

**MINUTES OF THE  
NORTH SHORE WATER COMMISSION  
MEETING OF WEDNESDAY, APRIL 8, 2020**

The North Shore Water Commission held a meeting on Wednesday, April 8, 2020 using an internet-based online conferencing platform called Zoom.

Meeting was called to order at 8:02 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; Brooks Angell, Operations Supervisor

**MINUTES**

It was moved by Mr. Botcher, seconded by Mr. Imig, and unanimously carried to approve the minutes for the meeting held March 11, 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 March than last March. In particular, Mr. Kiefer noted that Whitefish Bay's pumpage is lower and agrees with records from previous years. He commented that a repair must have been made in the Whitefish Bay system that corrected a persistent, long-term leak.

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, 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 (janitorial supplies, fuses, tail light fixtures, air filters, computer peripherals, flow sensors, microprocessors, lug crimper, wipes, cups, and water filter)	\$834.38
American Bolt (bolts, washers, nuts, brackets, and channel connectors)	\$574.05
Baker Tilly (financial audit services)	\$600.00
Diversified Benefit Services (section 125 plan administration)	\$95.00
Fuchs & Boyle (legal service)	\$448.50
Glendale Water Utility (storm and environmental charge)	\$591.60

Grainger (bins, plumbing supplies, gloves, thermometer, fuses, and motor contactor)	\$466.43
Great America (lease payment for copier)	\$189.50
Hawkins (treatment chemicals: phosphate and ammonia)	\$4,081.41
Home Depot (replacement faucet and cut-off wheels)	\$30.40
Idexx (colilert growth media and collection vessels)	\$3,074.94
Northern Lake Service (compliance and corrosion monitoring)	\$1,124.70
Office Copying Equipment (maintenance payment for copier)	\$43.94
Rotroff Jeanson (monthly accounting services)	\$1,125.00
Securian (life insurance)	\$141.46
Spectrum (internet and phone)	\$594.79
Superior Chemical (cleaning supplies)	\$193.24
Thompson Equipment Company (reference mag meter testing services)	\$1,800.76
USABluebook (autoclave thermometer, chlorine standard reagent, and indicator reagent)	\$162.19
Village Ace Hardware (denatured alcohol)	\$14.99
Village Outdoor Living (inner tubes)	\$17.65
Wallace Tree & Landscaping (tree removals and stump grinding)	\$1,350.00
WaterStone Bank (credit card - General Fund)	\$397.22
-- AT&T (monthly internet charge): \$73.20	
-- Google (google apps for work and extra storage): \$82.00	
-- StraightTalk (cell phone charges): \$45.73	
-- Wire and Cable (wire): \$196.29	
We Energies (Bender Electric)	\$13,100.52
We Energies (Bender Gas) - ESTIMATED	\$943.49
We Energies (Green Tree Electric) - ESTIMATED	\$16.67
We Energies (Henry Clay Electric)	\$17.99
We Energies (Klode Electric) - ESTIMATED	\$3,834.44
We Energies (Klode Gas) - ESTIMATED	\$19.69
Wisconsin State Lab of Hygiene (fluoride analysis - 2 months)	\$52.00

SUB-TOTAL      \$35,936.95

Capital Fund

SUB-TOTAL      \$0.00

TOTAL      \$35,936.95

RESERVOIR UPGRADE PROJECT UPDATE

Mr. Kiefer explained that the Reservoir Upgrade Project is underway; the contracts have been fully executed and the notice to proceed has been issued. There have been several online meetings, including the pre-construction meeting, since the bid was awarded to JH Hassinger.

Mr. Kiefer noted that a change order has already been approved resulting in a credit of approximately \$9,000. Furthermore, he also believes that JH Hassinger is on track to complete the project on time; they want to start construction as soon as possible to meet the substantial completion deadline of October 31, 2020.

On April 7, JH Hassinger took a pre-construction video as required by the contract.

Mr. Edlebeck asked about the pre-construction meeting and if the meeting minutes are available. Mr. Kiefer indicated that all of the files associated with this project are contained within an information exchange website; he said that he was going to ask SEH to give the Commissioners access to the website.

It was moved by Mr. Edlebeck, seconded by Mr. Imig, and unanimously carried to authorize payment to vendors in the amount of \$2,412.55 as indicated in Mr. Kiefer's memo dated April 8, 2020.

#### HIGH SERVICE PUMP NO 5 REMOVAL UPDATE

Mr. Kiefer indicated that plant staff are poised to start the High Service Pump No. 5 Removal Project. He explained that plant staff is preparing to start that project on Thursday, April 9. On this day, plant staff will remove a section of pipe and install a blind flange on the 24" butterfly valve on the suction-side of the pump; the valve does not hold and must be capped off so the pump can be removed. This work will require a plant shutdown which has already been communicated to the member utilities and NSFD.

The payment request is for materials and equipment that were purchased for the project.

It was moved by Mr. Botcher, seconded by Mr. Imig, and unanimously carried to authorize payment to vendors in the amount of \$2,125.25 as indicated in Mr. Kiefer's memo dated April 8, 2020.

#### COVID-19 CONSIDERATIONS

Mr. Kiefer explained that the Commission is appropriately responding to the COVID-19 pandemic. Some the changes and actions taken by staff include the following: (1) surfaces that could potentially be shared by employees are being disinfected at least once per day; (2) messages and signs have been placed in strategic locations to instruct employees and visitors to wash their hands upon entering and leaving the building; (3) visitors are generally not allowed in the building unless they need to be in the building; (4) lab samples from non-employees are exchanged outside the building; (5) meetings are being held using internet-based technology or by phone instead of in-person; (6) if employees or visitors are ill, based on their own assessment, said individuals are being instructed to not enter the building. There are additional actions and measures taken by plant staff--similar to other water utilities.

Plant staff also developed contingency plans to deal with multiple (1 to 6) absences. Operations under those circumstances would not be optimal, but the plant would operate to provide our member municipalities and wholesale customer with potable water.

Furthermore, the Commission needed to identify additional sampling locations because many of the

schools and daycare centers have closed indefinitely; these sampling sites have been used for routine Total Coliform Rule compliance. Plant staff will continue to respond to the challenges of the COVID-19 pandemic.

No action was taken regarding this matter.

#### PROPOSALS FOR AN ENGINEERING STUDY REGARDING UNATTENDED OPERATIONS AND PLAN FOR IMPLEMENTATION

In the packet, Mr. Kiefer provided the Commission with proposals from Strand Associates, Clark Dietz, and Baxter & Woodman.

The Commissioners discussed various aspects of the proposals. The first was cost. The Strand Associates proposal was for \$41,700, Clark Dietz for \$18,500, Baxter & Woodman for \$14,900. There was a question about why the Strand Associates proposal was significantly higher than the other two proposals. Mr. Kiefer noted that he did not recall them asking what the budget or limit was for this project. At the same time, they asked a lot of questions and were exceptionally thorough. Mr. Kiefer supposes that they provided a proposal based on what thought should be done without any financial constraint.

The Baxter & Woodman and Clark Dietz proposals were considered to be viable based on the Commission's budget.

The qualifications of these remaining firms were considered. Mr. Kiefer explained that Clark Dietz performed the first study in 2015 and are definitely qualified for this project. Mr. Edlebeck agreed and also commented that he has experience with Baxter & Woodman regarding a SCADA project in 1986. He is aware of their capabilities--based on experience and the proposal. He believes they are qualified for this project.

Mr. Kiefer pointed out to the Commission that Clark Dietz will be frequently visiting the plant this year doing the construction engineering on the Reservoir Upgrade Project. Consequently, there would be some convenience and value in having Clark Dietz do this project.

Mr. Edlebeck noted that Baxter & Woodman have some clear strengths in the areas of SCADA and security which should be acknowledged. At the very least, the two proposals should be considered as equivalent.

Mr. Botcher noted there is a cost difference between the two proposals, and Baxter & Woodman proposed to do the project for a lower fee. If both proposals are essentially equivalent, then the lowest cost proposal should be accepted by the Commission.

In further review of the proposal by Baxter & Woodman, the Commission discussed how the proposal did not show the hourly rates, estimated level of effort by each individual, and did not present the proposal with a "not to exceed" fee. After some discussion about this matter, it was determined that Mr. Kiefer should ask Baxter & Woodman to revise the proposal to address these concerns. If the changes are acceptable in Mr. Kiefer's opinion, the proposal should be accepted by the Commission. If not, Mr. Kiefer should take the proposal to the next meeting to ask for further direction.

It was moved by Mr. Edlebeck, seconded by Mr. Botcher, and unanimously carried to conditionally accept the proposal from Baxter & Woodman dated April 3, 2020 provided it (1) is amended to have an hourly not-to-exceed fee of \$14,900, (2) lists the rates and hours of the individuals assigned to the project, and (3) said amendments are acceptable to the Plant Manager.

### OPERATIONS AND MAINTENANCE REPORT

Mr. Angell presented the following operations and maintenance report.

1. Plant staff developed contingency plans in response to the COVID-19 pandemic. Plant staff considered scheduling when many people are absent or unable to work, schedule changes to limit exposure, disinfection practices in the plant, advanced ordering of essential items and limiting interactions with outside personnel.
2. With Angela Beling fully trained, the flexible relief week was returned to the operations schedule. However, in response to COVID-19, the relief operators are not allowed to schedule work at the plant during their relief week. Instead, they are able to schedule up to 24 hours of work from home.
3. Plant staff identified and received approval for Total Coliform Rule sampling sites due to COVID-19 closures.
4. Plant manager updated the SCADA system at Whitefish Bay in response to multiple pump failures.
5. Supervisor staff has been training with the Manager on how to perform administrative tasks such as document scanning, payroll and updating SOPs.
6. Plant staff ordered and prepared all materials to finish construction of shelving and workbenches in the old chemical feed room.
7. Plant staff continued annual maintenance on the rapid sand filters.
8. Operations supervisor edited and updated procedures for maintenance and calibration on all plant turbidimeters. Calibration and maintenance are now scheduled tasks for operations personnel.
9. Plant manager and Operations Supervisor continue to develop calibration profiles for rapid sand filters.
10. CTW removed high service #1 pump assembly for maintenance.

### NEXT MEETING

The next regular meeting was scheduled for Wednesday, May 13, 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 8:43 A.M.

Submitted by:



5/7/2020

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Eric Kiefer, Plant Manager and Recording Secretary

Date