

**NORTH SHORE WATER COMMISSION
MEETING OF December 1, 2010**

A meeting of the North Shore Water Commission was held at the Filtration Plant, 400 West Bender Road, Glendale, Wisconsin on Wednesday, December 1, 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 & 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 meetings held Wednesday, November 10, 2010 and Thursday, November 11, 2010 be approved as drafted.

PRELIMINARY MONTHLY REPORT OF PLANT OPERATIONS

Because the Commission meeting was scheduled for the first of the month, significant portions of data could not be presented. A preliminary report was presented to show some data from November 1 through November 28.

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 November, 2010 be approved and authorization was given to the Fiscal Agent to make such payments:

Advanced Integrated Security Systems (1-yr single button personal alarm monitoring)	540.00
Badger Meter (maintain and test mag meter)	634.03
Butters-Fetting (HVAC maintenance)	1,092.00
Cintas (uniform and janitorial supplies)	229.38
Diversified Benefit Services (section 125 plan administration)	90.88
Eric Kiefer (postage)	11.22
Grainger (storage rack, fuses, ballast, painting supplies, saw blades, and gauge)	706.34
Hach (lab supplies)	1,427.73
Hydrite (treatment chemical: aqua ammonia)	425.00
KA Steel (treatment chemical: sodium hypochlorite)	1,206.83

McMaster-Carr (hardware and plumbing supplies)	324.17
Modular Piping Supply (sodium hypochlorite tank plumbing materials)	2,262.36
Pristine Water Solutions (treatment chemicals: phosphates)	2,052.60
Rotroff Jeanson (monthly accounting service)	875.00
Village Ace Hardware (paint and hardware)	164.37
Village of Fox Point (fuel)	62.17
Waste Management (waste disposal)	347.85
Wilkens-Anderson (lab supplies)	213.87
William Reid (instrument maintenance supplies)	644.16
Wisconsin State Lab of Hygiene (proficiency testing and fluoride analysis)	533.00
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SUB-TOTAL	\$13,842.96
 <u>Maintenance Reserve</u>	
Emerson (SCADA Upgrade Project: controller cards)	3,870.90
Swan Analytical (chlorine analyzer approved at November Commission Meeting)	7,437.25
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SUB-TOTAL	\$11,308.15
TOTAL	<hr/> <hr/> \$25,151.11

DISCUSSION AND APPROVAL TO AUTHORIZE PLANT MANAGER AND COMMISSION'S ACCOUNTING FIRM TO PAY UTILITY AND SERVICES INVOICES

The Plant Manager explained that because of the timing of the meeting, more invoices would arrive and would be due before the next Commission Meeting. To avoid late fees and penalties, the Plant Manager suggests the Commission authorizes Plant Manager and accounting firm to pay reoccurring service and utility invoices.

After discussion, it was moved by Mr. Maslowski, seconded by Mr. West, and unanimously carried that the Commission authorize the Plant Manager and the Commission's accounting firm to pay reoccurring expenses for utilities and services that arrive in the month of December and are due before the next regular Commission Meeting.

DISCUSSION AND APPROVAL OF FIRST PAYMENT TO STRAND ASSOCIATES FOR ENGINEERING SERVICES RENDERED UNDER TASK ORDER NUMBERS: 10-04, 10-05, AND 10-06

After discussion, it was moved by Mr. West, seconded by Mr. Maslowski, and unanimously carried that the Commission approve payment to Strand Associates in the amount of \$14,300.00. Funding to come from each community based on current capital allocation percentages.

DISCUSSION OF ENGINEERING STUDY PERTAINING TO THE POTENTIAL SALE OF WATER TO SHOREWOOD

The Plant Manager discussed changes to the engineering proposal that were made since it was originally presented by the Village of Shorewood at the November meeting. The changes meet the requirements of the Commission for funding half of

Phase I of the project. The Village of Shorewood accepted the proposal and the engineering firm, Ruekert Mielke, has started its efforts.

PLANT MANAGER'S MONTHLY REPORT

1. Plant staff is plumbing the new sodium hypochlorite tanks to existing system.
2. The shelving units and supplies that were stored in the chemical feed room have been relocated into the motor room and other storage cabinets. Prior to moving shelving units into motor room, they were repaired and painted.
3. Reservoir level monitoring equipment has been assembled into units—one unit for each of the four reservoirs. In addition, four reservoir hatches have been modified to accommodate the new units. Depth probes and ultrasonic sensors have been tested as well as the radios they are connected to. The units will not be installed permanently until a new SCADA device is installed as a part of the 2011 Capital Improvement Plan.
4. The SWAN chlorine analyzer has been installed in the lab to replace the old HACH analyzer.
5. Plant staff started annual cleaning and the fountain was taken down for the year.

NEXT MEETING DATE AND ADJOURMENT

The meeting adjourned at 7:47 A.M. The next scheduled regular meeting will be on Wednesday, January 12, 2010 at 7:30 A.M.



Eric Kiefer, Plant Manager & Recording Secretary