

**MINUTES OF THE  
NORTH SHORE WATER COMMISSION  
MEETING OF WEDNESDAY, MAY 13, 2020**

The North Shore Water Commission held a meeting on Wednesday, May 13, 2020 using an internet-based conferencing platform called Zoom.

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; Duane Ziege, Maintenance Supervisor

ANNUAL ROTATION OF OFFICE

Annual rotation of office: Whitefish Bay, Member; Fox Point, Chair; Glendale, Secretary.

John Edlebeck is now the Member (Whitefish Bay); Scott Botcher is now the Chair (Fox Point); Charlie Imig is now the Secretary (Glendale).

FISCAL AGENT

Mr. Kiefer announced that Jen Amerell is no longer employed by the Village of Whitefish Bay. Because she recently resigned, the Village does not have a replacement. Consequently, Mr. Kiefer does not believe the Fiscal Agent duties should be transferred over to Whitefish Bay this year. Instead, Mr. Kiefer is recommending that the Village of Fox Point assume the duties for now and Whitefish Bay in the following year.

Mr. Botcher discussed this topic with Kelly Meyer, Fox Point Village Clerk / Treasurer. He does not believe this will be a problem for Fox Point; however, he is wondering if it makes sense to switch back to Whitefish Bay or for Fox Point just to take on the duties for 2 consecutive years; Fox Point would normally take over the duties in 2021.

After some discussion of the matter, it was the consensus of the Commission to make a decision only for May 2020 through May 2021. It was moved by Mr. Botcher, seconded by Mr. Edlebeck, and unanimously carried for the Village of Fox Point to assume Fiscal Agent duties from May 2020 to May 2021.

MINUTES

It was moved by Mr. Imig, seconded by Mr. Botcher, and unanimously carried to approve the minutes for the meeting held April 8, 2020.

MONTHLY REPORT OF PLANT OPERATIONS

Mr. Kiefer provided the Commission with a report regarding plant operations. Mr. Kiefer explained

that plant flows were noticeably lower this April than last April. In particular, Mr. Kiefer noted that drop in pumpage is likely due to the COVID-19 situation; it is likely that pumpage will continue to be lower than normal until restrictions are lifted.

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. Imig that the following payments be approved and authorization was given to the Fiscal Agent to make such payments. Mr. Botcher expressed concerns about the checking account balance. He asked if there was any reason why the checking account balance was so high; he believes the Commission can transfer some of the funds in the checking account over to LGIP where interest could be earned. Mr. Kiefer explained that he agrees with Mr. Botcher. He would like to transfer money over to the LGIP; however, the process right now is cumbersome with the Fiscal Agent being involved in withdrawals and deposits. Mr. Botcher and Mr. Kiefer agreed to work together to come up with a better system while Fox Point is the Fiscal Agent this year.

The motion unanimously carried.

<u>Vendor</u>	<u>Amount</u>
Alexander Chemical (treatment chemicals: alum & sodium hypochlorite)	\$6,419.66
Allied Electronics (switch & water separator element)	\$102.79
Amazon (center pull towel, air filters, hose fittings, enclosures, power supplies, wifi routers, burets, indicator, gas detector, masks, wipes, custodial supplies, cameras, and camera accessories)	\$1,392.91
Angela Beling (mileage reimbursement)	\$13.46
Batteries Plus (batteries)	\$38.15
CTW Corporation (high service pump no. 1 work)	\$17,100.00
Dan Cherny (reimbursement for safety training and certification renewal)	\$174.00
Diversified Benefit Services (section 125 plan administration)	\$95.00
Eric Kiefer (reimbursement for certification renewal)	\$45.00
Faust Company (backflow preventer testing)	\$775.00
Fuchs & Boyle (legal service)	\$253.50
Grainger (float switch, lugs, nuts, first aid and safety supplies, RJ12, air filter, cable tie, wire connector, painting supplies, plumbing supplies, and blades))	\$331.38
Great America (lease payment for copier)	\$100.00
Hawkins (treatment chemicals: phosphate, polymer and ammonia)	\$4,116.54
Home Depot (electrical covers and screwdriver bits)	\$44.86
Idexx (quantitray)	\$692.42
Indelco (plumbing supplies)	\$361.88

Journal Sentinel (publish annual water quality report)	\$1,151.23
McMasterCarr (electrical tape)	\$20.85
MMSD (sludge disposal)	\$1,505.59
Northern Lake Service (compliance and corrosion monitoring)	\$517.50
Office Copying Equipment (maintenance payment for copier)	\$17.33
Process Research Solutions (engineering support for corrosion control monitoring)	\$1,811.21
Redford Data Services (annual renewal of support contract)	\$12,256.00
Rotroff Jeanson (monthly accounting services)	\$1,125.00
Securian (life insurance)	\$141.46
Spectrum (internet and phone)	\$594.79
Superior Chemical (cleaning supplies)	\$136.83
USABluebook (chlorine reagent, alcohol, pulsation dampener, pH probe, and color indicator)	\$1,665.65
Village Ace Hardware (plumbing supplies, paint, brush, and starting fluid)	\$135.76
Village of Fox Point (gasoline and diesel)	\$45.92
Village of Whitefish Bay Water Utility (water bill for Klode)	\$416.57
WaterStone Bank (credit card - General Fund)	\$998.50
<i>-- American Water Works Association (documents, manuals, and standards):</i>	
<i>\$435.50</i>	
<i>-- AT&amp;T (monthly internet charge): \$73.13</i>	
<i>-- Google (google apps for work and extra storage): \$82.00</i>	
<i>-- Liquid Waste Industries (manhole cover lifter): \$189.96</i>	
<i>-- StraightTalk (cell phone charges): \$45.73</i>	
<i>-- USPS (stamps): \$55.00</i>	
<i>-- Valvoline Instant Oil Change (truck maintenance): \$85.64</i>	
<i>-- Zoom (monthly fee): \$31.62</i>	
We Energies (Bender Electric)	\$12,822.97
We Energies (Bender Gas)	\$875.45
We Energies (Green Tree Electric)	\$16.66
We Energies (Henry Clay Electric)	\$17.45
We Energies (Klode Electric)	\$3,357.97
We Energies (Klode Gas)	\$14.53
Wisconsin Department of Revenue (business tax registration renewal)	\$10.00
Wisconsin State Lab of Hygiene (fluoride analysis)	\$26.00

SUB-TOTAL \$71,737.77

Capital Fund

SUB-TOTAL \$0.00

TOTAL \$71,737.77

RESERVOIR UPGRADE PROJECT UPDATE

Mr. Kiefer provided the Commission with a brief update of the project. Since the last meeting, the earth covering was removed from the top of the east reservoirs, and the swale was constructed on the west side of the plant. Mr. Kiefer explained that nothing has been discovered or discussed that is concerning or would cause delay.

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. Edlebeck, seconded by Mr. Imig, and unanimously carried to authorize payment to vendors in the amount of \$125,839.78 as indicated in Mr. Kiefer's memo dated May 13, 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 did a plant shutdown to install a blind flange on the suction-side of high service pump no. 5. In 2019, plant staff installed a blind flange on the discharge-side of the same pump. Consequently, plant staff are able to work on disassembly and removal of the pump and motor when time permits throughout the year.

It was moved by Mr. Edlebeck, seconded by Mr. Imig, and unanimously carried to approve the payment request in the amount of \$1,453.44 as indicated in Mr. Kiefer's memo dated May 13, 2020.

#### LEAD AND COPPER COMPLIANCE MONITORING

Mr. Kiefer explained that preparations are being made to send out letters and drop off sample kits for the homes identified in the monitoring site plans developed by each member utility. Mr. Kiefer believes that he will send out letters next week and then drop off sample kits the week of June 1. Since samples cannot be collected until June 1, Mr. Kiefer doesn't want to drop off the sample kits any sooner--samples collected prior to June 1 would have to be discarded.

Mr. Kiefer asked that each utility review the monitoring site plan that he emailed and make corrections as soon as possible. No action was taken regarding this item.

#### LOCATE MEMBER UTILITY MAINS

Mr. Kiefer reported that the Commission worked with the Village of Fox Point to locate a 16" and 20" main that runs from N. Port Washington Rd to N. Santa Monica Blvd. Arrangements were made to do the same kind of work for the 30" Whitefish Bay main--from the master meter pit to Lydell Ave. Mr. Kiefer explained that there are several drawings on file: two of them agree and one of them doesn't. Consequently, the Commission and the Village of Whitefish Bay cannot be certain where the 30" water main is located.

After the main is located, the coordinates will be taken and eventually the GIS systems of the member utilities will be updated.

Mr. Kiefer explained that the location of Glendale's 24" main leaving the plant is well-known; it is not

necessary for the Commission to locate it with hydro-excavation.

Mr. Kiefer expressed his concern about the future of locating these particular mains. If the Commission takes over the responsibility of locating these mains, he is concerned about the legal liability if the main is hit during construction. He asked the Commission to consider a cooperative approach to locating these mains.

Mr. Edlebeck explained that typically there would be one entity responsible for marking a main and that it would be uncommon for 2 different entities to mark the same utility.

Mr. Kiefer suggested the Commission and member utilities consider an additional process to Diggers Hotline--so that there could be some kind of review or on-going discussion of these critical mains.

Mr. Edlebeck commented that it would be helpful for member utilities to be aware of the location of these mains. If they notice construction activity close to said water mains, and they notice the main was not located prior to construction, they can address the issue with the contractor.

Mr. Kiefer reported utility work by I-43 and Bender; he believes boring was conducted right next to the WFB 30" main; however, the main was never located.

Mr. Imig said that the work is being performed in WisDOT right-of-way and that permits may not be going to the municipalities. He said he will share information about the contractors working around I-43 to Mr. Edlebeck.

No action was taken regarding this matter.

#### RISK AND RESILIENCE ASSESSMENT

Mr. Kiefer reminded the Commission that it and its member utilities are required to comply with the American Water Infrastructure Act (AWIA) of 2018. This topic was discussed in 2019, and Mr. Kiefer briefly reviewed the main elements of the regulation.

Since the Commission and its member utilities decided to work on this effort together, Mr. Kiefer provided the Commission with a schedule and plan for getting the required work completed on time.

In his plan, Mr. Kiefer is suggesting that monthly meetings be held with representatives from each water utility. Tasks can be assigned and progress can be assessed at each meeting to keep everybody on track for completion of the Risk and Resilience Assessment (RRA) by June 30, 2021. Six (6) months following the completion of the RRA, an Emergency Response Plan must be completed.

Mr. Edlebeck commented that Mr. Kiefer should be direct and clear about expectations and deadlines throughout the process. Because member water utilities are busy and have other responsibilities, the Commission will need to check in with everybody and make sure assigned tasks are being completed.

Mr. Kiefer acknowledged Mr. Edlebeck's request. Following the meeting, he will send out a meeting invitation to get the process started.

## OPERATIONS AND MAINTENANCE REPORT

1. Due to the prolonged threat of the COVID-19 virus, relief operators technicians will continue to work from home during their relief week until June 19th.
2. TECO calibrated the 8" Badger reference meter. Plant staff did not agree with the calibration because of how much the calibration factor changed. In-house testing by plant staff showed there was a major discrepancy. After reporting the Commission's findings to TECO, they agreed to re-calibrate the meter at no additional cost to the Commission. Upon its return, plant staff conducted additional testing on the meter and accepted the calibration. The 8" Badger reference meter was reinstalled and is being used to calibrate all of the 6" and 8" magmeters.
3. Plant staff calibrated and exchanged the Fox Point and Glendale master meters.
4. Faust performed annual backflow preventer testing.
5. CTW finished repairing high service pump no. 1. The pump has been reinstalled and is now back in service.
6. Plant staff isolated and drained the remaining water out of the east reservoirs.
7. Plant staff removed the old level sensors from the reservoirs. A new pressure transducer was installed on the reservoir effluent pipe to monitor the level in the northwest reservoir during the reservoir construction project.
8. Plant staff isolated the reservoirs and drained the reservoir pipe to install a blind flange on the suction side of high service no. 5.
9. Wisconsin Utility Exposure (WUE) performed hydro-excavation to locate Fox Point's water mains from N. Port Washington Rd to N. Santa Monica Blvd. Arrangements are being made with WUE to do the same kind of work for the 30" Whitefish Bay water main.
10. Relief Operator Technician Angela Beling had a minor injury while removing brush and sticks from the lawn. She received medical care and was allowed to return to work.
11. The gas meter at Klode Park that was recently replaced by We Energies was leaking gas. The North Shore Fire Department was called by a resident; they investigated the matter and reported the problem to We Energies.

## NEXT MEETING

The next regular meeting was scheduled for Wednesday, June 10, 2020 at 8:00 A.M via Zoom.

## ADJOURNMENT

It was moved by Mr. Botcher, seconded by Mr. Imig, and unanimously carried to adjourn at 8:53 A.M.

Submitted by:



5/15/2020

---

Eric Kiefer, Plant Manager and Recording Secretary

Date