

**MINUTES OF THE
NORTH SHORE WATER COMMISSION
MEETING OF Wednesday, August 16, 2017**

A meeting of the North Shore Water Commission was held at the Filtration Plant, 400 West Bender Road, Glendale, Wisconsin on Wednesday, August 16, 2017.

Meeting was called to order at 8:01 A.M. by Mr. Botcher.

Present: Scott Botcher, Chair; John Edlebeck, Member; Rachel Reiss, Alternate for Glendale

Also present: Eric Kiefer, Plant Manager & Recording Secretary

Absent: Karen Schapiro, Alternate for Fox Point; Dave Eastman, Secretary; Paul Boening, Alternate for Whitefish Bay

MINUTES

It was moved by Ms. Reiss, seconded by Mr. Edlebeck, and unanimously carried to approve the minutes for the meeting held July 12, 2017.

MONTHLY REPORT OF PLANT OPERATIONS

Mr. Kiefer provided the Commission with the monthly report of operations. He mentioned that pumpage is down about 50 million gallons this year as compared to last year. Mr. Kiefer noted that this has been the wettest year on record so far.

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 Ms. Reiss, 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 (installation of replacement breaker for emergency power system)	749.20
Alexander Chemical (treatment chemicals: sodium hypochlorite)	2,769.38
BMO Harris Bank (credit card)	607.65
-- Amazon (SSDs, ethernet cards, and lab soap): \$318.93	
-- Ebay (power supplies): \$90.57	
-- Google (monthly charge for Google Suite Basic): \$54.16	

-- <i>Straight Talk (monthly phone plan - Foreman):</i>	\$45.99
-- <i>USPS (stamps):</i>	\$98.00
Concentra (respirator fit testing)	187.50
Creative Safety Supply (label maker supplies)	219.44
Diversified Benefit Services (Section 125 Plan administration)	95.00
Eurofins (compliance monitoring)	380.00
Fuchs & Boyle (legal service)	604.50
Grainger (lab supplies, floor maintenance supplies, saw blades, custodial supplies, envelopes, hardware, lamps, hangers, painting supplies, electrical supplies, tire sealant, and safety supplies)	1,785.20
Great America (lease payment for copier/printer)	100.00
Hach (samples cells and phosphate reagent)	448.71
Hawkins (treatment chemicals: aqueous ammonia and phosphate)	2,801.83
Idexx (collection vessels and Colilert media)	3,090.14
Kenrich Industrial (crane & hoist inspection)	535.00
Lincoln Contractors Supply (blasting media)	349.14
Liquid Asset Diving Service (Intake inspection)	3,575.00
McMaster-Carr (protective window film)	31.59
Mesa Labs (biological indicator)	154.74
Minnesota Life / Securian (employee life insurance)	128.92
Nalco (treatment chemical: Veligon TL-M)	1,996.89
Northern Lake Service (compliance monitoring)	347.00
Office Copying Equipment (maintenance payment for copier/printer)	25.56
PTC (Kepware software support renewal)	625.15
Rotroff Jeanson (monthly accounting services)	1,010.00
Schranz Roofing (flat roof repairs)	662.00
SEH (engineering, reservoir)	320.00
Spectrum Business (internet services, Bender phone, and Klode phone)	624.86
Starnet Technologies (quarterly data charge for remote meter locations)	300.00
Superior Chemical (janitorial supplies)	187.51
T-Mobile (mobile internet)	31.05
UPS Store (shipping of compliance samples)	122.21
US Cellular (cellular phone service)	4.25
USA Bluebook (gas monitor, stormwater supplies, and hose for chemical feed pump)	910.39
Village Ace Hardware (hardware, painting supplies, paint, primer, box fans, and tape)	515.66
Village of Fox Point (gasoline)	119.89
Wallace Tree & Landscaping (tree removal)	2,810.00
We Energies (Bender Electric)	15,630.60
We Energies (Bender Gas)	319.06
We Energies (Green Tree Electric)	15.99
We Energies (Henry Clay Electric)	16.92

We Energies (Klode Electric)		4,093.80
We Energies (Klode Gas)		13.00
Wisconsin State Lab of Hygiene (fluoride analysis)		25.00
	SUB-TOTAL	\$49,339.73
<u>Maintenance Reserve</u>		
	SUB-TOTAL	\$0.00
	TOTAL	\$49,339.73

CAPITAL PROJECTS

Mr. Kiefer provided the Commission with three payment requests. The first was pertaining to the SCADA Upgrade project. Mr. Kiefer explained that the payment request includes labor charged to the project as well some equipment.

The second was regarding labor charged to the filter improvements project. Several new actuators were mounted to the valves and plans have been made for integrating them into the plant SCADA system.

Lastly, there was a payment request for the reservoir improvement project. SEH was retained for monitor the groundwater level around the reservoirs. Mr. Kiefer explained that regulatory code requires the reservoirs to be placed a certain distance above groundwater. He was happy to report that there is an acceptable amount of distance between the reservoirs and the groundwater level.

It was moved by Mr. Edlebeck, seconded by Ms. Reiss, and unanimously carried to approve the payment request for the SCADA Upgrade Project in the amount of \$2,521.44, the payment request for the Filter Improvements Project in the amount of \$543.33, and the payment request for the Reservoir Improvements Project in the amount of \$695.72 as per Mr. Kiefer's memos dated August 16, 2017.

INTERNSHIP

Mr. Kiefer provided the Commission with a job posting for an Intern that would start in September and end in December, 2017. Mr. Kiefer believes the Internship program has been a success for the Commission and would like to continue the program.

The Commissioners whom were present recalled some discussion a few months ago about making the internship an ongoing program. Mr. Kiefer acknowledged that the discussion took place and would welcome action taken by the Commission to make that happen.

It was moved by Ms. Reiss, seconded by Mr. Edlebeck, and unanimously carried for the Plant Manager to keep the internship program running indefinitely and to provide an annual report to the Commission regarding the program.

INSURANCE RENEWAL

Mr. Kiefer explained that T.E. Brennan conducted an extensive review of insurance policies last year. The Commission took the advice of the consultant and purchased the recommended policies. It was the consensus of the Commission last year to conduct another review between 2019 and 2021.

Consequently, Mr. Kiefer recommends accepting the renewal provided by R&R Insurance. Although the coverage is the same, the estimated Worker's Comp premium is 13% higher than last year. While the Commission's "experience mod" went down, the rate for waterworks operation significantly increased. In total, the premium for the entire insurance proposal is up 3.4% from last year.

Mr. Botcher asked if he looked into alternative carriers for the umbrella; Mr. Kiefer indicated that he had not.

Mr. Botcher noted that the liability insurance carrier (LWMMI) provides a discount if they make a presentation to the Commission and asked the Plant Manager to check with Dennis Tweedale for more details. Mr. Kiefer said he would look into that.

It was moved by Ms. Reiss, seconded by Mr. Edlebeck, and unanimously carried to accept the renewal proposal from R&R Insurance in the amount of \$57,035.00.

PRELIMINARY 2018 BUDGET

Mr. Kiefer provided the Commission with a preliminary budget for 2018. He said that it would require some additional work.

At this time, Mr. Kiefer is proposing an O&M budget that is roughly a 0.6% increase over last year and a capital budget that is roughly a 9.3% decrease.

Mr. Kiefer discussed the last 2 worksheets which breakout most of the expenses summarized O&M budget.

Mr. Botcher asked about increases to wages and salaries. Mr. Kiefer noted that the budget includes an increase of approximately 2%. Mr. Kiefer asked if that is in line with the other members, and the consensus of the Commission that 2% is inline.

Mr. Botcher commented on the 9% increase projected for life insurance, which is approximately \$80. Mr. Kiefer did not have an explanation for the increase.

Mr. Botcher and the other Commissioners discussed the budget for electric costs. He indicated there is a substantial increase projected in the future. Mr. Kiefer said he would look into that.

Mr. Edlebeck also pointed out that Capital Improvements Detail worksheet total does not match the capital improvement budget total. Mr. Kiefer said he would look into the problem and fix it before the next meeting.

OPEN HOUSE

Mr. Kiefer discussed the Open House with staff and would like to announce the dates that have been selected. The first event is scheduled for 9:00 AM to 11:00 AM on Saturday, September 16. The second event is scheduled for 9:00 AM to 11:00 AM on Wednesday, September 20.

FOUNDING AGREEMENT

Mr. Kiefer reported that minor changes were suggested by the City and Village Attorneys. Those changes have been made, and the City of Glendale approved the agreement on Monday, August 14. Mr. Botcher mentioned that the 4 originals should be send around for signature--one for each member and one for the Commission. The other Commissioners agreed. Mr. Kiefer will provide paper copies for Glendale to sign and will take them to the next municipality slated to discuss and possibly approve the agreement.

MANAGER'S REPORT

1. Plant staff inspected basin #5 and discovered substantial damage with the sludge collection system. There were numerous broken boards and a broken sprocket. Considering all of the recurring problems with this system, plant staff is contemplating abandonment of all sludge collection equipment in basin 5 and schedule manual cleanings on a biannual basis.
2. Faust Company was contracted to fix the plant dehumidification system; it is now back in operation.
3. During an electrical storm, a power supply failed for several devices on the SCADA network. Both items were protected by the plant UPS system. The power supply was replaced and normal operations resumed; however, the device controlling the panel lights on the vintage plant overview diagram (RTU0) was damaged beyond repair.
4. During normal electrical conditions, the plant UPS turned off causing most of the SCADA system to fail unexpectedly. After restoring power, Starnet Technologies was contracted to inspect the plant UPS. They adjusted a setting that was thought to be problematic.
5. Schranz Roofing was contracted to fix several minor leaks on the flat roof.
6. Wallace Landscaping was contracted to remove 2 trees on the east side of the property.
7. Plant staff repaired a leak in the backup sodium hypochlorite line.
8. Plant staff is in the process of sandblasting, priming, and painting the I-beams in the filter wing.
9. Liquid Asset Diving performed its annual inspection of the intake crib. While everything appears to be in good condition, it appears that mussels are accumulating on the exterior grating and sediment is accumulating in the cones. These minor issues will be addressed next summer.
10. The new alum and phosphate chemical feed systems were successfully put into operation.
11. Three voice lines were switched over from Earthlink / Windstream to Spectrum Business and a redundant cable modem was added to the Bender facility.

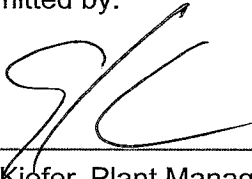
NEXT MEETING

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

ADJOURNMENT

It was moved by Ms. Reiss, seconded by Mr. Edlebeck, and unanimously carried to adjourn at 8:57 A.M.

Submitted by:



Eric Kiefer, Plant Manager and Recording Secretary

9/7/2017

Date