

**MINUTES OF THE  
NORTH SHORE WATER COMMISSION  
MEETING OF WEDNESDAY, APRIL 10, 2019**

A meeting of the North Shore Water Commission was held at the Filtration Plant, 400 West Bender Road, Glendale, Wisconsin on Wednesday, April 10, 2019.

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

Present: John Edlebeck, Secretary (Whitefish Bay); Charlie Imig, Alternate (Glendale)

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 March 13, 2019.

**MONTHLY REPORT OF PLANT OPERATIONS**

Mr. Kiefer provided the Commission with a report regarding plant operations. During discussion, he mentioned that pumpage in March is significantly up from last March. Mr. Edlebeck explained that Whitefish Bay found a leak on Lake Drive that will soon be repaired; the leak likely started in late February. Mr. Kiefer explained there was a significant fire in Bayside that brought up Mequon's delivery volume. 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. 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.

<b><u>Vendor</u></b>	<b><u>Amount</u></b>
Amazon (chair glides and sockets)	\$146.41
American Bolt (stainless steel bolts and screws)	\$1,392.33
Arch Electric (interconnection app with We Energies for proposed solar panel array)	\$2,100.00
Baker Tilly (financial audit services)	\$3,529.00
Core & Main (blind flange and gaskets)	\$681.80
Diversified Benefit Services (Section 125 Plan administration)	\$97.50
Enecon (polymer based mortar)	\$440.00
Falls Manufacturing (mounting plate for high service pump #4)	\$600.25
Filtration Solutions (separators for air compressors)	\$222.70
Fuchs & Boyle (legal services)	\$273.00
Glendale Water Utility (environmental and stormwater charges)	\$591.60

Grainger (cable ties, gloves, hardware, nylon valves, degreaser, first aid supplies, lubricant, base neutralizer, conductivity probe, multifunction meter, compressed air separators, hoses & lab reagents)	\$1,832.40
Great America (lease payment for copier/printer)	\$100.00
Hawkins (treatment chemicals: aqueous ammonia and phosphate)	\$526.58
Idexx (collection vessels)	\$588.20
Lemberg Electric (electrical contractor)	\$225.15
Mulcahy Shaw Water (reissue check that was approved and issued in December 2018)	\$316.90
Northern Lake Service (compliance monitoring)	\$628.00
Pace Analytical (compliance monitoring)	\$1,908.00
Process Research Solutions (engineering for corrosion control chemical change)	\$919.00
Rotroff Jeanson (accounting services)	\$1,085.00
Securian / Minnesota Life (employee life insurance)	\$115.81
Spectrum Business (internet services, Bender phone, and Klode phone - ESTIMATED)	\$571.16
USA Bluebook (chlorine & phosphate reagents, hoses for chemical feed pump, hardware, turbidimeter plug)	\$2,692.42
Village Ace Hardware (painting supplies, wipes, plumbing supplies, hardware, and hose)	\$277.95
Village of Whitefish Bay Water Utility (water bill for Klode)	\$434.41
WaterStone Bank (credit card - General Fund)	\$161.83
-- AT&T (monthly internet charge): \$61.77	
-- Google (google apps for work): \$54.16	
-- StraightTalk (cell phone): \$45.90	
We Energies (Bender Electric)	\$13,868.48
We Energies (Bender Gas)	\$1,433.34
We Energies (Green Tree Electric)	\$16.12
We Energies (Henry Clay Electric)	\$16.92
We Energies (Klode Electric - ESTIMATED)	\$4,291.33
We Energies (Klode Gas)	\$13.62
Wisconsin State Lab of Hygiene (fluoride analysis)	\$52.00
	SUB-TOTAL
	\$42,149.21
<u>Capital Fund</u>	
	SUB-TOTAL
	\$0.00
	TOTAL
	\$42,149.21

**PAYMENT REQUESTS FOR CAPITAL PROJECTS**

Mr. Kiefer provided the Commission with a payment request for the Reservoir Upgrade Project (2019-1). Engineering for the project started; Mr. Kiefer reported that there was a kickoff meeting

with both plant staff and the City of Glendale. SEH was represented by Miles Jensen and Brad Weiss; Clark Dietz was represented by Mustafa Emir. At those meetings, various topics were discussed including scheduling, permitting, the effects of installing solar panels, construction traffic, and other general construction topics.

Mr. Kiefer provided the Commission with a payment request for the Air Dryer Replacement Project (2019-3). He explained that the project was identified last year. Since then, We Energies and Focus on Energy completed an energy audit for the Commission and identified the replacement of the air dryer as a priority. Using their recommendations, plant staff made other changes resulting in the exceedance of the \$3,000 project budget. With that said, Mr. Kiefer noted that he expects a custom incentive from Focus on Energy in the amount of \$500 to offset some of the extra costs. In the end, plant staff expects the project will save the Commission \$1,000 annually in energy costs.

It was moved by Mr. Imig, seconded by Mr. Edlebeck, and unanimously carried to approve the payment request for project 2019-1 in the amount of \$1,249.79 and for project 2019-3 in the amount of \$3,702.86.

#### BAKER TILLY ENGAGEMENT LETTER

Mr. Kiefer reminded the Commission that Baker Tilly is its auditing firm. He explained that the current agreement has run out with the completion of the 2018 audit, and it is now time to consider signing a new engagement letter. Mr. Kiefer provided the Commission with a document showing the cost of Baker Tilly audits since 2009 and the proposed costs for 2019 through 2023.

Mr. Kiefer noted that the proposed 5-year average annual increase is about half the previous 5-year average. Furthermore, he stated that he did not solicit any proposals from competing firms. Although Mr. Kiefer thought it may be possible to get a lower cost from a competing firm, he didn't know if the Commission wanted to find a new auditor. Since 2 of the 3 member utilities use Baker Tilly, there may be some advantages if the Commission did not change its auditing firm.

Mr. Imig asked how long has the Commission been with Baker Tilly. Mr. Kiefer did not recall the exact year, but thought it was around 1998.

Mr. Edlebeck asked if there was any reason for switching. Mr. Kiefer did not express any reason or desire to switch auditing firms.

Mr. Kiefer indicated that there is no rush to sign the engagement letter, and that the Commission could wait until next month.

It was moved by Mr. Edlebeck, seconded by Mr. Imig, and unanimously carried to authorize Mr. Kiefer to execute the Engagement Contract Letter from Baker Tilly dated March 1, 2019 for 2019 to 2023 auditing services.

#### WISCONSIN UTILITY EXPOSURE PROPOSAL

Mr. Kiefer provided the Commission with a proposal from Wisconsin Utility Exposure (WUE) to perform hydro-excavation services pertaining to the location of the raw water transmission main. He went through the proposal and sample report provided by WUE.

Mr. Kiefer explained that other firms were solicited to provide proposals; the only other firm that responded was Valley Hydro-Excavation. That proposal was also provided to the Commission and he briefly went through it as well. He explained that this proposal provided fewer services than the WUE proposal--and the pricing was not firm.

Mr. Imig and Mr. Edlebeck discussed the possibility of using their own crews to perform the work; however, there was a concern about finding the time and resources to complete the work. They were both in agreement that it would be best for the Commission to retain a contractor to perform the work.

Mr. Imig and Mr. Edlebeck also discussed permits. Both said that a right-of-way permit would be necessary. With that said, both agreed that it would not be necessary to charge a fee for the permit or hold a deposit. If there is any problem with site restoration, Mr. Edlebeck suggested that payment would not be approved by the Commission.

It was moved by Mr. Imig, seconded by Mr. Edlebeck, and unanimously carried to approve the proposal from Wisconsin Utility Exposure dated March 29, 2019 in the amount of \$975 per hard surface opening and \$725 per soft surface opening.

#### STRAND ASSOCIATES

Mr. Kiefer provided the Commission with a draft agreement with Strand Associates for peer review services. He noted that it was the Commission's intent to hire a second engineering firm to peer review the 30 percent complete drawings and specifications--as reflected in the RFP (and in proposals submitted by firms). Provided that the Commission was very pleased with Strand Associates' initial proposal, Mr. Kiefer thought it was appropriate to ask them for another proposal for the peer review work.

Mr. Edlebeck commented that the description listed in the proposed task order needed to be revised to match language in the RFP. Mr. Kiefer agreed and mentioned that he would get that changed.

Mr. Edlebeck noted that the engineering fee is rather high in comparison to average hourly rate in their initial proposal. Mr. Kiefer mentioned that he had a conversation with Mr. Wood from Strand Associates. According to Mr. Wood, the rate is higher because only senior level engineers would be participating in the peer review.

Mr. Edlebeck noted that the proposal should be for a not-to-exceed amount. Mr. Kiefer agreed.

Lastly, Mr. Edlebeck asked if the March 31, 2020 date is appropriate. Mr. Kiefer explained that the date is fine; however, it might be in the Commission's best interest to move the date up to December 31, 2019. That way the contract ends with the fiscal year.

Mr. Kiefer commented that the agreement would essentially give the Commission 60 hours of senior engineering time. It would be up to the Commission to assign work to Strand Associates as needed.

Mr. Edlebeck and Mr. Imig commented that they haven't contracted for this kind of work before, but both agree that it is a good idea.

It was moved by Mr. Edlebeck, seconded by Mr. Imig, and unanimously carried to authorize Mr. Kiefer to execute the agreement with Strand Associates presented at the meeting pending the changes discussed and legal review.

### CORROSION CONTROL CHEMICAL CHANGE UPDATE

Mr. Kiefer provided the Commission with a report summarizing the current state of the corrosion control chemical change. He went through the report highlighting important dates.

In Mr. Kiefer's discussion, he explained that there are 2 different types of lead and copper monitoring that will be going on this year. First, there will be compliance monitoring that is required by the Wisconsin Department of Natural Resources (WDNR). Second, there will be new, on-going lead and copper monitoring starting up in the Village of Whitefish Bay.

Compliance monitoring will require the Commission to collect water samples at specific sampling sites, at very specific dates, for various types of water quality parameters. Essentially, results need to demonstrate that lead and copper corrosion in the system improves (or does not change) when the corrosion control chemical changes. If the Commission provides satisfactory results, the special compliance monitoring will be over in approximately 1 year, and regular compliance monitoring will resume.

The new lead and copper monitoring will be similar to previous research projects. A "monitoring station" will be installed in the Village of Whitefish Bay Department of Public Works Building. An employee will collect weekly information from the station to determine if lead and copper corrosion, or a water quality indicator, has changed. This can prompt plant staff to make a change in its treatment or trigger another corrective action. This monitoring will continue indefinitely.

Mr. Kiefer explained that he has retained Process Research Solutions (PRS) to assist with both types of monitoring for the first 12 weeks. A report and presentation will be given to the Commission regarding data gathered from both types of monitoring. At that meeting, PRS will provide a proposal to assist the Commission with lead and copper monitoring until special compliance monitoring is over.

Mr. Imig asked about finding a sampling site in Glendale (for compliance monitoring). Mr. Kiefer explained that he met with Alderwoman Vukovic and is working on finding a site.

Mr. Edlbeck asked about the other sites. Mr. Kiefer explained that he intends to ask employees of the North Shore Fire Department, who live in Whitefish Bay that have a lead service. He believes it is likely that 2 sites in Whitefish Bay can be identified in this way. Unless Mr. Kiefer gets direction from Fox Point, he will likely ask people in Fox Point that have previously participated in lead and copper testing.

No action was taken by the Commission regarding this matter.

### MANAGER'S REPORT

1. High service pump #4 wiring was inspected and tested by Lemberg Electric in preparation for

the new VFD cabinet installation.

2. Plant staff prepared and primed pipes and mounting plates associated with high service pump #4.
3. The northeast and southeast reservoirs (#1 and #2) have been drained and are being prepared for inspection by SEH. The inspection has been scheduled for April 23.
4. Plant staff are only operating reservoir #3 until the inspection of reservoir #1 is finished. To compensate for reduced chlorine contact time, plant staff increased the free chlorine residual entering the reservoir from 2.8 to 3.5 ppm.
5. SEH performed a survey of the Bender plant in preparation of the reservoir upgrade project.
6. Plant staff performed maintenance on the alum transfer pumps and associated piping.
7. Plant staff found the gate valve on high service pump #4 does not close properly. Plant staff is scheduled to replace said valve between 10:30 AM and 6:00 PM on Wednesday, April 10.

#### NEXT MEETING

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

#### ADJOURNMENT

It was moved by Mr. Imig, seconded by Mr. Edlebeck, and unanimously carried to adjourn at 9:15 A.M.

Submitted by:



---

Eric Kiefer, Plant Manager and Recording Secretary

4/12/2019

Date