

**MINUTES OF THE
NORTH SHORE WATER COMMISSION
MEETING OF WEDNESDAY, JULY 8, 2020**

The North Shore Water Commission held a meeting on Wednesday, July 8, 2020 using an internet-based conferencing platform called Zoom.

Meeting was called to order at 8:00 A.M. by Mr. Botcher.

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

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

MINUTES

It was moved by Mr. Edlebeck, seconded by Mr. Imig, and unanimously carried to approve the minutes for the meeting held June 10, 2020.

MONTHLY REPORT OF PLANT OPERATIONS

Mr. Kiefer provided the Commission with a report regarding plant operations. In his presentation, he mentioned that pumpage is up because this June was hotter than last June. Also, Mr. Kiefer reported that Whitefish Bay has been aggressively flushing water mains which requires the Commission to run its generator and an additional pump more often than normal. The use of the generator reduced electrical costs and affected the other electrical statistics shown on the report; the apparent decrease in electrical cost comes at the cost of a higher natural gas cost which is not factored into the report.

Mr. Kiefer also noted that the mussel control chemical feed system is not operational which is resulting in an overall lower chemical cost per million gallons of water produced. Mr. Kiefer explained that more information about this will be presented in item 12 of the agenda.

The report was placed on file without any motion.

ANNUAL OPERATING BUDGET

The monthly reports were put on file without motion.

MONTHLY BILLS

It was moved by Mr. Botcher, seconded by Mr. Imig, and unanimously carried that payments be approved and authorization be given to the Fiscal Agent to make such payments.

<u>Vendor</u>	<u>Amount</u>
Alexander Chemical (treatment chemical: sodium hypochlorite)	\$2,795.05

Amazon (brushes, valve boxes, pressure washer wand, stir bars, hangers, paper towel, and trimmer line)	\$261.32
Baxter & Woodman (unattended operations and implementation engineering)	\$5,262.06
Brooks Angell (reimb: safety training)	\$32.00
City of Milwaukee (semiannual standby fee)	\$1,350.00
Clark Dietz (engineering services)	\$1,527.50
Diversified Benefit Services (section 125 plan administration & mailings)	\$96.00
Duane Ziege (reimb: safety training)	\$32.00
Falls Manufacturing (stainless steel operating screws for low lift pump valves)	\$782.60
Gielow's Lawn and Garden (lawn tractor items)	\$43.32
Glendale Water Utility (quarterly environmental and stormwater charge)	\$591.60
Grainger (reagent water, lab reagents, petri dishes, v-belts, mop heads, and bags)	\$719.95
Great America (lease payment for copier)	\$100.00
Hawkins (treatment chemicals: phosphate and ammonia)	\$2,187.12
Home Depot (air compressor, sump pump, hardware, and nozzle)	\$466.51
Idexx (Colilert growth media and collection vessels)	\$4,095.50
Key Benefit Concepts (actuarial study for GASB 74/75)	\$2,375.00
McMasterCarr (valve, plumbing supplies, and gaskets)	\$328.77
Northern Lake Service (compliance and corrosion monitoring)	\$1,195.70
Office Copying Equipment (maintenance payment for copier)	\$41.52
Process Research Solutions (corrosion control engineering services)	\$945.00
Rotroff Jeanson (monthly accounting services)	\$1,125.00
Securian (life insurance)	\$149.04
Spectrum (internet and phone)	\$594.79
Superior Chemical (reinforced wipes)	\$144.00
ULINE (boxes)	\$44.56
Village Ace Hardware (plumbing supplies, grass seed, and tire inflator)	\$56.62
Village of Fox Point (gasoline)	\$76.91
Village of Whitefish Bay (Klode water)	\$543.68
WaterStone Bank (credit card - General Fund)	\$222.48
-- AT&T (monthly internet charge):	\$73.13
-- Google (google apps for work and extra storage):	\$82.00
-- Office Depot (24 in x 36 in color print):	\$5.89
-- StraightTalk (cell phone charges):	\$45.65
-- Zoom (monthly fee):	\$15.81
We Energies (Bender Electric)	\$13,641.84
We Energies (Bender Gas - ESTIMATED)	\$1,105.49
We Energies (Green Tree Electric - ESTIMATED)	\$16.94
We Energies (Henry Clay Electric - ESTIMATED)	\$18.11
We Energies (Klode Electric - ESTIMATED)	\$4,306.06
We Energies (Klode Gas - ESTIMATED)	\$17.16
Wisconsin State Lab of Hygiene (fluoride sample)	\$26.00
Wisconsin Utility Exposure (location of water transmission main)	\$10,682.24

<u>Capital Fund</u>	SUB-TOTAL	\$57,999.44
	SUB-TOTAL	\$0.00
	TOTAL	\$57,999.44

RESERVOIR UPGRADE PROJECT UPDATE

Mr. Kiefer described the progress being made by J.H. Hassinger. He explained that there was a problem with getting the reservoir effluent valves fully closed. Consequently, both valves needed to be covered with steel plates in order for them to perform any work inside of the reservoir. There was a disagreement between the engineer and the contractors about the necessity of these plates. Regardless, the plates were installed causing a significant delay in the work schedule. Despite this change in plans, it is still possible for this project to be substantially complete on time.

Mr. Kiefer reported another issue--the mechanical subcontractor did not submit acceptable shop drawings for the pipe work. According to the engineering firm, they did not look at the specifications or did not understand the specifications before submitting drawings. Consequently, they were rejected by SEH. Since stainless steel pipe has a long lead time and since orders aren't typically placed until shop drawings are approved, the contractor might be facing another delay if corrected shop drawings aren't submitted--and approved by SEH--in the very near future. If necessary, SEH may allow alternative pipe material for a credit.

At this moment, Mr. Kiefer is only aware of 2 minor change orders, both will result in a credit. One is related to a drainage board equivalent; the other is related to electrical conduit.

The payment request from J.H. Hassinger was reviewed closely by SEH and was ultimately approved after some minor revisions. Two SEH invoices were reviewed by Mr. Kiefer and are appropriate for payment.

It was moved by Mr. Botcher, seconded by Mr. Imig, and unanimously carried to authorize payment to vendors in the amount of \$118,941.11 as indicated in Mr. Kiefer's memo dated July 8, 2020.

HIGH SERVICE PUMP NO 5 REMOVAL UPDATE

Mr. Kiefer indicated that high service pump #5 is moving along as planned. Some piping connected to this pump was recently scrapped. Also, the motor (as well as another surplus motor) is currently listed on Wisconsin surplus.com. Mr. Kiefer is hopeful to get at least \$500 for the motor.

Mr. Kiefer presented the Commission with a payment request for labor assigned to this project.

It was moved by Mr. Edlebeck, seconded by Mr. Imig, and unanimously carried to approve the payment request in the amount of \$740.77 as indicated in Mr. Kiefer's memo dated July 8, 2020.

CRANE INSPECTION AND REPAIRS

Mr. Kiefer explained that the Commission's cranes have been inspected annually for the last 10 years or so by the same firm. Because of a billing issue with this vendor, Mr. Kiefer asked a different firm to perform the inspection. Unfortunately, the new firm found numerous problems with the crane systems. It is likely that the previous vendor was using a different standard or did not do a very thorough inspection. Consequently, Konecranes is recommending the Commission make a number of improvements to make the cranes safe to operate.

With two capital projects underway, both requiring the use of a crane, Mr. Kiefer told the Commission that repairs will need to be made as soon as possible. Because of the age of the equipment, and the holiday weekend, Konecranes was not able to provide a proposal to make repairs before the Commission meeting.

Without a proposal in hand, Mr. Kiefer cannot give the Commission an accurate estimate of the repair costs. Mr. Kiefer thinks the project will likely exceed \$10,000, which is his spending authority. He asked the Commission how they would like for him to proceed.

There was input by Mr. Edlebeck and Mr. Botcher about how to proceed. They recommend that Mr. Kiefer prioritizes the repairs from most to least important (for safety). Consequently, he should authorize the repairs in a logical order, and provide an update to the Commission at the next meeting. Mr. Kiefer was in agreement.

It was moved by Mr. Edlebeck, seconded by Mr. Imig, and unanimously carried to authorize Mr. Kiefer to proceed with timely repairs of the crane systems so that staff and the Commission's contractors and staff can safely use the cranes.

PRELIMINARY 2021 BUDGET DISCUSSION

Although the Commission isn't directly affected by the economic impacts of COVID-19, Mr. Kiefer asked the Commission if its member municipalities are affected in such a way that would affect the Commission's budget in 2021. In particular, Mr. Kiefer was asked the following questions.

- Should the new entry-level position that was created this year be filled in December 2020 as originally planned?

Mr. Botcher and Mr. Edlebeck suggested that there is nothing preventing the Commission from filling this position as planned. In response, Mr. Kiefer said he will budget for the new employee accordingly.

- How should cost-of-living increases be calculated?

Mr. Botcher recommended that Mr. Kiefer ask water treatment plants and DPWs in the area. Mr. Kiefer indicated it may be a little early, but he will start asking around. In particular, he plans on asking about the water treatment plant operators at Port Washington, Cudahy, Oak Creek, and South Milwaukee.

- Are there any other issues Mr. Kiefer should consider when preparing the 2021 budget?

It was the consensus of the Commission that Mr. Kiefer should find cost-of-living increases for comparable positions. Otherwise, there are no special considerations that should be made.

No action was taken regarding this item.

DISCUSSION OF TRANSMISSION MAINS

Mr. Kiefer provided the Commission with a report regarding the effort over the past year and a half to locate the raw water main and other key transmission mains in the distribution system. He stepped the Commission through the report.

The most significant issues that were discussed at the meeting include the following:

- Locating firms do not want to take the liability of marking water mains unless they can verify the location of the main themselves; they will not rely on maps and coordinates. These transmission mains, for the most part, cannot be located with conventional, non-intrusive methods.
- Local engineering firms can mark GPS coordinates, but it is unlikely they can within 24 to 48 hours--a reasonable timeframe for responding to most diggers hotline tickets.
- The Commission knows with a high degree of certainty the location of its raw water main and certain sections of transmission mains owned by its member utilities.
- Aside from the raw water transmission main, each utility owns their own transmission main(s) from the meter pit onwards.

Mr. Edlebeck suggested that the member utilities split up the responsibility of marking the transmission mains based on the location of the utility; all of said transmission mains in Glendale municipal boundaries should be located by Glendale, all in Whitefish Bay should be located by Whitefish Bay, and so on.

Mr. Kiefer explained that all of the Commission mains are owned by each member utility and that the Commission does not own, operate, or maintain them. He mentioned that locating and marking the property of another utility is a large liability. He believes the Commission and the member utilities sign an agreement before moving forward with this plan.

During the discussion of this topic, at approximately 8:55 AM, Mr. Imig left the meeting.

Mr. Edlebeck asked about the ownership of the transmission mains. Mr. Kiefer explained that the raw water transmission main is owned, operated and maintained by the Commission. All of the other mains are the property of each respective utility up to the meter pit at Water Filtration Plant.

Mr. Edlebeck and Mr. Botcher agreed that more research is required before going any further with this discussion to clear up any questions about the ownership of the mains. Mr. Edlebeck asked that Mr. Kiefer bring more information about the ownership of these transmission mains to the next Commission meeting.

Mr. Kiefer asked if the Commission should begin the process for setting up an account with Diggers Hotline. Mr. Edlebeck suggested that he purchase the necessary surveying equipment, set up an account with Diggers Hotline, and start locating the raw water main.

No action was taken regarding this item.

LEAD AND COPPER COMPLIANCE MONITORING

Mr. Kiefer reported that lead and copper sample kits were delivered to the monitoring site plans provided by each member municipality. As of today, 22 samples were collected in Whitefish Bay, 10 samples in Fox Point, and 14 from Glendale.

No action was taken regarding this item.

OPERATIONS AND MAINTENANCE REPORT

1. Relief Operator Technicians are back on their normal schedule.
2. Raw water pump #4 has been failing intermittently. Plant staff believes it is failing due to a SCADA or VFD problem.
3. Liquid Asset Diving Service removed the three diffuser rings from the intake cones. Plant staff thought these rings were clogged with sediment which prevented the mussel control system from working properly; however, the diffuser rings were not full of sediment. Liquid Asset Diving Service will be returning to attempt to flush the sediment out of the 4000 feet of carrier water piping at the end of the month.
4. The VFD for low lift pump #2 failed. L&S Electric asked to quote the replacement of the faulty VFD with our spare VFD. A proposal is forthcoming.
5. The UV reservoir effluent valve failed during a power quality event. Plant staff replaced the power supply unit from a similar valve to get it operational. A replacement power supply unit was ordered from Dorner Company.
6. The sump pump in the below-grade ammonia feed vault was frequently faulting from June 12 through June 15. Plant staff found that a lot of water was leaking into the pit causing the pump to run non-stop. As a result, the motor was tripping out intermittently. Using nearby monitoring wells, plant staff found the water table increased by 6 feet. Plant staff believes the level is higher than normal because of J.H. Hassinger's dewatering pumping. The contractor was asked to discharge water in a different location, and a pedestal style sump pump was installed to handle the increased flow of water.
7. Whitefish Bay police reported that there was a gas smell at Klode Park pumping station. We Energies went to investigate and found that a union had loosened. They tightened the union which fixed the problem.
8. Plant staff is working on cleaning the outside windows.
9. Key Benefit Concepts completed an actuarial study for the Commission regarding postemployment benefits to meet the requirements of GASB 74 and 75.

NEXT MEETING

The next regular meeting was scheduled for Wednesday, August 12, 2020 at 8:00 A.M. Before the agenda for this meeting is posted, the Commission will decide if the meeting will be held in-person or via Zoom.

ADJOURNMENT

It was moved by Mr. Edlebeck, seconded by Mr. Botcher, and unanimously carried to adjourn at 9:16 A.M.

Submitted by:



7/10/2020

Eric Kiefer, Plant Manager and Recording Secretary

Date

