

**MINUTES OF THE  
NORTH SHORE WATER COMMISSION  
MEETING OF WEDNESDAY, MARCH 11, 2020**

A meeting of the North Shore Water Commission was held at the Filtration Plant, 400 West Bender Road, Glendale, Wisconsin on Wednesday, March 11, 2020.

Meeting was called to order at 8:03 A.M. by Mr. Botcher.

Present: Paul Boening, Alternate (Whitefish Bay); Scott Botcher, Secretary (Fox Point); Charlie Imig, Member (Glendale)

Also present: Eric Kiefer, Plant Manager & Recording Secretary; Duane Ziege, Maintenance Supervisor

**MINUTES**

Mr. Kiefer explained that he discovered a typo before the meeting started. Underneath the heading, "Financial Audit," the last sentence should read as follows:

It was moved by Mr. Botcher, seconded by Mr. Imig and unanimously carried to approve and accept the 2019 Financial Statements as presented pending the finalization of the reports by Baker Tilly.

It was moved by Mr. Imig, seconded by Mr. Boening, and unanimously carried to approve the minutes as amended during discussion for the meeting held February 12, 2020.

**MONTHLY REPORT OF PLANT OPERATIONS**

Mr. Kiefer provided the Commission with a report regarding plant operations. Mr. Kiefer explained that overall, plant flows this February were very similar to last February. However, there were differences between current and last year's totalized flow for each member utility. He commented that main breaks during this time of the year makes it difficult to compare.

The report was placed on file without any motion.

**ANNUAL OPERATING BUDGET**

The monthly reports were put on file without motion.

**MONTHLY BILLS**

Mr. Kiefer noted that the check for the City of Glendale in the amount of \$32,677 was related to year-end accounting that was explained on page 42 of the approved Financial Statements.

It was moved by Mr. Imig, seconded by Mr. Boening, 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 (custodial supplies, hardware, lamps, lab supplies, cardboard shipping tubes, and flag)	\$318.77
Atsou-Tse Koffi-Kutodzo (conference registration and mileage reimbursement)	\$241.60
Baker Tilly (financial audit services)	\$3,387.50
Buelow Vetter (legal services)	\$119.00
City of Glendale (end of year accounting--amount due shown on page 42 of financial statements)	\$32,677.00
Diversified Benefit Services (section 125 plan administration)	\$101.50
Filtration Solutions (air compressor filter and interchange)	\$210.00
Grainger (LED lamps, air filters, safety and first aid supplies, screws, air filters, thermometer, reagent water, and hardware)	\$605.02
Great America (lease payment for copier)	\$100.00
Hawkins (treatment chemical: phosphate and ammonia)	\$585.02
Home Depot (socket adapter, lumber, and screws)	\$262.93
Idexx (color comparator)	\$31.53
Kenrich (motors)	\$1,392.16
Lakeland Chemical (boiler treatment chemical)	\$237.52
McMaster-Carr (threaded rod and wing nuts)	\$19.90
Northern Lake Service (compliance and corrosion monitoring)	\$691.80
Office Copying Equipment (toner, maintenance payment for copier)	\$73.59
Revere Electric (Rockwell product support)	\$826.00
Rotroff Jeanson (monthly accounting services and tasks related to end of year)	\$1,939.00
Securian (life insurance)	\$141.46
Spectrum (internet and phone)	\$594.79
Starnet Technologies (quarterly NCC data charge for remote meter locations)	\$300.00
USABluebook (chlorine reagent, phosphate reagent, and hose for chemical feed pump)	\$1,382.33
Vacuum Pump & Compressor (air compressor oil and separator)	\$841.21
Village of Fox Point (gasoline)	\$40.77
WaterStone Bank (credit card - General Fund)	\$701.81
-- AT&T (monthly internet charge): \$73.57	
-- eBay   steelhead39 (replacement probe for chlorine analyzer): \$448.00	
-- Google (google apps for work and extra storage): \$78.71	
-- StraightTalk (cell phone charges): \$45.73	
-- USPS (postage): \$55.00	
We Energies (Bender Electric)	\$12,783.83
We Energies (Bender Gas)	\$1,576.61
We Energies (Green Tree Electric)	\$17.20
We Energies (Henry Clay Electric)	\$16.90
We Energies (Klode Electric)	\$3,870.54
We Energies (Klode Gas)	\$14.83

	SUB-TOTAL	\$66,102.12
<u>Capital Fund</u>		
	SUB-TOTAL	\$0.00
	TOTAL	\$66,102.12

RESERVOIR UPGRADE PROJECT UPDATE

Mr. Kiefer explained that this was the first payment authorization for the reservoir upgrade project in 2020. Because the Commission adopted the 2020 capital improvement budget with the condition that the first \$1,000,000 would be paid using the capital fund, Mr. Kiefer informed the Commission that it would be unnecessary to send payment requests to member utilities. Instead, Mr. Kiefer is asking the Commission to approve the capital expenditure so that it can be paid by the Commission. After \$1,000,000 of capital expenditures are exceeded, the Commission would approve and send out payment requests to its member utilities.

Mr. Botcher asked if the Commission could pay for more than \$1,000,000 of expenditures using the Capital Fund. Mr. Kiefer replied that it could since the current balance is approximately \$1,200,000; the Commission would just need to take action to do so.

It was moved by Mr. Botcher, seconded by Mr. Imig, and unanimously carried to authorize payment to the SEH as prepared in Mr. Kiefer’s memo dated March 11, 2020, in the amount of \$1,328.08.

BIDS FOR RESERVOIR UPGRADE PROJECT

Mr. Kiefer explained that the bids were opened on the reservoir upgrade project on March 3; Miles Jensen from SEH was present to open the bids, check that all of the required components of the bid were present, and to develop a bid tabulation. Mr. Kiefer distributed the bid tab and went through the results.

It was concerning to Mr. Kiefer that the bids were not consistent. There was a variance between each lump sum and alternate given by the 3 bidders. Because alternate 3, 4, OR 5 (referred collectively hereafter as “required alternates”) must be selected along with the lump sum bid, it appeared that bidders used different techniques for separating the cost of the required alternates from the whole project. The cost of any particular alternate, if performed as a standalone project, could not be predicted by the bid alternates. In other words, if the Commission declined an alternate now, the bid alternates would not predict the cost of performing the work separately under a new contract.

Mr. Kiefer noted that the apparent low bidder, JH Hassinger, is not that far off from the engineer’s estimate--approximately 2.5 to 6.6% over the estimate. Although the project is now expected to be over budget, Mr. Kiefer believes there is enough money in the capital fund to cover the additional cost without asking the members for more money.

Lastly, Mr. Kiefer discussed alternates 1 and 2 (referred collectively hereafter as “optional alternates”). Mr. Kiefer explained that during the budgeting process, plant staff estimated the cost of self-performing high service pump #5 removal (alternate 2) at \$11,144 which is approximately

\$18,000 less than JH Hassinger's bid alternate 2. Mr. Ziege mentioned that plant staff is capable of doing the project and would likely do a better job than the contractor.

The Commission discussed whether or not it was prudent to go even further over budget to complete any of the optional bid alternates. There was consensus that performing the work now will almost certainly be less expensive than doing the project in the future as a standalone project. Since there is enough money in the capital fund to cover the option bid alternates, the Commission believes it is prudent to move forward with all of the optional bid alternates.

The Commission discussed the possibility of plant staff self-performing high service pump #5 removal. Mr. Botcher thought it would make sense to save \$18,000. Mr. Boening asked Mr. Kiefer's recommendation. Mr. Kiefer recommends that plant staff perform this portion of the project because it would be cheaper and because plant staff wants to do it.

It was moved by Mr. Imig, seconded by Mr. Boening, and unanimously carried to accept the lump sum bid from JH Hassinger, Inc. in the amount of \$1,240,896.00 along with bid alternate no.1 for \$18,328.00 and alternate no. 4 for \$164,590.00, a grand total of \$1,423,814.

#### PROPOSAL FROM CTW REGARDING HIGH SERVICE PUMP 1

CTW provided the Commission with a proposal to work on high service pump #1. Mr. Kiefer explained that the upcoming reservoir upgrade project will alter operations in such a way that will make high service pump #1 more critical than normal. While there are other 2 other high services pumps besides high service pump #4--the lead pump--high service pump #1 is the only variable speed pump that can take the place of high service pump #4 should it unexpectedly fail.

Mr. Kiefer explained that the pump has been in service for over 20 years without maintenance to the pump. He anticipates problems with the impellers and wanted to inform the Commission before CTW started work on the pump. Mr. Kiefer believes the project will ultimately exceed his \$10,000 spending authority.

Mr. Botcher asked if it was prudent to repair a 20-year old pump. The proposal listed a replacement option for \$18,440.

Since this pump does not operate very often, unless there is a problem with high service pump #4, Mr. Kiefer is recommending repair instead of replacement.

It was moved by Mr. Imig, seconded by Mr. Boening, and unanimously carried to accept the proposal from CTW with an amount not to exceed \$12,000 for the base work listed in the proposal along with the cost to rebuild the pump.

#### LEAD AND COPPER SAMPLE COLLECTION POLICY

Mr. Kiefer provided the Commission with a proposed lead and copper sample collection policy. He noted that the policy (or equivalent) was requested by the WDNR going into the 2020 lead and copper monitoring event. In particular, WDNR wants the Commission to make a minimum number of attempts to pick up water samples from each home on the monitoring site plan (MSP)--for each member utility. If a resident does not respond, and a member utility wants to alter the MSP during

the monitoring event, the Commission will need to provide records of when and how residents were contacted.

Mr. Kiefer stepped the Commission through the policy--summarizing each paragraph. There was consensus among the Commissioners that the policy is appropriately written to accomplish the objectives of WDNR, the member utilities, and the Commission.

It was moved by Mr. Botcher, seconded by Mr. Imig, and unanimously carried to adopt the Lead and Copper Compliance Monitoring Sample Collection Policy dated 3/10/2020.

### RFP FOR UNATTENDED OPERATIONS

Mr. Kiefer provided the Commission with a request for proposals (RFP) for an Engineering Study of Unattended Operations and Plan for Implementation. He explained that this project was discussed during the budget; however, another engineering project that was budgeted for 2020 which had an estimated cost of \$25,000 was cancelled. Mr. Kiefer believes this project can be done for \$25,000 or less.

Unattended operations was a concept that was seriously considered in 2015 by the Commission. Clark Dietz did an initial report that year. At the time, the Commission did not believe it was feasible.

Since then, Mr. Kiefer explained that the Commission has been struggling with recruitment and retention of Relief Operator Technicians--employees that mainly work nights and weekends. Many job seekers have no desire to work a rotating shift schedule and ultimately don't submit applications--which leaves the Commission with few options when making hiring decisions. Furthermore, the student-friendly internship program also came to a halt when interest in that program dried up. At the end, it was not uncommon to receive 1-2 applications per job posting.

Mr. Kiefer went through the RFP. He emphasized that there are really 2 main deliverables: a plan for going to unattended operations and a capital improvement budget. Preliminary versions of both documents would be due in August and final versions of both would be due in December.

Mr. Boening asked where the Commission would post the RFP. Mr. Kiefer explained that he was going to contact Baxter and Woodman, Clark Dietz, and Strand Associates. Mr. Imig and the other Commissioners suggested that he also post it to a site like American Public Works Association. Mr. Kiefer responded that he would find out more information about that option.

No action was taken by the Commission at this time.

### ANNUAL WATER QUALITY REPORT

Mr. Kiefer provided the Commission with a draft version of the Annual Water Quality Report. Mr. Kiefer noted that there isn't anything concerning or alarming in the report. Mr. Kiefer expressed some discontent about how much information is required. As a result, the report is longer and more technical than what a typical water user wants.

Mr. Kiefer mentioned WDNR is requiring Fox Point and Whitefish Bay to disclose deficiencies found during the last sanitary survey. The deficiencies are not water quality deficiencies, rather they are

technical issues related to overflows and cross-connection program implementation. Nevertheless, Mr. Kiefer would like to discuss and revise those particular sections of the report prior to finalization of the report.

It was moved by Mr. Boening, seconded by Mr. Botcher and unanimously carried to approve the annual water quality report pending final review and revision by Fox Point and Whitefish Bay of their sections of the report.

#### OPERATIONS AND MAINTENANCE REPORT

Mr. Ziege presented the following operations and maintenance report.

1. Plant staff performed preventative maintenance on UV#2.
2. WDNR approved NSWC's request to increase the phosphate level from 0.65 ppm to 1.05 ppm. Staff has been increasing the level slowly over three weeks and have reached the 1.05 ppm phosphate residual on March 3. Increasing the phosphate residual should reduce lead and copper levels.
3. Supervisor staff has been training with the Manager on how to perform administrative tasks such as document scanning, payroll and updating SOPs.
4. Plant staff built six 4' x 8' unistrut shelves. The shelves are located in the old chemical feed room and will be used to centralize all supplies.
5. Plant staff shipped the reference Badger meter to TECO. TECO will perform flow testing on the meter to verify that the meter flows are properly calibrated.
6. The School Road interconnect meter has been recording inconsistent flow readings during periods of low flow. Plant staff closed the valves to the interconnect in January. The meter will be removed and tested on NSWC meter testing rack. This will not be done until we receive the reference Badger meter back from TECO.
7. Plant staff has started performing annual maintenance on the rapid sand filters.
8. Angela Beling has received her DNR certification for surface water. Angela has completed her training and has been scheduled to work the normal relief operator rotation.
9. Operations supervisor updated and added tasks to the janitorial task schedule. The format was also changed from paper to Google Sheet.

#### NEXT MEETING

The next regular meeting was scheduled for Wednesday, April 8, 2020 at 8:00 A.M.

#### ADJOURNMENT

It was moved by Mr. Botcher, seconded by Mr. Boening, and unanimously carried to adjourn at 9:00 A.M.

Submitted by:



3/17/2020

---

Eric Kiefer, Plant Manager and Recording Secretary

Date