

**NORTH SHORE WATER COMMISSION  
MEETING OF FEBRUARY 14, 2007**

A meeting of the North Shore Water Commission was held at the Filtration Plant, 400 West Bender Road, Glendale, Wisconsin on Wednesday, February 14, 2007.

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

Present: Richard Maslowski, Michael West and Mary Jo Lange and Alternate Bill Huegel

Also present was Plant Manager Eric Kiefer

Absent: Alternate Susan Robertson, Fox Point Village Manager and Alternate Rita Cheng, Whitefish Bay Trustee

It was moved by Ms. Lange and seconded by Mr. West that the minutes of the meeting held January 10, 2007 be approved as submitted. The motion carried unanimously.

The monthly report of plant operations was placed on file without motion.

MONTHLY BILLS

It was moved by Mr. West, seconded by Ms. Lange and unanimously carried that the following bills for January were approved and authorization given to the Fiscal Agent to make such payments:

|   |    |          |
|---|----|----------|
| Eric Kiefer (Petty cash)                        | \$ | 41.00    |
| AT&T (Service: Jan.,07.-Klode)                  |    | 23.67    |
| AT&T-SBC (Feb.,07. Service-Klode)               |    | 41.71    |
| AWWA (Standards on CD-ROM)                      |    | 1,694.00 |
| Bay Shore Graphics (Plant supplies)             |    | 34.48    |
| CDW-G (Office supplies)                         |    | 24.92    |
| Cingular (Jan.,07 Service.)                     |    | 55.73    |
| Cintas (Plant supplies)                         |    | 325.75   |
| Cole-Palmer (Table)                             |    | 406.60   |
| Ken Dobberfuhl (Best Practices Seminar-Mileage) |    | 28.62    |
| Fisher (Lab. Supplies)                          |    | 9,290.65 |
| General Chemical (Chemicals)                    |    | 2,233.01 |
| Grainger (Plant supplies)                       |    | 281.54   |
| Home Depot (Plant supplies)                     |    | 78.80    |
| Idexx (Lab supplies)                            |    | 1,510.36 |
| Industrial Towel & Uniform (Plant supplies)     |    | 154.21   |
| Eric Kiefer (Tech Sessions)                     |    | 100.00   |
| Leopold Co. (Plant supplies)                    |    | 1,660.53 |
| J.C. Licht (Paints)                             |    | 421.30   |
| McMaster-Carr (Plant supplies)                  |    | 181.87   |
| Joe Niklasch (Snow Removal: Jan. & Feb. 12, 07) |    | 225.00   |
| Northern Lake Service (Water analysis)          |    | 56.00    |
| North Woods Superior (Plant supplies)           |    | 437.20   |
| Barbara Patin (Sec. Service for Jan., 2006)     |    | 90.00    |
| Pristine Water (Chemicals)                      |    | 550.00   |

|  |               |
|--|---------------|
| Time Warner (Remote site com. & Internet service)                  | 455.21        |
| U.S. Cellular (Jan.,07 service-est.)                               | 63.22         |
| UPS Store (Lab samples)  | 128.08        |
| Underwriter Labs (Water analysis)                                  | 263.00        |
| K.A. Steel Chemicals (Chemicals)                                   | 3,822.48      |
| Vacuum Pump (Service Kit)  | 1,740.00      |
| Village Hardware (Plant supplies)                                  | 67.62         |
| Village of Whitefish Bay ( Phone line service: Feb., 2007-est.)    | 786.23        |
| Village of Whitefish Bay ( Electric service: 11/29/06 to 12/29/06) | 3,433.80      |
| Virchow, Krause & Co. (Audit Dec. 06 progress billing #1)          | 4,800.00      |
| Waste Mgt of Milwaukee (Service: Feb., 2007)                       | 239.44        |
| WE Energies( Electric: 01/01/07 to 02/01/07)                       | 12,391.74     |
| WE Energies( Gas- Bender service: 12/28/06 to 01/31/07)            | 10,385.33     |
| WE Energies( Gas- Klode service: 12/28/06 to 01/30/06)             | 17.04         |
| WE Energies( Gas- 516 W. Bender: 01/16/07 to 01/28/07)             | 72.04         |
| Wis. State Lab of Hygiene (Water analysis)                         | <u>788.00</u> |
|  | \$ 59,400.18  |

TOTAL

### 2006 AUDIT

Jon Knepel, auditor with Virchow Krause, was present and provided members with a draft of the 2006 Financial Statements for North Shore Water Commission. The audit determined there was a \$160,962 surplus in the General Fund on 12/31/06.

It was moved by Ms. Lange, seconded by Mr. West and unanimously carried that the Commission authorize the transfer of the surplus of \$160,962 from the General Fund to the Maintenance Reserve Fund.

### MOST RECENT EPA REGULATIONS

Eric Kiefer provided the following information on the latest EPA regulations and implications for the water treatment plant and the distribution systems of member communities.

#### **Long Term 2 Enhanced Surface Water Treatment Rule (LT2)**

##### Impact on NSWC

This regulation requires the filtration plant to monitor for Cryptosporidium, determine necessary treatment for Cryptosporidium (if necessary), implement treatment plan and perform necessary operations to stay in compliance with rule.

##### Compliance

UV has already been installed to inactivate Cryptosporidium; credits from state are pending review by water supply engineer.

#### **Stage 2 Disinfectants and Disinfection Byproducts Rule (Stage 2 DBPR)**

##### Impact on NSWC

This regulation requires the filtration plant and consecutive distribution systems to monitor and maintain levels of contaminants that result from chlorine

reacting with organic material in the water, referred to as disinfection byproducts (DBPs).

This rule has a significant impact on the NSWC and member communities. First, a study must be conducted in each distribution system to determine the “worst” conditions for DBPs to form—this study is called an Initial Distribution System Evaluation (IDSE). After the worst sites are located, the levels of contaminants must be monitored every quarter. If the certain residuals cannot be maintained, the water treatment plant must alter the treatment process and/or the distribution systems must change flushing routines to reduce DBP formation.

#### Compliance

Our capital improvement plan calls for a change to chloramine disinfection—an alternative disinfectant known to produce fewer DBPs than free chlorine. Regardless, each system must have a plan to perform an IDSE and submit it to the Environmental Protection Agency (EPA) by October 1, 2007. With the change of disinfectants, we anticipate qualifying for a reduced monitoring schedule in the future.

#### Special Notes

There are 2 methods for conducting the IDSE: Standard and System Specific Study (SSS). Although the SSS method may be more costly because of the cost of making revisions to our hydraulic model and with increased number of samples needed per distribution system, it is more beneficial because of the increased information available, in particular water age.

Changing from free chlorine to chloramine disinfection will potentially spur efforts to control other water-age-related problems such as nitrification, lead and copper release, and coliform growth. Having an updated model will provide guidance to the communities so that flushing programs can be more effective in problem areas.

### **Unregulated Contaminant Monitoring Regulation – List 1 (UCMR 2 List 1)**

#### Impact on NSWC

A representative sample of 800 water utilities our size must monitor for 10 contaminants not previously monitored. NSWC has been selected to do the monitoring. By August 2, 2007, a monitoring schedule has to be submitted to the EPA for testing during 2008 – 2010.

#### Compliance

Preliminary collection of required samples is scheduled for January 2008 through December 2008. Since the contaminants are not regulated, no action will be taken by the EPA if any of the chemicals are detected.

Costs associated with coming into compliance with these rules will be provided to Commission members at the March meeting.

#### SOFTWARE SUPPORT CONTRACT

It was moved by Mr. West, seconded by Ms. Lange and unanimously carried that the Commission approve a 17 month contract for support of the Bristol Software for the period September 1, 2006 through January 31, 2008 with Bristol, Inc., as quoted by Starnet Technologies, in the amount of \$11,660.69.

### DIRECT DEPOSIT OF PAYROLL

After a brief discussion of direct deposit of Commission employee's payroll, it was moved by Ms. Lange, seconded by Mr. West and unanimously carried that the Commission approve the use of M&I Web Business services for the direct deposit of Water Plant employees with the condition that the fiscal agent be provided with payroll deposit records on a quarterly basis.

### AWWA 2007 RESEARCH SYMPOSIUM

It was moved by Ms. Lange, seconded by Mr. West and unanimously carried that the Commission approve the attendance of Eric Kiefer at the 2007 AWWA Research Symposium scheduled for March 2-March3, 2007 in Reno, Nevada.

### PROPERTY AT 516 W BENDER RD

This property was purchased in 1961 and included an existing dwelling. The house is titled to Glendale, Whitefish Bay and Fox Point as joint tenants and was used by the manager of the Water Plant as his residence since 1962. The house is no longer needed for the manager and is now vacant. This is a ranch style house, which needs updating, and carries an estimated value of \$190,000. Glendale is currently in the process of getting an appraisal from their assessor on this property.

Several questions were raised:

- Should the house be sold
- If so, how would the proceeds be divided
- Should the proceeds go back to the communities or placed in the Water Plant Maintenance Reserves.
- Should the property be sold through a real estate agent or by owner

It was the consensus of the Commission that Commissioner West would draft a memo for action by the various municipalities. The draft will include a provision that the North Shore Water Commission act as agent for the municipalities with regard to the sale. Mr. West's draft document will be provided to members for their consideration at the meeting in March.

### MANAGER'S REPORT OF OPERATIONAL PROJECTS-JANUARY

1. Started filter rehabilitation and maintenance project. Project goals: (1) raise surface sand wash three inches (2) perform maintenance on bearings (3) replace necessary nozzles and caps (4) add three inches of anthracite to top of each filter (5) clean & disinfect filters (6) revise control logic to prevent anthracite loss & improve filter efficiency.
2. Continued to work with Starnet in commissioning active harmonic filters installed during UV Project. Manufacturer is scheduled to replace damaged unit.
3. Continued to work with J. F. Ahern in making all necessary changes to dehumidification system to prevent freezing of coils.

4. Completed investigation into December UV lamp breakage. All tests indicate that an insignificant amount or possibly no mercury escaped from lamp.
5. Installed new cabinet and replaced worn equipment in lab.
6. Finished painting walls in chemical containment areas.
7. Capital improvement plan updates:
  - a. Reviewed literature and contacted other sources to develop preliminary plan for switching disinfectants from free chlorine to chloramines.
  - b. Started installation of Time Warner Cable at remote sites to replace telephone-based communications that will include surveillance cameras.
8. Started investigation into water metering inaccuracy and chemical inventory discrepancies.

#### CLOSED SESSION

It was moved by Ms. Lange, seconded by Mr. West with a unanimous roll call vote that the Commission convene at 8:40 A.M. to closed session pursuant to Sec. 19.85 (1)(c) of Wisc. Stats. to consider employment concerning the Manager and Assistant Manager positions. The Commission reserved the right to reconvene in regular session to take action on any items related to these issues.

The Commission reconvened at 9:15 A.M. without taking any further action.

The meeting adjourned at 9:16 A.M. The next scheduled meeting will be Wednesday, March 14, 2007.

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Barbara C. Patin, Recording Secretary