

**NORTH SHORE WATER COMMISSION  
MEETING OF November 9, 2011**

A meeting of the North Shore Water Commission was held at the Filtration Plant, 400 West Bender Road, Glendale, Wisconsin on Wednesday, November 9, 2011.

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

Present: Michael West, Chairman; Dave Eastman, Alternate for Glendale;  
Daniel Naze, Member

Also present: Eric Kiefer, Plant Manager & Recording Secretary; John Mayer, Rate  
Consultant

Absent: Richard Foster, Alternate for Whitefish Bay; Susan Robertson,  
Alternate for Fox Point; Richard Maslowski, Secretary

MINUTES

It was moved by Mr. Naze, seconded by Mr. Eastman, and unanimously carried that the minutes for the meeting held Wednesday, October 12, 2011 be approved as drafted.

MONTHLY REPORT OF PLANT OPERATIONS

Mr. Kiefer discussed the recent replacement of the Glendale master meter and the Green Tree master meter with calibrated spares. There was no observable difference in the flow split after the exchange.

The monthly report of plant operations for October 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. Eastman and unanimously carried that the following bills for the month of October, 2011 be approved and authorization was given to the Fiscal Agent to make such payments:

<u>Vendor</u>	<u>Amount</u>
CDW-G (network attached storage device)	259.61
Cintas (uniform and custodial supplies)	351.30
Diversified Benefit Services (section 125 plan admin)	90.00

Duane Ziege (reimb for certification renewal)	45.00
Eric Kiefer (reimb for postage, certified mail, lunch)	120.48
FedEx Office (late fee)	25.00
Fuchs & Boyle (legal services)	117.00
Grainger (shaft coupler, lamps, gloves, float, painting supplies, heater cable, duct tape, pipe ins.)	1,691.34
Great America (lease payment for copier/printer)	87.00
Hach Company (reagents, ionic strength adjuster)	255.25
Hawkins (treatment chemicals: aqua ammonia and polymer)	717.30
Home Depot (shelving unit)	77.97
Idexx (Quantitray vessels)	325.88
John Mayer (professional services pertaining to analysis of potential Shorewood connection)	1,480.00
KA Steel (treatment chemical: sodium hypochlorite)	2,189.50
Northern Lake Service (late fee)	0.80
Office Copying Equipment (maintenance payment)	22.03
Pristine Water Solutions (treatment chemical: phosphate)	2,196.30
Rotroff Jeanson (monthly accounting service)	875.00
Time Warner Cable (Klode phone)	32.36
Time Warner Cable (Internet)	764.80
Urich (locks sets, locksmith services)	465.00
US Cellular (plant cell phones)	34.22
USABluebook (chemical feed pump, gaskets, reagents)	1,107.81
Verizon (internet service, meter cabinet)	39.99
Village Ace Hardware (paint and prep chemicals, epoxy glue, misc hardware and tools)	290.55
Village of Fox Point (fuel for truck)	80.03
Village of Whitefish Bay (Klode water bill)	220.15
Waste Management (waste disposal)	425.63
We Energies (Bender electric)	13,922.82
We Energies (Green Tree electric)	4.52
We Energies (Klode electric )	3,927.23
We Energies (Bender gas)	388.09
We Energies (Klode gas)	10.34
Wilkens-Anderson (petri dishes, reagents)	144.94
Wisconsin State Lab of Hygiene (fluoride analysis)	20.00
SUB-TOTAL	\$32,805.24

Maintenance Reserve

SUB-TOTAL	\$0.00
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TOTAL

\$32,805.24

PAYMENT REQUEST FROM JF AHERN

Mr. Kiefer presented the third payment request from J.F. Ahern and confirmed the payment request was appropriate based on the work completed to date. It was moved by Mr. Naze, seconded by Mr. Eastman, and unanimously carried that the Commission approve payment to J.F. Ahern in the amount of \$47,313.61. Funding to come from each community based on current capital allocation percentages.

PAYMENT REQUEST FROM STRAND ASSOCIATES

Mr. Kiefer presented a payment request from Strand Associated and confirmed the payment request was appropriate based on the work completed to date. It was moved by Mr. Naze, seconded by Mr. Eastman, and unanimously carried that the Commission approve payment to J.F. Ahern in the amount of \$660.00. Funding to come from each community based on current capital allocation percentages.

RESOLUTION REGARDING ASSIGNMENT OF FUNDS

Mr. Kiefer briefly discussed GASB 54 and its effect on the Commission. He presented a resolution addressing the requirements of GASB 54 that would allow the Plant Manager to assign resources to funds. In absence of a resolution, Mr. Kiefer said the Commission would be the only authority to make such assignments. The Commission discussed the proposed resolution but took no action.

CHEMICAL BIDS

Mr. Kiefer presented a tabulation of quotations for treatment chemicals in 2012. Recommendations were made by Mr. Kiefer based on cost and regulatory concerns.

Ammonium Hydroxide (19%): Hawkins, \$0.23/lb  
Sodium Hypochlorite (12.5%): KA Steel, \$0.7168/gal  
Hydrofluosilic Acid (23%): Alexander, \$695/ton  
Liquid Aluminum Sulfate: General Chemical, \$480/dry ton  
Phosphate (SK-7661): Pristine Water Solutions, \$381.24/55-gal drum  
Polymer (Aqua Hawk 6527): Hawkins, \$0.875/lb  
Polymer (Veligon TL-M): Nalco, \$1.11/lb

It was moved by Mr. Naze, seconded by Mr. Eastman, and unanimously carried that the Commission approve the quotations as recommended by the Plant Manager.

PROPERTY INSURANCE POLICY

When insurance policies were renewed at the August meeting, the Commission directed the Plant Manager to investigate whether additional ordinance and law coverage is necessary. Mr. Kiefer presented his findings regarding the matter and reported the exposure in this area is approximately \$0.25 M. Because the current policy provides \$2 M of coverage, Mr. Kiefer did not recommend the purchase of additional coverage. The Commission discussed the matter and took no action.

#### INTERN

Mr. Kiefer discussed the request of Robert Erickson to work as an unpaid intern for 216 hours. He is a student of Moraine Park Technical College and is required to complete an internship at a water or waste water treatment facility to graduate. Because the position is unpaid and would require only a small amount of time by staff to manage, Mr. Kiefer expressed his opinion that such an internship would be beneficial for the Commission.

It was moved by Mr. Naze, seconded by Mr. Eastman, and unanimously carried that the Commission accept Robert Erickson's request to work as an unpaid intern for a period not to exceed 216 hours.

#### SCADA UPGRADE PROJECT PEER REVIEW

Mr. Kiefer presented the Commission with a report from CDM that summarized their progress and findings of the peer review and validation of the SCADA Upgrade Project. This report is preliminary; a final report is anticipated by the December meeting.

Mr. Kiefer referred to Section 4 of the report and clarified that CDM's concerns are for items that are beyond the scope of the SCADA Upgrade Project. Consequently, Jonathan Lee was not expected to address these items during the upgrade.

The Commission discussed the report and requested that CDM organize the report with respect to their scope and that concerns and deficiencies are clearly identified as being in the scope of work or out of the scope of work outlined in the SCADA Upgrade Project. Mr. West directed the Plant Manager to agenda presentation and discussion of the final report and possible action to authorize payment of Mr. Lee's bonus at the December meeting for timely completion of the SCADA Upgrade Project.

#### DISCUSSION OF SHOREWOOD'S REQUEST TO BECOME A MEMBER

Mr. West acknowledged the letter written by Village President Guy Johnson which notified the Commission that Shorewood is interested in negotiating with the Commission.

#### PLANT MANAGER'S MONTHLY REPORT

1. The Glendale master meter was replaced with a calibrated spare as well as the Green Tree meter.
2. The North Shore Fire Department and NSWC staff completed a 3-day course of confined space safety training. Basin 4 was used in this exercise.
3. Representatives from Mequon, Cedarburg, and Grafton met at the plant to discuss the feasibility of supplying water to them in a long range plan.
4. Representatives from the Milwaukee metro area met to discuss water sampling techniques and water quality issues; NSWC was one of the main presenters. Consequently, several utilities have inquired about using our lab to perform routine coliform sampling because of our proximity.
5. A network attached storage (NAS) device was connected to the SCADA server and was set up to make daily backups. This system is in place as a temporary solution until a new server is purchased next year.
6. All of the door locks were re-keyed at the Bender facility.

#### CLOSED SESSION

At 8:10 A.M. it was moved by Mr. Naze, seconded by Mr. Eastman, and unanimously carried that the Commission enter into closed session pursuant to section 19.85 (1)(e) of Wisconsin Statutes to discuss and contemplate possible terms of an agreement with Shorewood which would provide them membership in the North Shore Water Commission.

At 8:59 A.M. it was moved by Mr. Naze, seconded by Mr. Eastman, and unanimously carried that the Commission reconvene into open session.

No action was taken regarding matters taken up during in closed session.

#### NEXT MEETING DATE

The next scheduled regular meeting will be on Wednesday, December 14, 2011 at 7:30 A.M.

#### ADJOURNMENT

It was moved by Mr. Eastman, seconded by Mr. Naze, and unanimously carried to adjourn at 9:00 A.M.

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

Eric Kiefer, Plant Manager & Recording Secretary