

THE NORTH SHORE WATER COMMISSION
MEETING OF August 11, 2010

A meeting of the North Shore Water Commission was held at the Filtration Plant, 400 West Bender Road, Glendale, Wisconsin on Wednesday, August 11, 2010.

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; Jonathan Lee, Computer Administrator; Virginia Wendt, Strand Associates; Brian Hackman, Strand Associates; Carol Willick, G2 Insurance Services, Inc.

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

It was moved by Mr. Maslowski, seconded by Mr. West and unanimously carried that the minutes of the meeting held Wednesday, July 14, 2010 be approved as submitted.

GREEN TREE AND HENRY CLAY METER ESTIMATIONS

The Plant Manager reported that both the Henry Clay and Green Tree meters have been repaired in the month of July. A detailed report was submitted to the Commission regarding the methodology and calculations used to derive flow estimations.

MONTHLY REPORT OF PLANT OPERATIONS

The monthly report of plant operations 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 July, 2010 be approved and authorization was given to the Fiscal Agent to make such payments:

AT&T (Klode phone)	63.94
Badger Meter Inc. (6" spare magmeter replacement)	2,362.62
Barbara Patin (secretarial service)	90.00
Batteries Plus (batteries)	34.96
Bonestroo (hydraulic model work)	658.89
Chicago Suburban Express (shipping)	153.10
Cintas (uniform and janitorial supplies)	363.89

Diversified Benefit Services (section 125 plan administration)	90.88
Endress & Hauser dba: Durable Controls (replacement level indicator)	807.40
Eric Kiefer (postage, Gary Engel's retirement gift)	175.82
Fastenal (hardware)	29.96
Faust Company (labor and materials to remove sodium hypochlorite tank)	1,164.00
Fox Point Water Utility (manhole replacement at Green Tree)	2,205.00
Fuchs & Boyle (legal service)	321.75
General Chemical (treatment chemical: alum)	5,364.04
Grainger (coveralls, bolts, first aid supplies, garden tractor supplies)	110.38
Graybar (cable)	293.27
Grunau Company Inc. (labor to replace Henry Clay meter)	648.90
Hydrite (treatment chemical: aqua ammonia)	245.00
Idexx (lab supplies)	993.81
KA Steel (treatment chemical: sodium hypochlorite)	1,211.71
Kaul Oil Company (fuel for tractor)	163.02
Lab Safety Supply (plastic trays for hypo and fluoride transfer pump replacement)	304.89
McMaster-Carr (plumbing supplies, non-corrosive mounting materials, elec. supp.)	2,702.93
Minnesota Life Insurance (life insurance premium)	111.52
Nalco (treatment chemical: polymer)	773.14
Personnel Concepts (labor law poster)	45.90
Rotroff Jeanson (monthly accounting service)	875.00
Strand Associates (engineering services-Bender & Klode record drawings)	7,608.04
Time Warner Cable (internet service)	764.80
Underwriters Laboratories (water testing)	256.50
UPS Store (shipping)	180.44
US Cellular (cell phones)	67.87
USA Bluebook (fluoride day tank replacement supplies)	158.38
Village Ace Hardware (electrical supplies)	18.13
Village of Fox Point (fuel for truck)	58.26
Village of Whitefish Bay (Bender phone)	244.45
Waste Management (waste disposal)	340.31
We Energies (Bender electric)	14,829.67
We Energies (Klode electric)	4,791.38
We Energies (Henry Clay electric)	21.68
We Energies (Klode gas)	23.24
Wisconsin State Lab of Hygiene (fluoride test)	40.00
<hr/> SUB-TOTAL	<hr/> \$51,768.87
 Maintenance Reserve	
Grainger (eye wash stations)	3,991.95
Grunau Company Inc. (installation of backflow preventor)	5,880.00
<hr/> SUB-TOTAL	<hr/> \$9,871.95
 TOTAL	 <hr/> <hr/> \$61,640.82

DISCUSSION AND POSSIBLE ACTION TO ACCEPT AN ENGINEERING PROPOSAL TO ASSIST THE COMMISSION IN ITS UPGRADE OF THE FLUORIDE FEED SYSTEM, RESERVOIR MONITORING SYSTEM, AND KLODE PARK MUSSEL CONTROL SYSTEM

Strand Associates responded to a request for proposals drafted by the Plant Manager. Engineers Brian Hackman and Virginia Wendt from Strand Associates presented their proposal to assist the Commission in its upgrades. The Commission questioned whether such a proposal should be based on a lump sum payment or a limited fee not to exceed. Strand Associates will develop draft contracts for the Commission to further consider at the September meeting with language supporting a lump sum payment.

No action was taken regarding this matter.

CAUSALITY INSURANCE PROPOSAL

The Plant Manager presented the Commission with the renewal policy from R&R Insurance which is a broker for the League of Municipalities Mutual Insurance. Proposal includes the same coverage as last year for a total of \$34,505.00. Carol Willick from G2 Insurance Services provided alternative proposals excluding workers compensation. Although the alternative insurance proposals were being offered a lower cost, the Commission did not feel like they had adequate time to review the differences in coverage before the existing policies would expire.

It was moved by Mr. Maslowski, seconded by Mr. West, and unanimously carried that the causality insurance proposal offered by R&R Insurance be renewed for the next term starting 9/1/2010 with the understanding that a comprehensive review of our insurance requirements be conducted next year in May or June 2011 so that insurance proposals can be better solicited and compared by the Commission prior to the August 2011 meeting.

STORM WATER ANALYSIS POLICY

It was moved by Mr. Maslowski, seconded by Mr. West, and unanimously carried that the storm water analysis policy be adopted as drafted.

**North Shore Water Commission
Storm Water Analysis Policy
8/5/2010**

The North Shore Water Commission (Commission) agrees to perform storm water analysis using the following policy.

The Commission will analyze storm water and will charge for these services using a fee schedule approved by the Commission.

The Commission will perform storm water analysis for the public. If the demand for services exceeds the capacity of the Commission, the Commission may discontinue this service for the public at any time.

The Commission will use necessary accounting practices so that all storm water analysis activity can be monitored and reported separately from water utility activity.

The Plant Manager or authorized staff will determine which analyses the Commission is capable of performing. Plant staff will be responsible for specifying and purchasing the necessary supplies.

All samples to be analyzed by the Commission are to be collected, stored, and delivered using protocol developed by plant staff. If samples are not collected, stored, and delivered according to protocol, the Commission reserves the right to reject the sample.

Supplies will be purchased in quantities that can be stored conveniently by the Commission. It will be the goal of plant personnel to order quantities that are adequate for the current year and the following year based on yearly projections of each member community.

Commission personnel will be performing storm water analyses under the supervision of the Plant Manager.

The Commission will be providing services to government entities with net 45 credit terms; all other entities must pay the entire fee prior to analysis. At this time, no interest rate will be charged for late payments. If invoices are not paid in a timely fashion, the matter will be brought to the Commission for discussion and possible action. Management reserves the right to discontinue sampling services on delinquent accounts.

If member communities have disputes with administration of the storm water analysis service, they are to be filed with the Plant Manager which will then be placed on the next Commission Meeting agenda for possible resolution.

The policy will remain in force indefinitely. The Commission may terminate this policy at any time.

This policy shall be effective upon the date of adoption by the North Shore Water Commission.

STORM WATER ANALYSIS FEE SCHEDULE

It was moved by Mr. West, seconded by Mr. Maslowski, and unanimously carried that the storm water analysis fee schedule be adopted as drafted.

North Shore Water Commission Proposed Fee Schedules for Storm Water Analysis 8/5/2010

Proposed Fee Schedule for Members

Total Chlorine	\$2.50 per analysis
pH	\$2.00 per analysis

Total Copper	\$13.00 per analysis
Total Phenols	\$5.50 per analysis
Detergents	\$8.00 per analysis
Disposal Fee	\$5.00 per batch
Processing Fee	\$5.00 per batch

Proposed Fee Schedule for Non-Members

Total Chlorine	\$3.00 per analysis
pH	\$2.40 per analysis
Total Copper	\$15.60 per analysis
Total Phenols	\$6.60 per analysis
Detergents	\$9.60 per analysis
Disposal Fee	\$6.00 per batch
Processing Fee	\$6.00 per batch

COMPUTER ADMINISTRATOR'S QUARTERLY REPORT

Jonathan Lee provided the Commission with his 9th written and oral report on the status of the SCADA System Upgrade Project that he is administering.

His report included discussion of the current SCADA projects:

1. The final RTU in the filter wing upgrade has been completed.
 - a. RTU1, which controls filters 1 and 2, is complete and in operation.
 - b. All filters are now operating on Allen Bradley equipment.
2. The filtering program has been modified to reduce filter breakthrough during the backwash cycle.
 - a. Filters now lower to the backwash level immediately at the end of a filter run. This prevents a stop/start cycle of a filter with high amounts of particles trapped in the media resulting in less breakthrough.
3. High service pump control has been modified.
 - a. High service pump #2 has been given extra time for the valve to open before an additional pump is called to run.
 - b. The RTU for high service pump #1 can detect speed errors and restart the drive when needed.
 - c. Alarms have been added to alert operators of control issues.
 - d. Network failure detection has been reduced from 5 minutes to 5 seconds.
4. Henry Clay meter has been replaced.
 - a. The new wiring allows water in the conduit to drain.
 - b. A float switch was installed to detect water without opening the manhole.
5. MMSD magmeter and valve control RTU has been installed.
 - a. This device records flow to MMSD accurately.
 - b. Both valves to MMSD are controlled by this RTU.
6. Sludge system upgrade has been started.
 - a. Sludge system is now segmented from RTU8.
 - b. Computer Administrator is in process of labeling of organizing wires.

Mr. Lee reported expenses of \$1,901.45 for HMI Touch Screens between the May and August 2010 Commission Meetings.

His report has been kept on file without motion.

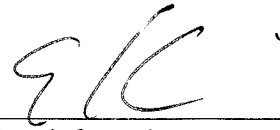
PLANT MANAGER'S MONTHLY REPORT

1. The new sodium hypochlorite bulk tanks have been delivered. After removing the old tank, we discovered the floor underneath the tank must be repaired prior to tank placement; not only is the floor uneven, steel rods are slightly protruding the floor.
2. Electrical switchgear that was installed during the Ultraviolet Disinfection Project faulted several times in the month of August. This prevented the plant from coming off of generator power and back to utility power. Circle Electric was called for assistance; they had to reset the equipment manually. As suggested by Circle Electric, plant staff attempted to reproduce the fault during normal business hours; however, each attempt to transfer load worked flawlessly. Since this electrical equipment is critical to operations, plant staff will continue to investigate this issue.
3. Henry Clay meter was replaced with the repaired Green Tree meter. Low voltage wiring was installed in a way that prevents moisture within liquid-tight conduit from entering meter head. A float was installed to alarm when pit floods.
4. Fluoride bulk tanks have been drained and the residual chemical has been diluted with finished water—diluted water will be fed into the water so that none of this expensive chemical will be wasted. Once the fluoride is sufficiently removed from the tank, all of the valves and fittings will be replaced. With the recent problem with the sodium hypochlorite tank, we are aware of the long-term effects pertaining to the exposure of concentrated chemicals. We are concerned that PVC materials and Viton seals have degraded over time.
5. A 4” backflow preventor was installed on our line that supplies water to the outdoor hydrants. The work was performed by Gruanu in compliance with state and local regulations. This replaces the unit that failed during our annual inspection this spring.
6. High Service #2 discharge valve is not operating properly. Even with daily exercise, the valve will not operate consistently. Often, an operator will have to repeatedly knock the actuator with a hammer to initiate travel. Given the age and condition of the actuator, we are investigating replacement with an electric actuator or replacement of valve itself.

RESPONSE TO VILLAGE OF SHOREWOOD'S REQUEST FOR WATER SERVICE PROPOSAL

The Commission discussed the status of Shorewood's request for water service and directed the Plant Manager to send a copy of the last correspondence to the Village President Guy Johnson and invite him and other representatives to the next Commission meeting to further discuss the request for water service.

There was no further regular business and the meeting adjourned at 9:28 A.M. The next scheduled meeting will be on Wednesday, September 8, 2010 at 7:30 A.M.



Eric Kiefer, Plant Manager & Recording Secretary