

CITY OF OAK CREEK WATER & SEWER UTILITY

OFFICIAL NOTICE

PLEASE TAKE NOTICE that the Water and Sewer Utility Commission will meet at the Oak Creek Water & Sewer Utility, 170 West Drexel Avenue, Oak Creek, Wisconsin, 53154 on Tuesday, April 11, 2017, at 9:00 am.

The purpose of this meeting will be to discuss the topics listed on the attached agenda.

It is possible that members of and possibly a quorum of members of our governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.

PUBLIC NOTICE

Please Note: Upon reasonable notice, a good faith effort will be made to accommodate the needs of disabled individuals through sign language interpreters or other auxiliary aid at no cost to the individual to participate in public meetings. Due to the difficulty in finding interpreters, requests should be made as far in advance as possible, preferably a minimum of 48 hours. For additional information or to request this service, contact the Oak Creek City Clerk at 414-766-7023 or write to the ADA Coordinator at the Health Department, City Hall, 8040 South 6th Street, Oak Creek, Wisconsin, 53154.

DATED, at Oak Creek, Wisconsin, this the 6th day of April, 2017.

/s/ Michael J. Sullivan
General Manager

A G E N D A
WATER AND SEWER UTILITY COMMISSIONERS
CITY OF OAK CREEK

<u>TIME</u>	<u>DATE</u>	<u>LOCATION</u>
9:00 am	Tuesday April 11, 2017	Headquarters Building 170 West Drexel Avenue

1.0 OPENING OF MEETING

- 1.1 Roll Call
- 1.2 Minutes Approval - Regular Meeting 03-14-17

2.0 CLOSED SESSION

- 2.1 Closed session in accordance with Section 19.85 (1) (c), (e), and (g) of the Wisconsin State Statutes for the following purpose:
 - A. Contractor Damage to Tree on 15th Avenue
 - B. Water Quality Improvement Project
 - C. Waukesha Water Sales Agreement
 - D. New Employee Development

3.0 PROJECT APPROVALS

4.0 MISCELLANEOUS MATTERS

- 4.1 Oak Creek-Franklin Municipal Sewer Agreement
- 4.2 Water Disconnection Policy for Delinquent Accounts

5.0 FINANCIAL MATTERS

- 5.1 Project Payment Approval
- 5.2 Voucher Approval
- 5.3 Utility Investments

6.0 ADMINISTRATIVE & OPERATIONS REPORTS

- 6.1 Aldermanic Report
- 6.2 Administrative Operations Report
- 6.3 Engineering Operations Report
- 6.4 Distribution Operations Report
- 6.5 Plant Operations Report
- 6.6 Manager's Report

7.0 ADJOURN

WATER DISCONNECTION POLICY
Effective 4/11/2017

Background

All delinquent water and sewer accounts roll off to the property taxes on November 16 of each year. Therefore, the Utility is seldom worried about uncollectible accounts. Few situations arise in which delinquent water and sewer bills would need to be written off as uncollectible. One such situation is in the case of a bankruptcy. If a customer files for bankruptcy under Chapter 7, all debt as of the filing date needs to be written off in accordance with our State's bankruptcy law. The Utility has some protection for situations such as a potential future bankruptcy under the Wisconsin PSC Administrative Code 185.37 "Disconnection and Refusal of Service" section. The idea is to collect on large delinquent accounts prior to a customer filing for bankruptcy.

Policy

This Disconnection Policy has been created to protect the Utility from incurring potential losses from nonpayment of water and sewer accounts. Under this Policy, the Utility will investigate all past due balances of \$25,000 or more that have accumulated delinquent charges in arrears over two or more billing cycles. If a customer's past due balance falls within the parameters of this Policy, the Utility will pursue an investigation into the situation and will follow the PSC Administrative Code procedures (including deferred payment agreements and service disconnection) to attempt collection of the outstanding balance due.

PROJECT NO. 16104-15th Ave Water Main

Final Payment

Item No.	Item Description	Quantity	Willkomm Excavating and Grading, Inc.		Partial Payment 1 August 9, 2016		Partial Payment 2 September 13, 2016		Partial Payment 3 February 14, 2017		Final Payment April 11, 2017		Total Complete		
			Unit	Price	Total	Quantity Complete	Cost Complete	Quantity Complete	Cost Complete	Quantity Complete	Cost Complete	Quantity Complete	Cost Complete	Quantity Complete	Cost Complete
1	12" PVC Water Main, 1-1/4" T.B.B.F.	1,133	LF	\$105.50	\$119,531.50	1129.00	\$119,109.50	12.00	\$1,266.00	0.00	\$0.00	0.00	\$0.00	1,141.00	\$120,375.50
2	Connect to Existing 12" Water Main	2	EA	\$2,246.50	\$4,493.00	1.00	\$2,246.50	1.00	\$2,246.50	0.00	\$0.00	0.00	\$0.00	2.00	\$4,493.00
3	Hydrant, Lead, and 6-inch Gate Valve	4	EA	\$6,521.00	\$26,084.00	3.00	\$19,563.00	1.00	\$6,521.00	0.00	\$0.00	0.00	\$0.00	4.00	\$26,084.00
4	12" Gate Valve	3	EA	\$3,534.00	\$10,602.00	2.00	\$7,068.00	1.00	\$3,534.00	0.00	\$0.00	0.00	\$0.00	3.00	\$10,602.00
5	1-1/4" Water Service Laterals (Polyethylene Mole)	11	EA	\$1,984.00	\$21,274.00	0.00	\$0.00	11.00	\$21,274.00	0.00	\$0.00	0.00	\$0.00	11.00	\$21,274.00
6	Asphalt Pavement Removal	3,100	SY	\$2.00	\$6,200.00	1550.00	\$3,100.00	1550.00	\$3,100.00	0.00	\$0.00	0.00	\$0.00	3,100.00	\$6,200.00
7	HMA Pavement, Type E-1, 19.0mm Binder Course	464	TON	\$59.10	\$27,422.40	0.00	\$0.00	397.10	\$23,468.61	0.00	\$0.00	0.00	\$0.00	397.10	\$23,468.61
8	HMA Pavement, Type E-1, 9.5mm Surface Course	278	TON	\$60.20	\$16,735.60	0.00	\$0.00	330.72	\$19,909.34	0.00	\$0.00	0.00	\$0.00	330.72	\$19,909.34
9	1-1/4-inch Dense Graded Aggregate Base Course	280	TON	\$28.00	\$7,840.00	0.00	\$0.00	104.00	\$2,912.00	0.00	\$0.00	0.00	\$0.00	104.00	\$2,912.00
10	Common Excavation	1	LS	\$4,200.00	\$4,200.00	0.00	\$0.00	1.00	\$4,200.00	0.00	\$0.00	0.00	\$0.00	1.00	\$4,200.00
11	Sawcutting Existing Pavement Full Depth	1,400	LF	\$1.06	\$1,484.00	1311.00	\$1,389.66	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	1,311.00	\$1,389.66
12	Excavation Below Subgrade, 1-1/4-inch Dense Graded Aggregate Base Course	25	CY	\$71.50	\$1,787.50	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	-	\$0.00
13	Excavation Below Subgrade, Breaker Run Base Course	77	CY	\$72.50	\$5,582.50	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	-	\$0.00
14	Pavement Marking, Epoxy, White 4-inch Edge Line	2,415	LF	\$1.25	\$3,018.75	0.00	\$0.00	2278.00	\$2,847.50	0.00	\$0.00	0.00	\$0.00	2,278.00	\$2,847.50
15	Pavement Marking, Epoxy, Yellow 4-inch Broken Centerline	290	LF	\$1.25	\$362.50	0.00	\$0.00	292.50	\$365.63	0.00	\$0.00	0.00	\$0.00	292.50	\$365.63
16	Restoration of Lawns and Parkways	1	LS	\$5,151.00	\$5,151.00	0.00	\$0.00	1.00	\$5,151.00	0.00	\$0.00	0.00	\$0.00	1.00	\$5,151.00
17	Erosion Control	1	LS	\$13,908.00	\$13,908.00	1.00	\$13,908.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	1.00	\$13,908.00
18	Traffic Control	1	LS	\$6,885.00	\$6,885.00	1.00	\$6,885.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	1.00	\$6,885.00
TOTAL (Items 1-8)								\$173,269.66	\$86,795.50	\$0.00	\$0.00	\$0.00	\$0.00		\$270,065.24

Sub-Total Completed To Date 0.0%
 Less Allowance for testing and approval 5% up to 50%
 Less Retainage (5% to 50% complete)
 Total
 Less Previous Payments
TOTAL PAYMENT DUE THIS PERIOD

Recommended for Commission Approval by: *[Signature]* Date: 4-4-2017
 Contractor Final Payment Approval By: *[Signature]* Date: 4-4-2017


OAK CREEK WATER AND SEWER UTILITY

PROGRESS PAYMENT No.1

PROJECT NO. 16107 - 2017 Sanitary Rehab Project

Item No.	Item Description	Quantity	Advance Construction, Inc.		Partial Payment 1 April 11, 2017		Total Complete	
			Unit Price	Total Price	Quantity Complete	Cost Complete	Quantity Complete	Cost Complete
1	PVC Sanitary Sewer Spot Repair (5-10 LF)	6 EA	\$9,000.00	\$54,000.00	6.00	\$54,000.00	6.00	\$54,000.00
2	PVC Sanitary Sewer Spot Repair (10-15 LF)	1 EA	\$10,000.00	\$10,000.00	1.00	\$10,000.00	1.00	\$10,000.00
3	8-inch PVC Sanitary Lateral Relay	55 LF	\$300.00	\$16,500.00	10.00	\$3,000.00	10.00	\$3,000.00
4	8-inch CIPP Liner	3,876 LF	\$25.75	\$99,807.00		\$0.00	-	\$0.00
5	12-inch CIPP Liner	590 LF	\$36.70	\$21,653.00		\$0.00	-	\$0.00
6	15-inch CIPP Liner	1,048 LF	\$42.25	\$44,278.00		\$0.00	-	\$0.00
7	18-inch CIPP Liner	114 LF	\$149.00	\$16,986.00		\$0.00	-	\$0.00
8	21-inch CIPP Liner	829 LF	\$73.00	\$60,517.00		\$0.00	-	\$0.00
9	8-inch PVC Sanitary Sewer Relay	626 LF	\$165.00	\$103,290.00	439.00	\$72,435.00	439.00	\$72,435.00
10	12-inch PVC Sanitary Sewer Relay	230 LF	\$190.00	\$43,700.00		\$0.00	-	\$0.00
11	Test and Seal Lateral Connections	61 EA	\$320.00	\$19,520.00		\$0.00	-	\$0.00
TOTAL (Items 1-11)				\$490,251.00	\$139,435.00	\$139,435.00	\$139,435.00	

Sub-Total Completed To Date \$139,435.00
 Less Allowance for testing and approval 10.0% -\$13,943.50
 Less Retainage (5% to 50% complete) 5% up to 50% -\$6,971.75
 Total \$118,519.75
 Less Previous Payments \$0.00
TOTAL PAYMENT DUE THIS PERIOD \$118,519.75

Recommended for Commission Approval by:  Date: 4-3-2017

ADMINISTRATIVE OPERATIONS

March 2017

Year End:

Accounting Supervisor Stenzel finished closing out the accounting records for the year 2016 and prepared several year-end workpapers to help facilitate the audit. The audit was performed by three accounting professionals from Baker Tilly on March 20 and 21. It went very well, and they thanked Commissioner Siepert for interviewing with them this year. Upon receipt of the OPEB actuarial study on March 24, Accounting Supervisor Stenzel sent the related journal entries and documentation to Baker Tilly so they could complete their audit. The Utility had no audit journal entries and no material weaknesses in internal controls for the year.

Public Service Commission Annual Report:

The Public Service Commission (PSC) 2016 Annual Report was completed and filed on March 24 by Accounting Supervisor Stenzel. This report is an annual requirement by the PSC, which includes financial and statistical information from the Utility.

Meeting:

Accounting Supervisor Stenzel attended Wisconsin Section of the American Water Works Association Management Committee meetings on March 7 and 30 to help plan their August seminar.

Workload:

Other administrative tasks included the following:

1. Added 5 new customer accounts.
2. Billed 5,029 water customers and 5,098 sewer customers.

Gallons Billed (in thousands):

	YTD 2017	YTD 2016	YTD 2015	YTD 2014	YTD 2013	Average
Residential	98,267	97,561	98,629	99,998	102,171	99,325
Commercial	107,424	101,037	101,417	100,936	99,214	102,006
Industrial	95,901	86,959	95,768	98,459	92,765	93,970
Public Authority	2,964	4,260	5,218	4,105	5,037	4,317
Wholesale	207,796	271,691	285,759	277,063	266,163	261,694
Total	512,352	561,508	586,791	580,561	565,350	561,312
% Incr (Decr)	-8.8%	-4.3%	1.1%	2.7%		

New Customers:

	YTD 2017	YTD 2016	YTD 2015	YTD 2014	YTD 2013	Average
Residential	2	6	8	8	14	7.6
Commercial	6	5	1	1	0	2.6
Industrial	0	0	1	0	0	0.2
Public Authority	0	0	1	0	0	0.2
Wholesale	0	0	0	0	0	-
Total	8	11	11	9	14	11
% Incr (Decr)	-27.3%	0.0%	22.2%	-35.7%		

New Commercial Customers (YTD 2017): Centennial Park (3 accounts), Cricket Wireless, GMX Midland Oak Creek LLC, Ad-Tech

ENGINEERING OPERATIONS

March 2017

Water Quality Improvement Project

The Utility has submitted the construction authorization package to the Public Service Commission of Wisconsin (PSC) and Wisconsin Department of Natural Resources. The Utility expects that the PSC will issue a notice of investigation with the PSC and the City of Franklin becoming parties to the case. If that occurs, a hearing will take place in front of the PSC Administrative Law Judge with a decision in or around September 2017 by the Commissioners.

2017 Sanitary Sewer General Design Services

Engineering has issued a request for proposal from area consultants to provide general sanitary sewer design services in the design of 2017 capital improvement projects.

The first project is the second installment in a five-year sanitary sewer rehabilitation process and consists of lining approximately 8,000' and relaying approximately 1,000' of sanitary sewer pipe. Utility distribution crews have televised all sanitary sewers. Those sewers have been evaluated using the NAASCO rating system and prioritized based on the severity of the defects. This project will continue to address the most critical sanitary sewer areas in the City of Oak Creek.

The second project project proposes to eliminate the E. Jewell Street lift station by extending approximately 1,750' of sanitary sewer north to E. College Avenue. The existing lift station is 37 years old and needs replacement.

Engineering expects to interview consultants and make a decision for the next meeting of the Commission.

GIS Mobile Tool Development

The consultant for this project, Baxter & Woodman, is converting data in order to prepare for the applications that the distribution crews will be utilizing. Engineering staff is developing work flows for those applications. Because the new system will be internet based, staff is also preparing our computer server in order to ensure the Utility maintains a secure connection.

Sanitary Sewer Rehabilitation

The sanitary sewer rehabilitation project is underway with the contractor, Advance Construction, Inc. starting in the area of Carrollville. They have begun excavation in numerous locations where either a spot repair or full sanitary sewer relay has been determined to be the strategy for rehabilitation. Engineering expects that Advance will continue its excavation work on various sanitary sewer lines throughout the City for the next three to four weeks before the Visu-Sewer mobilizes for Phase II of the project, which includes lining various sanitary sewer pipe with insitu-form resin liner.

Forest Hill Water Main Relay

Engineering held a public information meeting regarding this project in order to inform the residents of the pending construction operations on the water main along East Forest Hill from approximately 600' east of Howell Avenue to Verdev. Construction contracts are pending. Construction is anticipated to start April 17 and last approximately two months.

DISTRIBUTION & COLLECTION OPERATIONS

March 2017

Water Main Break:

On March 30th, there was a report of a main break at 9081 South Annette Place. The leak occurred where a contractor had exposed the 4 inch CIP while working on a sewer rehabilitation project for the Utility. The contractor was called in to do the repair and was assisted by our service worker. The break was a shear on the pipe most likely caused by compacting. The main was installed in 1961.

Water Lateral Repairs:

On March 15th, a crew was sent to 525 East Laverne Drive to repair a ¾" lateral. The leak was on the house side of the curb stop.

On March 16th, a service worker was sent to 10519 South 3rd Avenue to assist a contractor in repairing a 1 inch lateral that was damaged. The contractor hit the lateral while completing sewer rehabilitation work for the Utility.

Fire Hydrant Repairs:

On March 17th, a crew was sent to South Parkside Drive and East Diane Drive to repair a Kennedy hydrant that was leaking out of the dome.

On March 17th, a crew was sent to West Southbranch Boulevard and Reinhardt Drive to repair a Mueller hydrant that would not shut off. The crew had to replace a broken coupler.

In March a crew replaced corroded bolts on hydrants planned for painting this year.

Miscellaneous:

On March 2nd Senior Service Workers Price and Allard attended an IT & Security Seminar sponsored by the Wisconsin AWWA in Oshkosh. Allard participated in a presentation on Partnership for Safe Water Distribution.

On March 15th Service Workers Flatow and Proeber attended a training at CVMIC for confined space.

On March 20th and 22nd Service Workers Pier and Maughan attended NASSCO Recertification Training at MMSD.

On March 28th – 31st Senior Service Worker Allard and Distribution Manager Schwartz attended the WRWA conference in La Crosse.

PLANT OPERATIONS

MARCH, 2017

PUMPAGE REPORT	2017 (pumpage in gallons)	2016 (pumpage in gallons)	Percentage of Change
Monthly pumpage	199,110,000	204,375,000	-2.6
Monthly average day	6,423,000	6,593,000	-2.6
Monthly peak day	(3/6/17) 6,630,000	(3/20/16) 7,760,000	-14.6
Yearly pumpage	582,500,000	608,595,000	-4.3
Yearly average day	6,472,000	6,688,000	-3.2
Yearly peak day	(2/20/17) 7,850,000	(1/13/16) 7,890,000	-0.5
West zone pumpage	93,110,000	92,880,000	+0.3

WATER QUALITY REPORT

Raw Water

Finished Water

Average free chlorine		1.61 mg/l
Total chlorine		1.79 mg/l
Average alkalinity	111.8 mg/l	111.6 mg/l
Average pH	8.3	8.1
Average fluoride	0.11 mg/l	0.74 mg/l
Average turbidity	3.0 N.T.U.	0.04 N.T.U.
Average temperature	38.2°F	
Hardness	137 mg/l	137 mg/l

Preventative Maintenance Tasks: Staff completed 143 preventative maintenance tasks, 1 miscellaneous work order, and 2 safety sessions during the month.

Seminar: Operators Klees, Messerschmidt, Muschinski and Bochat attended the AWWA Wisconsin Section IT & Security Seminar on March 2nd at the UW Oshkosh Conference Center. Topics included: the Partnership for Safe Water Distribution Systems, ArcGIS, Communicating with Customers Using Social Media, Water Loss Control Tools, Using PSC's Online Resources, Focus on Energy, and telemetry options.

Miscellaneous Items: Staff worked on separating chlorine feed systems, expansion of the chlorine monitoring system, inventory control and update of SOPs. Staff also inspected and returned the backwash tower to operation.

Task Distribution

