

THE NORTH SHORE WATER COMMISSION
MEETING OF September 8, 2010

A meeting of the North Shore Water Commission was held at the Filtration Plant, 400 West Bender Road, Glendale, Wisconsin on Wednesday, September 8, 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; Duane Ziege, Working Foreman

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, August 11, 2010 be approved as submitted.

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

AC Engineering (investigation of Bender transfer switch problem)	648.10
AT&T (Klode phone)	62.08
Buelow Vetter (Legal services)	2,067.00
Butters-Fetting (back flow testing and certification)	1,614.21
Cintas (uniform and janitorial supplies)	403.89
Circle Electric (emergency support with Bender transfer switch)	525.00
Diversified Benefit Services (section 125 plan administration)	90.88
Eric Kiefer (postage)	41.87
Fisher Scientific (lab supplies)	59.98
Fuchs & Boyle (legal service)	58.50
Grainger (hardware and office supplies)	311.16
Hach (lab supplies)	1,697.07
Home Depot (vacuum cleaner)	159.00
Hydrite (treatment chemical: aqua ammonia)	850.00
Idexx (lab supplies)	1,615.56
Industrial Towel and Uniform (coverall replacement charge)	93.00

KA Steel (treatment chemical: sodium hypochlorite)	1,315.33
Lab Safety Supply (plastic trays for hypo and fluoride transfer pump replacement)	279.00
Lincoln Contractors (tool rental)	312.98
McMaster-Carr (plumbing supplies, non-corrosive mounting materials, elec. supp.)	468.57
Modular Piping Supply (valves, gaskets, and plumbing supplies)	2,373.29
Nalco (treatment chemical: polymer)	774.00
Personnel Concepts (right to know posters)	177.85
Pristine Water Solutions (treatment chemical: phosphate)	2,052.60
R&R Insurance (causality insurance policies renewal)	34,505.00
Rotroff Jeanson (monthly accounting service)	875.00
Strand Associates (engineering services-Bender & Klode drawings, ADA review)	5,375.00
Superior Lamp (lighting supplies)	644.43
Time Warner Cable (internet service)	764.80
US Cellular (cell phones)	48.27
USA Bluebook (fluoride day tank, storm water test kits)	928.46
Village of Fox Point (fuel for truck)	62.24
Waste Management (waste disposal)	341.23
We Energies (Bender electric)	15,599.59
We Energies (Klode electric)	4,333.31
We Energies (Henry Clay electric)	13.25
We Energies (Bender gas)	1,789.87
Wilkens-Anderson (lab supplies)	589.10
Wisconsin Water Association (annual conference registration)	295.00
SUB-TOTAL	\$84,215.47

Maintenance Reserve

USA Bluebook (fluoride and sodium hypochlorite transfer pumps)	12,414.00
William Reid LTD (bulk sodium hypochlorite tanks)	4,745.15
SUB-TOTAL	\$17,159.15

TOTAL **\$101,374.62**

ANNUAL OPERATION AND MAINTENANCE BUDGET FOR 2011

The Commission discussed the budget prepared by the Plant Manager. After deliberation, it was moved by Mr. Maslowski, seconded by Mr. West, and unanimously carried that the operation and maintenance budget for 2011 be approved as presented.

ACCT. NO. & TITLE	2010 BUDGET	2011 BUDGET	% CHNG. 10 to 11
---SOURCE OF SUPPLY---			
6010--Labor & Super-Intake Crib	\$ -	\$ -	0.00%
6020--Intake Supplies & Expense	\$ -	\$ -	0.00%
6050--Maint. of Crib & Well	\$ 9,000	\$ 8,000	-11.11%
6070--Standby Service, Milw.	\$ 3,500	\$ 3,500	0.00%
6080--Great Lakes Withdrawal Fee	\$ -	\$ 9,625	*****

Subtotal	\$	12,500	\$	21,125	13.28%
---PUMPING EXPENSES---					
6210--Labor & Super., Klode	\$	117,000	\$	122,729	4.90%
6220--Electricity Expense	\$	248,000	\$	237,000	-4.44%
6230--Normal Supplies, Klode	\$	6,600	\$	6,630	0.45%
6240--Unusual Maint., Klode Pumps	\$	-	\$	20,000	*****
6251--Unusual Maint., Klode Supplies	\$	2,000	\$	2,000	0.00%
6252--Unusual Maint., Klode Labor	\$	2,000	\$	3,300	65.00%
6270--Unusual Maint., Bender Pumps	\$	4,000	\$	3,800	-5.00%
6275--Care Of Grounds	\$	3,500	\$	3,500	0.00%
Subtotal	\$	383,100	\$	398,959	4.14%
---PURIFICATION EXPENSES---					
6310--Labor & Super., Bender	\$	235,800	\$	243,505	3.27%
6320--Normal Supplies, Bender	\$	34,100	\$	37,000	8.50%
6330--Heating at Bender	\$	34,000	\$	24,000	-29.41%
6340--Disposal of Sludge	\$	7,000	\$	7,000	0.00%
6351--Unusual Maint., Bender Supplies	\$	16,000	\$	16,000	0.00%
6352--Unusual Maint., Bender Labor	\$	19,000	\$	19,000	0.00%
6360--Laboratory Expense	\$	25,000	\$	26,405	5.62%
6370--Instrumentation Expense	\$	23,500	\$	24,500	4.26%
6375--Care Of Grounds	\$	3,500	\$	3,500	0.00%
6380--Treatment Chemicals	\$	133,000	\$	105,504	-20.67%
Subtotal	\$	530,900	\$	506,414	-4.61%
---TRANSMISSION MAINS---					
6410--Labor & Super, Mains	\$	-	\$	1,300	*****
6420--Trans. Mains, Supply Exp.	\$	-	\$	-	0.00%
6450--Maintenance Of Reservoir	\$	6,000	\$	6,000	0.00%
6470--Maint. of Meters	\$	2,500	\$	2,500	0.00%
Subtotal	\$	8,500	\$	9,800	15.29%
---ADMINISTRATIVE & GENERAL---					
9200--Office & Admin. Salaries	\$	85,000	\$	85,000	0.00%
9210--Office Supplies & Expenses	\$	14,170	\$	14,170	0.00%
9220--Engineering Services	\$	20,000	\$	20,000	0.00%
9230--Professional Services	\$	45,140	\$	43,265	-4.15%
9240--Prop. & P.L. Insurance	\$	54,000	\$	60,000	11.11%
9260--Wisconsin Retirement	\$	48,000	\$	53,000	10.42%
9262--Employee Insurance	\$	114,500	\$	130,000	13.54%
9280--N.S.W.C. Expense	\$	3,000	\$	3,000	0.00%
9290--Employee Training	\$	9,150	\$	8,650	-5.46%
9300--Misc. General Expense	\$	2,000	\$	2,000	0.00%
9310--Recording Secretary	\$	1,300	\$	-	-100.00%
9330--Transportation Expense	\$	1,600	\$	2,000	25.00%
9360--General Outdoor Expense	\$	5,800	\$	5,800	0.00%
9370--Maint. of 516 W. Bender	\$	-	\$	-	0.00%
9400--F.I.C.A. Taxes	\$	34,000	\$	37,000	8.82%
9450--Contingencies	\$	5,000	\$	5,000	0.00%
Subtotal	\$	442,660	\$	468,885	5.92%

TOTAL \$ 1,377,660 \$ 1,405,183 2.00%

CAPITAL IMPROVEMENT PLAN AND CAPITAL IMPROVEMENT BUDGET

The Commission discussed the capital improvement plan for 2011 - 2015 and the capital improvement budget for 2011 that was prepared by the Plant Manager. After deliberation, it was moved by Mr. West, seconded by Mr. Maslowski, and unanimously carried that the capital improvement plan for 2011 - 2015 be approved by the Commission and that the capital improvement budget for 2011 be adopted by the Commission. Funding for capital improvements must be approved and financed by each member community.

CAPITAL IMPROVEMENT PLAN (2011 - 2015)

Year	Project	Cost
2010	Reservoir Level Monitoring Upgrade	\$24,146
2010	Klode Chemical Feed System Renovation	\$11,191
2010	Upgrade to Bender Fluoride Feed System	\$12,781
2010	TOTAL	\$48,118
2011	Reservoir Level Monitoring Upgrade	\$16,907
2011	Klode Chemical Feed System Renovation	\$38,241
2011	Upgrade to Bender Fluoride Feed System	\$46,428
2011	TOTAL	\$101,576
2012	Bender Chemical Feed Upgrade (Alum, Phosphate, Carbon)	\$78,000
2012	Pipe Label Maker	\$5,000
2012	Garden Tractor	\$5,000
2012	Domestic Water Meter Replacement	\$15,000
2012	Domestic Hot Water Heater	\$10,000
2012	TOTAL	\$113,000
2013	Electric and Valve Actuator Upgrade at Klode Park	\$90,000
2013	Upgrade Front Entryway	\$35,000
2013	TOTAL	\$125,000
2014	Master Meter Valve Replacement	\$120,000
2014	TOTAL	\$120,000
2014	Filter Wing Roof Membrane Replacement	\$120,000
2014	TOTAL	\$120,000

CAPITAL IMPROVEMENT BUDGET FOR 2011

2011	Reservoir Level Monitoring Upgrade	\$16,907
2011	Klode Chemical Feed System Renovation	\$38,241
2011	Upgrade to Bender Fluoride Feed System	\$46,428
2011	TOTAL	\$101,576

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

Strand Associates submitted Task Order No. 10-04, Task Order No. 10-05, and Task Order No. 10-06 in response to the Commission's request for proposals. The total lump sum fees for all of the task orders amounts to \$48,194. Bonestroo submitted a proposal in response to the Commission's request for proposals with a total lump sum fee of \$44,125.

After deliberation, it was moved by Mr. Maslowski, seconded by Mr. West, and unanimously carried to accept the task orders submitted by Strand Associates for assisting the Commission in its upgrade of the fluoride feed system, reservoir monitoring system, and Klode Park mussel control system and further authorized Plant Manager Eric Kiefer to execute the contract documents.

PLANT MANAGER'S MONTHLY REPORT

1. Plant staff resurfaced the floor and removed steel protrusions within the bulk sodium hypochlorite containment area (west side). Plant staff will be leveling the surface with leveling compound and applying an epoxy coating prior to placing the new sodium hypochlorite bulk tanks in the area.
2. An electrical engineer from AC Engineering studied our transfer switch problems at the Bender facility. It was determined that one of the breakers has a faulty "trip unit." Arrangements are being made to procure a replacement part for the breaker.
3. Plant staff replaced the broken fluoride day tank with a new tank last week. At the same time, the bulk tanks were cleaned. New valves and PVC lines were installed in the bulk fluoride containment area including a sight gauge.
4. Arrangements are being made to install the sodium hypochlorite and fluoride transfer pumps. One has been installed for the fluoride system on a temporary basis; this pump will require the use of the manual controls until new circuits can be wired by an electrician.
5. High service pump #2 is back in normal operation after months of unreliability. Plant staff rebuilt the control valve leading to the ball valve actuator. After this repair, the valve associated with the pump was able to open and close without impediment.
6. A confined space exercise is being coordinated in one of the treatment basins—all members of staff are being asked to attend. The North Shore Fire Department will also be participating in the exercise.
7. Plant Manager will be presenting research findings at WWA Annual Conference next week. Results to date have shown our conversion (and chemical feed changes) have not adversely affected the water quality.
8. The Plant Manager has entered into the following agreements in accordance to the purchasing policy:
 - Diversified Benefit Services: \$90/month (minimum monthly fee) for 2011 to administer the Section 125 Plan

- Time Warner Cable: \$29.95/month for 36 months for telephone service at Klode Park Pumping Station—cell phones do not work in the building because of topography and electrical noise (~\$60/month with current carrier)
- Time Warner Cable: \$29.95/month for 36 months for internet service at Henry Clay metering site—get status of meters instantly to prevent problems that occurred this year

NEXT MEETING DATE AND ADJOURNMENT

There was no further regular business and the meeting adjourned at 8:32 A.M. The next scheduled meeting will be on Wednesday, October 6, 2010.



Eric Kiefer, Plant Manager & Recording Secretary