

**MINUTES OF THE  
NORTH SHORE WATER COMMISSION  
MEETING OF Wednesday, June 14, 2017**

A meeting of the North Shore Water Commission was held at the Filtration Plant, 400 West Bender Road, Glendale, Wisconsin on Wednesday, June 14, 2017.

Meeting was called to order at 8:05 A.M. by Mr. Edlebeck.

Present: Dave Eastman, Secretary; John Edlebeck, Member

Also present: Eric Kiefer, Plant Manager & Recording Secretary; John Fuchs, Legal Counsel  
Rachel Reiss, Alternate for Glendale

Absent: Paul Boening, Alternate for Whitefish Bay; Scott Botcher, Alternate for Fox Point

No Commissioner has been appointed by the Village of Fox Point to succeed Mr. West at this time.

**MINUTES**

It was moved by Mr. Eastman, seconded by Mr. Edlebeck, and unanimously carried to approve the minutes for the meeting held May 10, 2017.

By unanimous consent, the rules were suspended to proceed with item 9 of the agenda before returning to the order noticed on the agenda.

**FOUNDING AGREEMENT**

Mr. Kiefer provided the Commission with the latest draft of the revised founding agreement. Mr. Fuchs explained that it is ready for the governing bodies to review and possibly take action to execute the revised and restated agreement. Mr. Fuchs stated that he would like for the Commission to schedule meetings with each member community; Mr. Fuchs and Mr. Kiefer would represent the Commission at said meetings.

Mr. Kiefer asked Ms. Reiss how the City of Glendale might proceed with the process. Mr. Reiss indicated that she would request that Mr. Kiefer provide an executive summary discussing major changes in the agreement. The Commission agreed that such a document would be very helpful and should be limited to about 3 pages.

It was moved by Mr. Edlebeck, seconded by Mr. Eastman, and unanimously carried to direct Mr. Kiefer to develop a cover memo for the proposed revised and restatement agreement and to deliver it along with the agreement to the governing bodies of the members communities to review and consider approval.

**MONTHLY REPORT OF PLANT OPERATIONS**

Mr. Kiefer provided the Commission with the monthly report of operations. 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. Eastman, 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>
BMO Harris Bank (credit card)	100.15
-- Google (monthly charge for Google Suite Basic): \$54.16	
-- Straight Talk (monthly phone plan - Foreman): \$45.99	
Concentra (pre-employment testing)	167.50
Department of Natural Resources (water use fee)	6,494.00
Diversified Benefit Services (Section 125 Plan administration)	95.92
Earthlink (Bender phone)	153.11
Eurofins (compliance monitoring)	760.00
Faust Company (backflow testing and repairs)	1,133.75
Fuchs & Boyle (legal service)	1,111.50
Grainger (oil, pipet tips, v-belts, blades, hardware, electrical supplies, wrench, bottles, cleaning supplies, hangers, bottles, respirators, plumbing supplies, and first aid)	946.54
Great America (lease payment for copier/printer)	100.00
Hach (phosphate reagent)	410.92
Hawkins (treatment chemicals: aqueous ammonia, phosphate, and polymer)	5,120.64
Home Depot (pH meter probe)	80.74
Idexx (quanticult)	212.01
John Mahnke (reimbursement for training)	120.00
McMaster-Carr (gasket, tubing, fittings, and plumbing supplies)	322.23
Minnesota Life / Securian (employee life insurance)	128.92
Modular Piping Supply (plumbing supplies)	603.04
Mulcahy Shaw (chlorine analyzer reagents)	700.40
Northern Lake Service (compliance monitoring)	1,112.00
Office Copying Equipment (maintenance payment for copier/printer)	23.06
Rotroff Jeanson (monthly accounting services & make closing entries for 2016)	1,428.00
SEH (engineering services for overflow pre-design)	825.00
Spectrum Business (internet services and Klode phone)	391.41
T-Mobile (mobile internet)	31.05
UPS Store (shipping samples to lab)	247.39
US Cellular (cellular phone service)	4.25
USA Bluebook (reagent for chlorine analyzer and phosphate reagent)	424.55
Village Ace Hardware (fuel additive, paint roller cover, paint, and keys)	103.80
Village of Fox Point (gasoline)	115.14
We Energies (Bender Electric - estimate)	14,109.53

We Energies (Bender Gas)		546.83
We Energies (Green Tree Electric)		17.61
We Energies (Henry Clay Electric)		18.68
We Energies (Klode Electric - estimate)		3,965.60
We Energies (Klode Gas)		17.44
Wilkens-Anderson (plate count agar)		123.22
Wisconsin State Lab of Hygiene (fluoride analysis)		25.00
	SUB-TOTAL	\$42,290.93
Maintenance Reserve		
	SUB-TOTAL	\$0.00
	TOTAL	\$42,290.93

### CAPITAL PROJECTS

Mr. Kiefer explained that the Commission purchased a new truck which should be delivered this week. He explained the order was placed in March after the Commission approved procurement of said vehicle.

It was moved by Mr. Edlebeck, seconded by Mr. Eastman, and unanimously carried to approve the payment request in the amount of \$21,619.50 for a new pickup truck as per Mr. Kiefer's memo dated June 14, 2017.

### SALE OF PICKUP TRUCK

Mr. Kiefer provided the Commission with a memo with some background information regarding the Commission's 2000 Chevy Silverado pickup truck. He explained it was purchased in January 2000 and is now at the end of its useful life. Currently, the truck is not roadworthy, and Mr. Kiefer believes the Commission should cease all maintenance on the vehicle and sell it in its current condition.

Mr. Kiefer reported that Michael Rotroff, the Commission's contracted accountant, placed a \$500 bid on the truck. Considering the condition of the truck, Mr. Kiefer recommends the Commission accept the offer.

Mr. Eastman commented that instead of accepting the bid by Mr. Rotroff, Mr. Kiefer should auction the truck off using a website like Wisconsin Surplus or Ebay. Mr. Edlebeck agreed. They both indicated that this course of action will like result in getting the highest possible bid for the truck.

It was moved by Mr. Edlebeck, seconded by Mr. Eastman, and unanimously carried to authorize the Plant Manager to sell the surplus pickup on an auction website.

### PROCUREMENT OF SCADA SOFTWARE

Mr. Kiefer explained that plant staff has been researching SCADA software for over a year and determined that Ignition by Inductive Automation is the best software for the Commission. He explained that the servers have been set up and time has been allocated for him to work on the

project this summer.

Mr. Edlebeck asked how much will it cost for support. Mr. Kiefer indicated the support is roughly \$4,667 per year; however, that will change next year once the redundant server is added. In his estimation, it will cost between \$5,000 and \$6,000 per year for support when the project is completely finished next year.

It was moved by Mr. Edlebeck, seconded by Mr. Eastman, and unanimously carried to accept the proposal for SCADA software by Inductive Automation dated June 8, 2017 in the amount of \$24,111.80 and to authorize the Plant Manager to sign any necessary agreements related to this matter.

### MANAGER'S REPORT

1. Plant staff successfully exchanged and tested the magmeters in the Fox Point master meter vault, Glendale master meter vault, and the Green Tree meter pit using the new meter testing apparatus.
2. Plant staff put the new polymer feed system into operation as well as the phosphate feed system for the ammonia carrier water.
3. Starnet Technologies and plant staff updated SCADA controls pertaining to the high service pumps and intermediate low lift pumps.
4. Plant staff fixed the flow meter on filter 8.
5. Plant staff finished annual maintenance of surface sandwash systems in all filters.
6. Plant staff removed the left effluent valve actuator and drain valve actuator on filter 4 which no longer operate correctly. Replacement actuators have been ordered.
7. John Mahnke started as Relief Operator Technician on May 22.
8. Brenna Franchi ended the spring internship on May 26. Russ Koenig started the summer internship on May 31.

Following the manager's report, it was suggested by the Commission for Mr. Kiefer to consider arranging an open house and conduct tours for the governing bodies of the member communities. Mr. Kiefer agreed it is a good idea and stated that September would be a good time to schedule it--once the school year has started.

Ms. Reiss also asked about the painting schedule for the reservoir vent pipes. She suggested that Mr. Kiefer contact a local school or local artists to paint the pipes to look like flowers. Mr. Kiefer stated it is a good idea; however, he explained that it should happen after the 2020 reservoir project is complete.

### NEXT MEETING

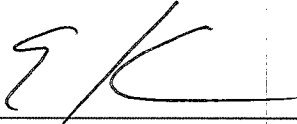
The next regular meeting was scheduled for Wednesday, July 12, 2017 at 8:00 AM. Tentatively, the

August meeting is scheduled for Wednesday, August 16 at 8:00 AM.

ADJOURNMENT

It was moved by Mr. Eastman, seconded by Mr. Edlebeck, and unanimously carried to adjourn at 8:45 A.M.

Submitted by:



6/15/2017

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Eric Kiefer, Plant Manager and Recording Secretary

Date