

NORTH SHORE WATER COMMISSION
MEETING OF April 13, 2011

A meeting of the North Shore Water Commission was held at the Filtration Plant, 400 West Bender Road, Glendale, Wisconsin on Wednesday, April 13, 2011.

Meeting was called to order at 7:30 A.M.

Present: Daniel Naze, Chairman; Michael West, Secretary; Richard Maslowski, Member

Also present: Eric Kiefer, Plant Manager & Recording Secretary; Jonathan Lee, Computer Administrator

Absent: Richard Foster, Alternate for Whitefish Bay; Susan Robertson, Alternate for Fox Point; Dave Eastman, Alternate for Glendale

MINUTES

It was moved by Mr. Maslowski, seconded by Mr. West, and unanimously carried that the minutes for the meeting held Wednesday, March 9 be approved as drafted.

MONTHLY REPORT OF PLANT OPERATIONS

The monthly report of plant operations for February was placed on file without motion.

ANNUAL OPERATING BUDGET

The monthly budget reports were placed on file without motion.

MONTHLY BILLS

It was moved by Mr. West, seconded by Mr. Maslowski and unanimously carried that the following bills for the month of March, 2011 be approved and authorization was given to the Fiscal Agent to make such payments:

Baker Tilly Virchow Krause (financial study of plant assets)	2,400.00
Buelow Vetter (legal services)	2,333.00
CDWG (hard drive)	37.01
Cintas (uniform and janitorial supplies)	483.42
Davy Labs (reagent water analysis)	319.74
Diversified Benefit Services (section 125 plan administration)	92.64
Eric Kiefer (reimb: seminar, leak test for ecd detectors, and postage)	203.60
Fuchs & Boyle (legal services)	78.00
Glendale Water Utility (storm and environmental charges)	414.90
Goodyear Auto Service (oil change for truck)	23.35
Grainger (batteries, hardware, first aid supplies, and filters)	210.04
Great America (lease payment for office copier)	87.00
Great Lakes Excavating (snow removal services)	440.00

Hach Company (lab supplies)	622.95
Hawkins (treatment chemicals: aqua ammonia and polymer)	1,060.90
Holt Electric (replacement control board for UV reactor #2)	1,345.22
Idexx (lab supplies)	1,685.10
M&I Bank (safety box rental)	63.00
MMSD (1st qtr sludge disposal)	445.86
Northern Lake Service (water analysis service)	53.00
Office Copying Equipment (monthly maintenance agreement)	22.54
Peachtree (checks and envelopes)	355.90
Rotroff Jeanson (monthly accounting services)	875.00
Superior Chemical Co. (cleaning supplies)	93.30
Swan (reagents for Swan analyzer)	412.35
Time Warner Cable (Klode phone)	32.13
Time Warner Cable (internet service)	764.80
UPS Store (shipping)	64.08
US Cellular (cellular phone service)	42.24
USABluebook (hoses for chemical feed pumps, gas detector, lab supplies)	1,135.10
Village of Fox Point (fuel for truck)	75.90
Village of Whitefish Bay (phone at Bender-Jan and Feb.)	481.33
Waste Management (garbage disposal)	399.21
We Energies (Bender electric)	12,361.45
We Energies (Henry Clay electric)	12.91
We Energies (Klode electric)	4,396.65
We Engeries (Bender gas)	2,444.56
We Energies (Klode gas)	2.80
Wilkens-Anderson (lab supplies)	560.91
Wisconsin State Lab of Hygiene (fluoride analysis)	40.00
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	SUB-TOTAL
	\$36,971.89
<u>Maintenance Reserve</u>	
	-
	<hr/>
	SUB-TOTAL
	\$0.00
	TOTAL
	\$36,971.89
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PROPOSAL BY STRAND ASSOCIATES TO INVESTIGATE AND DESIGN MODIFICATIONS TO SAFTEY SHOWER SYSTEM

Mr. Kiefer discussed the proposal from Strand Associates to investigate and design modification to the plant's safety shower system—Task Order No 11-01. Unlike most facilities, the temperature of the cold water in the building is typically between 32 and 42 degrees Fahrenheit, and the ambient temperature in the basement is usually between 40 and 50 degrees Fahrenheit. Although building code does not require tempered water in safety shower systems, the Bender facility has unique environmental conditions that may make the shower ineffective or potentially dangerous to use as recommended under low-temperature conditions.

After discussion, it was moved by Mr. West, seconded by Mr. Maslowski, and unanimously carried that the Commission approve Task Order No 11-01 by Strand Associates for an amount not to exceed \$5,400.00. Funding to come from each community based on current capital allocation percentages.

DISCUSSION AND APPROVAL OF INVOICE FROM STRAND ASSOCIATES FOR ENGINEERING SERVICES RENDERED UNDER TASK ORDER NUMBER 10-05

After discussion, it was moved by Mr. Maslowski, seconded by Mr. West, and unanimously carried that the Commission approve payment to Strand Associates in the amount of \$790.00. Funding to come from each community based on current capital allocation percentages.

DISCUSSION AND APPROVAL TO PURCHASE SECURITY CAMERAS AND EQUIPMENT

The Commission maintains over 60 cameras that are installed in the plant and at remote pumping facilities. Over the last 5 to 6 years, equipment has failed. Quotations were solicited from vendors to replace non-functioning equipment: one 4-channel DVR, four dome IR security cameras, and seven fixed position IR cameras. Equipment quoted from USA Bluebook was the cheapest.

After discussion, it was moved by Mr. West, seconded by Mr. Maslowski, and unanimously carried that the Commission to purchase the quoted security equipment from USA Bluebook for an amount not to exceed \$2,103.80. Funding to come from the Maintenance Reserve Fund.

DISCUSSION OF RECENT REGULATORY INSPECTIONS

Mr. Kiefer reported that the City of Glendale inspected the Bender facility and found that the compressor for the air conditioning system was not a potential cross connection. However, that determination was based on close review of plant documentation and physical inspection; it is possible that future inspections may result in a different determination. Consequently, the Plant Manger discussed the need to include this device in the capital improvement plan to avoid an unplanned replacement.

The Department of Natural Resources (DNR) also inspected the facilities during a sanitary survey. No written report was available at the time of the meeting, but one item that was discussed during the visit was related to the UV system. Although the Commission does not receive official credit from the DNR for cryptosporidium inactivation, the DNR mentioned that the energy-saving mode that was programmed as an additional feature would not receive credit without further study. The manufacturer of the system has been contacted regarding this matter as well as engineering firms specializing in UV. Running the system without the UV reactor in the energy-saving mode will cost the Commission an additional \$10,000 each year.

DISCUSSION AND APPROVAL OF THE 2010 ANNUAL WATER QUALITY REPORT

After a brief discussion, it was moved by Mr. West, seconded by Mr. Maslowski, and unanimously carried that the Commission to approve the 2010 Annual Water Quality Report as drafted.

SHOREWOOD'S REQUEST TO BECOME A MEMBER

Mr. Naze discussed the meetings that have convened by staff of NSWC, Shorewood, and Whitefish Bay regarding the engineering study to connect Shorewood's water system to Whitefish Bay's and Glendale's. Technically, there does not appear to be any problems servicing Shorewood through the members' distribution systems. Furthermore, Mr. Naze mentioned that members will have to soon discuss how conveyance charges will be addressed, if necessary.

Mr. Kiefer pointed out that the capital improvement plan should be reprioritized to schedule the replacement of valves in the master meter pits as soon as possible. Since existing members have local storage facilities, the plant can be shut down to repair these valves; otherwise, additional cost will be incurred to prevent the interruption of service to Shorewood—if they were to become a member.

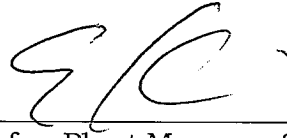
PLANT MANAGER'S MONTHLY REPORT

1. Filter maintenance is still underway. Surface sandwash nozzles are being repaired and the external surfaces are being pressure-washed. Some valve actuators are also receiving maintenance.
2. The Bayside meters and the School Road meters were tested by L&R Meter Testing. After making a minor repair to the 2" meter at Greenvale, all of the meters were found to be in good operating condition.
3. Plant staff installed a float switch in the Green Tree meter pit much like the one installed in the Henry Clay meter pit. When data is downloaded every month, plant staff will receive an indication as to which pits require pumping without visually checking.
4. Plant staff has finished connecting the fluoride transfer pumps to RTU7 so they can be controlled via the SCADA system. Extra cables and input/output cards have been installed to accommodate new transfer pumps for sodium hypochlorite and aluminum sulfate.
5. Plant staff worked with technical support from TrojanUV to repair control equipment for UV reactor #2. After troubleshooting the problem, the solution was a replacement of one of the communication boards in its control panel. Also routine maintenance was performed on UV reactor #1.
6. Plant staff installed new communication wire going to the SWAN chlorine analyzer and started recording 2 additional measurements using the SCADA system.
7. The Plant Manager has entered into the following agreements in accordance to the purchasing policy:

SEH: services pertaining to newly required drain-down inspection of reservoirs and clearwell from 2011 to 2015. Lump sum fees--\$2,600 (2011), \$2,700 (2012), \$2,800 (2013), \$2,900 (2014), and \$3,400 (2015). Either party may cancel in writing without cause 30 days in advance to termination.

NEXT MEETING DATE AND ADJOURNMENT

The meeting adjourned at 8:34 A.M. The next scheduled regular meeting will be on Wednesday, May 4, 2011 at 7:30 A.M.

A handwritten signature in black ink, appearing to be 'EK', written above a horizontal line.

Eric Kiefer, Plant Manager & Recording Secretary