

**REVISED MINUTES OF THE
NORTH SHORE WATER COMMISSION
MEETING OF WEDNESDAY, MAY 8, 2019**

A meeting of the North Shore Water Commission was held at the Filtration Plant, 400 West Bender Road, Glendale, Wisconsin on Wednesday, May 8, 2019.

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

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

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

Also present: Eric Kiefer, Plant Manager & Recording Secretary

Mr. Kiefer asked Mr. Imig if Shawn Lanser will be the new Treasurer of Glendale. Mr. Imig said he would check and get back to him. Mr. Kiefer explained that by agreement the Fiscal Agent must be the municipal treasurer. With Linda DiFrances's upcoming retirement, Mr. Kiefer noted that the new Treasurer will need to be added as a signatory on the bank account.

MINUTES

It was moved by Mr. Botcher, seconded by Mr. Imig, and unanimously carried to approve the minutes for the meeting held April 10, 2019.

MONTHLY REPORT OF PLANT OPERATIONS

Mr. Kiefer provided the Commission with a report regarding plant operations. During discussion, he mentioned that pumpage to Whitefish Bay was higher than expected and that there is probably a leak or several leaks in Whitefish Bay. Mr. Edlebeck mentioned that DPW is currently looking for leaks. 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. 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.

<u>Vendor</u>	<u>Amount</u>
Amazon (batteries, lab reagents, lab supplies, towel, painting supplies, and conductivity meter)	\$804.14
Batteries Plus (1.5V button batteries and UPS batteries)	\$61.88

CTW Corporation (high service pump #4 pull, repair impellers, and reinstall)	\$13,600.00
Diversified Benefit Services (Section 125 Plan administration)	\$96.00
Faust Company (backflow preventers--test and report)	\$615.00
Fuchs & Boyle (legal services)	\$97.50
Grainger (conductivity probe, plumbing supplies, blades, cut-off wheels, socket, detergent, cloth dusting system, filters, gloves, rubber strips, and fluoride standard)	\$1,189.71
Great America (lease payment for copier/printer)	\$100.00
Hawkins (treatment chemicals: aqueous ammonia and phosphate)	\$2,805.20
Home Depot (angle grinder, circular saw, blades, MAP gas, thermometer, casters, rubber pads, and box level)	\$478.33
Idexx (color comparators)	\$47.38
John Mahnke (reimb for safety training)	\$60.00
Journal Sentinel (publication of consumer confidence report)	\$1,280.17
MMSD (1st qtr sludge disposal)	\$711.56
Office Copying Equipment (maintenance payment for copier)	\$22.55
Olin (treatment chemical: sodium hypochlorite)	\$3,087.78
Redford Data Services (auto renewal of support contract for SCADA system)	\$12,087.00
Rotroff Jeanson (accounting services, year-end entries)	\$1,670.00
Securian / Minnesota Life (employee life insurance)	\$110.05
Spanning Cloud (Google backup services)	\$420.00
Spectrum Business (internet services, Bender phone, and Klode phone)	\$586.03
Starnet Technologies (NCC data charges)	\$300.00
UPS Store (shipping fees)	\$341.94
USA Bluebook (pulsation dampener)	\$396.00
Village Ace Hardware (soap, paper products, plumbing supplies, bucket, and paint)	\$132.72
Village of Fox Point (gasoline)	\$63.65
WaterStone Bank (credit card - General Fund)	\$218.28
-- AT&T (monthly internet charge): \$61.77	
-- Google (google apps for work): \$54.16	
-- StraightTalk (cell phone): \$45.90	
-- USPS (stamps and postage): \$56.45	
We Energies (Bender Electric)	\$13,703.17
We Energies (Bender Gas)	\$938.85
We Energies (Green Tree Electric)	\$17.75
We Energies (Henry Clay Electric)	\$18.68
We Energies (Klode Electric - ESTIMATED)	\$4,016.57
We Energies (Klode Gas)	\$14.38
	SUB-TOTAL \$60,092.27
<u>Capital Fund</u>	
	SUB-TOTAL \$0.00

TOTAL \$60,092.27

REVIEW AND AUTHORIZE CAPITAL EXPENDITURES

Mr. Kiefer explained that SEH inspected the northeast and southeast reservoirs. He noted that the condition of the reservoirs appeared to be in the same condition as found in 2016 with a couple exceptions. First, the influent valves do not close properly. During the last inspection, plant staff thought the valves closed better. The rate at which the valves leak, however, would not warrant replacement. Mr. Edlebeck suggested that the Commission investigate repairing the valves in-place during the project; he is aware of firms that might be able to help. Mr. Kiefer said he would forward that idea onto SEH.

Second, Mr. Kiefer reported that the expansion joint in the southeast reservoir has further degraded. Since the reservoir has been isolated since the discovery of the problem, it is not an operational concern. According to SEH, the way in which the joint is deteriorating does not affect the reservoir upgrade project.

Mr. Kiefer explained that he did not receive an invoice from SEH for this month; he believes that the invoices will typically arrive 1 to 2 months after work is completed.

Moving on, Mr. Kiefer explained that the new VFD cabinet for High Service Pump #4 was installed by L&S Electric. With the exception of the cabinet being delivered to the wrong loading dock, everything went as planned. Based on initial observations, it appears that the VFD and pump are working according to specifications.

Mr. Kiefer explained that the project was to be funded from Capital Fund balance. Since the expenditure was so large, he felt it appropriate to ask for Commission review and approval under this particular agenda item.

It was moved by Mr. Botcher, seconded by Mr. Imig, and unanimously carried to approve the capital expenditure in the amount of \$57,000.00 as described in Mr. Kiefer's memo dated 5/8/2019 for work performed on High Service Pump #4 VFD cabinet replacement.

COMPACT TRACK LOADER

Mr. Kiefer explained that plant staff concluded that a compact track loader is the appropriate replacement for its 2001 Kubota tractor. Because of soil conditions on the basins and reservoirs, a compact track loader would be better than a skid-steer loader or a tractor.

Track loaders are less common than skid-steer loaders. Consequently, Mr. Kiefer explained that it was difficult to find acceptable quotations. Although other manufacturers were researched, Bobcat offered equipment that was appropriately sized for the needs of the Commission.

Brooks Angell did the research on new and used equipment; he also visited Bobcat Plus in Butler to inspect equipment. A tabulation of quotations was provided to the Commission. Based on this information, Mr. Kiefer recommends that the Commission purchase the Bobcat T650 SN from Bobcat Plus in Butler in the amount of \$34,000.00.

Mr. Edlebeck asked what is planned for the Kubota tractor. Mr. Kiefer explained that he would probably sell it using WisconsinSurplus.com.

It was moved by Mr. Edlebeck, seconded by Mr. Botcher, and unanimously carried to accept the quotation from Bobcat Plus for the equipment listed in Mr. Kiefer's memo dated 5/3/2019 in the amount of \$34,000.00.

STAFFING ISSUES

Mr. Kiefer reported that Relief Operator Technician Amber Gerdman resigned after 3 months of service. This was concerning to him. Based on information collected from former employees, including Ms. Gerdman, the work schedule is the primary reason for resigning.

Mr. Kiefer gave the Commission a brief description of the work schedule. In his description he explained how Relief Operator Technicians rotate through 1st, 2nd, and 3rd shifts. He also explained how the current schedule came about after much discussion; it is the third schedule within the past 6 years. Current operations employees agree this schedule is better than other rotating shift schedules used by nearby water treatment plants.

Mr. Kiefer provided the Commission with a list of ideas for reducing employee turnover.

Mr. Edlebeck commented that the applicant pool is shrinking for DPW and other water utility positions. The same is true for other private and non-private entities. He also asked Mr. Kiefer if he would hire somebody without a municipal waterworks operator certification. Mr. Kiefer said he would and has in the past; however, he prefers the certification because of how much time it takes to train employees without the certification.

Mr. Kiefer explained that the internship program is the basis for the Commission's applicant pool. Because of how critical it has been in recruitment, Mr. Kiefer is considering hiring more than 1 intern at a time--to ultimately increase the applicant pool.

Mr. Botcher commented that increasing compensation probably wouldn't affect employee retention. He asked Mr. Kiefer what is the turnover rate. Mr. Kiefer said it is approximately 1 person a year.

Mr. Botcher noted that the Commission's turnover rate is not necessarily a problem. In fact, some turnover in an organization is healthy.

Mr. Kiefer asked if the Commission would consider going unattended at night--with the understanding that there would be no water production when unattended. He explained the high service pumps could be programmed to start in the event of a pressure event, such as a main break.

Mr. Edlebeck asked if Mr. Kiefer would be comfortable with this situation. Mr. Kiefer said he is still undecided about whether it is the best way forward, but is not opposed to it at this point.

Mr. Botcher asked if a position would be eliminated. Mr. Kiefer explained that ultimately, a position could be eliminated if everything works out. Before this can be attempted, it would be necessary to upgrade security and get WDNR approval. Furthermore, the reservoir upgrade project needs to be completed.

It was the consensus of the Commission to keep the concept of shutting down the plant at night open. Mr. Kiefer will continue to investigate this option and will report back to the Commission prior to the budget presentation.

MANAGER'S REPORT

1. Plant staff replaced the 20 inch gate valve and 12 inch check valve associated with high service pump #4.
2. Plant staff permanently disconnected high service pump #5 from the high service discharge header in preparation for the reservoir upgrade project.
3. SEH performed an inspection of the northeast and southeast reservoirs (#1 and #2) to allow them to finalize the preliminary engineering report (PER) for reservoir upgrade project.
4. Plant staff installed a lead and copper monitoring station at the Whitefish Bay DPW building. Routine monitoring started.
5. L&R Meter tested the Port Washington and Greenvale wholesale meters.
6. Faust Company performed annual testing of the cross connection devices at Bender and Klode Park.
7. Relief Operator Technician Amber Gerdman resigned on April 23, 2019.
8. Former Relief Operator Technician Dan Cherny has been re-hired for the vacant Relief Operator Technician position.

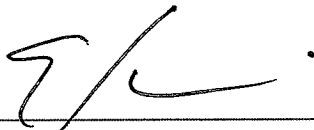
NEXT MEETING

The next regular meeting was scheduled for Wednesday, June 12, 2019 at 8:00 AM.

ADJOURNMENT

It was moved by Mr. Imig, seconded by Mr. Botcher, and unanimously carried to adjourn at 8:43 A.M.

Submitted by:



Eric Kiefer, Plant Manager and Recording Secretary

7/2/2019

Date