

**MINUTES OF THE
NORTH SHORE WATER COMMISSION
MEETING OF WEDNESDAY, NOVEMBER 13, 2019**

A meeting of the North Shore Water Commission was held at the Filtration Plant, 400 West Bender Road, Glendale, Wisconsin on Wednesday, November 13, 2019.

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

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

Also present: Eric Kiefer, Plant Manager & Recording Secretary

MINUTES

It was moved by Mr. Imig, seconded by Mr. Botcher, and unanimously carried to approve the minutes for the meeting held October 9, 2019.

MONTHLY REPORT OF PLANT OPERATIONS

Mr. Kiefer provided the Commission with a report regarding plant operations. This October pumpage and chemical usage was very similar to October 2018; however, electrical costs this October was about 7.5% less than last October. 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. Imig, seconded by Mr. Botcher, 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 (router, grinder, battery, floor cleaner, paper towel, agar, and lamp)	\$353.33
Brooks Angell (reimb: mileage and certification renewal)	\$220.16
Circle Electric (electrical contractor associated with generator issue at Klode)	\$810.00
Diversified Benefit Services (section 125 plan administration)	\$95.00
Fuchs & Boyle (legal services)	\$156.00
Grainger (lamp, first aid supplies, plumbing supplies, painting supplies, pipet tips, and seal bearing assembly)	\$426.82
Great America (lease payment for copier)	\$100.00
Hawkins (phosphoric acid, phosphate solution, aqueous ammonia, and hydrochloric acid)	\$2,708.20
Home Depot (pressure washer attachment and hose, measuring tapes, and	\$91.76

screwdrivers)		
Idexx (colilert growth media)		\$2,461.64
Lincoln Contractors (floor grinder rental and dust collection system)		\$697.60
MMSD (3rd quarter sludge disposal)		\$2,405.87
Northern Lake Service (compliance and corrosion monitoring)		\$740.20
Office Copying Equipment (maintenance payment for copier)		\$23.24
Olin (treatment chemical: sodium hypochlorite)		\$3,095.04
Pace Analytical (compliance monitoring)		\$776.00
Rotroff Jeanson (accounting services)		\$1,085.00
Securian (life insurance)		\$138.46
Spectrum (internet and phone)		\$594.79
Sunbelt Rentals (generator rental)		\$5,629.70
USA Bluebook (hoses for chemical feed pump, colorimeter, lab standards, reagents)		\$1,108.36
Village Ace Hardware (paint and primer)		\$920.70
WaterStone Bank (credit card - General Fund)		\$262.22
-- AT&T (monthly internet charge): \$61.94		
-- Google (google apps for work and extra storage): \$58.16		
-- StraightTalk (cell phone): \$46.12		
-- ZipRecruiter (job posting): \$96.00		
We Energies (Bender Electric)		\$13,339.22
We Energies (Bender Gas)		\$728.28
We Energies (Green Tree Electric)		\$17.33
We Energies (Henry Clay Electric)		\$16.92
We Energies (Klode Electric)		\$3,517.91
We Energies (Klode Gas)		\$15.55
Wisconsin State Lab of Hygiene (water microbiology proficiency program renewal)		\$608.00
	SUB-TOTAL	\$43,143.30
<u>Capital Fund</u>		
	SUB-TOTAL	\$0.00
	TOTAL	\$43,143.30

REVIEW AND AUTHORIZE CAPITAL EXPENDITURES

Mr. Kiefer provided the Commission with 99% level drawings, schedule, and OPC from SEH. He also provided them a report from Strand Associates that did a peer review of the 90% level drawings.

Mr. Botcher asked Mr. Kiefer and Mr. Edlebeck if SEH has provided the Commission with satisfactory work products. Mr. Kiefer replied that he was surprised by the lengthy report by Strand

Associates. Although this report contained a number of suggestions or comments that are meant to be informational or to provide alternative ideas for addressing engineering concerns, some of the comments pointed out deviations from WDNR code or errors.

Mr. Edlebeck asked if SEH is addressing any of the points made by Strand Associates. Mr. Kiefer said that he had a discussion with SEH asking them to review the peer review and to incorporate any changes that are necessary for a positive DNR review of the project. Some ideas proposed by Strand Associates were not incorporated because they are not needed or wanted by the Commission. One example is the abandonment of the reservoirs no. 3 and 4: Strand Associates is recommending demolition and filling in the reservoir whereas the Commission wants to keep them intact and mothball.

Mr. Edlebeck commented that communication between SEH and the Commission has not been ideal. He believes there should have been more discussion between SEH and Mr. Kiefer throughout the project.

Mr. Botcher asked why Strand Associates identified so many issues; is SEH billing for work that has not been performed, or did SEH provide low-quality engineering services? Mr. Botcher suggested that the Commission hold payment of the invoice until Mr. Kiefer can research this matter.

Mr. Kiefer explained that he is also surprised by the inaccuracy of the schedule provided to the Commission at the October meeting—dated October 4. The schedule showed specifications to be submitted by October 9, but the Commission didn't receive them until November 12. If SEH provided a schedule dated October 4 for work to be done by October 9, how could they have miscalculated by an entire month?

Mr. Edlebeck noted that the schedule dated November 11 shows that the project will be bid before regulatory review is complete. Mr. Botcher and Mr. Edlebeck expressed their disappointment. They want to know why did SEH delay WDNR submittal by a month.

Mr. Kiefer explained that the delay could be caused by the review and revisions of the peer review provided by Strand Associates. He sent them a draft copy of the report on October 18. Based on the October 4 schedule, that was the date plans and specifications were supposed to be submitted to WDNR for review.

It was moved by Mr. Botcher, seconded by Mr. Imig, and unanimously carried to approve the payment to Strand Associates in the amount of \$421.82 for the Reservoir Upgrade Project.

CHEMICAL QUOTATIONS

Mr. Kiefer provided the Commission with a recommendation for accepting quotations for treatment chemicals to be purchased in 2020.

While his recommendations are to go with the lowest bid, there are 2 special cases that need consideration.

First, Viking Chemical provided a low bid on phosphoric acid 28% but the product was not NSF certified—which is a requirement. Consequently, Mr. Kiefer is asking the Commission to accept the

bid from Viking Chemical provided they can produce evidence that their product is NSF certified within 30 days. If this condition is not met, the Commission will accept the quotation from Hawkins.

Second, Olin and Alexander Chemical provided a quote for sodium hypochlorite at the same cost. Considering Alexander Chemical is the low bidder for 2 other chemicals, his recommendation is to accept the sodium hypochlorite quote from Alexander. Administratively, it is easier to do business with fewer vendors.

It was moved by Mr. Botcher, seconded by Mr. Imig, and unanimously carried to accept the chemical quotations as described in Mr. Kiefer's memo dated October 29, 2019.

Accepted Quotations:

Hawkins: ammonium hydroxide (19%) - \$0.280/lb

Alexander Chemical: sodium hypochlorite (12.5%) - \$0.780/gal

Alexander Chemical: hydrofluorosilicic acid (23%) - \$0.168/lb

Alexander Chemical: liquid Aluminum Sulfate - \$300/dry ton

Viking Chemical*: phosphoric acid 28% - \$0.360/lb

Hawkins: polymer (Flocculation Aid AquaHawk 6527) - \$0.88/lb

Nalco: Veligon TL-M (Mussel Control) - \$1.24/lb

*Conditional acceptance. Quotation from Hawkins for \$0.390/lb will be accepted if Viking Chemical does not meet the conditions by December 13.

UTILITY RISK AND RESILIENCE CERTIFICATE PROGRAM

Mr. Kiefer explained that AWWA has a certificate program for utility risk and resilience that he could enroll in so that the Commission can do most of the work for AWIA compliance work without the aid of a consultant. The program costs approximately \$300 and takes staff time to do the coursework. Mr. Kiefer thinks he could do most of the work and then hire a consultant at the end of the project to finish it off.

Mr. Edlebeck asked Mr. Kiefer if he has the necessary time to do the work. Considering the compliance deadline is in 2021, he believes he has enough time.

It was moved by Mr. Botcher, seconded by Mr. Imig, and unanimously carried to authorize the Plant Manager to enroll in the AWWA certificate program for utility risk and resilience.

PROPOSED 2020 STAFFING CHANGES

Mr. Kiefer provided the Commission with an all inclusive report detailing his proposed plan for a new organizational structure. The report includes proposed wage rates, budgetary analysis, proposed job descriptions, and organizational charts.

Mr. Edlebeck asked Mr. Kiefer if he considered the creation of an assistant to the proposed Operations Supervisor. Mr. Kiefer replied that in order to create that position, it would be necessary to hire an additional employee. There is no overlap between the schedules of Relief Operator Technicians--they all rotate through the same schedule and are needed to cover the night and weekend shifts. Furthermore, there is limited opportunity to work with any of the Relief Operator

Technicians. They could potentially overlap with management 1 out of 4 weeks if there are no shifts to cover and if they want to be scheduled for more than 16 hours during their relief week.

Mr. Edlebeck asked if the proposed Assistant Maintenance Supervisor position be filled instead of the proposed Mechanic position. Mr. Kiefer explained that after the Maintenance and Operation Supervisor positions are filled, there wouldn't be anybody qualified to fill it. If an external candidate were hired, it would take at least a year to be trained enough to have the on-call responsibility written into the job description. In Mr. Kiefer's opinion, he believes somebody should be hired at the entry-level position and then possibly be promoted to Assistant Maintenance Supervisor.

Mr. Botcher reviewed the estimated impact to the budget and suggested that the cost could be underestimated. Mr. Kiefer explained that he is proposing a Mechanic wage rate that is below all other positions; depending on this person's acceptance of health insurance (and plan), the Commission may experience an increase of \$71,000 in labor and benefits expenses during the first year.

Mr. Edlebeck and Mr. Botcher commented on the "Mechanic" title. Based on what they could tell from discussion, the proposed Mechanic would not be doing tasks that a DPW mechanic would perform. After discussion, it was decided that the position be renamed to Maintenance Technician.

To help fill a current vacancy, Mr. Kiefer asked the Commission to consider approving an enticement that would help attract more applications. He would like the Commission to allow Mr. Kiefer to award new employees that have been employed for 6 months with a new phone of their choice--up to \$1,000 in value. Although the Commission did not see any problems with the enticement, they didn't know how effective it would be. Mr. Kiefer believes it will give prospective employees an extra incentive to apply versus another job that does not have an enticement.

It was moved by Mr. Edlebeck, seconded by Mr. Botcher, and unanimously carried to authorize the Plant Manager to move forward with his plans for creating organizational change based on his report dated November 11, 2019 and to authorize the Plant Manager to give new, full-time employees a new phone, up to \$1,000 in value, after 6 months of employment.

UNATTENDED OPERATIONS COST

At the last meeting, the Commission discussed the possibility of unattended operations in response to Mr. Kiefer's difficulty in finding and retaining employees to work nights and weekends. The Commission asked Mr. Kiefer to look into this possibility and report back.

Consequently, Mr. Kiefer provided the Commission with a report explaining what it would take to go unattended from 11:00 PM to 7:00 AM while treating and pumping water. He went through the report with the Commission and reminded the Commission that his report was largely based on a report produced by Clark Dietz in 2015.

Mr. Kiefer explained that in order to go unattended, the Commission would expedite certain long-term that are already in the capital improvement plan. According to the Clark Dietz report, all of the valves in the plant (primarily filter and basin valves) need to have a manual override so that any employee can open and close a valve without the use of SCADA. Plant staff estimates this effort alone will cost approximately \$435,000. Regardless if the Commission goes through with unattended

operations, these improvements will get eventually done over time as the current valve actuators are failing.

The Commission would also have to invest in security upgrades. At this time, Mr. Kiefer does not know the full extent of the required upgrades, but he believes a new surveillance system would be essential.

Mr. Edlebeck believes there are many benefits with automation that could improve our water treatment process--and can possibly lower costs. The other Commissioners agreed.

Mr. Kiefer noted that the next agenda item is to discuss the corresponding capital improvement plan that would allow the Commission to possibly go unattended by the end of 2023.

No action was taken by the Commission at this time.

CAPITAL IMPROVEMENT PLANS

Mr. Kiefer produced a capital improvement plan that would allow the Commission to transition to unattended operations by the end of 2023. It also addresses upgrades to the sludge collection system, which is in need of repair. Mr. Kiefer explained that these upgrades are needed as soon as possible--2021 at the latest.

The 5-year capital improvement plan incorporates costs that were identified by Clark Dietz in a 2015 report. If the report is updated in 2020, the figures in this proposed capital improvement plan need to be updated.

Mr. Edelbeck asked if the 2020 budget would allow for the Commission to retain a consultant to update said report. Mr. Kiefer indicated that he would be taking the burden of the AWIA risk and resilience compliance work in 2020 which should free up approximately \$20,000. He believes this should be adequate to fund the study in 2020. In early 2020, Mr. Kiefer mentioned that he would draft an RFP and get the Commission's input on what should be included in the study.

No action was taken by the Commission at this time.

MAJOR ELECTRICAL OUTAGE AT KLODE PARK

Mr. Kiefer provided the Commission with a written report of what happened during a major electrical outage at Klode Park in the middle of October. He guided the Commission through the report.

Mr. Edlebeck asked Mr. Kiefer if there is anything the Commission should do to mitigate risk and vulnerability. Mr. Kiefer explained that the Commission should consider installing an electrical panel on top of the bluff near the parking lot. The necessary generator cables should be permanently installed from the new panel to the main electrical system at the pumping station located on the bottom of the bluff. Mr. Kiefer explained that he was nervous about theft of the nearly 2,000 pounds of copper cables; it was necessary to lay them on the ground of a public park. Furthermore, handling the cables was labor-intensive and could potentially delay power restoration efforts during an emergency.

Mr. Kiefer said the same kind of improvement should be made at the Bender facility. Should there be a catastrophic electrical outage at the water filtration plant, there would be even less time to react. Having all of the necessary connections near the parking lot would be helpful.

Mr. Edlebeck suggested that Mr. Kiefer look into these improvements and include them in the capital improvement plan.

No action was taken by the Commission at this time.

MANAGER'S REPORT

1. Plant staff prepared and then painted the old chemical feed room floor. Arrangements are being made to use this room for centralized storage.
2. Plant staff is still attempting to clear the mussel control line that plugged during a test performed this fall in conjunction with the annual intake inspection.
3. CTW performed a vibration analysis on high service pump #4 and found that there is unusually high vibration when the pump operates at a specific band of frequencies.
4. A.C. Engineering performed semi-annual preventative maintenance of the primary switchgear at the Bender plant.
5. Plant staff performed annual overflow testing on the reclaim and settling basins.
6. Plant staff meet with utility representatives to work on lead and copper monitoring plans for 2020 and to work on developing a collective emergency response plan.

Mr. Edlebeck mentioned that Shorewood is preparing to rehabilitate its Milwaukee meter pits and is in discussion with Whitefish Bay to temporarily supply them with water during two outages. It will take approximately 24 hours per pit for a total of 48 hours. He will keep the Commission informed as he learns more.

NEXT MEETING

The next regular meeting was scheduled for Wednesday, December 11, 2019 at 8:00 A.M.

ADJOURNMENT

It was moved by Mr. Imig, seconded by Mr. Botcher, and unanimously carried to adjourn at 9:28 A.M.

Submitted by:



11/15/2019

Eric Kiefer, Plant Manager and Recording Secretary

Date