

City of Glendale  
Water Utility Board  
5909 North Milwaukee River Parkway  
Glendale, Wisconsin 53209

Meeting To Be Held At The Glendale City Hall  
5909 North Milwaukee River Parkway

Agenda - Water Utility Board Meeting

Monday, November 14, 2016  
8:00 a.m.

- I. Roll Call.
- II. Adoption of Minutes of Meeting held on October 10, 2016.
- III. Communications, Applications, Petitions and Hearings:
  - A. Petition from Letitia Williams (US Bank), re: Sewer User Charge for 7051 N. Ardara Avenue.
  - B. Petition from Katie Sue Hoffman, re: Sewer User Charge for 6023 N. Elm Tree Road.
- IV. Approval of Reports:
  - A. Reports on the Monthly Billing for October, 2016.
  - B. North Shore Water Commission's Reports on Water Usage for September and October, 2016.
  - C. North Shore Water Commission Minutes from September 14, 2016 and October 12, 2016.
  - D. City Treasurer's Report on the Cash Position - Water Operating Fund for October, 2016.
- V. Approval of Accounts:
  - A. Accounts Payable Approval Register dated November 14, 2016.
- VI. Adjournment.

-Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals.-



### Residential Billing for Sewer Usage

Finance Director Lanser reviewed the City's current residential sewer billing practice. The City of Glendale has based the sewer usage on a winter quarter water usage for residential customers. For many years, this method was used to provide a reasonable estimate of water usage in the home that entered the sanitary sewer. Mr. Lanser is recommending the City amend the practice to bill sewer usage each quarter to coincide with water usage.

Ald. Wiese expressed concern with residents that have large pools. Ald. Wiese requested that there be an inclusion of a credit for residents that file a verification form that there is a pool and therefore do not have to pay the additional sewer charge for the month they fill their pool. Mr. Lanser recommended that this policy also require the applicant for the credit to have a Sensus meter installed. This will allow the City to monitor when the pool is being filled.

Motion was made by Ms. Reiss, and seconded by Mr. Eastman, to recommend the Common Council approve the discontinuation of billing residential sewer usage based on a winter quarter and beginning with the winter quarter 2016-2017 utility billings, all residential sewer usage billings be based on water usage each quarter. Furthermore, the Council will approve the policy of allowing a credit for the filling of a pool. Approved unanimously.

### Water Utility Budget

Finance Director Lanser reviewed the Water Utility Budget. Mr. Lanser explained this budget does incorporate a planned water rate increase for 2017. There has not been an increase since 2015. Mr. Lanser also reminded the Board that due to several water main breaks in winters of 2014 and 2015, the Water Utility Fund owes several other funds over \$1 million. It is expected to take a few years to reimburse the other funds.

Mr. Lanser stated in the past this budget has not been presented to the Council. It was a consensus of the Board to forward this approved budget to the Council for informational purposes.

Motion was made by Ms. Reiss, seconded by Mr. Eastman, to approve the 2017 Recommended Water Utility Budget as presented. Approved unanimously.

The reports on the Monthly Water Billing for September 2016 were reviewed and placed on file.

The North Shore Water Commission reports on Water Usage for August 2016 were reviewed and placed on file.

The minutes of the North Shore Water Commission meeting of August 11, 2016 were reviewed and placed on file.

The City Treasurer's Reports on the Cash Position - Water Operating Fund for September 2016 were reviewed and placed on file.

Motion was made by Ms. Reiss, seconded by Mr. Eastman, to approve the Accounts Payable Approval Register dated October 10, 2016. Motion carried unanimously.

There being no further business, motion passed unanimously to adjourn the meeting at 8:35 a.m. until November 14, 2016.

Respectfully submitted,

Rachel Reiss  
Secretary

Account # 3-10-01010-00

STATE OF WISCONSIN : CITY OF GLENDALE : MILWAUKEE COUNTY

.....  
BEFORE THE WATER UTILITY BOARD

NOTICE OF APPEAL

RE: SEWER USER CHARGES  
.....

PLEASE TAKE NOTICE THAT LETITIA WILLIAMS (U S BANK) does herewith appeal from the action, failure to act or determination of the Water Utility relating to sewer user charges occurring on the 12<sup>th</sup> day of April 2016, for the premises located at 7051 N. Ardara Avenue, Glendale, Wisconsin.

Dated at Glendale, Wisconsin this 28<sup>th</sup> day of October 2016.

Name: LETITIA WILLIAMS (U S BANK)

Telephone Number: 972-755-3731 X416



PAY TO: GLENDALE WATER UTILITY  
 5909 N. MILWAUKEE RIVER PARKWAY  
 GLENDALE, WI 53209-3815  
 PHONE: (414) 228-1719

FIRST CLASS MAIL  
 U.S. POSTAGE PAID  
 MILWAUKEE, WI  
 PERMIT NO. 4568

SERVE AT \_\_\_\_\_ DATE 10/31/2016  
 7051 N ARDARA AVE

FOR SERVICE FROM: 08/01/2016 TO: 10/31/2016

CHARGES/CREDITS	DATE	METER READING		USAGE	AMOUNT
		PREVIOUS	PRESENT		
PREVIOUS BALANCE					5,161.56
PENALTIES					214.07
WATER BASE	10/10				\$26.25
LOCAL SWR USE - A3				439	\$680.45
LOCAL SEWER - BASE					\$11.10
METRO SWR USE - A3				439	\$844.12
METRO SEWER - BASE					\$5.43
STORM WATER					\$17.50
ENVIRONMENTAL CHARGE					\$12.00
FIRE PROTECTION					\$25.80
CURRENT AMOUNT BILLED:					1,622.65

RETURN THIS PORTION WITH YOUR PAYMENT

DUE DATE: 11/21/2016  
 ACCT. NO. 3-10-01010-00

AMT. \$ 6,784.21



U S BANK NA  
 C/O: CHRONOS SOLUTIONS  
 1199 S BELT LINE RD  
 COPPELL, TX 75019-4666

AFTER \_\_\_\_\_ PAY \_\_\_\_\_ AMOUNT DUE NOW

11/21/2016 \$ 6,851.93 \$ 6,784.21

PREV BALANCE (OVER \$10) NOT PAID BY 11/1/16 - 10% PENALTY  
 NOT PAID BY 11/15/16 - TO PROPERTY TAX BILL

3-10-01010-00



ACCOUNT NUMBER

7051 N ARDARA AVE 07/28/2016  
FOR SERVICE FROM: 05/01/2016 TO: 07/31/2016

PREVIOUS BALANCE		3,437.40
PENALTIES		112.56
WATER USAGE 07/07		\$0.00
WATER BASE		\$26.25
LOCAL SWR USE - A3	439	\$680.45
LOCAL SEWER - BASE		\$11.10
METRO SWR USE - A3	439	\$844.12
METRO SEWER - BASE		\$5.43
STORM WATER		\$17.50
ENVIRONMENTAL CHARGE		\$12.00
FIRE PROTECTION		\$25.80

DUE DATE: 08/22/2016  
3-10-01010-00

\$ 5,060.05



U S BANK NA  
C/O: CHRONOS SOLUTIONS  
1199 S BELT LINE RD  
COPPELL, TX 75019-4666

CURRENT AMOUNT BILLED: 1,622.65

08/22/2016 \$ 5,110.56 \$ 5,060.05

3-10-01010-00



7051 N ARDARA AVE 04/29/2016  
FOR SERVICE FROM: 02/01/2016 TO: 04/30/2016

PREVIOUS BALANCE		270.28
PENALTIES		11.67
WATER USAGE 04/12	996 A 1435 A 439	\$1,443.58
WATER BASE		\$26.25
LOCAL SWR USE - A3	439	\$680.45
LOCAL SEWER - BASE		\$11.10
METRO SWR USE - A3	439	\$844.12
METRO SEWER - BASE		\$5.43
STORM WATER		\$17.50
ENVIRONMENTAL CHARGE		\$12.00
FIRE PROTECTION		\$25.80

DUE DATE: 05/20/2016  
3-10-01010-00

\$ 3,336.51



U S BANK NA  
C/O: CHRONOS SOLUTIONS  
1199 S BELT LINE RD  
COPPELL, TX 75019-4666

CURRENT AMOUNT BILLED: 3,066.23

05/20/2016 \$ 3,369.81 \$ 3,336.51

3-10-01010-00



# History Detail Report

Wednesday, August 24, 2016

1/1

Location ID: ARDA-007051-0000-01  
Account #: 3-10-01010-00  
Service Address: 7051 N ARDARA AVE  
Customer Name: U S BANK NA

Posted	Created	Action	Service	Read	Type	Usage
07/07/16	07/14/16 15:55	Meter Read	WATER USAGE	1,435.00	Auto	0.00
04/12/16	04/20/16 10:17	Meter Read	WATER USAGE	1,435.00	Auto	439.00
01/13/16	01/20/16 15:09	Meter Read	WATER USAGE	996.00	Auto	2.00
10/13/15	10/20/15 12:56	Meter Read	WATER USAGE	994.00	Auto	2.00
07/13/15	07/17/15 14:04	Meter Read	WATER USAGE	992.00	Auto	9.00
04/07/15	04/15/15 11:04	Meter Read	WATER USAGE	983.00	Auto	8.00

Total Usage: 460.00

Account # 2-05-00590-00

STATE OF WISCONSIN : CITY OF GLENDALE : MILWAUKEE COUNTY

.....

BEFORE THE WATER UTILITY BOARD

NOTICE OF APPEAL

RE: SEWER USER CHARGES

.....

PLEASE TAKE NOTICE THAT KATIE SUE HOFFMAN does herewith appeal from the action, failure to act or determination of the Water Utility relating to sewer user charges occurring on the 7<sup>th</sup> day of March 2016, for the premises located at 6023 N. Elm Tree Road, Glendale, Wisconsin.

Dated at Glendale, Wisconsin this 27<sup>th</sup> day of October 2016.

Name: KATIE SUE HOFFMAN

Telephone Number: 414-377-5075

Account # 2-05-00590-00

STATE OF WISCONSIN: CITY OF GLENDALE: MILWAUKEE COUNTY

BEFORE THE WATER UTILITY BOARD

NOTICE OF APPEAL

RE: SEWER USER CHARGES

Appellant, being first duly sworn on oath deposes and says that he/she is aggrieved by the action, failure to act or determination of the Water Utility Board relating to sewer user charges as follows:

*Katie Sue Hoffman requests that the Sewer User Charge be temporarily based on her actual usage of **6,000 gallons** until the next winter consumption becomes known. The Glendale Water Utility alerted Ms. Hoffman to the high consumption of 718,000 gallons on March 21, 2016 via phone message. Ms. Hoffman returned the call on March 22, 2016 and left a message that she had a broken toilet but couldn't afford to get it fixed. On April 4, 2016 Ms. Hoffman's brother-in-law, Bill Eiseman, brought the April 1, 2016 water bill in to city hall and expressed concern that a mistake had been made. At the April 12, 2016 meter exchange appointment usage was still high at 139,000 gallons (from 3/7-4/12/16). On April 18, 2016 the downloaded Sensus data indicated the homeowner had an ongoing leak from February 18-April 3, 2016 at more than 400 gallons every 2 hours (24/7). The September 12, 2016 meter reading shows that consumption has returned to normal at 6,000 gallons.*

*Ms. Hoffman is requesting this change in sewer usage be applied to the current October 1, 2016 water/sewer utility bill (apply 137,000 gallon credit) as the 718,000 gallon sewer usage was billed on the April 1, 2016 billing and 143,000 gallon sewer usage billed on the July 1, 2016 billing. (Usage History Report, Water Bill Copies and First/Last page of Sensus Meter Data Copies Attached)*

That said action, failure to act or determination occurred on the 7<sup>th</sup> day of **March 2016**, that he/she is interested in such action, failure to act or determination as the owner or occupant of the property located at **6023 N. Elm Tree Road**, Glendale, Wisconsin, and is liable for payment of the sewer user charges for such premises.

Petitioner requests that the Water Utility Board hear his/her grievance as provided by S41.05 (9) of the Glendale Code.

  
Katie Sue Hoffman \_\_\_\_\_ Date

6023 N ELM TREE RD 09/30/2016  
FOR SERVICE FROM: 07/01/2016 TO: 09/30/2016

DUE DATE: 10/20/2016  
2-05-00590-00

PREVIOUS BALANCE						6,614.32	
PENALTIES						312.07	
WATER USAGE	09/12	4	A	10	A	6	\$20.94
WATER BASE							\$26.25
LOCAL SWR USE - A2						143	\$221.65
LOCAL SEWER - BASE							\$11.10
METRO SWR USE - A2						143	\$274.96
METRO SEWER - BASE							\$5.43
STORM WATER							\$17.50
ENVIRONMENTAL CHARGE							\$12.00
FIRE PROTECTION							\$25.80

\$ 7,229.95



KATIE SUE HOFFMAN  
6023 N ELM TREE RD  
GLENDALE, WI 53217-4420

CURRENT AMOUNT BILLED: 615.63

10/20/2016 \$ 7,302.18 \$ 7,229.95

2-05-00590-00



6023 N ELM TREE RD 06/29/2016  
FOR SERVICE FROM: 04/01/2016 TO: 06/30/2016

DUE DATE: 07/20/2016  
2-05-00590-00

PREVIOUS BALANCE						5,341.07	
PENALTIES						117.70	
WATER USAGE	06/09	718	A	4	A	143	\$484.19
WATER BASE							\$26.25
LOCAL SWR USE - A2						143	\$221.65
LOCAL SEWER - BASE							\$11.10
METRO SWR USE - A2						143	\$274.96
METRO SEWER - BASE							\$5.43
STORM WATER							\$17.50
ENVIRONMENTAL CHARGE							\$12.00
FIRE PROTECTION							\$25.80

\$ 6,419.95



KATIE SUE HOFFMAN  
6023 N ELM TREE RD  
GLENDALE, WI 53217-4420

CURRENT AMOUNT BILLED: 1,078.88

07/20/2016 \$ 6,484.10 \$ 6,419.95

2-05-00590-00



6023 N ELM TREE RD 03/31/2016  
FOR SERVICE FROM: 01/01/2016 TO: 03/31/2016

DUE DATE: 04/20/2016  
2-05-00590-00

PREVIOUS BALANCE						302.35	
PENALTIES						12.51	
WATER USAGE	03/07	0	A	718	A	718	\$2,341.96
WATER BASE							\$26.25
LOCAL SWR USE - A2						718	\$1,112.90
LOCAL SEWER - BASE							\$11.10
METRO SWR USE - A2						718	\$1,380.59
METRO SEWER - BASE							\$5.43
STORM WATER							\$17.50
ENVIRONMENTAL CHARGE							\$12.00
FIRE PROTECTION							\$25.80

\$ 5,235.88



KATIE SUE HOFFMAN  
6023 N ELM TREE RD  
GLENDALE, WI 53217-4420

CURRENT AMOUNT BILLED: 4,933.53

04/20/2016 \$ 5,288.22 \$ 5,235.88

2-05-00590-00



# History Detail Report

Friday, September 23, 2016

1/1

Location ID: ELMT-006023-0000-01  
Account #: 2-05-00590-00  
Service Address: 6023 N ELM TREE RD  
Customer Name: KATIE SUE HOFFMAN

Posted	Created	Action	Service	Read	Type	Usage
09/12/16	09/13/16 10:47	Meter Read	WATER USAGE	10.00	Auto	6.00
06/09/16	06/16/16 8:37	Meter Read	WATER USAGE	4.00	Auto	4.00
04/12/16	04/14/16 9:45	Meter Read-Initial	WATER USAGE	0.00	Act	0.00
04/12/16	04/14/16 9:45	Meter Change	WATER USAGE	857.00	Act	139.00
03/07/16	03/17/16 15:57	Meter Read	WATER USAGE	718.00	Auto	718.00
12/07/15	12/17/15 9:39	Meter Read	WATER USAGE	0.00	Act	0.00
10/13/15	10/15/15 15:29	Meter Read-Initial	WATER USAGE	0.00	Act	0.00
10/13/15	10/15/15 15:29	Meter Change	WATER USAGE	426.00	Act	17.00
09/09/15	09/24/15 13:26	Meter Read	WATER USAGE	409.00	Est	4.00
06/04/15	06/24/15 11:27	Meter Read	WATER USAGE	405.00	Est	4.00
03/05/15	03/23/15 8:48	Meter Read	WATER USAGE	401.00	Est	4.00

Total Usage: 896.00

AREA 3

**GLENDALE WATER UTILITY**  
**BILLED 10/31/16 (11/1/16)**

<b>Classification</b>	<b>Number of Customers Billed</b>	<b>Gallons Consumed</b>	<b>Connection &amp; Reconn. Charges</b>	<b>Water Usage &amp; Service Charges</b>	<b>Total Amount Invoiced</b>
Residential	1468	25,141,000	\$ -	\$126,079.54	\$ 126,079.54
Multi-Family	43	8,961,000		33,101.21	33,101.21
Commercial	101	7,696,000		29,521.88	29,521.88
Industrial	18	15,260,000		50,108.54	50,108.54
Institutional	9	967,000	-	3,860.07	3,860.07
<b>Total</b>	<b>1639</b>	<b>58,025,000</b>	<b>\$0.00</b>	<b>\$242,671.24</b>	<b>\$242,671.24</b>

**Increase (Decrease) from 10/31/15 (11/1/15) billing:**

Residential	-	1,481,000		\$4,994.09	\$4,994.09
Multi-Family	-	1,790,000		5,767.89	5,767.89
Commercial	-	1,036,000		3,394.23	3,394.23
Industrial	-	2,563,000		7,711.08	7,711.08
Institutional	-	20,000		63.96	28.96
<b>Total</b>	<b>0</b>	<b>6,890,000</b>	<b>\$0.00</b>	<b>\$21,931.25</b>	<b>\$21,896.25</b>

**% Increase (Decrease) from 10/31/15 (11/1/15) billing:**

	0.00	13.47	---	9.94	9.92
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**Fire Protection Charges Billed 10/31/16 (11/1/16)**

Public Fire Charges	\$55,561.36
Private Fire Charges	3,312.00
<b>Total</b>	<b>\$58,873.36</b>

NORTH SHORE WATER COMMISSION  
 Monthly Summary of Operations  
 Month of September, 2016  
 10/11/2016

	WFB.	GLE.	FPT.	MEQ	Totals
M.G. Metered at Plant	32.383	46.336	30.548	0.000	109.267
M.G. Milwaukee Interconnect	0.000	0.000	0.000	0.000	0.000
M.G. Metered in System	-1.020	6.950	-12.956	7.026	0.000
M.G. Charged to Members	31.363	53.286	17.592	0.000	102.241
M.G. Charged to All Users	31.363	53.286	17.592	7.026	109.267
M.G. Same Month Last Year (Members)	31.611	53.916	14.642	8.968	100.169
M.G. Same Month Last Year (All)	31.611	53.916	14.642	8.968	109.137
Accumulated M.G.	290.657	486.216	163.271	66.960	1007.104
Accumulated M.G. Last Year	276.760	518.811	153.964	48.720	998.255
Accumulated % of Total Pumped	28.86%	48.28%	16.21%	6.65%	100.00%
Monthly % of Total Pumped	28.70%	48.77%	16.10%	6.43%	100.00%
Accumulated % Pumped of Members	30.92%	51.72%	17.37%		100.00%
Monthly % Pumped of Members	30.68%	52.12%	17.21%		100.00%
Average Daily Pumpage in M.G.	1.045	1.776	0.586	0.234	3.642

	Sep. 2016	Sep. 2015
Maximum Day Pumpage (MG)	4.258	4.461
Date of Max. Pumpage (Day)	5	2
Maximum Flow Rate (MGD)	7.248	6.716
Date of Max Flow (Day)	7	7
Hour of Max Flow (24 Hour Clock)	5	3
Average Station Pressure (PSI)	84.0	82.5
Avg. Total Cl Residual (mg/L) - Tap	2.26	2.37
Raw Water Temperature (F) - Max	65	59
Raw Water Temperature (F) - Ave	52	50
Raw Water Temperature (F) - Min	43	44
Tap Hardness (mg/L as CaCO3) - Max	138	138
Tap Hardness (mg/L as CaCO3) - Ave	134	136
Tap Hardness (mg/L as CaCO3) - Min	114	132

	*Sep. 2016	Sep. 2015
Bender On-Peak Consumption (KWH)	59,001	58,577
Bender Off-Peak Consumption (KWH)	120,791	126,571
Klode On-Peak Consumption (KWH)	15,520	14,938
Klode Off-Peak Consumption (KWH)	25,996	31,622
Electrical Charge / KWH	\$0.07776	\$0.08449
KWH / M.G.	2,025	2,123
\$ / M.G.	\$157.49	\$179.38

\*Includes one-time fuel cost adjustment.

Chemicals Applied	Sep. 2016		Sep. 2015	
	mg/L	\$/MG	mg/L	\$/MG
Ammonium Hydroxide	0.587	\$6.44	0.524	\$5.75
Sodium Hypochlorite	3.669	\$17.70	3.046	\$15.33
Fluoride	0.810	\$6.48	0.869	\$7.11
Alum	8.133	\$11.66	6.979	\$14.03
Carbon (PAC)	0.000	\$0.00	0.000	\$0.00
Polymer - Mussel Control	0.791	\$7.31	0.595	\$5.50
Phosphates	2.414	\$9.43	2.479	\$9.69
Cationic Polymer	1.069	\$6.77	0.938	\$6.10
Total Chemical Cost		\$65.80		\$63.51

Water Metering	Sep. 2016		Sep. 2015	
	M.G.	% Diff.	M.G.	% Diff.
Corrected High Service (Filters)	109.886	0.6	109.369	0.2
Total High Service	107.678	-1.5	110.782	1.5
Communities	109.267	0.0	109.137	0.0

NORTH SHORE WATER COMMISSION  
 Monthly Summary of Operations  
 Month of October, 2016  
 11/8/2016

	WFB.	GLE.	FPT.	MEQ	Totals
M.G. Metered at Plant	29.117	42.596	26.980	0.000	98.693
M.G. Milwaukee Interconnect	0.000	0.000	0.000	0.000	0.000
M.G. Metered in System	-1.725	6.401	-11.469	6.793	0.000
M.G. Charged to Members	27.392	48.997	15.511	0.000	91.900
M.G. Charged to All Users	27.392	48.997	15.511	6.793	98.693
M.G. Same Month Last Year (Members)	29.484	50.881	17.045	7.091	97.410
M.G. Same Month Last Year (All)	29.484	50.881	17.045	7.091	104.501
Accumulated M.G.	318.049	535.213	178.782	73.753	1105.797
Accumulated M.G. Last Year	306.244	569.692	171.009	55.811	1102.756
Accumulated % of Total Pumped	28.76%	48.40%	16.17%	6.67%	100.00%
Monthly % of Total Pumped	27.75%	49.65%	15.72%	6.88%	100.00%
Accumulated % Pumped of Members	30.82%	51.86%	17.32%		100.00%
Monthly % Pumped of Members	29.81%	53.32%	16.88%		100.00%
Average Daily Pumpage in M.G.	0.884	1.581	0.500	0.219	3.184

	Oct. 2016	Oct. 2015
Maximum Day Pumpage (MG)	3.459	4.069
Date of Max. Pumpage (Day)	5	8
Maximum Flow Rate (MGD)	5.186	6.298
Date of Max Flow (Day)	1	3
Hour of Max Flow (24 Hour Clock)	11	7
Average Station Pressure (PSI)	83.5	83.2
Avg. Total Cl Residual (mg/L) - Tap	2.34	2.31
Raw Water Temperature (F) - Max	60	59
Raw Water Temperature (F) - Ave	53	54
Raw Water Temperature (F) - Min	44	42
Tap Hardness (mg/L as CaCO3) - Max	138	138
Tap Hardness (mg/L as CaCO3) - Ave	136	135
Tap Hardness (mg/L as CaCO3) - Min	130	132

	Oct. 2016	Oct. 2015
Bender On-Peak Consumption (KWH)	54,198	56,891
Bender Off-Peak Consumption (KWH)	107,620	118,226
Klode On-Peak Consumption (KWH)	14,356	14,744
Klode Off-Peak Consumption (KWH)	24,638	25,996
Electrical Charge / KWH	\$0.08873	\$0.08594
KWH / M.G.	2,035	2,066
\$ / M.G.	\$180.54	\$177.52

Chemicals Applied	Oct. 2016		Oct. 2015	
	mg/L	\$/MG	mg/L	\$/MG
Ammonium Hydroxide	0.620	\$6.78	0.510	\$5.59
Sodium Hypochlorite	3.732	\$18.00	3.226	\$16.24
Fluoride	0.795	\$6.36	0.820	\$6.70
Alum	7.750	\$11.11	9.850	\$19.80
Carbon (PAC)	0.000	\$0.00	0.000	\$0.00
Polymer - Mussel Control	0.550	\$5.09	0.435	\$4.03
Phosphates	2.344	\$9.16	2.354	\$9.20
Cationic Polymer	0.973	\$6.16	0.895	\$5.81
Total Chemical Cost		\$62.67		\$67.37

Water Metering	Oct. 2016		Oct. 2015	
	M.G.	% Diff.	M.G.	% Diff.
Corrected High Service (Filters)	99.533	0.9	104.365	-0.1
Total High Service	101.158	2.5	107.244	2.6
Communities	98.693	0.0	104.501	0.0

**MINUTES OF THE  
NORTH SHORE WATER COMMISSION  
MEETING OF Wednesday, September 14, 2016**

A meeting of the North Shore Water Commission was held at the Filtration Plant, 400 West Bender Road, Glendale, Wisconsin on Wednesday, September 14, 2016.

Meeting was called to order at 8:00 A.M. by Mr. Edlebeck.

Present: John Edlebeck, Chair; Mike West, Secretary; Dave Eastman, Member.

Also present: Eric Kiefer, Plant Manager & Recording Secretary

Absent: Paul Boening, Alternate for Whitefish Bay; Scott Botcher, Alternate for Fox Point; Rachel Reiss, Alternate for Glendale

MINUTES

It was moved by Mr. West, seconded by Mr. Eastman, and unanimously carried to approve the minutes for the meeting held August 11, 2016.

MONTHLY REPORT OF PLANT OPERATIONS

Mr. Kiefer started by announcing that Richard Maslowski is no longer on the Commission. The new Alternate for the City of Glendale is Rachel Reiss.

Mr. Kiefer provided the Commission with the monthly report of operations. He mentioned that pumpage was slightly higher than last year. Without the significant increase in pumpage to the City of Mequon, pumpage would have been lower than last year. He also noted chemical costs are up from last year because raw water turbidity, on average, has been higher. The report of operations was placed on file without any motion.

ANNUAL OPERATING BUDGET

Mr. Kiefer presented the monthly financial reports. The reports were put on file without motion.

MONTHLY BILLS

It was moved by Mr. Eastman, seconded by Mr. West, and unanimously carried that the following bills and estimated invoices be approved and authorization was given to the Fiscal Agent to make such payments:

<u>Vendor</u>	<u>Amount</u>
Batteries Plus (lithium coin batteries and lead acid batteries)	53.84
BMO Harris Bank (credit card)	478.11
-- Google (monthly charge for apps): \$54.16	
-- Maintenance Assistant (online app): \$29.00	
-- Straight Talk (monthly phone plan - Foreman): \$45.99	

-- Trello (online app): \$244.42		
-- Walmart (phone - Foreman): \$104.54		
Cintas (direct purchase uniform shirts with emblems)	148.51	
Clark Dietz (Hydraulic model update and pump recommendations - NSWC/Glendale)	7,000.00	
Diversified Benefit Services (Section 125 Plan administration)	95.93	
Earthlink (Bender phone)	148.69	
Fuchs & Boyle (legal service)	97.50	
Grainger (cable ties, lubricants, signal conditioners, electrical supplies, plumbing supplies, steel angles, janitorial supplies, lab reagents, HVAC supplies, and light bulbs)	1,361.88	
Great America (lease payment for copier/printer)	100.00	
Hawkins (treatment chemicals: aqueous ammonia and phosphate)	1,021.25	
Home Depot (pressure washer)	144.36	
Hydrite (treatment chemical: sodium hypochlorite)	2,776.43	
Idexx (colilert growth media)	2,216.01	
Liquid Asset Diving Service (intake inspection)	3,555.00	
McMaster-Carr (aluminum sheets)	276.76	
Minnesota Life (employee life insurance)	121.00	
MMSD (sample collection and analysis fee)	686.00	
Nalco (treatment chemical: polymer)	1,367.24	
Northern Lake Service (analysis of water samples for compliance monitoring)	67.00	
Office Copying Equipment (maintenance payment for copier/printer)	16.01	
R&R Insurance (insurance policies for 2016 - 2017 term)	54,835.00	
Rotroff Jeanson (accounting services)	950.00	
T-Mobile (mobile internet)	31.05	
T.E. Brennan (risk management consultant)	2,817.70	
Time Warner Cable (internet services and Klode phone)	391.08	
UPS Store (shipping to lab)	39.90	
US Cellular (cellular phone)	5.33	
USA Bluebook (hoses, stormwater test supplies, chlorine reagent)	657.53	
Vacuum, Pump, and Compressor (hoses, temperature sensor, and cable)	435.40	
Village Ace Hardware (herbicide, cleaner, plumbing supplies, and pesticide)	76.81	
Village of Fox Point (gasoline)	105.36	
Wallace Tree & Landscaping (tree removal)	2,800.00	
We Energies (Bender Electric)	18,253.85	
We Energies (Bender Gas)	101.90	
We Energies (Green Tree Electric)	15.99	
We Energies (Henry Clay Electric)	16.93	
We Energies (Klode Electric)	4,594.37	
We Energies (Klode Gas)	10.23	
Wilkens-Anderson (caps, vials, and cuvette)	255.89	
Wisconsin State Lab of Hygiene (fluoride analysis)	25.00	
	SUB-TOTAL	\$108,150.84
<u>Maintenance Reserve</u>		
Programmable hot plate replacement		
BMO Harris Bank (credit card)		1,305.90

-- Amazon (programmable hot plate, temperature probe, and kit): \$1,305.90

SUB-TOTAL \$1,305.90

TOTAL \$109,456.74

#### STATUS OF CAPITAL IMPROVEMENT PROJECTS AND APPROVAL OF PAYMENTS

Mr. Kiefer provided the Commission with an update of the valve replacement project for high service 3 and 5. He mentioned that the check valves from Val-Matic arrived. Plant staff has not yet started any work on the project but will likely start in October.

Mr. Kiefer provided the Commission with an update of the Chemical Feed Project. The DNR approved the plans and specifications for the project. Plant staff has developed a plan for finishing the project by the end of the year.

It was moved by Mr. West, seconded by Mr. Eastman, and unanimously carried to approve the payment request as presented in Mr. Kiefer's memoranda dated September 14, 2016 in the amount of \$5,289.96 for the Chemical Feed Project and \$19,782.00 for the Valve Replacement Project for High Service 3 and 5 using the current capital allocation rates.

#### HIGH SERVICE PUMP 5 REPLACEMENT PROPOSAL

Mr. Kiefer reminded the Commission that it authorized the replacement of high service pump 5 using the Maintenance Reserve Fund. Prior to completing any work, Glendale and NSWC retained Clark Dietz to update the hydraulic model and make pump recommendations. That effort is complete.

Considering Clark Dietz is working with the City of Glendale on their pumping station upgrade, Mr. Kiefer solicited a proposal from them to provide engineering services related to the replacement of high service pump 5.

Mr. West asked about the level of effort table in the proposal and how it would be used in the administration of the project. Mr. Kiefer agreed with Mr. Edlebeck who said the total number of hours charged to the project should be less than or equal to the number of hours billed.

It was moved by Mr. West, seconded by Mr. Eastman, and unanimously carried to accept the proposal from Clark Dietz dated August 22, 2016 for an amount not to exceed \$15,200 and authorize the Plant Manager to sign the agreement. Funding to come from the Maintenance Reserve Fund.

#### GLENDALE'S REQUEST TO INSTALL A REMOTE METER BETWEEN GLENDALE AND FOX POINT WATER UTILITIES

Mr. Kiefer explained that Clark Dietz was given the opportunity to explore different means to reduce or mitigate the effects of main breaks on large diameter transmission mains. In doing so, Clark Dietz looked at opening an interconnection between Fox Point and Glendale. According to their modeling, the entire system would benefit from keeping that interconnection open. Glendale is asking for the Commission to install and maintain a meter to allow for that possibility.

Mr. Kiefer mentioned that he is willing to support such an improvement; however, all municipalities have to agree on the expense, as are all capital expenditures.

Furthermore, he mentioned that the cost of this project is unknown since the details of the proposed interconnection have not yet been determined. Mr. Kiefer thought the cost of a new structure with all recommended features listed in the engineering report could cost between \$100,000 to \$200,000, which is roughly half to all of a typical annual capital budget.

The cheapest alternative would be to install a buried magmeter with telemetry for approximately \$35,283. Not knowing where this project was heading, Mr. Kiefer included a placeholder in the budget for this bare-minimum alternative.

Mr. Edlebeck commented that he was in favor of looping these systems and would support it as a Commission project. Mr. West and Mr. Eastman also commented that the improvement should be a Commission project. Mr. West pointed out that other interconnections are operated and maintained by the Commission.

Mr. Kiefer noted that he is concerned about how to pay for the interconnection; he mentioned that he has tried to maintain a consistent capital budget of approximately \$200,000 per year to assist member utilities with budgeting. Adding the project to the 2017 capital improvement budget could result in a large increase to members.

After discussing the matter, it was moved by Mr. West, seconded by Mr. Edlebeck, and unanimously carried to conceptually approve the request by the City of Glendale for the Commission to install a metering facility between the City of Glendale and the Village of Fox Point.

## BUDGETS

Mr. Kiefer provided the Commission with copies of the proposed budgets for 2017. He noted that while there are 2 budgets, labor is split between them. Consequently, the budgets should be considered together.

Mr. Kiefer went on to explain the proposed Operation and Maintenance budget. He pointed out that revenues from wholesale water sales will likely increase by \$20,000.

He further explained that the budget was put together assuming a 2% wage increase for all employees; the Commission is not obligated to provide such wage increase; however, the budget would support an increase up to that level.

Mr. Kiefer mentioned that an employee currently not receiving health insurance from the Commission will start receiving that benefit in January. This individual will go from a single plan to a family plan around June 2017. Since 2017 health insurance rates are down from this year's rates, there will only be a small increase in health insurance cost.

Mr. Kiefer went on to explain that property and liability insurance is budgeted to be higher.

Moving on to the capital improvement budget, Mr. Kiefer explained the projects he is proposing for

2017. Mr. Edlebeck asked if he could prioritize them. Mr. Kiefer went through the list again explaining which items are the most important.

There was a great deal of discussion about how to alter the capital budget to include the proposed interconnection metering facility between Glendale and Fox Point. Alternatives that were discussed include: (a) deferring some of the 2017 projects to 2018, (b) keeping all 2017 projects with the inclusion of the new metering facility, (c) spreading projects over multiple years, and (d) using the Maintenance Reserve Fund to offset capital expenditures.

Mr. Kiefer was asked to investigate alternative means of using the Maintenance Reserve Fund to assist in the 2017 capital improvement budget. Mr. Eastman said he would help Mr. Kiefer research alternative locations for the new metering facility.

Consequently, since the budgets are intertwined, the Commission took no action on this matter. The budgets would be discussed at the next meeting after Mr. Kiefer has more information regarding the project and funding options.

#### MANAGER'S REPORT

1. Basin #5 was cleaned, repaired, and put back in service.
2. Basin #3 was cleaned and repairs are being made to a broken flocculator. Staff anticipates flocculator will be fixed by the end of the month.
3. Plant staff and Starnet Technologies worked on a project together to connect the reservoir level sensors to a new SCADA controller. Sensors now update levels continuously instead of every 15 minutes.
4. Plant staff completed annual filter maintenance.
5. Plant staff inspected the folded roof section over the motor room and the office area and noted areas of concern. The contractor that applied the roof coating has been contacted; they are going to inspect the roof in the near future and will make repairs under warranty, if necessary.
6. Plant staff applied labels to all of the filter pipes as well as the UV pipes.
7. Intern Art Fink's last day of employment was on 8/26/2016.
8. Candidates for the upcoming Intern position are being interviewed. Intern will likely be hired before the end of September.
9. Plant staff is evaluating SCADA software by Inductive Automation.

#### NEXT MEETING

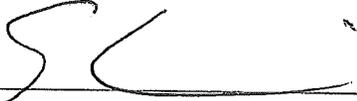
The next regular meeting was scheduled for Wednesday, October 12, 2016 at 8:00 AM.

#### ADJOURNMENT

It was moved by Mr. West, seconded by Mr. Eastman, and unanimously carried to adjourn at 9:15

A.M.

Submitted by:



9/15/2016

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Eric Kiefer, Plant Manager and Recording Secretary

Date

**MINUTES OF THE  
NORTH SHORE WATER COMMISSION  
MEETING OF Wednesday, October 12, 2016**

A meeting of the North Shore Water Commission was held at the Filtration Plant, 400 West Bender Road, Glendale, Wisconsin on Wednesday, October 12, 2016.

Meeting was called to order at 8:00 A.M. by Mr. Edlebeck.

Present: John Edlebeck, Chair; Scott Botcher, Alternate for Fox Point; Dave Eastman, Member.

Also present: Eric Kiefer, Plant Manager & Recording Secretary

Absent: Paul Boening, Alternate for Whitefish Bay; Mike West, Secretary; Rachel Reiss, Alternate for Glendale

**MINUTES**

It was moved by Mr. Eastman, seconded by Mr. Botcher, and unanimously carried to approve the minutes for the meeting held September 14, 2016.

**MONTHLY REPORT OF PLANT OPERATIONS**

Mr. Kiefer provided the Commission with the monthly report of operations. In his presentation, he mentioned that there was a one-time fuel cost adjustment credit that reduced the electrical cost for the month of September. He also noted production is up slightly this year over last year. The report of operations was placed on file without any motion.

**ANNUAL OPERATING BUDGET**

Mr. Kiefer presented the monthly financial reports. The reports were put on file without motion.

**MONTHLY BILLS**

It was moved by Mr. Botcher, seconded by Mr. Eastman, and unanimously carried that the following bills and estimated invoices be approved and authorization was given to the Fiscal Agent to make such payments:

<b><u>Vendor</u></b>	<b><u>Amount</u></b>
American Bolt Corp (bolts, nuts, and washers)	341.08
American Water Works Association (annual renewal of membership)	1,948.00
BMO Harris Bank (credit card)	567.15
-- Google (monthly charge for apps): \$54.16	
-- Redbooth (online task management app subscription - 1 year): \$420.00	
-- Straight Talk (monthly phone plan - Foreman): \$45.99	
-- USPS (stamps): \$47.00	
Brooks Angell (reimbursement for certificate renewal)	45.00

CDW-G (2-year renewal of firewall services)	1,635.16
ChemTrade (treatment chemical: alum)	3,833.71
Concentra (pre-employment testing)	162.50
Diversified Benefit Services (Section 125 Plan administration)	95.00
Earthlink (Bender phone)	148.11
Fuchs & Boyle (legal service)	136.50
Glendale Water Utility (storm and environmental charge for Bender)	543.60
Grainger (paper towel, flag, lamps, cable, soap, conduit fittings, label maker supplies, pressure gauge, fuse, filters, cable ties, and recirculation pump repair supplies)	825.47
Great America (lease payment for copier/printer)	100.00
Hach (phosphate reagent, lamp for DR5000)	650.81
Hawkins (treatment chemicals: aqueous ammonia and phosphate)	2,172.36
Home Depot (receptacles and covers)	83.40
Hydrite (treatment chemical: sodium hypochlorite)	2,763.85
Idexx (colilert growth media)	386.44
Key Benefit Concepts (post employment benefits report)	2,200.00
Mesa Labs (prospore2 spore suspensions)	151.04
Minnesota Life (employee life insurance)	121.00
MMSD (3rd quarter sludge)	2,575.63
Nalco (treatment chemical: polymer and Veligon TL-M)	2,365.13
Northern Lake Service (analysis of water samples for compliance monitoring)	627.00
Office Copying Equipment (maintenance payment for copier/printer)	17.80
Quill (copy paper)	111.96
Rotroff Jeanson (accounting services)	950.00
Starnet Technologies (4th quarter data charges)	300.00
Superior Chemical (reinforced wipes)	144.00
T-Mobile (mobile internet)	31.05
Time Warner Cable (internet services and Klode phone)	391.08
US Cellular (cellular phone)	4.25
USA Bluebook (hoses, stormwater test supplies, chlorine reagent)	115.60
Vacuum, Pump, and Compressor (controller - main circuit board)	1,550.65
Village Ace Hardware (sump pump and heater)	137.68
Village of Fox Point (gasoline)	104.48
We Energies (Bender Electric)	13,479.34
We Energies (Bender Gas)	68.81
We Energies (Green Tree Electric)	17.74
We Energies (Henry Clay Electric)	18.61
We Energies (Klode Electric)	3,729.35
We Energies (Klode Gas)	10.47
Wilkens-Anderson (chlorine reagent and petri dishes)	184.38
Wisconsin State Lab of Hygiene (fluoride analysis)	25.00

SUB-TOTAL            \$45,870.19

Maintenance Reserve

SUB-TOTAL            \$0.00

TOTAL \$45,870.19

### STATUS OF CAPITAL IMPROVEMENT PROJECTS AND APPROVAL OF PAYMENTS

Mr. Kiefer reported that Starnet Technologies completed the UPS Replacement Project in approximately 4 hours, which was much shorter than anticipated. Everything is working as planned.

Mr. Kiefer then explained how plant staff is making progress on the chemical feed system. At this point, plant staff is plumbing the new chemical feed system together. Mr. Edlebeck was pleased to learn how involved plant staff was in this project.

It was moved by Mr. Botcher, seconded by Mr. Eastman, and unanimously carried to approve the payment request as presented in Mr. Kiefer's memoranda dated October 12, 2016 in the amount of \$18,403.16 for the UPS Replacement Project and \$7,140.36 for the Chemical Feed Project and using the current capital allocation rates.

### POST-EMPLOYMENT BENEFIT VALUATION STUDY

Mr. Kiefer provided the Commission a report prepared by Key Benefit Concepts regarding the valuation of post-employment benefits at the North Shore Water Commission. Mr. Kiefer focused his discussion on page 2 of the summary provided by Key Benefit Concepts. He explained that the unfunded actuarial accrued liability (UAAL) is \$40,099.

Mr. Botcher mentioned that the Village of Fox Point went through a similar valuation using Key Benefit Concepts. He directed the Commission's attention to Table G in the report and mentioned how he thought the projected payroll increases could arguably be adjusted down based on current and foreseeable compensation trends. After discussing the matter, it was the consensus of the Commission that it wasn't necessary to request that change given the overall liability is relatively low.

It was moved by Mr. Eastman, seconded by Mr. Botcher, and unanimously carried to accept the report prepared by Key Benefits Concepts regarding the valuation of post-employment benefits dated September 2016.

### GLENDALE'S REQUEST TO INSTALL A REMOTE METER BETWEEN GLENDALE AND FOX POINT WATER UTILITIES

Mr. Kiefer explained that plant staff has been examining the costs and benefits related to the construction of a metering facility to allow for the existing interconnection to be left in the open position. He started by conducting some water quality monitoring in Glendale's dead-end. Based on his results and Clark Dietz hydraulic model, Mr. Kiefer did not believe there would be any significant improvement in water age as a result of the project.

Mr. Eastman explained that the major benefit of keeping the interconnection open would be with fire flow improvement and providing adequate water service in the event of a main break.

Mr. Kiefer agreed with Mr. Eastman and explained that the hydraulic model and field testing

conducted by utility personnel and consulting engineers confirm Mr. Eastman's statement.

Mr. Kiefer proceeded by explaining the magnitude of the expense in comparison to the annual capital budget. In order to fund the project, the Commission would have to use the Maintenance Reserve Fund to offset some of the planned capital expenditures. He went on to mention a recent discovery of a reservoir problem. Based on a recent drain-down inspection of the southwest reservoir, several leaks were discovered. Depending on how the Wisconsin Department of Natural Resources react, the Commission may be required to bring all of the reservoirs up to current regulatory code. Such costs could exceed \$1,000,000. It is the recommendation of Mr. Kiefer that the Commission postpone any budgeting for this project until plant staff gets a better idea of the costs associated with this project.

Mr. Eastman also suggested that the Commission wait for the a final report from Clark Dietz regarding the expected benefits of the interconnection. It was the consensus of the Commission that the project be postponed as suggested by Mr. Kiefer and to discuss the matter again after a final engineering report is available from Clark Dietz.

### BUDGETS

Mr. Kiefer explained that his budgeting process was disrupted by the discovery of reservoir problems. Consequently, Mr. Kiefer believes the Commission should eliminate any unnecessary spending from the Maintenance Reserve Fund so that much of the repairs and improvements can be financed by fund balance.

Mr. Kiefer recommends that proposed alternative "E" be adopted by the Commission. Under this alternative, the proposed interconnection project and the high service pump 5 replacement project would be postponed. Mr. Kiefer explained that version "E" would allow for a 1% increase in the Operation and Maintenance Budget and a 16% reduction in the Capital Improvement Budget.

Mr. Edlebeck commented on the scope of the reservoir project and suggested that the Commission budget for some of the costs using the Capital Improvement Budget. Mr. Kiefer said that he does not know the scope of the project and cannot estimate those costs at this time. He said he would know more after his November 7th meeting with the Wisconsin Department of Natural Resources.

Despite the limited information, it was the consensus of the Commission that the Capital Improvement Budget shouldn't drop from last year. Consequently, the Capital Improvement Budget, Version "E," was amended at the meeting to increase the budget for account number 332 from \$46,161 to \$79,267. This will serve to fund at least some portion of the reservoir repairs and improvements.

It was moved by Mr. Eastman, seconded by Mr. Botcher, and unanimously carried to approve the 2017 Operation & Maintenance and 2017 Capital Improvement Budget, Version E, dated 10/12/2016 as amended during discussion.

### OPERATION AND MAINTENANCE BUDGET - 2017

#### - REVENUES -

#### ACCT. NO. & TITLE

Payment from Member Communities - Agreement

BUDGET  
1,231,018

Wholesale Water Sales - Operating Component	70,000
Investment Income	600
Other	14,000
TOTAL	1,315,618

– EXPENSES –

ACCT. NO. & TITLE	BUDGET
– UTILITY OPERATING INCOME –	
408 – Taxes	38,244
– SOURCE OF SUPPLY –	
600 – Operation Supervision and Engineering	788
601 – Operation Labor and Expenses	1,372
602 – Purchased Water	10,000
603 – Miscellaneous Expenses	1,011
604 – Rents	-
610 – Maintenance Supervision and Engineering	1,510
611 – Maintenance of Structures and Improvements	1,372
612 – Maintenance of Collecting and Impounding Reservoirs	-
613 – Maintenance of Lake, River and Other Intakes	4,031
614 – Maintenance of Wells and Springs	-
616 – Maintenance of Supply Mains	-
617 – Maintenance of Miscellaneous Water Source Plant	-
– PUMPING EXPENSES –	
620 – Operation Supervision and Engineering	15,435
621 – Fuel for Power Production	3,775
622 – Power Production Labor Expenses	-
623 – Fuel or Power Purchased for Pumping	241,482
624 – Pumping Labor and Expenses	134,423
625 – Expenses Transferred - Credit	-
626 – Miscellaneous Expenses	27,140
627 – Rents	-
630 – Maintenance Supervision and Engineering	8,867
631 – Maintenance of Structures and Improvements	14,425
632 – Maintenance of Power Production Equipment	4,389
633 – Maintenance of Pumping Equipment	42,834
– WATER TREATMENT EXPENSES –	
640 – Operation Supervision and Engineering	15,435
641 – Chemicals	85,560
642 – Operation Labor and Expenses	189,108
643 – Miscellaneous Expenses	27,007
644 – Rents	-
650 – Maintenance Supervision and Engineering	3,942
651 – Maintenance of Structures and Improvements	11,674
652 – Maintenance of Water Treatment Equipment	88,662
– TRANSMISSION AND DISTRIBUTION EXPENSES –	
660 – Operation Supervision and Engineering	1,510
661 – Storage Facilities Expenses	1,372
662 – Transmission and Distribution Lines Expenses	-
663 – Meter Expenses	-
664 – Customer Installation Expenses	-
665 – Miscellaneous Expenses	-
666 – Rents	-
670 – Maintenance Supervision and Engineering	788
671 – Maintenance of Structures and Improvements	-

672 – Maintenance of Distribution Reservoirs and Standpipes	-
673 – Maintenance of Transmission and Distribution Mains	-
675 – Maintenance of Services	-
676 – Maintenance of Meters	1,000
677 – Maintenance of Hydrants	-
678 – Maintenance of Miscellaneous Plant	-
– CUSTOMER SERVICE EXPENSES –	
901 – Supervision	-
902 – Meter Reading Expenses	-
903 – Customer Records and Collection Expenses	-
904 – Uncollectible Accounts	-
905 – Miscellaneous Customer Accounts Expenses	-
906 – Customer Service and Information Expenses	788
– SALES EXPENSE –	
910 – Sales Expenses	-
– ADMINISTRATIVE AND GENERAL EXPENSES –	
920 – Administrative and General Salaries	35,942
921 – Office Supplies and Expenses	15,134
922 – Administrative Expenses Transferred - Credit	-
923 – Outside Services Employed	90,557
924 – Property Insurance	21,332
925 – Injuries and Damages	40,340
926 – Employee Pensions and Benefits	126,138
928 – Regulatory Commission Expenses	-
929 – Duplicate Charges - Credit	-
930 – Miscellaneous General Expenses	7,159
931 – Rents	-
932 – Maintenance of General Plant	1,072
TOTAL	1,315,618

**CAPITAL IMPROVEMENT BUDGET - 2017**

– REVENUES –	
ACCT. NO. & TITLE	BUDGET
– UTILITY OPERATING INCOME –	
Payment from Member Communities - Agreement	206,353
Wholesale Water Sales	-
Investment Income	-
TOTAL	206,353

– EXPENSES –	
ACCT. NO. & TITLE	BUDGET
– INTANGIBLE PLANT –	
301 – Organization	-
302 – Franchises and Consents	-
303 – Miscellaneous Intangible Plant	-
– SOURCE OF SUPPLY PLANT –	
310 – Land and Land Rights	-
311 – Structures and Improvements	-
312 – Collecting and Impounding Reservoirs	-
313 – Lake, Rivers, and Other Intakes	-
314 – Wells and Springs	-
316 – Supply Mains	-
317 – Other Water Source Plant	-

– PUMPING PLANT –	
320 – Land and Land Rights	-
321 – Structures and Improvements	-
323 – Other Power Production Equipment	-
325 – Electric Pumping Equipment	-
326 – Diesel Pumping Equipment	-
328 – Other Pumping Equipment	-
– WATER TREATMENT PLANT –	
330 – Land and Land Rights	-
331 – Structures and Improvements	-
332 – Sand or Other Media Filtration Equipment	79,267
333 – Membrane Filtration Equipment	-
334 – Other Water Treatment Equipment	18,120
– TRANSMISSION AND DISTRIBUTION PLANT –	
340 – Land and Land Rights	-
341 – Structures and Improvements	-
342 – Distribution Reservoirs and Standpipes	-
343 – Transmission and Distribution Mains	-
345 – Services	-
346 – Meters	-
348 – Hydrants	-
349 – Other Transmission and Distribution Plant	-
– GENERAL PLANT –	
389 – Land and Land Rights	-
390 – Structures and Improvements	-
391 – Office Furniture and Equipment	-
391.1 – Computer Equipment	-
392 – Transportation Equipment	25,000
393 – Stores Equipment	-
394 – Tools, Shop and Garage Equipment	-
395 – Laboratory Equipment	-
396 – Power Operated Equipment	-
397 – Communication Equipment	-
397.1 – SCADA Equipment	83,966
398 – Miscellaneous Equipment	-
TOTAL	206,353

## MANAGER'S REPORT

1. Basin 5 has been taken out of service because of problems with the sludge collection system.
2. The southwest reservoir was drained, inspected, and disinfected. During inspection, plant staff and consulting engineers found leaks. Wisconsin Department of Natural Resources will review repair plans and may require additional improvements to comply with regulatory code.
3. Overall, the filter drain valves are not closing as tightly as before. Consequently, partially treated water is filling up the reclaim basin causing the amount of "recycled" water moving through the treatment process to approach the allowable limit. Until some of those actuators can be replaced next year, plant staff is handling the problem by draining the filters that are

out of service.

4. Plant staff replaced the main circuit board for the north air compressor; this air compressor is now back in service.
5. Plant staff replaced the pressure gauge at the Glendale standpipe. The faulty gauge was preventing staff from filling the tower to the appropriate level.
6. Plant staff replaced the heater and sump pump in the Whitefish Bay valve pit.
7. Plant staff is now using an application called Redbooth to assist with task management.
8. Mason Mueller started employment as Intern.

NEXT MEETING

The next regular meeting was scheduled for Wednesday, November 9, 2016 at 8:00 AM.

ADJOURNMENT

It was moved by Mr. Eastman, seconded by Mr. Botcher, and unanimously carried to adjourn at 8:59 A.M.

Submitted by:



Eric Kiefer, Plant Manager and Recording Secretary

10/13/2016

Date

**GLENDALE WATER UTILITY OPERATING FUND**  
**CASH REPORT FOR THE MONTH OF OCTOBER, 2016**

	<u>GENERAL LEDGER</u>	<u>BANK</u>
<u>Balance: September 30, 2015:</u>		
Savings Account	\$225,083.32	\$225,129.44
Checking Account	\$479,201.12	\$481,339.99
	\$704,284.44	\$706,469.43
 <u>Add Transfers, Deposits &amp; Interest: Oct. 1-31, 2016:</u>		
Savings Account	\$0.00	\$47.67
Checking Account	\$673,017.36	\$672,971.24
	\$673,017.36	\$673,018.91
 <u>Subtract Transfers, Disbursements &amp; Charges: Oct. 1-31, 2016:</u>		
Savings Account	\$0.00	\$0.00
Checking Account	(\$671,425.37)	(\$671,599.32)
	(\$671,425.37)	(\$671,599.32)
 <u>Sub-Total</u>	\$705,876.43	\$707,889.02
Outstanding Checks:		(\$2,202.21)
Interest earned in September but receipted in Nov. (#170363)		(\$47.67)
Bank Service Charge - October	(\$237.29)	
 <u>Balance: October 31, 2016:</u>	\$705,639.14	\$705,639.14

SUMMARY:

	<u>Balance</u>	<u>Interest Rate</u>
Savings Account	\$225,129.44	0.254%
Checking Account	\$480,509.70	
	\$705,639.14	
Petty Cash	\$100.00	
State Investment Pool	\$2,577.41	0.430%
	\$708,316.55	

Respectfully submitted:

  
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 Linda DiFrances, City Treasurer

INVOICE GL DISTRIBUTION REPORT FOR CITY OF GLENDALE  
 EXP CHECK RUN DATES 11/14/2016 - 11/14/2016  
 BOTH JOURNALIZED AND UNJOURNALIZED PAID  
 BANK CODE: 2

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Check 5927 900-500.00-06733	MAINT TRANS & DIST MAINS CONTR	AMERICAN LEAK DETECTION	LEAK SURVEY	9,747.50	5927
		Total For Check 5927		9,747.50	
Check 5928 900-500.00-09230	OUTSIDE SERVICE EMPLOYED	BS&A SOFTWARE	SOFTWARE LICENSE FEES	2,393.50	5928
		Total For Check 5928		2,393.50	
Check 5929 900-500.00-06752	MAINT OF SERVICES - MATERIALS	HD SUPPLY WATERWORKS LTD	WATER DEPT. MATERIALS	1,286.75	5929
		Total For Check 5929		1,286.75	
Check 5930 900-500.00-09302	MISC GENERAL EXPENSE - MATLS	LINCOLN CONTRACTORS	WATER DEPT. MATERIALS	6.80	5930
900-500.00-09302	MISC GENERAL EXPENSE - MATLS	LINCOLN CONTRACTORS	WATER DEPT. MATERIALS	74.62	5930
		Total For Check 5930		81.42	
Check 5931 900-500.00-06020	PURCHASED WATER	NORTH SHORE WATER COMMISS	MONTHLY OPERATIONAL EXPENSE	55,672.67	5931
		Total For Check 5931		55,672.67	
Check 5932 900-500.00-06722	MAINT DIST RES STANDPIPE MATLS	VILLAGE HARDWARE INC	MATERIALS	13.48	5932
900-500.00-06722	MAINT DIST RES STANDPIPE MATLS	VILLAGE HARDWARE INC	MATERIALS	28.03	5932
900-500.00-09302	MISC GENERAL EXPENSE - MATLS	VILLAGE HARDWARE INC	LIGHT BULB	25.16	5932
900-500.00-09302	MISC GENERAL EXPENSE - MATLS	VILLAGE HARDWARE INC	DPW MATERIALS	4.04	5932
900-500.00-09302	MISC GENERAL EXPENSE - MATLS	VILLAGE HARDWARE INC	WATER DEPT. MATERIALS	33.72	5932
900-500.00-09302	MISC GENERAL EXPENSE - MATLS	VILLAGE HARDWARE INC	MATERIALS	12.58	5932
900-500.00-09302	MISC GENERAL EXPENSE - MATLS	VILLAGE HARDWARE INC	MATERIALS	18.87	5932
900-500.00-09302	MISC GENERAL EXPENSE - MATLS	VILLAGE HARDWARE INC	MATERIALS	34.18	5932
		Total For Check 5932		170.06	

11/08/2016 04:04 PM  
User: L.DiFrances  
DB: Glendale

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EXP CHECK RUN DATES 11/14/2016 - 11/14/2016  
BOTH JOURNALIZED AND UNJOURNALIZED PAID  
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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
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Fund Totals:

Fund 900 WATER UTILITY	69,351.90
Total For All Funds:	<u>69,351.90</u>