

**NORTH SHORE WATER COMMISSION  
MEETING OF January 13, 2011**

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

Meeting was called to order at 7:31 A.M.

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

Also present: Eric Kiefer, Plant Manager & Recording Secretary; Jonathan Lee, Computer Administrator; Virginia Wendt, engineer from Strand Associates; Dan Vliet, labor attorney

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

CLOSED SESSION

At 7:32 A.M., it was moved by Mr. West, seconded by Mr. Maslowski, and unanimously carried by roll call vote that the Commission meet in closed session pursuant to section 19.85(1)(c) Wisconsin Statutes to deliberate and discuss the terms of its labor agreement with the Local 1486 and to review the performance of the Plant Manager.

The Commission reconvened into regular session at 7:52 A.M.

MINUTES

It was moved by Mr. Maslowski, seconded by Mr. West, and unanimously carried that the minutes for the meeting held Wednesday, December 1 be approved as drafted.

MONTHLY REPORTS OF PLANT OPERATIONS

Monthly reports of plant operations for November and December were 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 December, 2010 be approved and authorization was given to the Fiscal Agent to make such payments:

American Red Cross (CPR, first aid, bloodborne pathogen training)	596.00
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Buelow Vetter (legal services)	6,549.50
CDWG (replacement monitor)	149.32
Cintas (uniform and janitorial supplies)	587.35
Cintas Fire Protection (fire extinguisher inspection and service)	314.80
Diversified Benefit Services (section 125 plan administration)	92.64
Eric Kiefer (reimb: paper, paper cutting, meal, postage, sign, and printer ribbons)	180.94
FedEx Kinko's (copying and binding)	94.76
Fisher Scientific (lab supplies)	350.34
Fuchs & Boyle (legal services)	19.50
General Chemical (treatment chemicals: alum)	5,325.01
Glendale Water Utility (storm and environmental charges)	414.90
Grainger (filters, mats, gloves, tools, and tubing)	379.48
Great America (lease payment for office copier)	87.00
Hach Company (lab supplies)	59.95
Hawkins (treatment chemical: aqua ammonia)	169.60
Home Depot (shelving units and plywood)	365.87
Hydrite (treatment chemical: aqua ammonia)	245.00
Idexx (lab supplies)	3,533.82
KA Steel Chemicals (treatment chemical: sodium hypochlorite)	2,444.15
Nalco (treatment chemical: polymer)	774.00
Occupational Health Centers (respirator fit testing and services)	545.00
Paul Potvin (reimb: coursework for certification renewal)	225.00
Rotroff Jeanson (monthly accounting services)	875.00
Pristine Water Solutions (treatment chemicals: phosphate)	2,052.60
Superior Chemical (janitorial supplies)	85.50
Time Warner Cable (Klode phone)	32.00
Time Warner Cable (internet service)	764.80
Underwriters Laboratories (water sample testing)	76.50
UPS Store (shipping)	82.35
US Cellular (cellular phone service)	40.18
Village Ace Hardware (electrical supplies)	29.31
Village of Fox Point (fuel for truck)	67.07
Waste Management (garbage disposal)	367.15
We Energies (Bender electric)	12,065.80
We Energies (Henry Clay electric)	24.30
We Energies (Klode electric)	4,302.86
We Engeries (Bender gas)	3,346.16
We Energies (Klode gas)	10.23
Weimer Bearing (part for sludge pump)	239.83
Wilkens-Anderson (lab supplies and meter replacement)	1,175.80
Wisconsin state lab of hygiene (fluoride testing)	40.00
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SUB-TOTAL	\$49,181.37

Bills Paid Before Commission Meeting (authorization given at December Meeting)

AT&T (remaining phone bill at Klode park)	3.23
Batteries Plus (battery replacement)	159.99
Fuchs & Boyle (legal service)	107.25
Great America (lease payment for office copier)	87.00
Office Copying Equipment (monthly maintenance agreement payment)	20.90

Time Warner Cable (Klode phone)		32.00
Time Warner Cable (internet service)		764.80
Underwriters Lab (monthly lab analysis)		76.50
US Cellular (cellular phone service)		45.26
We Energies (Bender electric)		12,088.47
We Energies (Klode electric)		3,648.15
We Energies (Bender gas)		1,797.69
We Energies (Klode gas)		9.61
Wisconsin Department of Agr., Trade, and Cons. Protection (lab cert. renewal)		680.00
	SUB-TOTAL	\$19,520.85
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<u>Maintenance Reserve</u>		
Emerson (SCADA upgrade equipment)		4,680.10
	SUB-TOTAL	\$4,680.10
	TOTAL	\$73,382.32

REPORT BY STRAND ASSOCIATES REGARDING CAPITAL IMPROVEMENT PROJECTS

Virginia Wendt from Strand Associates provided the Commission with an update regarding the capital improvement projects that are being planned for 2011. She described notable changes since the November 2010 Commission meeting. Although they have billed 93% of the total budget for work correlating to 80% completion, Ms. Wendt explained all of the work is in scope and the Commission is not responsible for paying for the additional effort required in the polymer feed system design and the structural analysis. Unless the Commission directs future out-of-scope efforts, the Commission will only be responsible for a sum not to exceed the contracted lump sum fee.

DISCUSSION AND APPROVAL OF INVOICES 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 \$21,862.00. Funding to come from each community based on current capital allocation percentages.

DISCUSSION AND APPROVAL OF THE 2011 CONTROL SYSTEM SUPPORT AND PREVENTATIVE MAINTENANCE AGREEMENT WITH STARNET TECHNOLOGIES

After discussion, it was moved by Mr. West, seconded by Mr. Maslowski, and unanimously carried to authorize the Plant Manager to execute the 2011 Control system support and preventative maintenance agreement with Starnet Technologies for \$10,880.00.

DICUSSION OF SHOREWOOD'S PROPOSAL FOR BECOMING A MEMBER OF THE NORTH SHORE WATER COMMISSION AND RESULTING ACTION

Shorewood provided the Commission with a proposal for becoming a member of the Commission that was dated January 6, 2011. The proposal was discussed in regards to how figures were derived, their accuracy, and the need for further

analysis. Mr. Maslowski provided the Commission with a report that was prepared by Conley, McDonald, Sprague & Co. in 1974 entitled, "Financial Study Showing Possible Benefits to the Participants of the North Shore Water Supply System by Furnishing Water to the Village of Bayside." It was the consensus of the Commission that it may be beneficial to investigate a similar methodology to calculate the capital buy-in cost for Shorewood. The Plant Manager will contact the Plant's auditor, Baker Tilley, to discuss the matter further and take action accordingly.

#### DISCUSSION OF CHROMIUM

The Plant Manager discussed the current news regarding chromium-6 and the recommended monitoring guidance published by the USEPA. After discussing the differences between chromium in its different oxidation states and the potential health effects that are being reviewed by the USEPA, it was the sense of the Commission that Plant Manager should arrange for the testing of chromium-6 at the raw water sample tap (intake water) and the finished water sample tap (water entering the distribution system). The results will be discussed at the next regular Commission Meeting as well as future monitoring efforts for chromium-6.

#### DISCUSSION OF THE CURRENT STATE AND VISION OF PLANT

The Plant Manager discussed his recommendations for a future facilities study in 2012 to be used as a planning tool for future capital improvements. Over the course of the year, the Plant Manager plans on providing the Commission with more detail regarding the specifics of the facilities study, request for proposals, and estimation of engineering service.

The Plant Manager also recommended that the Commission review several options regarding staffing solutions to be implemented after the Computer Administrator's position expires on 12/31/2011. Discussion of this matter is to be placed on the agenda for February.

#### PLANT MANAGER'S MONTHLY REPORT

1. To improve filter performance, 4 of the 8 rapid sand filters were drained and taken out of service. At any time, these filters can be backwashed and put back into service should there be an urgent need for immediate water production.
2. The sludge pump motors for pumps #1 and #2 in the lower basement have been removed. Plant staff is currently working on replacing the motors.
3. CPR, first aid, and bloodborne pathogen training was conducted in December.
4. Respirator fit tests and other required evaluations were conducted for all employees that are expected to handle chemicals.
5. Installation of the replacement bulk sodium hypochlorite tank was completed in December. The storage system has enough capacity to hold a maximum of 5,000 gallons, which is 1,000 gallons less than the original

configuration, but is large enough to accept a full semi-tanker load.

6. Plant staff cleaned and organized the plant. A significant amount of scrap metal was found and recycled.

NEXT MEETING DATE AND ADJOURMENT

The meeting adjourned at 9:15 A.M. The next scheduled regular meeting will be on Wednesday, February 9, 2011 at 7:30 A.M.



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Eric Kiefer, Plant Manager & Recording Secretary