

**MINUTES OF THE  
NORTH SHORE WATER COMMISSION  
MEETING OF WEDNESDAY, JUNE 10, 2020**

The North Shore Water Commission held a meeting on Wednesday, June 10, 2020 using an internet-based conferencing platform called Zoom.

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

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

Also present: Eric Kiefer, Plant Manager & Recording Secretary; Brooks Angell, Operations Supervisor

**MINUTES**

It was moved by Mr. Imig, seconded by Mr. Edlebeck, and unanimously carried to approve the minutes for the meeting held May 13, 2020.

**MONTHLY REPORT OF PLANT OPERATIONS**

Mr. Kiefer provided the Commission with a report regarding plant operations. Mr. Kiefer explained that plant flows in May 2020 were similar to those in May 2019. Consequently, Mr. Kiefer is optimistic that water usage over the summer will be normal. He also pointed out that chemical costs are higher; more alum had to be used because of high turbidity in the raw water, and more phosphate was used because the feed rate was increased in late February to improve lead and copper control.

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. Edlebeck, and unanimously carried that payments be approved and authorization be given to the Fiscal Agent to make such payments.

<b><u>Vendor</u></b>	<b><u>Amount</u></b>
Alexander Chemical (treatment chemical: sodium hypochlorite)	\$3,123.79
Allied Electronics (switch & water separator element)	\$106.67
Amazon (alcohol wipes, bags, and gloves)	\$97.10
Angela Beling (training reimbursement)	\$129.00
Atsou-Tse Koffi-Kutodzo (training reimbursement)	\$32.00
Cintas (jacket)	\$113.89
Department of Natural Resources (Great Lakes water use fees)	\$6,206.00

Diversified Benefit Services (section 125 plan administration)	\$95.00
Grainger (first aid and safety supplies, pump, plumbing supplies, pipet tips, filter element, lubricant, light fixture, tape, turbidity standard, and reagent water)	\$1,344.94
Great America (lease payment for copier)	\$100.00
Hach (lamp for DR5000)	\$303.22
Hawkins (treatment chemicals: phosphate and ammonia)	\$2,164.23
John Mahnke (training reimbursement)	\$129.00
McMasterCarr (disconnect switch and fuses)	\$269.79
Northern Lake Service (compliance and corrosion monitoring)	\$2,097.30
Office Copying Equipment (maintenance payment for copier)	\$21.55
Quill (paper, file boxes, folders, markers, labels, and tape)	\$285.64
Rotroff Jeanson (monthly accounting services)	\$1,125.00
Securian (life insurance)	\$149.04
Spanning Cloud Apps (back-up services of Google services)	\$420.00
Spectrum (internet and phone)	\$594.79
USABluebook (conductivity reagent, turbidity standard, phosphate reagent, and hoses for chemical feed pump)	\$930.45
Village Ace Hardware / Village Outdoor / Village Paint (blades, paint for fountain, and trimmer)	\$310.31
Village of Fox Point (gasoline)	\$38.63
WaterStone Bank (credit card - General Fund)	\$409.16
-- AT&T (monthly internet charge): \$73.13	
-- Dental Office Products (lab soap): \$58.57	
-- Google (google apps for work and extra storage): \$82.00	
-- Siteground (renewal of web hosting domain services): \$24.00	
-- StraightTalk (cell phone charges): \$45.65	
-- USPS (stamps): \$110.00	
-- Zoom (monthly fee): \$15.81	
We Energies (Bender Electric)	\$13,433.63
We Energies (Bender Gas)	\$637.53
We Energies (Green Tree Electric)	\$17.87
We Energies (Henry Clay Electric)	\$17.45
We Energies (Klode Electric-ESTIMATED)	\$3,835.76
We Energies (Klode Gas)	\$13.45
Wisconsin State Lab of Hygiene (fluoride analysis)	\$26.00
Wisconsin Utility Exposure (location of water transmission main)	\$3,862.50
	SUB-TOTAL \$42,440.69
<u>Capital Fund</u>	
	SUB-TOTAL \$0.00
	TOTAL \$42,440.69

## RESERVOIR UPGRADE PROJECT UPDATE

Mr. Kiefer provided the Commission with a brief update of the project. In brief, the project is going very well and everything appears to be on schedule. At the moment, J.H. Hassinger is preparing to start work inside the reservoirs. With that said, Mr. Kiefer was notified this morning that the contractor is having a difficult time keeping the reservoir drained. This likely means that an effluent valve did not seat completely and there is water leaking in from the effluent piping. Other than that, Mr. Kiefer reported that everything is going as planned.

Mr. Kiefer believes the payment request submitted by J.H. Hassinger--and reviewed by SEH--should be approved. According to Mr. Kiefer, it looks appropriate and representative of the work that has been done.

It was moved by Mr. Imig, seconded by Mr. Edlebeck, and unanimously carried to authorize payment to vendors in the amount of \$113,178.52 as indicated in Mr. Kiefer's memo dated June 10, 2020.

## HIGH SERVICE PUMP NO 5 REMOVAL UPDATE

Mr. Kiefer provided the Commission with a brief update of the project. According to Mr. Kiefer, plant staff removed the pipe associated with High Service Pump No. 5. Today, Mr. Kiefer reported that plant staff will rent a trailer and haul the piping to a recycling facility for scrap. Considering current scrap pricing, Mr. Kiefer doesn't anticipate the Commission will receive a lot of money for the scrap.

Soon, the motor will be advertised on a platform like Wisconsin Surplus. If nobody offers a bid, plant staff will scrap it.

It was moved by Mr. Edlebeck, seconded by Mr. Imig, and unanimously carried to approve the payment request in the amount of \$557.29 as indicated in Mr. Kiefer's memo dated June 10, 2020.

## LEAD AND COPPER COMPLIANCE MONITORING

Mr. Kiefer explained that lead and copper compliance monitoring was delayed by WDNR by a month. Instead of sampling starting on June 1, it starts on July 1. Consequently, Mr. Kiefer did not mail residents nor did he drop off sample kits as announced at the last Commission meeting. Instead, he sent letters to selected residents on June 9 and will drop off sample bottles the week of July 1.

Mr. Kiefer explained that a lot of extra recordkeeping will be implemented this year given the Commission's new policy for lead and copper testing and WDNR's requirement to keep track of the utility's interaction with residents--for the purpose of inactivating non-responsive sites and for new sites to be activated. Furthermore, additional safety precautions are being implemented to help prevent the spread of COVID-19; the sampling instructions have been revised and sample kits now include gloves and alcohol wipes.

Mr. Kiefer expressed his concern that Glendale has fewer lead and copper Tier 1 sample sites than the other systems. Although having few Tier 1 sample sites is positive, it is difficult to find additional sample sites that meet WDNR requirements--when residents do not participate.

Mr. Imig confirmed that it has been difficult to find sample sites and that the City of Glendale worked closely with WDNR to identify valid sites.

Mr. Kiefer said that he will keep member utilities informed throughout the compliance monitoring period how residents are responding. Complying with the new policy, he will send letters, drop off sample kits, and wait the required amount of time before declaring residents to be not responsive. He will let member utilities know when such determinations are made so that member utilities can adjust their monitoring site plans.

No action was taken regarding this item.

### RISK AND RESILIENCE ASSESSMENT

Mr. Kiefer reminded the Commission that he is hosting a Zoom meeting on June 17 at 11:00 AM for member utilities regarding the joint risk and resilience assessment (RRA) and emergency response plan (ERP). Mr. Kiefer noted that he attended the EPA webinar and was pleased to report that EPA has a lot of helpful tools and information on their website. It appears that the RRA and ERP will be easier to complete than originally thought.

No action was taken regarding this item.

### OPERATIONS AND MAINTENANCE REPORT

1. Relief Operator Technicians (operators) will continue to work from home, up to 24 hours, during their relief week until June 19th. They have also been given the opportunity to perform outside maintenance during relief weeks.
2. Plant staff calibrated and exchanged the Whitefish Bay, Green Tree, Henry Clay and School Road magmeters. All required meter exchanges and calibrations for 2020 are complete.
3. The North Shore Fire Department conducted its annual inspection of the filtration plant.
4. Wisconsin Utility Exposure (WUE) was contracted to locate the Commission 8" sludge force main and Whitefish Bay's 30" water main using hydro-excavation.

Mr. Kiefer noted that WUE found the 30" water main yesterday (June 9), but reported it is very shallow at one point—approximately 2 to 3 feet below grade. That was very concerning for Mr. Kiefer because of how vulnerable it is. He also reported that concrete main is encased in concrete—it appears that the trench was backfilled with concrete.

Mr. Edlebeck asked Mr. Kiefer about how critical mains are being located and marked. Mr. Kiefer stated that last year and this year, Mr. Kiefer has been working with WUE to locate the critical mains. Besides that, the Commission has not taken any additional action. He explained that the next step is to get updated drawings and electronic files. With that, he can solicit proposals for a utility locating contractor to locate these mains.

Mr. Edlebeck asked that Mr. Kiefer produce a map showing these critical mains at the next Commission meeting. At that time, the Commission should decide boundaries and who should be responsible for locating the mains.

5. The VFD for low lift pump #2 is approximately 33 years old and is consistently blowing fuses after 2 hours of operations. Plant staff is investigating options to replace the VFD; one option is to use a spare located in a different area of the plant.
6. One of the Commission's primary feeds from We Energies went down due to a pole fire. After a couple weeks, the line was restored.
7. For the third year in a row, the Commission is analyzing beach water samples at Doctor's Park, Klode Park, and Atwater Park for the North Shore Health Department.
8. Plant staff finished removing the piping for high service pump #5.
9. Plant staff pumped out the standby Milwaukee Water Works meter pit which is scheduled semi-annually.
10. A.C. Engineering installed phase-loss protection equipment in the automatic transfer switch cabinet. During a future visit, A.C. Engineering will program equipment to transfer power to our generator and generate alarms in the event a phase drops out.
11. Plant Manager prepared documents and gathered information for Baxter & Woodman for the unattend operations study.

NEXT MEETING

The next regular meeting was scheduled for Wednesday, July 8, 2020 at 8:00 A.M at the Water Filtration Plant.

ADJOURNMENT

It was moved by Mr. Imig, seconded by Mr. Edlebeck, and unanimously carried to adjourn at 8:35 A.M.

Submitted by:



6/12/2020

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Eric Kiefer, Plant Manager and Recording Secretary

Date