

**MINUTES OF THE
NORTH SHORE WATER COMMISSION
MEETING OF WEDNESDAY, DECEMBER 12, 2018**

A meeting of the North Shore Water Commission was held at the Filtration Plant, 400 West Bender Road, Glendale, Wisconsin on Wednesday, December 12, 2018.

Meeting was called to order at 8:01 A.M. by Mrs. Safstrom.

Present: Rachel Safstrom, Chair (Glendale); Scott Botcher, Member (Fox Point)

Also present: Eric Kiefer, Plant Manager & Recording Secretary; Charlie Imig, Alternate (Glendale)

MINUTES

It was moved by Mr. Botcher, seconded by Mrs. Safstrom, and unanimously carried to approve the minutes for the meeting held November 14, 2018.

MONTHLY REPORT OF PLANT OPERATIONS

Mr. Kiefer provided the Commission with a report regarding plant operations. During his discussion, he mentioned that pumpage is almost the same compared to last year November. 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 Mr. Botcher, seconded by Mrs. Safstrom, 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 (camera module, poe splitter, and centerpull towel)	\$66.91
Cintas (employee jacket)	\$65.84
Clark Dietz (engineering services)	\$1,780.00
Diversified Benefit Services (Section 125 Plan administration)	\$95.00
Fuchs & Boyle (legal service)	\$19.50
Grainger (bushing, electrical supplies, plumbing supplies, o-rings, and flag)	\$259.62
Great America (lease payment for copier/printer)	\$100.00
Hawkins (treatment chemicals: aqueous ammonia and phosphate)	\$2,788.21
Home Depot (filters & return of shingle stripper)	-\$9.01
Key Benefit Concepts (actuarial study / postemployment benefits report)	\$2,250.00
Mulcahy Shaw Water (solenoid valve for SWAN analyzer)	\$316.90
Northern Lake Services (compliance monitoring)	\$628.00

Office Copying Equipment (maintenance payment for copier/printer and toner)	\$23.26
Pace Analytical (UCMR 4 compliance monitoring)	\$776.00
Quill (qplus membership, folders, paper, envelopes, and safety materials)	\$342.27
Rotroff Jeanson (accounting services)	\$1,040.00
Securian / Minnesota Life (employee life insurance)	\$142.89
SEH (services pertaining to the inspection of reservoir no. 3)	\$891.00
Spectrum Business (internet services, Bender phone, and Klode phone)	\$526.17
T-Mobile (mobile internet)	\$31.05
US Cellular (cell phone)	\$4.30
Village Ace Hardware (hangers and floor patch)	\$45.95
Village of Fox Point (gasoline)	\$61.71
WaterStone Bank (credit card - General Fund)	\$258.15
-- AT&T (monthly internet charge): \$59.19	
-- Google (google apps for work): \$54.16	
-- pdf.u-bill.com (PDF Architect software): \$48.90	
-- StraightTalk (cell phone): \$45.90	
-- USPS (stamps): \$50.00	
We Energies (Bender Electric)	\$13,202.54
We Energies (Bender Gas)	\$1,150.41
We Energies (Green Tree Electric)	\$18.42
We Energies (Henry Clay Electric)	\$19.21
We Energies (Klode Electric)	\$3,483.64
We Energies (Klode Gas)	\$21.67
William Reid (membrane cap for analyzer)	\$281.94
Wisconsin DATCP (lab certification fee)	\$680.00
Wisconsin State Lab of Hygiene (fluoride analysis)	\$25.00

SUB-TOTAL \$31,386.55

Capital Fund

SUB-TOTAL \$0.00

TOTAL \$31,386.55

CAPITAL PROJECTS

Mr. Kiefer gave the Commission a brief update of the Filter Improvements Upgrade. He mentioned that employees have installed nearly all of the new valve actuators. Unfortunately, one valve, a 20" butterfly valve on filter no. 7 is not working properly and needs to be replaced. Mr. Kiefer placed an order for the valve; he is optimistic that it will be installed before the end of the year.

Also, he mentioned that plant staff spent a lot of time working on the SCADA Upgrade Project. Redundant servers have been configured and all of the necessary software has been installed. Mr.

Kiefer indicated that in software licenses need to be purchased to ensure full redundancy and to allow for data from the pumping stations to save locally when there is a break in communications.

It was moved by Mr. Botcher, seconded by Mrs. Safstrom, and unanimously carried to approve the payment request for the Filter Improvements Project in the amount of \$4,882.94 and the payment request for the SCADA Upgrade Project in the amount of \$15,543.16 as per Mr. Kiefer's memos dated December 12, 2018.

INDUCTIVE AUTOMATION SOFTWARE

Mr. Kiefer explained that all of the software is installed for redundancy and for local data storage; the licenses need to be purchased. Mr. Kiefer recommends that the Commission approve the quotation provided by Inductive Automation.

It was moved by Mr. Botcher, seconded by Mrs. Safstrom, and unanimously carried to accept the proposal and authorize Mr. Kiefer to purchase the quoted software from Inductive Automation in the amount of \$17,394.34.

HIGH SERVICE PUMP #4

Mr. Kiefer explained that the VFD for High Service Pump No. 4 is no longer operable and needs to be replaced. He provided the Commission with a memo regarding electrical anomalies related to High Service Pump No. 4. Consequently, he is convinced that it is necessary to do a thorough investigation to determine if there is an underlying condition or defect causing recent damage.

Mr. Kiefer mentioned that he contacted Mr. Emir from Clark Dietz, and they are sending out an electrical engineer on December 13 to access the situation and make recommendations going forward.

In describing the situation, Mr. Kiefer indicated that he does not know what the scope of this project will be. If there are no big delays, he believes the project will likely be finished in 3 months. If it is necessary to get authorization for each step of the project, it could easily take 6 or more months to finish. Therefore, Mr. Kiefer is requesting that the Commission give him authorization to investigate and install equipment as needed up to a limit of \$50,000.

Mr. Botcher and Mrs. Safstrom agreed but commented that monthly updates should be provided.

It was moved by Mr. Botcher, seconded by Mrs. Safstrom, and unanimously carried to authorize the Plant Manager to investigate and incur any necessary expenses to replace the VFD for High Service Pump No. 4 as described in Mr. Kiefer's memo dated December 11, 2018.

ENGINEERING OF RESERVOIR IMPROVEMENT PROJECT

Mr. Kiefer explained that the reservoir improvement project is scheduled for 2020 and that the Commission budgeted to do the design engineering for said project in 2019. Consequently, Mr. Kiefer believes it is the appropriate time to discuss the scope of the required engineering effort and to solicit proposals.

Mr. Kiefer provided the Commission with a draft document describing the scope of engineering services he believes would be necessary for the upcoming project. He pointed out to the Commission that he briefly discussed the project with Mr. Emir from Clark Dietz. Out of that discussion, Mr. Kiefer and Mr. Emir believes it would be a good idea to have some kind of quality control / quality assurance check performed by a different consulting engineering firm after the preliminary design is completed.

Mrs. Safstrom and Mr. Botcher agreed with the concept.

Mr. Kiefer asked the Commission if they wanted to get just the one proposal from SEH, the firm that has been performing reservoir inspections and has provided repair recommendations. It was the consensus of the Commission that a request for proposals (RFP) be developed and several engineering firms should be invited to submit a proposal.

Mr. Kiefer asked about timing. It was the consensus of the Commission that proposals should be solicited as soon as possible and for engineers to submit them for the January meeting. Furthermore, the Commission indicated that Mr. Kiefer should interview the engineering firms submitting proposals and evaluate the proposals prior to the next meeting. Furthermore, the Commission would like at least one engineer present during the interviews to represent the Commission; specifically, they would prefer John Edlebeck to be said engineer. If he is not available, the Commission suggested that Mr. Kiefer contact Mr. Emir from Clark Dietz to assist.

Mr. Kiefer asked about the format of the proposal. Mrs. Safstrom prefers proposals that have a not-to-exceed limit. Mr. Botcher indicated that he supports both lump sum and not-to-exceed formats. Mr. Kiefer indicated that he might request a lump sum for the design work and a not-to-exceed limit for construction services.

It was moved by Mr. Botcher, seconded by Mrs. Safstrom, and unanimously carried to direct Mr. Kiefer to prepare a request for proposals (RFP) for the engineering effort required for the reservoir improvement project, solicit proposals, and interview representatives of the firms submitting proposals prior to the January 2019 meeting.

WATER MAINS

Mr. Kiefer explained to the Commission that a meeting was held by member utility representatives to discuss all of the mains that should be located by the Commission in the future. He provided the Commission with a memo documenting the outcome of said meeting.

Furthermore, Mr. Kiefer gave an update regarding its effort to locate the raw water main. Without a tracer wire, the raw water main is going to be very difficult to locate. Currently, the only way to locate the main is to review the drawings and measure off curbs and landmarks.

Over the winter, this group of utility representatives would like for the Commission to find a better method for locating. Once that technique is determined, the plan is to mark it the main--along with all of the other mains that were identified at the meeting--and get GPS coordinates. Those coordinates will be given to Glendale and Whitefish Bay to add to their GIS system.

Mr. Kiefer mentioned that some locating technologies were used last week. One technique that

seemed to work involved the use of an instrument marketed as “AML Pro.” However, it seemed like it may not work in areas that are congested or where there are lots of utilities nearby. Additionally, it seemed that there is a fair amount of training required to become proficient at using the equipment. Therefore, plant staff does not recommend purchasing this instrument for this project.

Mr. Kiefer mentioned that he discussed the matter with Mr. Emir from Clark Dietz. He will likely get a proposal from Clark Dietz to locate the main using potholes. Additionally, Mr. Kiefer intends to get a proposal from a firm that specialize in locating concrete main.

No action was taken at this time.

KEY BENEFIT CONCEPTS

Mr. Kiefer provided the Commission with a draft document entitled “Accounting Report of Liabilities for Participants’ Other Post Employment Benefits (OPEB) as of December 31, 2017” which has been prepared by Key Benefit Concepts (KBC).

Mr. Botcher pointed out that KBC used a table that is shown in the OPEB Technical Appendix as “13. Salary Merit Scale.” According to Mr. Botcher, the information shown in the table is provided by Wisconsin Retirement System (WRS). It is his understanding that the information in the table was developed by a yet another entity--the data was purchased by WRS--and said table has not been validated.

With that said, Mr. Botcher does not believe there is anything the Commission can do about it and recommends approving the report as drafted.

It was moved by Mr. Botcher, seconded by Mrs. Safstrom, and unanimously carried to accept the document entitled “Accounting Report of Liabilities for Participants’ Other Post Employment Benefits (OPEB) as of December 31, 2017” prepared by Key Benefit Concepts (KBC).

MANAGER’S REPORT

1. Veligon was turned off for winter operations. Plant staff is also performing annual maintenance on this feed system.
2. The left backwash valve on Filter No. 7 is not working properly and cannot be repaired in place. A new 20” butterfly valve was ordered from Swanson Flo; plant staff plans on replacing it before the end of the year.
3. Fox Point modified the plumbing for the discharge pressure gauge at their pumping station to allow for periodic flushing. This has greatly improved the Commission’s ability to operate the pumping station.
4. Plant staff is preparing the pump bases for high service 2, 3, and 4 for painting.
5. Cintas performed annual fire extinguisher inspections and performed necessary services.
6. Plant staff replaced a leaking solenoid valve on the Swan total chlorine analyzer.

7. High Service Pump no. 4 VFD is out of service.
8. Dan Cherny accepted an employment offer at the Port Washington Water Utility. His last day of employment with the Commission will likely be December 26.

NEXT MEETING

The next regular meeting was scheduled for Wednesday, January 9, 2019 at 8:00 AM.

ADJOURNMENT

It was moved by Mrs. Safstrom, seconded by Mr. Botcher, and unanimously carried to adjourn at 8:50 A.M.

Submitted by:



Eric Kiefer, Plant Manager and Recording Secretary

12/14/2018

Date