

**NORTH SHORE WATER COMMISSION
MEETING OF May 4, 2011**

A meeting of the North Shore Water Commission was held at the Filtration Plant, 400 West Bender Road, Glendale, Wisconsin on Wednesday, May 4, 2011.

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

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

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

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

CLOSED SESSION

At 7:31 A.M., it was moved by Mr. Naze, seconded by Mr. Maslowski, and unanimously carried by roll call vote that the Commission meet in closed session pursuant to section 19.85(1)(g) Wisconsin Statutes to confer with legal counsel regarding a worker's compensation case the Commission is involved in.

The Commission reconvened into regular session at 7:45 A.M.

MINUTES

It was moved by Mr. Naze, seconded by Mr. Maslowski, and unanimously carried that the minutes for the meeting held Wednesday, April 13 be approved as drafted.

MONTHLY REPORT OF PLANT OPERATIONS

Mr. Kiefer mentioned that Whitefish Bay is using significantly less water this year than last year. Meters were replaced with calibrated meters last year and SCADA data agrees with the meter readings displayed on the meter heads. There doesn't appear to be any problem; however, staff will continue to monitor the situation.

The monthly report of plant operations for April 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. Naze, seconded by Mr. Maslowski and unanimously carried that the following bills for the month of April, 2011 be approved and authorization was given to the Fiscal Agent to make such payments:

Allied Electronics (electrical supplies to fix dehumidifier)	60.78
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Brooks Rand Labs (total chromium analysis-ultra low level)	120.00
Cintas (uniform and janitorial supplies)	203.46
Columbia Analytical Services (chromium-6 analysis)	400.00
Diversified Benefit Services (section 125 plan administration)	90.00
Eric Kiefer (reimb: postage)	39.60
Fuchs & Boyle (legal services)	497.25
General Chemical (treatment chemical: aluminum sulfate)	5,546.40
Grainger (hardware, plumbing supplies, fuses, tape, and lamps)	142.60
Graybar (control wire for chemical transfer pumps)	659.18
Great America (lease payment for office copier)	87.00
Hawkins (treatment chemicals: aqua ammonia and polymer)	1,104.20
Jonathan Lee (reimb: certification renewal)	45.00
KA Steel Chemicals (treatment chemical: sodium hypochlorite)	2,995.10
LR Meter Testing (school road meter testing)	311.80
McMaster Carr (tube, fittings, clamps, valves)	153.44
Milwaukee 7 Water Council (renew annual membership)	1,000.00
Paul Potvin (reimb: certification renewal)	99.00
Rotroff Jeanson (monthly accounting services)	875.00
Superior Lamp Inc. (fluorescent lamps)	478.05
Swan (part for Swan analyzer)	176.10
Time Warner Cable (Klode phone)	32.13
Time Warner Cable (internet service)	764.80
UPS Store (shipping)	133.29
USABluebook (chlorine and turbidimeter kits)	1,274.33
Village Ace Hardware (hardware)	8.07
Village of Shorewood (water system engineering study, NSWC's share)	2,337.95
Waste Management (garbage disposal)	400.92
Water Research Foundation (renewal of annual membership)	2,999.70
We Energies (Henry Clay electric)	11.75
Wilkens-Anderson (lab supplies)	57.92
Wisconsin State Lab of Hygiene (fluoride analysis)	40.00
SUB-TOTAL	\$23,144.82
<u>Maintenance Reserve</u>	
USABluebook (security cameras and equipment)	2,103.80
SUB-TOTAL	\$2,103.80
TOTAL	\$25,248.62

DISCUSSION AND APPROVAL OF INVOICE FROM STRAND ASSOCIATES FOR ENGINEERING SERVICES RENDERED UNDER TASK ORDER NUMBER 10-04, 10-05, 10-06

It was moved by Mr. Naze, seconded by Mr. Maslowski, and unanimously carried that the Commission approve payment to Strand Associates in the amount of \$402.00. Funding to come from each community based on current capital allocation percentages.

DISCUSSION AND APPROVAL OF RAW WATER PUMP AND MOTOR REPAIRS

Mr. Kiefer discussed the current pump situation at Klode Park. One of the four pumps, raw water pump #2, is inoperable. This pump has a mechanical problem

within the pump itself and an electrical problem within the motor. While there are 3 other pumps at this station, raw water pump #2 is one of two pumps that has a VFD. This feature is necessary to maintain our current electric rates and to prevent the starting and stopping of our rapid sand filters. Unfortunately, the other VFD pump has a cooling fan that is out of service—while operable, it will frequently fault on hot days.

Proposals were solicited from contractors to pull the pump and motor, inspect the equipment, evaluate parts as necessary, provide a report detailing suggested repairs, and reinstall pump and motor with a mechanical seal. A second proposal would come after the inspection to repair the pump and motor. The bid tabulation was presented and discussed.

Circle Electric's proposal was deemed non-responsive because they did not provide a proposal for the pump work and there was no other proposal that was unassociated with a motor proposal which could allow for Circle Electric's proposal to be considered. Although Layne Christensen Company's proposal was the apparent low bid, their bid was deemed non-responsive because it did not include the installation of a mechanical seal in the base bid. The next low bid was from Water Well Solutions. Their bid was deemed to be responsive and responsible.

It was moved by Mr. Naze, seconded by Mr. Maslowski, and unanimously carried that the Commission accept Water Well Solutions proposal for a fee not to exceed \$10,750 pending review of contract by legal counsel. Funding to come from the operating fund.

DISCUSSION OF SHOREWOOD'S REQUEST TO BECOME A MEMBER

Mr. Kiefer mentioned that Shorewood's engineering study appears to be near completion and that there does not appear to be any engineering issues. The final report is due soon.

Mr. West discussed the need to notice closed sessions on the agenda regarding this matter starting next month.

COMPUTER ADMINISTRATOR'S QUARTERLY REPORT

Jonathan Lee presented his 12th report on the SCADA Upgrade project. In summary, Mr. Lee presented that RTU5 and WFB upgrades are complete. RTU5 controls five of the pumps in the motor room, powers the horn and bell and receives alarm information from the plant-wide UPS. WFB controls the booster pump and fill valve of the Whitefish Bay water tower. RT11, the RTU that connects to the remote sites, is 80% complete. The main program has been offloaded to the RTUs it once controlled. Communication failure protocols have been added to the raw water pumping station. With these updates the upgrade project is ahead of schedule. The complete report is on file.

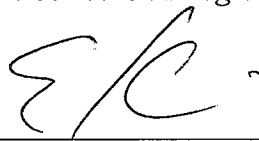
PLANT MANAGER'S MONTHLY REPORT

1. Surface sandwash nozzles have been replaced and external surfaces have been pressure washed for all 8 rapid sand filters. Several surface sandwash arms will require additional maintenance to get them rotating at full speed.

2. The compressed air system at Bender has a moisture removal system that is under-performing. Oil from the compressor fouled the desiccant which caused excessive water to accumulate in pneumatic devices which has ultimately led to unexpected valve actuation problems. Plant staff installed an oil separator and made arrangements to replace all of the desiccant in the system.
3. Second quarter chromium results is now available. Raw water was found to have 0.349 ppb of total chromium and 0.190 ppb of chromium-6. Finished water leaving the plant was found to have 0.216 ppb of total chromium and 0.192 ppb of chromium-6.
4. Plant staff installed fans in the enclosure controlling the dehumidifier. Lack of air flow has resulted in repeated overheating failures over the past couple years. Since the fans have been installed, we have not noticed any problems with the system.
5. River Run Computers, Inc. has been retained to evaluate our aging IT system (excluding the SCADA system) and make recommendations for routine upkeep as well as capital replacements in the near future. Scope also includes providing cost estimates.
6. T.E. Brennan Company has been retained to review our insurance policies and to meet with the Commission in June to provide assistance during the renewal process.
7. The Plant Manager has entered into the following agreements in accordance to the purchasing policy:
 - River Run Computers, Inc.: IT evaluation and recommendations--fee not to exceed \$1,800.
 - T.E. Brennan Company: Insurance evaluation and recommendations--hourly fee of \$200 per hour for consultant services, \$60 per hour for administrative services, reimbursable expenses (i.e. postage, travel, etc.) will also be charged.

NEXT MEETING DATE AND ADJOURMENT

The meeting adjourned at 8:33 A.M. The next scheduled regular meeting will be on Wednesday, June 8, 2011 at 7:30 A.M.



Eric Kiefer, Plant Manager & Recording Secretary