

**MINUTES OF THE
NORTH SHORE WATER COMMISSION
MEETING OF WEDNESDAY, SEPTEMBER 18, 2019**

A meeting of the North Shore Water Commission was held at the Filtration Plant, 400 West Bender Road, Glendale, Wisconsin on Wednesday, September 18, 2019.

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

Present: John Edlebeck, Chair (Whitefish Bay) at 8:06 A.M.; Scott Botcher, Secretary (Fox Point) from 8:00 A.M. to 8:21 A.M.; Charlie Imig, Member (Glendale)

Also present: Eric Kiefer, Plant Manager & Recording Secretary; Abigail Cantor, Process Research Solutions from 8:17 A.M. to 8:45 A.M.

Abigail Cantor from Process Research Solutions was not present at the start of the meeting. By unanimous consent, the Commission suspended the rules to proceed with agenda item 3.

MINUTES

It was moved by Mr. Botcher, seconded by Mr. Imig, and unanimously carried to approve the minutes for the meeting held August 14, 2019.

MONTHLY REPORT OF PLANT OPERATIONS

Mr. Kiefer provided the Commission with a report regarding plant operations. 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. Imig, seconded by Mr. Botcher, 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>
Amazon (rubber mat, lab scale, center pull towel, toilet paper, and plastic dispensing needles)	\$297.99
Batteries Plus (replacement batteries for UPS)	\$43.90
Brooks Angell (conference reimbursement)	\$45.00
Clark Dietz (engineering pertaining to raw water main and system overview)	\$3,125.00
Diversified Benefit Services (section 125 plan admin)	\$96.00
Duane Ziege (conference and mileage reimbursement)	\$222.36
Fuchs & Boyle (legal services)	\$39.00
Grainger (reagent water, lab reagents, hardware, replacement sample pump, wire)	\$1,333.71

connectors, belts, safety glasses, and biohazard bags)	
Great America (lease payment for copier/printer)	\$100.00
Hawkins (treatment chemicals: aqueous ammonia, polymer, and phosphate)	\$4,835.47
Idexx (Colilert media)	\$3,120.78
Inductive Automation (annual software support contract - adjustment)	\$375.78
Key Benefit Concepts (update OPEB table)	\$480.00
L&S Electric (replacement motor for air handler and sump pump)	\$1,870.00
Nalco (treatment chemical: Veligon TL-M)	\$2,176.79
Northern Lake Service (compliance monitoring and lead and copper corrosion monitoring)	\$5,568.80
Office Copying Equipment (maintenance payment for copier)	\$30.81
Olin (treatment chemical: sodium hypochlorite)	\$3,085.77
Pace Analytical (compliance monitoring)	\$388.00
Quill (office supplies)	\$201.21
R&R Insurance (property and liability insurance renewal)	\$55,573.00
Rice Lake Weighing Systems (certification of lab weight set)	\$295.70
Rotroff Jeanson (accounting services)	\$1,085.00
Rowell Chemical (treatment chemical: fluoride)	\$7,418.88
Securian / Minnesota Life (employee life insurance)	\$176.68
Spectrum Business (internet services and Bender phone)	\$564.79
Superior Chemical (reinforced wipes)	\$144.00
USA Bluebook (chemical feed tube and roller assemblies, lab reagents, stormwater reagents, and thermometer)	\$1,159.55
Village Ace Hardware (soap, bracket, hardware, and primer)	\$39.50
Village of Fox Point (gasoline for August)	\$131.54
WaterStone Bank (credit card - General Fund)	\$223.63
-- AT&T (monthly internet charge): \$61.77	
-- FedEx Office (copies): \$21.96	
-- Google (google apps for work and extra storage): \$56.74	
-- Lampline (UV lamps for analyzer): \$61.13	
-- Main N More (shipping): \$15.88	
-- USPS (postage): \$6.15	
We Energies (Bender Electric)	\$15,510.97
We Energies (Bender Gas)	\$128.95
We Energies (Green Tree Electric)	\$16.67
We Energies (Henry Clay Electric)	\$17.47
We Energies (Klode Electric)	\$4,140.31
We Energies (Klode Gas)	\$75.53
Wisconsin State Lab of Hygiene (fluoride analysis)	\$52.00

SUB-TOTAL \$114,190.54

Capital Fund

Inductive Automation (Edge Panel License - SCADA system)	\$1,500.00
--	------------

SUB-TOTAL \$1,500.00

TOTAL \$115,690.54

REVIEW AND AUTHORIZE CAPITAL EXPENDITURES

Mr. Kiefer provided the Commission with the latest plan drawings for the Reservoir Upgrade Project. He indicated that these drawings and associated documents are at the 75% completion level. He also explained that Mr. Edlebeck met with Mr. Mustafa Emir, a member of the engineering team working on the project, to discuss various aspects of the project. Shortly after that meeting, SEH produced updated opinions of probable cost (OPCs) for two alternatives: reservoirs covered with membrane and soil and reservoirs left bare.

To stay on schedule, Mr. Kiefer believed that an executive decision was needed by the Commission regarding the alternatives. Mr. Edlebeck and Mr. Kiefer met and discussed the technical differences between the alternatives. After that meeting, Mr. Kiefer instructed SEH to proceed with the alternative that includes covering the reservoirs with membrane and soil--the original plan.

Mr. Kiefer reported that everything appears to be back on schedule with the delivery of the latest documents. He recommended that the Commission approve payments to SEH and Strand Associates for their services on this project (2019-1) in the amount of \$5,835.67.

Mr. Kiefer also explained that plant staff worked on the Air Dryer Replacement Project (2019-3) in March and April--and that labor was never included in a payment request. Mr. Kiefer recommended that the Commission approve said payment request for \$2,117.91.

Mr. Edlebeck arrived at 8:06 A.M. and chaired the rest of the meeting.

It was moved by Mr. Botcher, seconded by Mr. Edlebeck, and unanimously carried to approve the payment request for project 2019-1 in the amount of \$5,835.67 and the payment request for project 2019-3 in the amount of \$2,117.91 as described in Mr. Kiefer's memo dated 9/18/2019.

EMERGENCY RESPONSE PLANS

Mr. Kiefer explained that he met with Mr. Imig and Mr. Chappelle (WDNR) regarding emergency response plans. At that informal meeting, Mr. Chappelle asked that the NSWC and its member communities prepare a joint emergency response plan to satisfy requirements for all 4 Public Water Systems (PWSs).

Mr. Kiefer explained that the Commission and member communities were planning on doing that before the new American Water Infrastructure Act (AWIA) deadline in mid 2021. Mr. Chappelle thought it would be great if all 4 PWSs could do that by the end of the year.

Mr. Kiefer explained that he could put something together that would minimally satisfy Mr. Chappelle's request. Essentially, he would change the title of the Commission's existing plan to include all 4 entities and make sure all of the contact information was correct and updated for each member. Depending on what information is available, he could include other site specific

information.

Although no action was taken, there was unanimous agreement that this should be done and that Mr. Kiefer should start working on this task.

PROPOSED 2020 STAFFING CHANGES

Mr. Kiefer provided the Commission with several organizational charts and related information pertaining to his idea for staffing changes in 2020. The main concept that Mr. Kiefer wanted the Commission to consider was having 2 supervisors or managers--one individual would be in charge of operations, another in charge of maintenance. These new positions would eliminate the Working Foreman position and would ultimately leave the Technician Mechanic position vacant.

Mr. Kiefer explained this would allow for more individuals to be cross-trained. Operations staff would be performing more maintenance, and the new supervisory positions would help with administrative tasks that can only be performed by the Plant Manager right now.

Mr. Edlebeck explained that a similar kind of discussion is happening at the Village of Whitefish Bay right now. Mr. Edlebeck had some specific suggestions for Mr. Kiefer to consider. Mr. Kiefer indicated that he would talk to him later after the meeting.

Ms. Cantor arrived at approximately 8:17 A.M.

No action was taken at this time. The topic will be put on the next agenda.

PRELIMINARY OPERATING AND CAPITAL BUDGET

Mr. Kiefer provided the Commission with a preliminary operating budget and capital budget with a number of different worksheets to justify the budgets.

Mr. Kiefer explained that he went through the budget since the last meeting and was able to find additional cuts. Furthermore, he now plans on splitting the cost of the AWIA compliance work across 2 budget years. During the last half of 2020, the effort would start. The work would end mid 2021 which is the deadline.

Mr. Botcher explained that such an arrangement may need to be altered if Mr. Kiefer wants the financial statements to reflect 50% of the work was done in 2020. Mr. Kiefer appreciated the feedback and will consider creating two projects--one that clearly ends in 2020 and another that ends in 2021.

Mr. Kiefer presented an operating budget for 2020 in the amount of \$1,390,930 (4.2% increase) and a capital improvement budget for 2020 in the amount of \$1,423,802 (828.2% increase). He mentioned that the Commission has been planning for the Reservoir Upgrade Project since 2017 and is planning on using fund balance to pay for the first \$1,000,000 of capital expenditures. Consequently, Mr. Kiefer prepared the budget so that the members should only need to contribute \$423,802.

Mr. Kiefer reported that the Capital Fund is projected to have a balance of \$1,100,000 at the end of

2019.

It was moved by Mr. Edlebeck, seconded by Mr. Imig and unanimously carried to approve the 2020 operating budget in the amount of \$1,390,930 and the 2020 capital improvement budget in the amount of \$1,423,802, both dated 9/13/2019 as presented by Mr. Kiefer.

Mr. Botcher excused himself after voting on the budget at 8:21 A.M.

CAPITAL IMPROVEMENT PLANS

By unanimous consent, item 11 involving capital improvement plans was tabled until the October meeting. Also by unanimous consent, the Commission returned to item 2 of the agenda. Following this item, is agenda item 12.

LEAD AND COPPER UPDATE

Abigail Cantor of Process Research Solutions provided the Commission with a report regarding lead and copper corrosion data before and after the phosphate-based treatment chemical was changed on July 15, 2019.

Ms. Cantor explained various graphs and information shown in the report.

The main topics that were brought up by Ms. Cantor include the following.

First, it appears that the change in corrosion control chemical did not increase lead and copper levels. It should be noted, however, that we were experiencing seasonal water quality changes at the same time the change was made. Consequently, there was a very brief increase in lead and copper that are attributed to those seasonal changes in mid July and early August. Trends in lead and copper levels indicate levels are now at--or below--the levels found in May and June.

Second, it may be advantageous to get DNR approval to temporarily increase the phosphate residual to see if the increased phosphate can help bring down particulate lead. With an increase in water temperature, there is less dissolved lead and copper (as a percentage) than particulate lead and copper. Such experiment can help prove or disprove that extra phosphate can help control particulate metals.

Third, higher disinfectant levels and more flushing could help control lead and copper. Mr. Kiefer explained that he would be increasing the chlorine residual next year because of the Reservoir Upgrade Project. Because he would be losing contact time, it will be necessary for him to increase the chlorine residual to make sure water is properly being disinfected. If he finds that the increased disinfection level helps to reduce lead and copper corrosion, he will keep the chlorine residual at a higher level indefinitely.

The Commission thanked Mr. Cantor for her presentation. No action was taken regarding this item.

Ms. Cantor left the meeting at 8:45 A.M.

MANAGER'S REPORT

1. Plant staff replaced the motors for the air handler and sump pump that were damaged during the July electrical event.
2. Plant staff drained, inspected, and cleaned basin #4. Minor maintenance was performed before putting it back into service.
3. Redford Data Services trained staff on how to troubleshoot and fix common problems associated with SCADA hardware failures.
4. Plant staff continued to remove flocculator equipment in basin #3.
5. Plant staff applied concrete sealer on overhang by office and is making plans to paint this area before winter.
6. Olin, the current sodium hypochlorite vendor, reviewed our bulk sodium hypochlorite storage facilities and will be sending a report with its recommendations for safety improvements.
7. Spectrum identified and fixed cable that was causing poor internet service at the Fox Point pumping station.
8. USABluebook is making its 2nd attempt to fix the trash pump which is still under warranty.
9. Plant staff relocated Hach filter turbidimeters so that condensing water does not hinder their ability to measure turbidity.

NEXT MEETING

The next regular meeting was scheduled for Wednesday, October 9, 2019 at 8:00 A.M.

ADJOURNMENT

It was moved by Mr. Imig, seconded by Mr. Edlebeck, and unanimously carried to adjourn at 8:52 A.M.

Submitted by:



Eric Kiefer, Plant Manager and Recording Secretary

9/20/2019

Date