

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

A meeting of the North Shore Water Commission was held at the Filtration Plant, 400 West Bender Road, Glendale, Wisconsin on Wednesday, January 8, 2020.

Meeting was called to order at 8:04 A.M. by Mr. Edlebeck.

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

Mr. Botcher arrived at 8:50 AM.

Also present: Eric Kiefer, Plant Manager & Recording Secretary

MINUTES

It was moved by Mr. Imig, seconded by Mr. Edlebeck, and unanimously carried to approve the minutes for the meeting held December 11, 2019.

MONTHLY REPORT OF PLANT OPERATIONS

Mr. Kiefer provided the Commission with a report regarding plant operations. The 2019 year-to-date total pumpage was nearly the same as 2018; however, the individual totals show Whitefish Bay and Fox Point are up for the year and Glendale down. Mr. Edlebeck and Mr. Imig discussed the magnitude of changes and went through the delivery volumes shown in the extended monthly report. Mr. Edlebeck believes the extra volume being delivered to Whitefish Bay is significant and should be further investigated. Mr. Kiefer will follow up with Mr. Edlebeck and provide additional data.

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. 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> |
|--|----------------------|
| Amazon (gift cards, rodent repellent, and mothballs) | \$159.55 |
| American Bolt (channel, channel corners, nuts, screws, and other hardware) | \$4,157.22 |
| Angela Beling (municipal water supply operator certification) | \$25.00 |
| ChemTrade (treatment chemical: aluminum sulfate) | \$3,189.69 |
| Cintas (uniforms) | \$164.61 |

| | |
|--|-------------|
| Cintas Fire Protection (fire extinguisher servicing) | \$363.08 |
| City of Milwaukee (semi-annual standby service fee) | \$1,350.00 |
| Clark Dietz (general engineering services) | \$555.00 |
| Cummins NPower (generator repairs and other maintenance) | \$20,030.83 |
| Diversified Benefit Services (section 125 plan administration) | \$96.50 |
| Fuchs & Boyle (legal services) | \$117.00 |
| Glendale Water Utility (quarterly stormwater and environmental fees) | \$591.60 |
| Grainger (screws, conductivity standard, reflective tape, conduit fittings, and mat) | \$263.40 |
| Great America (lease payment for copier) | \$100.00 |
| Hawkins (aqueous ammonia and polymer) | \$2,614.64 |
| Idexx (color comparator) | \$17.33 |
| Mulcahy Shaw (DPD reagents and motor assembly parts for OptiView) | \$787.28 |
| Northern Lake Service (compliance and corrosion monitoring) | \$1,264.40 |
| Office Copying Equipment (maintenance payment for copier) | \$29.52 |
| Pace Analytical (compliance monitoring) | \$249.00 |
| Quill (labels, fileboxes, and folders) | \$170.95 |
| Rotroff Jeanson (accounting services) | \$1,085.00 |
| Rowell Chemical (treatment chemical: fluoride) | \$3,164.48 |
| Securian (life insurance) | \$141.46 |
| Spectrum (internet and phone) | \$594.79 |
| T&L Glass (time and materials to replace 2 windows) | \$1,282.00 |
| USA Bluebook (turbidity standard, hoses for chemical feed pump, and phosphate reagent) | \$929.48 |
| Village Ace Hardware (adhesive, caulk, and gasket material) | \$18.46 |
| Village of Fox Point (diesel and gasoline) | \$78.71 |
| Village of Whitefish Bay (Klode water bill) | \$483.47 |
| Water Council (renew membership) | \$1,000.00 |
| WaterStone Bank (credit card - General Fund) | \$701.82 |
| -- AT&T (monthly internet charge): \$61.94 | |
| -- eBay seller_mike64 (motor contactor): \$150.00 | |
| -- FedEx Office (copies): \$79.33 | |
| -- Google (google apps for work and extra storage): \$58.16 | |
| -- Siteground (annual renewal of domain registration, web hosting, and related services): \$205.15 | |
| -- StraightTalk (December and January cell phone charges): \$92.24 | |
| -- USPS (stamps): \$55.00 | |
| We Energies (Bender Electric) - ESTIMATED | \$13,229.12 |
| We Energies (Bender Gas) - ESTIMATED | \$1,452.97 |
| We Energies (Green Tree Electric) - ESTIMATED | \$20.04 |
| We Energies (Henry Clay Electric) - ESTIMATED | \$20.49 |
| We Energies (Klode Electric) - ESTIMATED | \$3,894.33 |
| We Energies (Klode Gas) - ESTIMATED | \$21.23 |
| Wisconsin State Lab of Hygiene (fluoride analysis) | \$26.00 |

| | | |
|---------------------|-----------|-------------|
| | SUB-TOTAL | \$64,440.45 |
| <u>Capital Fund</u> | | |
| | SUB-TOTAL | \$0.00 |
| | TOTAL | \$64,440.45 |

STATUS REPORT OF THE RESERVOIR UPGRADE PROJECT

Mr. Kiefer briefed the Commission about the status of the Reservoir Upgrade Project. In general, Mr. Kiefer believes the project is back on track. In his opinion, the quality of the drawings and specifications now meet or exceed his expectations. Furthermore, Mr. Kiefer reported that WDNR appears to be near the end of their review of the project.

Mr. Kiefer explained that there are a couple of minor concerns that he communicated to SEH. First, he was concerned with solvent-welded PVC in the piping between the reservoirs. Given the diameter of the pipe, he was concerned about the quality of the solvent welding. SEH told Mr. Kiefer that they will address this by requiring pipe to be solvent-welded in a shop environment with flanges for each section of pipe; each pipe section will be delivered and installed precluding on-site solvent-welding.

Another concern Mr. Kiefer expressed had to do with the buried high voltage power line near the southwest corner of the building. SEH explained that they would require the contractor to verify location of line with hydro-excavation or other acceptable means.

Mr. Edlebeck and Mr. Kiefer discussed details pertaining to the work to be performed in this area. Mr. Kiefer explained that 8" storm sewer piping is planned to be replaced with 12" storm sewer piping. Mr. Edlebeck asked Mr. Kiefer to investigate a change in the project; instead of replacing, would it be possible to install new storm sewer pipe instead. Mr. Kiefer said that he would ask SEH.

Mr. Miles Jensen was called at this time. Mr. Edlebeck acted as the spokesperson of the Commission. Below is a characterization of Mr. Jensen's responses.

--Start-of-Call-- (starting at approximately 8:38 AM)

Quality Control

Mr. Jensen indicated that SEH performed quality control (QC) throughout the project and continues to perform QC. He indicated plans and specifications have been changed--above and beyond what Strand Associates found during their peer review. Changes will continue as necessary.

When asked what kind of a process is being used, Mr. Jensen indicated that it wasn't a formal process; issues are addressed as discovered. It is an on-going process.

Bid Advertisement Date

Mr. Jensen explained that the review process is coming to an end for WDNR. Although there hasn't been any response from PSC, there is no cause for concern. According to Mr. Jensen, it is likely that all regulatory review will be completed before the anticipated bid date of 1/28/2020. Mr. Edlebeck explained that he would like Mr. Kiefer to authorize the start of the bid advertisement--if everything goes as planned, then the bid advertisement can start on 1/28/2020. Otherwise, Mr. Kiefer can delay it as necessary.

There was discussion about other dates and their significance in the context of the proposed bid advertisement. Mr. Edlebeck asked Mr. Jensen to revise the bid advertisement so that a local plan room would be used instead of the one proposed and that dates be adjusted as necessary.

Contract Language

Mr. Jensen responded to questions about the term substantial completion and the term final completion. Mr. Jensen reviewed the places in the contract where the terms were used and committed to making these terms more understandable and clear so that contractors wouldn't dispute their meaning.

Mr. Botcher arrived at 8:50 AM.

The Commission and Mr. Jensen agreed on what areas of the contract should be revised. Including a find-and-replace of "Locke Park" throughout the document.

Mr. Jensen mentioned that he anticipates 2020 to be a very busy construction year. This could drive up the cost of the project or reduce the number of bids received. The Commission should provide at least a month for contractors to submit bids after the bid is advertised.

--End-of-Call-- (ending at approximately 8:57 AM)

It was the consensus of the Commission that the project is back on track, and it seems likely that the project will be completed on time. No action was taken by the Commission at this time.

UPDATED CAPITAL ALLOCATION RATES

Mr. Kiefer presented updated capital allocation rates. He explained that the old rates were set using a completely different methodology. Consequently, the rates for 2020 will seem to be a substantial deviation from the expiring rates--with Glendale's rate changing the most, an increase of 2.81%. Mr. Kiefer believes the last 5 years of delivery volumes clearly show trends. Glendale is taking less water in 2019 than in 2015. Fox Point and Whitefish Bay delivery volumes appear to be consistent year after year, with the exception of Whitefish Bay in 2019. Mr. Edlebeck believes Whitefish Bay may have a slow leak somewhere that hasn't surfaced.

Mr. Kiefer explained that the new capital allocation rates apply for work/services performed in 2020. Consequently, there will be a payment request next month--using the 2019 capital allocation rates--for work performed in December 2019. If the 2020 capital project isn't completed by 12/31/2020, Mr. Kiefer explained that the accounting may get confusing. Mr. Edlebeck explained that the Commission may consider taking action to make the accounting more straightforward at the end of the year.

It was moved by Mr. Botcher, seconded by Mr. Imig, and unanimously approved to accept the new capital allocation rates as presented to the Commission in Mr. Kiefer's memo dated 1/7/2020. The capital allocation rates effective 1/1/2020 are as follows:

Fox Point: 17.04%; Glendale: 50.98%; and Whitefish Bay: 31.98%

REVIEW AND AUTHORIZE CAPITAL EXPENDITURES

Mr. Kiefer provided the Commission with a payment request from SEH and Strand Associates for work performed on the Reservoir Upgrade Project (2019-1). Mr. Kiefer believes the invoices are appropriate for the work that was performed.

It was moved by Mr. Botcher, seconded by Mr. Imig, and unanimously carried to authorize payment to SEH and Strand Associates as prepared in Mr. Kiefer's memo dated 1/8/2020, in the amount of \$13,614.77.

RESOLUTION REGARDING CHANGES TO STAFF ORGANIZATION, JOB DESCRIPTIONS, POLICIES, AND COMPENSATION

Mr. Kiefer provided the Commission with a resolution and a number of exhibits associated with the resolution to effectuate a number of changes. He explained how the Commission discussed these changes in the fall of 2019. Since those meetings, he proposed changes to the employee handbook and asked for legal counsel to review the entire handbook (with proposed changes) and all of the new job descriptions. Mr. Kiefer stated that legal counsel did a thorough review making changes where necessary.

Mr. Edlebeck and Mr. Botcher indicated that their municipalities are also revising employee handbooks. They would like more time to review the draft handbook prepared by Mr. Kiefer.

Mr. Kiefer explained to the Commission that the draft employee handbook is an exhibit to the resolution, and that the resolution and all of the exhibits would have to be considered at the same time. The resolution and exhibits are interconnected and should not be considered separately.

It was moved by Mr. Botcher, seconded by Mr. Imig, and unanimously approved to table this matter until the February Commission meeting.

LEAD AND COPPER CORROSION CONTROL CHANGE AND NEW AGREEMENT WITH PROCESS RESEARCH SOLUTIONS

Mr. Kiefer provided the Commission with an agreement from Process Research Solutions. The agreement lays out a plan for further reducing lead and copper corrosion. Mr. Kiefer explained the proposed plan. In short, the plan is to increase the phosphate feed rate to 1.0 to 1.1 ppm as PO₄ and to increase the disinfectant residual to as close to 4.0 ppm as practically possible.

The Commission discussed the details of how those changes would be taken and why these changes would reduce lead and copper corrosion.

Mr. Kiefer explained that he discussed this with SEH, the engineering firm that submitted paperwork to WDNR in 2019. He reported that SEH is willing to resubmit the same form with a new phosphate feed rate.

It was the consensus of the Commission that the proposed water quality changes should be made.

It was moved by Mr. Edlebeck, seconded by Mr. Botcher to authorize the Plant Manager to sign agreement with Process Research Solutions dated 1/3/2020 as presented by Mr. Kiefer.

MANAGER'S REPORT

1. Plant staff finished repairs on filter 7 left backwash valve. The filter is now back in service.
2. T&L Glass replaced 2 broken windows in the old chemical feed that has been recently converted into a storage area.
3. State of Wisconsin (DATCP) completed a biennial inspection of the laboratory; no deficiencies were found. The license has been renewed.
4. Cintas Fire Protection performed an annual inspection of fire extinguishers in the plant and at Klode Park pumping station.
5. Plant staff fixed the controls for raw pump 4 and put it back into service.
6. Plant staff repaired the online UV transmittance analyzer associated with the UV disinfection system. It is now back in operation.
7. Plant staff performed routine maintenance associated with UV reactor 1.
8. During routine testing, low lift pump 2 failed to operate. Plant staff investigated the problem and determined that the motor contactor was broken. A replacement unit was installed, and the pump is now operational.
9. Plant staff is preparing for a sanitary survey scheduled for the end of January.

NEXT MEETING

The next regular meeting was scheduled for Wednesday, February 12, 2020 at 8:00 A.M.

ADJOURNMENT

It was moved by Mr. Botcher, seconded by Mr. Imig, and unanimously carried to adjourn at 9:25 A.M.

Submitted by:



Eric Kiefer, Plant Manager and Recording Secretary

1/10/2020

Date