

**MINUTES OF THE
NORTH SHORE WATER COMMISSION
MEETING OF WEDNESDAY, SEPTEMBER 9, 2020**

The North Shore Water Commission held a meeting on Wednesday, September 9, 2020 using an internet-based conferencing platform called Zoom.

Meeting was called to order at 8:01 A.M. by Mr. Botcher.

Present:

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

Also Present:

Eric Kiefer, Plant Manager & Recording Secretary
Duane Ziege, Maintenance Supervisor

MINUTES

It was moved by Mr. Imig, seconded by Mr. Edlebeck, and unanimously carried to approve the minutes for the meetings held August 12th and 19th of 2020.

MONTHLY REPORT OF PLANT OPERATIONS

Mr. Kiefer provided the Commission with a report regarding plant operations. He mentioned that the pumpage in August was high because of hot and dry conditions. Although the plant was limited to one operating reservoir, staff had no operational problems.

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

<u>Vendor</u>	<u>Amount</u>
Alexander Chemical (treatment chemicals: aluminum sulfate and sodium hypochlorite)	\$6,440.86
Amazon (alcohol wipes, camlock fittings, adhesive, custodial supplies, and tape)	\$351.08
Atsou-Tse Koffi-Kutodzo (reimbursement for education materials and enrollment in	\$160.00

course)		
Buelow Vetter (legal services)		\$620.00
Clark Dietz (engineering services)		\$2,521.25
Cummins NPower (annual generator maintenance at Bender and Klode)		\$2,497.70
Diversified Benefit Services (section 125 plan administration)		\$96.00
Eric Kiefer (reimbursement for gasoline and color printing services)		\$68.41
Grainger (marking paint, flags, and hardness reagent)		\$115.42
Great America (lease payment for copier)		\$100.00
Hawkins (treatment chemicals: ammonia and phosphate)		\$3,909.87
Idexx (quantitrays)		\$692.42
J&W Instruments (differential pressure transducer)		\$1,773.41
John Mahnke (reimbursement for education materials and enrollment in course)		\$160.00
Liquid Asset Diving Service (intake and chemical feed line maintenance)		\$2,720.00
Mulcahy Shaw Water (reagents for Swan chlorine analyzer)		\$480.50
Northern Lake Service (compliance and corrosion monitoring)		\$1,027.80
Office Copying Equipment (maintenance payment for copier)		\$27.22
Precision Metrology (analytical balance calibration)		\$65.00
R&R Insurance (insurance policies renewal)		\$53,981.00
Rotroff Jeanson (monthly accounting services)		\$1,125.00
Securian (life insurance)		\$149.04
Spectrum (internet and phone)		\$594.79
USABluebook (stormwater reagents and chlorine reagents)		\$256.09
Village Ace Hardware (gift cards for lead and copper testing)		\$427.50
WaterStone Bank (credit card - General Fund)		\$339.45
-- AT&T (monthly internet charge):	\$69.55	
-- Google (google apps for work and extra storage):	\$83.52	
-- Mail N More (shipping charges):	\$14.92	
-- StraightTalk (cell phone charges):	\$45.65	
-- USPS (2 rolls of stamps):	\$110.00	
-- Zoom (monthly fee):	\$15.81	
We Energies (Bender Electric)		\$17,101.44
We Energies (Bender Gas)		\$740.24
We Energies (Green Tree Electric)		\$16.11
We Energies (Henry Clay Electric)		\$16.90
We Energies (Klode Electric)		\$5,287.19
We Energies (Klode Gas)		\$18.47
Wisconsin State Lab of Hygiene (fluoride sample)		\$26.00
	SUB-TOTAL	\$103,906.16
<u>Capital Fund</u>		
USABluebook (CLX chlorine analyzer)		\$2,912.93
	SUB-TOTAL	\$2,912.93

TOTAL \$106,819.09

RESERVOIR UPGRADE PROJECT UPDATE

Mr. Kiefer gave the Commission an update on the project. He started by explaining that the project will probably not finish before winter. Tasks such as restoration and other minor items that can't be performed in cold weather will likely be finished in the spring.

Second, he explained that the remaining invoices from J.H. Hassinger will likely be for large dollar amounts. As the Commission depletes its capital fund, and as the expenditures paid from the capital fund approach the \$1,000,000 appropriated for this project, members will soon receive large payment requests that will need to be paid to the Commission before the vendor can be paid. In other words, the Commission won't have enough money on hand to pay said invoices--until members pay the Commission first.

Mr. Kiefer is concerned that this could delay payment of large invoices in November and December.

Mr. Botcher explained that if the Commission has net 30 terms, it is acceptable to wait to pay until it is ultimately due. In other words, it is okay to use the full 30-day term to pay.

Mr. Kiefer agreed with Mr. Botcher but said that paying it sooner, as opposed to later, will give him peace of mind.

Third, he explained that the contractor is set to perform a lot of work in quick succession. After the internal reservoir work is finished today or tomorrow, the contractor will quickly cover the reservoir with lightweight concrete, lay a membrane over the reservoirs 1 & 2, finish the electrical, and begin work to decommission reservoirs 3 and 4.

Besides some minor work being completed in 2021, the project is on track to be substantially complete before the end of the year.

It was moved by Mr. Botcher, seconded by Mr. Edlebeck, and unanimously carried to authorize payment to vendors in the amount of \$231,600.59 for expenses pertaining to the Reservoir Upgrade Project as indicated in Mr. Kiefer's memo dated September 9, 2020.

GPS RECEIVER ACQUISITION

Mr. Kiefer explained that staff purchased a GPS receiver and a smartphone to use to locate the raw water transmission main. Essentially, the location of the GPS device shows up on a map that is constantly being updated. Clark Dietz provided coordinates for the main. Plant staff will locate the main by walking toward said coordinates, marking those points, and then marking in-between the points.

Mr. Kiefer explained that plant staff talked to Glendale Water Utility and Fox Point Water Utility to get basic training on dealing with Diggers Hotline. Next week, Mr. Kiefer plans on submitting the

necessary paperwork to get started with Diggers Hotline.

Mr. Edlebeck mentioned that Whitefish Bay would need to start marking the 30" WFB transmission main. Mr. Kiefer mentioned that he could help them get the equipment that the Commission just purchased.

Mr. Edlebeck also asked about the specific boundaries where the member water mains start and end. Mr. Kiefer explained that WFB's 30" transmission main starts at the WFB master meter, Fox Point's 24" transmission main starts at the FPT master meter, and GLEN's 24" transmission main starts at the GLEN master meter. He also mentioned that Clark Dietz should have the shapefile that corresponds to the WFB main that starts at the meter pit and goes to the WFB/GLEN boundary.

It was moved by Mr. Edlebeck, seconded by Mr. Imig, and unanimously carried to authorize payment to the vendor in the amount of \$2,952.00 for a GPS receiver as indicated in Mr. Kiefer's memo dated September 9, 2020.

UNATTENDED OPERATIONS STUDY

Mr. Kiefer provided the Commission with a draft report of Baxter & Woodman's report on unattended operations. Based on the report, it appears that it is technically feasible to go unattended. The plant and the distribution system have enough capacity to allow for the plant to shut down for long periods of time without the need for any major capital improvements.

Mr. Kiefer went on to explain that he requested the draft—before this particular meeting—so he could better understand the capital costs associated with unattended operations. With the report, he was able to examine the proposed 2021 capital budget in the report and blend it in with other capital improvements that were planned for 2021. The improvements for unattended operations are spread over 3 years so that the Commission has time to fund these improvements along with other improvements. At this point, the report is still in draft form and the values and timing of the project are not fixed; however, based on staff expectations and information from the previous Clark Dietz report, the numbers appear to be appropriate.

Mr. Edlebeck pointed out that Baxter & Woodman reported that the cost of security/intrusion improvements (section 5.4.3 of the report) would be \$17,500 with another \$7,500 for SCADA integration. However, just \$17,500 shows up in the proposed capital improvement budget. Mr. Kiefer thanked Mr. Edlebeck. Since this is a multi-year project, that "dropped" cost can be carried into the following year; Mr. Kiefer does not recommend adjusting the proposed 2021 budget.

Mr. Edlebeck had a question about the nature of unattended operations. Mr. Kiefer explained that the plant will start up in the morning and fill the reservoir and distribution storage tanks. After that is accomplished, the plant will operate to meet demand until it is time for a scheduled shutdown—at night. The distribution systems will be supplied water from Fox Point, Glendale, and Whitefish Bay pumping stations.

Mr. Edlebeck asked if the plant could produce drinking water during the shutdown. Mr. Kiefer explained that the capital improvements would not be feasible. In rough terms, it will cost an additional \$1 million to get the plant ready for that kind of operation.

With that said, Mr. Kiefer explained that the Commission would be required to make some filter improvements to go unattended. Filter modifications have to be designed to recycle water when a filter starts up to prevent turbidity spikes on start-up; that feature does not currently exist on the Commission's filters. Baxter & Woodman is proposing to install a novel filter recirculation system that will act as a filter-to-waste system.

Mr. Kiefer also explained that security and surveillance upgrades are also necessary. Mr. Edlebeck commented that he could provide some input on surveillance equipment since Whitefish Bay recently installed an advanced system with new features.

In November or December, Baxter & Woodman is scheduled to finalize the report and give a presentation to the Commission. In the meantime, Mr. Kiefer invited the Commissioners to provide feedback.

No action was taken regarding this matter.

2021 BUDGET

Mr. Kiefer presented the Commission with 2 versions of an Operating Budget and Capital Improvement Budget for 2021. The "proposed" budget keeps the staffing level the same: 7 full-time employees. The "alternate" budget includes all of the costs of the proposed budget, but also includes the hiring of a new Mechanical Technician position that was created this year.

Mr. Kiefer explained that there are several notable expenditures that will occur in 2021.

First, a mile of 2" carrier water line that runs from Klode Park pumping station to the intake is clogged. A diver was retained to open the line several times in 2020 but was unsuccessful. Plant staff attempted to open the line several times using various schemes and was also unsuccessful. Mr. Kiefer does not know if it is possible to clear the 2" carrier water line, and does not know how to predict a cost accurately. He spoke with various engineers and received differing advice. One engineer recommended to stop all attempts to clear the line and to replace it altogether. However, that could cost \$200,000. Mr. Kiefer decided that it would be in the best interest of the Commission to try again with a budget of \$22,013.

Second, lead and copper testing has been inconclusive at this point in time. While results indicate that there is significantly less lead corrosion this year than in 2018, WDNR may require the Commission to increase the phosphate dose from 1 ppm to 3 ppm because of regulatory technicalities. Along with this, the Commission may have to perform additional testing. At the time of budget preparation, Mr. Kiefer does not know what the WDNR will require, so he included expenditures to cover the most-expensive scenario.

Third, an employee of the Commission that did not take health insurance in the past, will begin taking health insurance in 2021. For a small workforce, the additional insurance policy will affect the budget significantly.

Fourth, the property and liability insurance accounts had to be increased to match the cost of insurance for the 9/1/2020 to 9/1/2021 policy term.

According to Mr. Kiefer, the operating budget needs to increase by a minimum of 4.1% over the 2020 operating budget.

Mr. Botcher asked if it is necessary to pass a budget right now. Mr. Kiefer explained that the Agreement says that we must have a budget by October 1. Mr. Botcher and the Commission discussed various ways by which the approval of the final budget could be delayed. Mr. Kiefer expressed his concern that the member municipalities will need the Commission's budget so it can appropriately budget. As it stands, the budget has been prepared to cover unknown/uncertain items previously discussed; if anything the budget is conservatively high. Furthermore, the surplus at the end of the year will be returned to the members.

Mr. Botcher suggested that the Commission could amend the budget in the following month depending on new information.

Mr. Botcher asked about the wholesale water rate, and if it is set appropriately. Mr. Kiefer explained that the Commission is using its agreement with the City of Mequon to annually adjust the wholesale water rate. Unfortunately, the reservoir upgrade project will significantly increase the wholesale rate. A letter was sent to the City of Mequon in 2019 to explain the anticipated increase, but there has been no feedback from the City of Mequon. It is uncertain how they will react once the rate actually increases.

With all of that said, drinking water is a commodity. The City of Mequon may be able to negotiate a deal with the City of Milwaukee at any time. At any time, the City of Mequon could stop purchasing water from the Commission without penalty or cost.

Mr. Botcher asked about how unattended operations would affect staffing. Once unattended operations begins, Mr. Kiefer believes the Commission would only require 3 Relief Operator Technicians. Since there is a "natural" turnover rate of about 1 employee per year, Mr. Kiefer would recommend adjusting the staffing level after a departure.

After some discussion about the merits of filling the new position or not, Mr. Botcher asked the other Commissioners if there will ever be a "perfect" time to add another staff member. This year there may be additional costs associated with lead and copper. Next year there could be another issue. The other Commissioners agreed. He is supportive of filling the vacant position as originally planned at the beginning of the year.

Mr. Kiefer commented that the staffing level dropped from 8 to 7 when he started as Plant Manager in 2007. He is very supportive of the Commission increasing the staffing level back to 8 full-time employees.

With the understanding that Mr. Kiefer would evaluate future information that affect unknowns in the budget, such as lead and copper levels, and take the necessary steps to amend the budget, there was consensus from the Commission to approve and adopt the alternate budgets proposed by Mr. Kiefer. It was moved by Mr. Botcher, seconded by Mr. Edlebeck, and unanimously carried to approve and adopt the 2021 Operating Budget in the amount of \$1,508,072 and Capital Improvement Budget in the amount of \$260,720 as presented by Mr. Kiefer.

LEAD AND COPPER RULE COMPLIANCE MONITORING UPDATE

Mr. Kiefer provided the Commission with a report showing lead and copper levels of all compliance samples in 2020 through September 4, 2020. He pointed out that when the samples are grouped together, as one data set, it is clear that lead levels have significantly reduced from 2018—using several statistical measures. In rough terms, lead levels dropped by approximately 30%.

When you look at each municipality separately, as three data sets, it is difficult to understand what is happening. Whitefish Bay results are significantly reduced, Glendale results are somewhat reduced, and Fox Point's results appear to be elevated.

If all of the remaining samples collected in Fox Point turn out to have lead levels at or under 15 ppb, it is likely that no action will be taken by WDNR. However, if one or more samples exceed 15 ppb, it is likely that the Commission will need to increase the phosphate dose from 1 ppm to 3 ppm. And do additional lead and copper monitoring in Fox Point indefinitely.

Mr. Kiefer is not clear, however, if additional phosphate will actually be helpful. Because phosphate also acts as a nutrient for microorganisms, it is possible that additional phosphate may actually increase the growth rate of microorganisms which could increase lead release. Households with average plumbing volumes with average water use may see a drop in lead levels, but households with larger plumbing systems with low (or varied) water use may not experience any benefit. In other words, the extra phosphate could decrease lead release for some water customers while simultaneously increase lead release for others.

Mr. Kiefer mentioned that he would discuss this potential issue with WDNR if they require the Commission to increase the phosphate dose.

No action was taken regarding this matter.

OPERATIONS AND MAINTENANCE REPORT

1. Liquid Asset Diving Service returned to make their final attempt to clear out the sediment in the 4000' carrier line for the chemical mussel control. The issue still remains unresolved.
2. Redford Data Services worked on communication problems we were experiencing with the Allen Bradley filter touchscreens.
3. Plant staff replaced the reservoir chlorine analyzer.
4. Lemberg Electric rewired low lift pump #2 and L&S Electric commissioned it's VFD. The pump is now operational in manual control only. To complete the installation, plant staff needs to connect the drive to SCADA.
5. Plant staff replaced the raw water flow transducer.
6. Spectrum identified and fixed communications problems we were having with Klode pumping station and Whitefish Bay's pump house.
7. Plant staff has been experiencing failures with the generator during start up and transferring over to generator power. We have been able to run the generator by clearing the alarms on

the generator or resetting the transfer switch.

8. Plant staff found that the north motor room exhaust fan will not run at the low speed setting. The exhaust fan motor is currently running at the high speed setting. The fan motor will be replaced or rebuilt this winter.

NEXT MEETING

The next regular meeting was scheduled for Wednesday, October 14, 2020 at 8:00 A.M.; the meeting will be online via Zoom.

ADJOURNMENT

It was moved by Mr. Imig, seconded by Mr. Botcher, and unanimously carried to adjourn at 9:30 A.M.

Submitted by:



9/11/2020

Eric Kiefer, Plant Manager and Recording Secretary

Date