

**MINUTES OF THE
NORTH SHORE WATER COMMISSION
MEETING OF WEDNESDAY, SEPTEMBER 12, 2018**

A meeting of the North Shore Water Commission was held at the Filtration Plant, 400 West Bender Road, Glendale, Wisconsin on Wednesday, September 12, 2018.

Meeting was called to order at 8:00 A.M. by Ms. Reiss.

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

Also present: Eric Kiefer, Plant Manager & Recording Secretary

MINUTES

It was moved by Mr. Botcher, seconded by Mr. Edlebeck, and unanimously carried to approve the minutes for the meeting held August 15, 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 slightly higher this August than last year August. 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.

<u>Vendor</u>	<u>Amount</u>
A.C. Engineering (primary substation maintenance and main circuit breaker repair)	\$4,329.50
Amazon (float switch, plastic bags, air hose, and center pull towel)	\$503.47
American Bolt (channel, channel hardware, screws, nuts, and washers)	\$656.85
Core & Main (PVC pipe)	\$747.00
Cummins NPower (generator maintenance at Bender and Klode)	\$2,497.70
Diversified Benefit Services (Section 125 Plan administration)	\$96.41
Eurofins (compliance monitoring)	\$380.00
Fastenal (shaft collars)	\$761.74
Fuchs & Boyle (legal service)	\$97.50
Grainger (bushings, conduit fittings, plumbing materials, valve box, painting supplies, first aid supplies, test tube brushes, UHMW plastic sheet, drill bits, control	\$1,022.11

transformer, and fuses)	
Great America (lease payment for copier/printer)	\$100.00
Hawkins (treatment chemicals: aqueous ammonia and phosphate)	\$2,710.26
Lincoln Contractors (blasting media)	\$184.68
McMaster-Carr (channel hardware, air hose fittings, steel tube,	\$724.83
MEBulbs (led lamps)	\$223.25
Midland Scientific (spore suspensions for steam sterilization)	\$165.04
MMSD (sludge analysis)	\$679.00
Northern Lake Services (compliance monitoring)	\$108.00
Office Copying Equipment (maintenance payment for copier/printer and toner)	\$19.71
Olin (treatment chemical: sodium hypochlorite)	\$2,742.77
R&R Insurance (insurance policies 9/1/2018 to 9/1/2019)	\$56,456.00
Rotroff Jeanson (accounting services)	\$1,040.00
Securian / Minnesota Life (employee life insurance)	\$142.89
Spectrum Business (internet services, Bender phone, and Klode phone)	\$525.85
Superior Chemical (wipes)	\$144.00
T-Mobile (mobile internet)	\$62.10
US Cellular (cell phone)	\$4.25
USABluebook (chlorine reagents, turbidity standards, and lamp for turbidimeter)	\$1,116.04
WaterStone Bank (credit card - General Fund)	\$209.25
-- AT&T (monthly internet charge): \$59.19	
-- Google (google apps for work): \$54.16	
-- StraightTalk (cell phone): \$45.90	
-- USPS (stamps): \$50.00	
We Energies (Bender Electric)	\$16,941.27
We Energies (Bender Gas)	\$964.87
We Energies (Green Tree Electric)	\$18.80
We Energies (Henry Clay Electric)	\$16.90
We Energies (Klode Electric)	\$4,451.18
We Energies (Klode Gas)	\$19.08
Wisconsin State Lab of Hygiene (fluoride analysis)	\$25.00
	SUB-TOTAL
	\$100,887.30
<u>Capital Fund</u>	
CTW Corporation (replacement motor for high service pump #4)	\$10,000.00
USA Bluebook (trash pump replacement)	\$2,360.74
WaterStone Bank (credit card - Capital Fund)	\$407.34
-- State Motor and Control Solutions (motor controls): \$407.34	
	SUB-TOTAL
	\$12,768.08
	TOTAL
	\$113,655.38

CAPITAL PROJECTS

Mr. Kiefer gave the Commission a brief update of the current capital projects. He mentioned that these are long-term projects that are slowly progressing as other maintenance projects are being performed.

It was moved by Mr. Botcher, seconded by Mr. Edlebeck, and unanimously carried to approve the payment request for the Filter Improvement Project in the amount of \$2,736.23 and the payment request for the SCADA Upgrade Project in the amount of \$516.62 as per Mr. Kiefer's memos dated September 12, 2018.

DISCUSSION AND APPROVAL OF BUDGETS FOR 2019

Mr. Kiefer provided the Commission with a proposed operating budget for 2019 in the amount of \$1,334,603 (1.0% increase) and a capital improvement budget for 2019 in the amount of \$153,398 (18.1% decrease). He mentioned that the current version of the budgets is very similar to the version that was presented last month. Mr. Kiefer explained that the Wisconsin Department of Employee Trust Funds recently published 2019 health insurance rates for local government employees; consequently, he was able to firm up the budget for account #926.

Mr. Kiefer explained that after more research about skid steer loaders, he determined the budget for account #396 should be \$35,000 so that plant staff can purchase a used loader with all of the necessary accessories.

Mr. Edlebeck asked if Mr. Kiefer would be contacting the member communities after the Commission approves the budgets. Mr. Kiefer said that he intends to send each Village Manager and City Administrator a letter regarding the budgets as he did last year.

After brief discussion, it was moved by Mr. Edlebeck, seconded by Mr. Botcher to approve the 2019 operating budget in the amount of \$1,334,603 dated 9/11/2018 and the 2019 capital improvement budget in the amount of \$153,398 dated 9/11/2018 as presented by Mr. Kiefer.

DISCUSSION AND APPROVAL OF CAPITAL IMPROVEMENT PLANS

Mr. Kiefer provided the Commission with 5 and 20 year capital improvement plans.

Mr. Edlebeck commented about the format of the plans. He explained that it is common to see the expected cost of a project followed by the cost of engineering, contingencies, and other factors where they are expressed as a percentage of the expected cost of the project. Mr. Kiefer explained that he agrees with Mr. Edlebeck and will likely use that format in the future.

Mr. Botcher commented on the varying percentages used for contingencies. He wanted to know why they vary. Mr. Kiefer explained that he looked at each project separately and tried his best to determine a contingency based on his experience.

Mr. Botcher also asked why the security camera replacements was projected to cost so much. Mr. Kiefer mentioned that he avoids the cheap cameras because of their poor long-term performance. He also mentioned that a number of cameras are outside or point outside. To prevent failures, Mr.

Kiefer has found it helpful to buy cameras, for those applications, that have apertures that adjust with light intensity.

It was moved by Mr. Botcher, seconded by Mr. Edlebeck, and unanimously carried to approve the 5 and 20 year capital improvement plans dated 9/11/2018 as presented by Mr. Kiefer.

LEAD AND COPPER UPDATE

Mr. Kiefer provided the Commission with a report entitled "Lead and Copper Update" dated 9/11/2018. In that report, Mr. Kiefer provides background information about the Lead and Copper Rule (LCR), lead and copper health concerns, lead and copper levels reported this summer, regulatory changes, and plans for staying in the compliance with the LCR in the future.

Mr. Edlebeck asked if Mr. Kiefer could provide a supplementary document or edit the current document to include the manner in which residents were contacted about the results and what documents were shared with them. Mr. Kiefer said that he will edit the report to include the requested information. Furthermore, he would include a table in the report showing all of the lead levels along with the community it was collected from.

Mr. Edlebeck also commented on the presentation of the 90th percentile values shown on pages 1 and 2. He suggested that they be highlighted and noted in some way to denote its significance. Mr. Kiefer said he would do so.

Mr. Edlebeck asked Mr. Kiefer about the effects of switching treatment chemicals for lead and copper corrosion control as is being planned in the near future.

Mr. Kiefer explained that one benefit of switching chemicals is that the new product would be 100% orthophosphate. The current product contains 10% polyphosphate, which is not as effective as orthophosphate.

Mr. Kiefer explained that it will take several months for the water chemistry to stabilize after changing the treatment chemical. Consequently, WDNR requires utilities that make these kinds of changes to do lead and copper testing immediately after making a treatment change and follow up 180 days later with more testing. If the change is found to have a detrimental effect, the WDNR will likely require the utility to use the original product.

Mr. Kiefer went on to explain that water temperature can be correlated to lead release. In order to get the best results--results that aren't influenced by external factors--the actual switch should be planned when water temperature is stable.

Furthermore, the testing protocol itself may be negotiable with WDNR. If possible, the Commission would like to avoid traditional first-draw sampling because of the inconvenience it poses to homeowners. Instead, we would advocate for profile samples or samples taken from monitoring stations.

All of these kinds of items would have to be determined before the switch. Depending on WDNR terms, the Commission might wait until the next mandated lead and copper monitoring event to make the switch--which is in 3 years.

Mr. Kiefer explained that he will update the report, as requested by Mr. Edlebeck, and email it to each Commissioner by the end of the day.

MANAGER'S REPORT

1. CTW Corporation delivered and installed refurbished motor for high service pump #4. The pump was put back into operation.
2. A.C. Engineering re-installed the main electrical breaker that was repaired by Technitrol Inc, their subcontractor. The breaker was tested and was put back into operation.
3. Plant staff replaced the sample pump that supplies water to all of the analyzers and faucets needed for testing water quality after UV and chlorine disinfection. The sample pump stopped working reliably and needed to be replaced.
4. Plant staff is performing maintenance on northwest reservoir around the hatch covers and near the effluent valve.
5. Plant Manager and Ms. Amerell, Fiscal Agent for Whitefish Bay, closed the BMO Harris accounts.
6. Kendra Carey finished her internship on August 31.
7. Kennedy Song started his internship on September 10.
8. Dr. Junhong Chen contacted the Plant Manager regarding a new lead sensor being developed by his company. A meeting has been scheduled to discuss the status of the project and to determine what kind of assistance Mr. Chen would like from the Commission going forward.

Mr. Edlebeck asked Mr. Kiefer about locating its raw water transmission line and whether or not it is member of Diggers Hotline. Mr. Kiefer said that the Commission has always relied on Glendale and Whitefish Bay to locate the raw water transmission line and further explained that it is not a member of Diggers Hotline.

Mr. Botcher described a recent situation regarding a demolition project in Glendale. A Fox Point main runs through Glendale and was not located. It wasn't until a Fox Point water utility representative serendipitously drove by the construction site during demolition when they found out about the situation. Thankfully, the appropriate action was taken by Fox Point and no damage was done to Fox Point utilities.

Mr. Edlebeck requested that Mr. Kiefer notice discussion of Diggers Hotline and the Commission's possible membership on the next agenda.

NEXT MEETING

The next regular meeting was scheduled for Wednesday, October 10, 2018 at 8:00 AM.

ADJOURNMENT

It was moved by Mr. Edlebeck, seconded by Mr. Botcher, and unanimously carried to adjourn at 8:43 A.M.

Submitted by:



9/14/2018

Eric Kiefer, Plant Manager and Recording Secretary

Date