
Office Copying Equipment (maintenance payment for copier/printer and toner)	\$22.44
Pace Analytical (UCMR 4 compliance monitoring)	\$1,460.00
Quill (office supplies)	\$60.54
Rotroff Jeanson (accounting services and review of fund balances)	\$1,264.00
Securian / Minnesota Life (employee life insurance)	\$142.89
Kennedy Song (WDNR certification test reimbursement)	\$25.00
Spectrum Business (internet services, Bender phone, and Klode phone)	\$525.85
Starnet Technologies (NCC data charge for 4th quarter)	\$300.00
T-Mobile (mobile internet)	\$31.05
US Cellular (cell phone)	\$4.25
USABluebook (primer, lab reagents, and lab supplies)	\$610.15
Village Ace Hardware (insect repellent, gloves, rolling pin, Flex Tape, and Flex Seal)	\$182.03
Village of Fox Point (gasoline)	\$287.81
Village of Whitefish Bay (water bill at Klode Park)	\$242.63
WaterStone Bank (credit card - General Fund)	\$555.56
-- Amazon (prime membership): \$120.00	
-- AT&T (monthly internet charge): \$59.19	
-- Camlock Direct (aluminum camlock fittings): \$49.68	
-- eBay bonrea2012 (stir plate): \$175.00	
-- Google (google apps for work): \$54.16	
-- StraightTalk (cell phone): \$45.90	
-- USPS (stamps & postage): \$51.63	
We Energies (Bender Electric)	\$15,558.76
We Energies (Bender Gas)	\$259.43
We Energies (Green Tree Electric)	\$17.04
We Energies (Henry Clay Electric)	\$18.66
We Energies (Klode Electric)	\$4,043.10
We Energies (Klode Gas)	\$16.87

Wilkens-Anderson (reagent water)		\$371.10
Wisconsin State Lab of Hygiene (fluoride analysis)		\$25.00
	SUB-TOTAL	\$57,428.64
<u>Capital Fund</u>		
Wilkens-Anderson (pH meter replacement)		\$1,256.47
	SUB-TOTAL	\$1,256.47
	TOTAL	\$58,685.11

CAPITAL PROJECTS

Mr. Edlebeck was in attendance during this agenda item and all of the following.

Mr. Kiefer gave the Commission a brief update of the SCADA Upgrade Project. He mentioned that solid state drives and other server components were purchased; they will be installed in redundant servers so that the system would continue to operate in the event of a server crash.

It was moved by Mr. Botcher, seconded by Ms. Reiss, and unanimously carried to approve the payment request for the payment request for the SCADA Upgrade Project in the amount of \$10,055.93 as per Mr. Kiefer’s memos dated October 10, 2018.

AGREEMENT IMPLEMENTATION AND ACCOUNTING SYSTEM

Mr. Kiefer provided the Commission with a memo explaining various items that need to be addressed as it pertains to implementing the Revised and Restated Agreement for Water Supply System. Mr. Kiefer went through the memo and corresponding resolution highlighting several key points.

First, Mr. Kiefer explained that the fund currently called “Maintenance Reserve Capital Projects Fund” should be renamed as “Capital Fund.” The function and purpose of the fund remains the same.

Second, he explained that various committed and assigned funds need to be eliminated. Instead, those funds should be in a newly created account in the General Fund called “Operating Reserve” which is committed to payment of operating expenses during financial hardship.

Third, Mr. Kiefer explained that the section in his memo regarding year-end fund balance did not require the Commission’s approval. He included it so that the Commission would better understand the process and would, hopefully, make it less confusing during the next audit.

Next, Mr. Kiefer brought up the topic of transferring funds. He explained that the position of Fiscal Agent rotates annually and that he or she is primarily responsible for signing checks and making deposits. He explained that it would be unreasonable to expect the Fiscal Agent to be monitoring bank and investment accounts of the Commission at the same level a treasurer would do for his or

her municipality. Consequently, some process needs to be established for transferring money between the Commission's checking account and its LGIP account. Mr. Kiefer suggested that the Commission authorize the transfer of funds every month; such transfer would be noticed on the agenda.

Ms. Reiss and Mr. Botcher asked why it would be necessary for the Commission to authorize the transfer of funds between WaterStone Bank and LGIP. They believe the Plant Manager should direct the Fiscal Agent to make those transactions; such activity would be visible to the accountant and auditor. Furthermore, they stated that fund balances show up on balance sheets which are prepared for each regular Commission meeting. The Commission can monitor this kind of activity and does not need to be involved in authorizing the Fiscal Agent to transfer funds. After a brief discussion of this matter, it was the consensus of the Commission that the Plant Manager has the authority to direct the Fiscal Agent to transfer funds between accounts.

Lastly, Mr. Kiefer requested that the Commission rename the LGIP subaccounts so that the names accurately describe their function. He recommended that the "General" subaccount be renamed as "Capital" and that "Emergency Fund" be renamed as "Operating."

Mr. Botcher asked Mr. Kiefer if the LGIP required a specific resolution to allow the names to be changed. Mr. Kiefer said he was not aware of any such requirement. If there is, he said he would bring it back to the Commission at the next meeting.

It was moved by Mr. Botcher, seconded by Mr. Edlebeck and unanimously carried to adopt a resolution entitled, "Resolution of the North Shore Water Commission Designating Accounts and Setting Procedures for the Management of Funds."

FUNDS TRANSFER

It was the consensus of the Commission that Mr. Kiefer is authorized to direct the Fiscal Agent to transfer funds.

DIGGERS HOTLINE

Mr. Kiefer mentioned that this topic was brought up at the last meeting. He explained that Diggers Hotline is just a notification company. In other words, Diggers Hotline notifies member utilities when people call in a request--they do not locate the underground utility and mark it. A separate contractor or the utility would need to perform the work of locating and marking the underground utilities.

Mr. Kiefer explained that he has no experience with this process and is unable to answer basic questions from Diggers Hotline and contractors at this time. Specifically, the Commission needs to determine which mains--in addition to the raw water transmission main--should be included.

Mr. Edlebeck suggested that Mr. Kiefer print a distribution map so that the Commission can better discuss the topic. There is consensus that the inventory should include the raw water transmission main and certain critical water mains of members--those mains would have to be determined by the Commission at a future meeting.

Mr. Edlebeck also suggested that the Commission locate any buried high voltage lines at Klode

Park.

Mr. Kiefer mentioned that the Commission does not have a GIS system given that it only owns a single main. He asked Mr. Edlebeck how he should get the raw water transmission main put into a GIS system. Mr. Edlebeck suggested that he contact Mustafa Emir from Clark Dietz.

No action was taken at this time. This item is to be put on the agenda of a future meeting after Mr. Kiefer is able to get more information and a printed distribution system map.

MANAGER'S REPORT

1. Plant staff completed maintenance on the northwest reservoir around the hatch covers and near the effluent valve. An inspection or reservoir by SEH is scheduled for the week of October 15th.
2. Plant staff cleaned basin #2.
3. Plant staff developed and implemented a new system for keeping track of janitorial duties and critical lab inventory.
4. Plant staff collected the last cryptosporidium sample required by NR 809 of the Wisconsin Administrative Code.
5. Plant staff experienced a minor phosphate feed problem on Friday, October 5 and Saturday, October 6. The problem was resolved; however, plant staff might consider relocating the point of application in 2019 to avoid entering confined space to make repairs.
6. Plant staff waxed the filter room floor.
7. Plant staff finished priming filter drain and effluent piping in the lower basement.
8. Dr. Junhong Chen met with the Plant Manager regarding a new lead sensor his company developed. His company would like to test future lead and copper samples with the new sensor at no charge to the Commission; the Commission would still have to contract with an approved lab for official results.

There was some discussion regarding item #8 of the report. Mr. Edlebeck asked about the specifics of the new sensor. One such topic that drew attention was sample size—it only requires a drop of water. Mr. Edlebeck asked how would a single drop from a sample represent the whole sample. In other words, how precise is the new sensor? Would repeated samples from the same sample bottle produce different results?

Mr. Kiefer suggested that might be the reason why Dr. Chen's company wants to volunteer resources during our next lead and copper sample event; they may want to compare the precision and accuracy of the new sensor with an approved lab method—as it relates to “real world” samples.

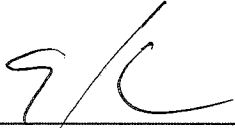
NEXT MEETING

The next regular meeting was scheduled for Wednesday, November 14, 2018 at 8:00 AM.

ADJOURNMENT

It was moved by Mr. Edlebeck, seconded by Mr. Botcher, and unanimously carried to adjourn at 8:44 A.M.

Submitted by:



10/11/2018

Eric Kiefer, Plant Manager and Recording Secretary

Date