

**MINUTES OF THE
NORTH SHORE WATER COMMISSION
MEETING OF WEDNESDAY, AUGUST 12, 2020**

The North Shore Water Commission held a meeting on Wednesday, August 12, 2020 using an internet-based conferencing platform called Zoom.

Meeting was called to order at 8:00 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; Brooks Angell, Operations Supervisor

MINUTES

It was moved by Mr. Edlebeck, seconded by Mr. Imig, and unanimously carried to approve the minutes for the meeting held July 8, 2020.

MONTHLY REPORT OF PLANT OPERATIONS

Mr. Kiefer provided the Commission with a report regarding plant operations. In his presentation, he mentioned that cumulative pumpage is close to 2019's pumpage and water usage seems normal for this time of year. He also noted that the mussel control chemical feed system is still not operational which is resulting in an overall lower chemical cost per million gallons of water produced. Mr. Kiefer explained that more information about this will be presented in item 14 of the agenda.

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 payments be approved and authorization be given to the Fiscal Agent to make such payments.

<u>Vendor</u>	<u>Amount</u>
Alexander Chemical (treatment chemical: sodium hypochlorite)	\$3,156.51
Amazon (labels, dispensers, bottles, wipes, jetter kit, masks, whiteboard, and stir bars)	\$375.33
Batteries Plus (coin batteries)	\$15.95
Baxter & Woodman (unattended operations study)	\$5,610.00
Clark Dietz (engineering services)	\$2,932.50
Diversified Benefit Services (section 125 plan administration)	\$95.00

Dorner Company (power supply for valve actuator)	\$850.12	
Grainger (lab reagents, degreaser, fluoride standard, plumbing supplies, emergency lights, and switches)	\$577.23	
Great America (lease payment for copier)	\$100.00	
Hawkins (treatment chemicals: ammonia, phosphate, and polymer)	\$5,237.32	
Home Depot (battery and charger for Ryobi and valve boxes)	\$213.20	
Inductive Automation (annual renewal of software support contract for Ignition)	\$8,560.20	
Konecranes (annual inspection and replacement of wire rope of two cranes)	\$5,685.24	
Liquid Asset Diving Service (intake and chemical feed line maintenance)	\$7,484.17	
MMSD (quarterly sludge disposal)	\$2,022.81	
Mulcahy Shaw Water (UV reactor parts and supplies)	\$4,738.64	
Northern Lake Service (compliance and corrosion monitoring)	\$6,945.10	
Office Copying Equipment (maintenance payment for copier)	\$40.13	
Rotroff Jeanson (monthly accounting services)	\$1,125.00	
Securian (life insurance)	\$149.04	
Spectrum (internet and phone)	\$594.79	
USABluebook (fluoride probe, chlorine reagents, and phosphate reagents)	\$1,878.71	
Village Ace Hardware (marking paint)	\$6.43	
Village of Fox Point (gasoline)	\$142.69	
WaterStone Bank (credit card - General Fund)	\$854.90	
-- AT&T (monthly internet charge): \$69.55		
-- Best Buy (replacement phone): \$210.99		
-- eBay motor-control-center (hoses for swan analyzer): \$109.91		
-- eBay yuuuup11 (replacement probe for total chlorine analyzer): \$210.99		
-- Google (google apps for work and extra storage): \$82.00		
-- StraightTalk (cell phone charges): \$45.65		
-- USPS (2 rolls of stamps): \$110.00		
-- Zoom (monthly fee): \$15.81		
We Energies (Bender Electric)	\$15,876.19	
We Energies (Bender Gas)	\$249.39	
We Energies (Green Tree Electric)	\$16.24	
We Energies (Henry Clay Electric)	\$16.77	
We Energies (Klode Electric - ESTIMATED)	\$5,181.41	
We Energies (Klode Gas - ESTIMATED)	\$14.21	
Wisconsin State Lab of Hygiene (fluoride sample)	\$26.00	
	SUB-TOTAL	\$80,771.22
<u>Capital Fund</u>		
USABluebook (CLX chlorine analyzer)		\$3,162.93
	SUB-TOTAL	\$3,162.93
	TOTAL	\$83,934.15

RESERVOIR UPGRADE PROJECT UPDATE

Mr. Kiefer gave the Commission an update on the project. He reported that there are no new surprises or setbacks. The problem with the valves in the reservoir caused a significant delay that was discussed at the last meeting. It appears that the delay was significant enough to cause the contractor to request an extension of the substantial completion date. According to Mr. Kiefer, the engineering firm and the contractor are actively negotiating that. It does not appear that the length of time being requested will affect the Commission's ability to meet the compliance deadline set by WDNR.

It was moved by Mr. Imig, seconded by Mr. Edlebeck, and unanimously carried to authorize payment to vendors in the amount of \$115,572.60 as indicated in Mr. Kiefer's memo dated August 12, 2020.

HIGH SERVICE PUMP NO 5 REMOVAL UPDATE

Mr. Kiefer gave the Commission a very brief update on the project. He said the motor was sold which relieved staff of the burden of transporting the motor to a recycling facility.

It was moved by Mr. Botcher, seconded by Mr. Edlebeck, and unanimously carried to approve the payment request in the amount of \$838.54 as indicated in Mr. Kiefer's memo dated August 12, 2020.

PROPERTY AND LIABILITY INSURANCE POLICY RENEWAL

Mr. Kiefer provided the Commission with a proposal from R&R Insurance to renew its insurance policies for another year. Mr. Kiefer pointed out that the large increase of roughly 15%. He stated that the Commission could consider reducing its insurance cost by lowering its coverage from \$10 M per occurrence to \$6 M. Considering he recently received the policy, he did not have the opportunity to follow up with R&R Insurance about the increase. Furthermore, the existing policy expires at the end of August 2020--so the Commission will need to decide on a course of action very soon.

Mr. Botcher expressed concern about the renewal policy and thinks it is unusual for there to be a 15% increase. He also noted that the Commission should consider alternatives to Chubb, the incumbent property insurance carrier.

Mr. Kiefer noted that the Commission had a claim last year with the Klode generator--it is possible that claim affected the Commission's renewal.

Mr. Botcher suggested that the Commission table the matter for a quick special meeting before the end of the month. At that meeting, the Commission can take action to approve the proposal or an alternative proposal. In the meantime, he would like to have a discussion with the insurance agent and Mr. Kiefer to determine a strategy for moving forward.

Mr. Edlebeck asked if a special meeting was needed--could it just be taken to the next meeting. Mr. Kiefer replied that the policy ends before the end of the month; the Commission should take action before then.

Mr. Botcher explained that the insurance carrier is required to send a notice of non-renewal and

allow the Commission to respond within a set period of time before dropping coverage. It is possible to wait until the September meeting, but it is better to resolve the matter before the policy expires.

It was the consensus of the Commission to follow Mr. Botcher's recommendation. No action was taken regarding this matter.

FAMILIES FIRST CORONAVIRUS RESPONSE ACT POLICY

Mr. Kiefer explained that the Commission is taking precautions and necessary measures to prevent the spread of COVID-19. One such measure is to implement a policy regarding the use of emergency leave as described in the Families First Coronavirus Response Act (FFCRA). Because the Commission is unable to shutdown, FFCRA allows the Commission to select the way in which employees may use emergency leave as described in the FFCRA. Mr. Kiefer reported that he worked with the Commission's labor attorneys at Buelow Vetter to draft a brief policy and an accompanying form.

Mr. Edlebeck confirmed with Mr. Kiefer that the attorney has reviewed and approved the policy and form presented at the meeting.

It was moved by Mr. Edlebeck, seconded by Mr. Imig, and unanimously carried to adopt the policy entitled, "Families First Interim Compliance Policy" presented by Mr. Kiefer.

ESTIMATED CAPITAL ALLOCATION RATES FOR 2021

Using pumpage data from January 1, 2016 through July 31, 2020, Mr. Kiefer provided the Commission with the estimated capital allocation rates for 2021; the rate is projected to slightly decrease for Glendale, and the rates for Fox Point and Whitefish Bay will slightly increase.

Mr. Edlebeck asked how operating expenses are allocated. In response, Mr. Kiefer explained that those expenses are based on a 1-year lookback of delivery volumes; capital allocation rates are based on a 5-year lookback. Furthermore, the new rates don't go into effect until January 1 based on actual delivery volumes.

No action was taken regarding this item.

PRELIMINARY 2021 BUDGET DISCUSSION

Mr. Kiefer provided the Commission with two versions of the preliminary budgets for 2021.

Both versions of the budget included a significant increase in phosphate and in lab testing services because of the potential problem with complying with lead and copper rule. Furthermore, Mr. Kiefer announced that an employee that does not take health insurance will start taking health insurance in 2021.

The proposed budgets use a lot of assumptions explained Mr. Kiefer. Although some items will not be known before next month, items such as health insurance will. The budget will necessarily be updated before the next Commission meeting; at that time, the Commission is expected to possibly take action to approve and adopt the budgets. He also reminded the Commission that the budget

needs to be approved before October 1.

The two different versions of the budgets vary in that the “proposed” budget reflects the current staffing level of 7 FTE, the “proposed-alternative” budget reflects staffing of 8 FTE. Mr. Kiefer explained there is a significant difference: 2% increase versus 7% increase in the Operating budget.

Mr. Botcher asked about the capital improvement budget--specifically about cameras. Mr. Kiefer explained that he used the last capital improvement plan to prepare this budget. The items are a placeholder. He is working with Baxter & Woodman to come up with a capital improvement budget that will support the Commission with unattended operations. Mr. Kiefer anticipates that he will have a good idea of what's needed in a few weeks.

Mr. Botcher instructed Mr. Kiefer to bring back updated versions of both versions of the budget at the next Commission meeting.

No action was taken regarding this item.

DISCUSSION OF TRANSMISSION MAINS

Mr. Kiefer explained that he has the easement for the raw water transmission main and was able to find another easement for a section of pipe with the help of a title search company. Realizing the difficulty of moving forward with this approach, Mr. Kiefer contacted Attorney John Fuchs to review the Agreement for Water Supply System to see if that document could be used to determine the ownership of various assets--including the transmission mains in question. Mr. Fuchs was able to do so, and he provided the Commission with a memo regarding his findings.

In summary, the Commission owns no assets; rather, the member municipalities own, in joint, the water supply system. The water supply system is operated and maintained by the Commission. The water supply system includes the intake, raw water pumping station, raw water transmission main, interconnection meters, and the water filtration plant.

The 24” and 30” transmission mains that connect to the Commission’s master meters are owned exclusively by each member municipality. In other words, they are not owned in joint by the member municipalities and are not considered part of the “water supply system.”

Mr. Edlebeck asked that Mr. Kiefer send him information regarding the location of the raw water main, the 30” WFB transmission main, and the interconnection meters. He also recommended that each member municipality prepare to locate their own mains going forward.

Mr. Kiefer noted that the Commission will start locating the raw water main as soon as it receives the GPS receiver it purchased and submits shape files of the raw water transmission main to Diggers Hotline.

No action was taken regarding this item.

LEAD AND COPPER RULE COMPLIANCE MONITORING UPDATE

Mr. Kiefer provided the Commission with some tables showing the lead and copper results from

2020 and 2018. When comparing the 2020 results to 2018 results, lead corrosion reduced by roughly 30%--that is if you look at all of the results as one system. When you look at each individual system, Glendale and Whitefish Bay's lead levels were significantly reduced while Fox Point's lead levels were significantly elevated.

Considering the water entering the water system is the same, Mr. Kiefer's hypothesis for explaining the striking difference between systems has to do with the characteristics of the lead services and the home plumbing systems in Fox Point versus the other systems. Because WDNR required Fox Point (and Glendale) to collect more samples than in 2018, the residences that were added to the monitoring site plan could have longer lead services or have larger plumbing systems than the other homes that were previously tested.

Because the 90th percentile lead level in Fox Point will likely exceed 15 ppb, WDNR will likely require the Commission to increase the phosphate dose from 1 ppm to 3 ppm. Following that change, the Commission will likely have to perform additional testing--similar to the extra monitoring the Commission has been doing for the past year.

Fox Point, on the other hand, will have extra lead and copper monitoring to do. Mr. Kiefer described the nature of that testing and explained that the Commission would coordinate, administer, and pay for that testing as it is responsible for all compliance monitoring.

Mr. Kiefer stated that we would give an update to the Commission at the next meeting. No action was taken at this time.

OPERATIONS AND MAINTENANCE REPORT

1. With the recent increase in COVID-19, Relief Operator Technicians (operators) have returned to independent, isolated work during their relief weeks. This will allow each operator, working a rotating work schedule, to remain isolated from all other plant staff for 14 consecutive days. Operators will be required to schedule 16-40 hours on their relief week. Work will be composed of the following:
 - a. Operators will be required to collect distribution samples; operators will report to the treatment plant and items will be placed outside for them to collect samples. Upon return, they will drop off samples outside and sanitize the work truck.
 - b. They have been offered the opportunity to complete pre-approved coursework. This will increase plant staff water treatment knowledge and count towards continuing education credits for operator certification licenses.
 - c. They can schedule outside maintenance work at the plant. Operators will not be allowed unnecessary time in the building.
2. Liquid Asset Diving Service returned to continue work on the 4000' carrier feed line for the mussel control feed system. Unfortunately, the issue remains unresolved. they will be trying to make it back for one more dive this season, weather-permitting. Plant staff will provide more information at the September Commission meeting.
3. Plant staff researched and ordered a GPS receiver to assist in location of the raw water main

line. Juniper systems Geode was selected for ease of use, accuracy and cost.

4. Konecranes replaced the crane cables.
5. Cummings serviced both generators at Klode Park and the Water Filtration Plant.
6. Plant staff started pumping down basins for maintenance.
7. Plant staff continued to solicit and process lead and copper samples from residents identified on the monitoring site plans.

NEXT MEETING

The next regular meeting was scheduled for Wednesday, September 9, 2020 at 8:00 A.M.; the meeting will be online via Zoom.

ADJOURNMENT

It was moved by Mr. Edlebeck, seconded by Mr. Imig, and unanimously carried to adjourn at 9:08 A.M.

Submitted by:



Eric Kiefer, Plant Manager and Recording Secretary

8/14/2020

Date

