

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 12, 2016, 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 768-6511 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 7th day of April, 2016.

/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 12, 2016	Headquarters Building 170 West Drexel Avenue

1.0 OPENING OF MEETING

- 1.1 Roll Call
- 1.2 Minutes Approval - Regular Meeting 03-08-16

2.0 FINANCIAL MATTERS

- 2.1 Project Payment Approvals
- 2.2 Voucher Approval
- 2.3 Utility Investments

3.0 ADMINISTRATIVE & OPERATIONS REPORTS

- 3.1 Aldermanic Report
- 3.2 Plant Operations Report
- 3.3 Distribution Operations Report
- 3.4 Administrative Operations Report
- 3.5 Engineering Operations Report
- 3.6 Manager's Report

4.0 PROJECT APPROVALS

5.0 MISCELLANEOUS MATTERS

- 5.1 Amendment to the General Services Agreement with Strand Associates, Inc.
- 5.2 Amendment #4 to the Professional Services Agreement with Ramboll Environ
- 5.3 Professional Services Agreement with CDM Smith
- 5.4 Professional Services Agreement with Baxter & Woodman
- 5.5 POSM Upgrade Demonstration
- 5.6 Simplified Water Rate Case Application

6.0 CLOSED SESSION

- 6.1 Closed session in accordance with Section 19.85 (1) (g) of the Wisconsin State Statutes for the following purpose:
 - A. CT Tank Compliance Project

7.0 ADJOURN

PLANT OPERATIONS

March, 2016

PUMPAGE REPORT	2016 (pumpage in gallons)	2015 (pumpage in gallons)	Percentage of Change
Monthly pumpage	204,375,000	213,611,000	-4.3
Monthly average day	6,593,000	6,891,000	-4.3
Monthly peak day	7,760,000 (3/20/16)	7,920,000 (3/08/15)	-2.0
Yearly pumpage	608,595,000	620,330,000	-1.9
Yearly average day	6,688,000	6,893,000	-3.0
Yearly peak day	7,890,000 (1/13/16)	8,430,000 (1/19/15)	-6.4
West zone pumpage	92,880,000	101,200,000	-8.2

WATER QUALITY REPORT	Raw Water	Finished Water
Average free chlorine		1.53 mg/l
Total chlorine		1.75 mg/l
Average alkalinity	113.9 mg/l	111.4 mg/l
Average pH	8.3	8.1
Average fluoride	0.10 mg/l	0.70 mg/l
Average turbidity	4.6 N.T.U.	0.04 N.T.U.
Average temperature	39.1°F	
Hardness	137 mg/l	137 mg/l

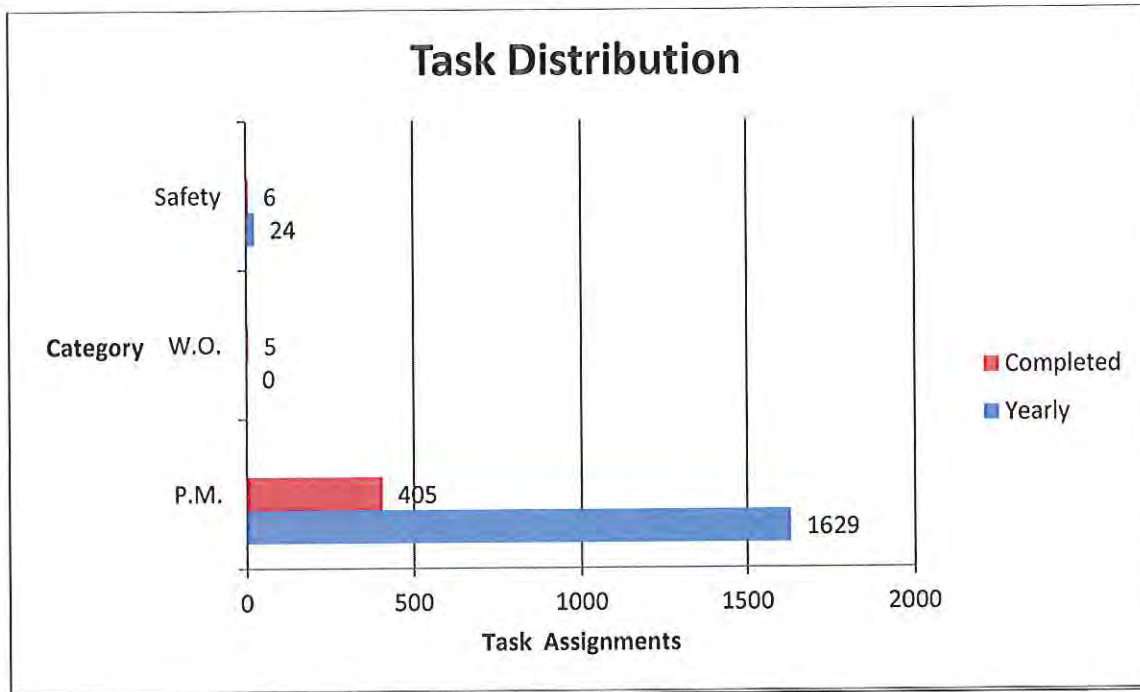
Preventative Maintenance Tasks: Staff completed 143 preventative maintenance tasks, 1 miscellaneous work order, and 2 safety sessions during the month.

Highlift #1 Electric Motor: Staff removed Highlift #1 electric motor due to oil leakage from the lower bearing assembly. The motor was sent in for repair. Staff reinstalled the electric motor but had to remove it after a short run time due to discoloration of the oil in the lower bearing. The contractor was contacted, and the motor was returned to the repair shop. Plant Manager Francis and Operator Robe had a meeting with the staff at the repair facility where the motor and the associated problems were discussed in detail. The electric motor was again returned to the treatment plant, installed and is currently in the pump rotation.

Janat #1 Electric Motor: Staff removed the electric motor from #1 pump and sent it in for bearing replacement. Staff reinstalled the motor which failed on initial run up. Disassembly of the motor revealed a shorted winding. The rebuilding facility was contacted regarding this failure but declined

to accept responsibility for the failure. A new U.S. motor was purchased through the repair facility at cost. Staff is awaiting the delivery of the new electrical motor.

Janat #3 Golden Anderson: Operators Klees and Krueger replaced the 12” steel cover on Janat pump #3 Golden Anderson.



DISTRIBUTION & COLLECTION OPERATIONS

March 2016

Water Main Break:

On March 12th there was a report of a main break at 701 East Puetz Road. A crew was called into repair a 12" DIP that had a blow hole. The pipe was installed in 1964.

Water Lateral Repairs: None

Fire Hydrant Repairs:

On March 21st a crew was sent to 10600 South 13th Street to repair an Iowa hydrant. The hydrant barrel bolts were corroded and needed replacing.

On March 22nd a crew was sent to 6548 South 13th Street to repair a hydrant hit by a car on March 4th. The hydrant barrel and upper hydrant had to be replaced. A police report was obtained, and the party was billed.

On March 29th a crew was sent to 3920 East Ryan Road to repair a hydrant lead that was leaking. After excavating the pipe a blow hole was found in the pipe. The hydrant was installed in 1979.

In March a crew worked on replacing corroded bolts in 29 hydrants planned for painting this year.

Shop Light Upgrade:

Utility Workers Allard and Maughan replaced the 38 metal halide lights in the shop with more efficient LED lights. This included removing the ballasts and rewiring of some lights.

Miscellaneous:

On March 3rd Utility Service worker Allard and Distribution Manager Schwartz attended a CMOM conference.

On March 3rd Utility Service Workers Struebing and Flatow attended an IT & Security Seminar sponsored by the Wisconsin AWWA in Madison.

On March 9th and 21st Distribution Manager Schwartz participated in the rewriting of PSC 185 through a web-ex. The topic was Metering and Meter Testing.

On March 30th – April 1st Distribution Manager Schwartz attended the WRWA conference in Green Bay.

ADMINISTRATIVE OPERATIONS

March 2016

Year End:

Accounting Supervisor Stenzel finished closing out the accounting records for the year 2015 and prepared several year-end workpapers to help facilitate the audit. The audit was performed by three accounting professionals from Baker Tilly on March 21 and 22. It went very well, and they thanked Commissioner Siepert for interviewing with them this year. The Utility had no audit journal entries and no material weaknesses in internal control for the year.

Public Service Commission Annual Report:

The Public Service Commission (PSC) 2015 Annual Report was completed and filed on March 30 by Accounting Supervisor Stenzel. This report is an annual requirement by the PSC, which includes financial and statistical information from the Utility.

Training:

Accounting Supervisor Stenzel attended Wisconsin Section of American Water Works Association Management Committee meetings on March 1 and 15.

Accounting Supervisor Stenzel participated in a Single Audit webinar presented by Baker Tilly on March 2 and 16.

Workload:

Other administrative tasks included the following:

1. Added 5 customer accounts.
2. Billed 4,998 water customers and 5,067 sewer customers.

Gallons Billed (in thousands):

	YTD 2016	YTD 2015	YTD 2014	YTD 2013	YTD 2012	Average
Residential	97,561	98,629	99,998	102,171	101,621	99,996
Commercial	101,037	101,417	100,936	99,214	101,144	100,750
Industrial	86,959	95,768	98,459	92,765	85,207	91,832
Public Authority	4,260	5,218	4,105	5,037	5,098	4,744
Wholesale	271,691	285,759	277,063	266,163	278,298	275,795
Total	561,508	586,791	580,561	565,350	571,368	573,116
% Incr (Decr)	-4.3%	1.1%	2.7%	-1.1%		

New Customers:

	YTD 2016	YTD 2015	YTD 2014	YTD 2013	YTD 2012	Average
Residential	6	8	8	14	6	8.4
Commercial	5	1	1	0	1	1.6
Industrial	0	1	0	0	0	0.2
Public Authority	0	1	0	0	0	0.2
Wholesale	0	0	0	0	0	-
Total	11	11	9	14	7	10
% Incr (Decr)	0.0%	22.2%	-35.7%	100.0%		

New Commercial Customers (YTD 2016): Centennial Park (3 accounts), Chick Fil A (2 accounts)

ENGINEERING OPERATIONS

March 2016

5th Avenue Water Main Extension

Construction on this project will begin on April 11, 2016. The contractor, American Sewer Services, will begin with a short water main extension at the intersection of STH 32 and STH 100 followed by work on Ryan Road from the intersection of S. 5th Avenue and Ryan Road proceeding approximately 450' east of the intersection in Ryan Road. The project is due to be completed on April 29, 2016 with all water main in place, tested, and ready for use.

CT Tank Compliance Project/2016 Water Treatment Plant Improvement Project

The Public Service Commission of Wisconsin did not make a decision regarding the construction authorization of the CT Tank Compliance project. Instead, at their March 3, 2016 meeting, they re-opened the record for another six months and ordered the Utility to conduct a supplemental water demand study with specific requirements to show water demand forecasts in a low, medium, and high scenario. Additionally, they have required that the supplemental study contain statistical analysis for probability of exceedance under each of the three scenarios. Utility staff has met with PSC Staff to determine their expectations and engaged the City of Franklin in the process as well. Both PSC Staff and City of Franklin representatives will be integrally involved and have the ability and time to provide comments on the new demand study as per the project timeline below.

Oak Creek CT Tank Compliance Project Construction Authorization Timeline	
Date	Action
April 1, 2016	City of Franklin provides water demand projections
April 15, 2016	Milestone 1: CDM Smith provides technical memorandum on (i) demand projection methodology, and (ii) population projections
April 22, 2016	PSC staff and City of Franklin provide comments on CDM Smith Technical Memorandum - Milestone 1
May 10, 2016	Milestone 2: CDM Smith completes draft of technical memorandum on (i) water demand projections under low, medium, and high demand scenarios, and (ii) statistical analysis of probability of exceedance under each of the scenarios
May 17, 2016	PSC staff and City of Franklin provide comments on CDM Smith technical memorandum - Milestone 2
May 31, 2016	Milestone 3: CDM Smith provides draft technical memorandum incorporating Waukesha demands
June 7, 2016	PSC staff and City of Franklin provide comments on CDM Smith technical memorandum - Milestone 3
June 17, 2016	Supplemental demand study submitted to the record, Direct Testimony
June 21, 2016	Milestone 4: CH2M completes cost breakdown on incremental costs associated with project sizing
June 28, 2016	PSC staff and City of Franklin provide comments on CH2M cost breakdown - Milestone 4
July 6, 2016	Cost breakdown submitted as an exhibit with supporting direct testimony
July 21, 2016	Rebuttal Testimony (City of Franklin and PSC Staff)
August 2, 2016	Surrebuttal Testimony (all Parties)
August 3, 2016	Errata
August 4, 2016	Hearing
August 19, 2016	Briefs due (All Parties)
August 24, 2016	PSC Staff Decision Matrix published
August 31, 2016	All Party comments on Decision Matrix
September 2, 2016	Case goes to the PSC Commission for Review

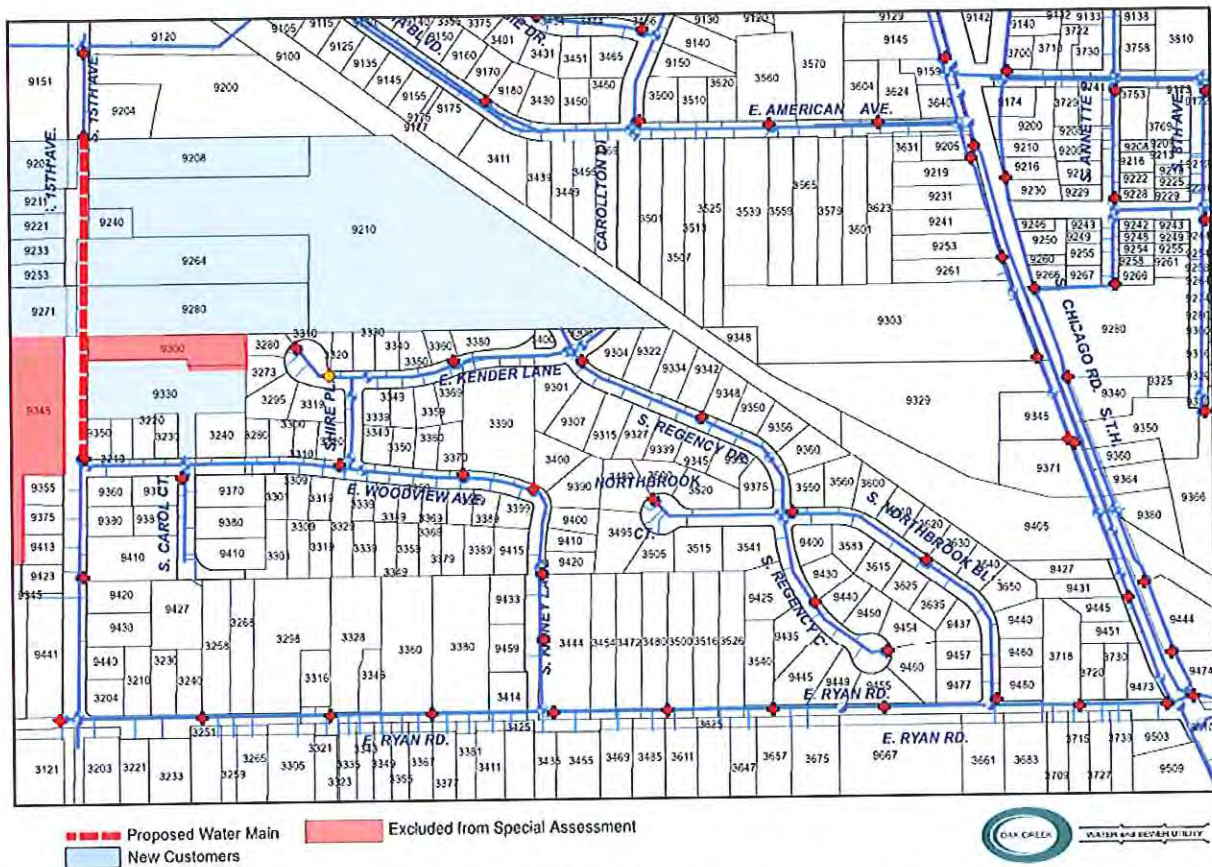
Based on the PSC order, the Utility sought out nationally recognized consulting firms in the area of water demand forecasting to provide proposals for the project based on the aggressive timeline. Four consultants were considered for the Project, City Water, CDM Smith, MWH Global, and Black & Veatch. CDM Smith submitted the most qualified team whose experience was indicative of the Utility's requirements both on team qualifications and ability to meet the aggressive timeline.

The selected consultant will also provide expert testimony regarding the supplemental study according to the hearing schedule determined at the pre-hearing conference and outlined in the above-mentioned timeline.

15th Avenue Water Main Extension Project

The Commission recommended approval of this project at its February 9, 2016 meeting. The Common Council approved the project at its meeting on April 4, 2016 under resolution number 11693-040416. The project includes extending approximately 1,100' of 12" PVC water main in 15th Avenue from East Woodview Avenue to approximately 1,100' north of East Woodview Avenue. This project will also include special assessments for 12 properties along the corridor.

**Proposed Water Main Extension
S. 15th Avenue**



The location map above shows the location of the proposed water main and the properties that will be affected. It is anticipated that the project will be bid in early summer of 2016 with construction being completed in fall of this year. Utility Engineer Pritzlaff will be holding a public information meeting regarding the project when the design work is approximately 50% complete.

Amendment to the General Services Agreement with Strand Associates, Inc.

Date: April 12, 2016

RECOMMENDATION: That the Commission consider a motion to authorize the Utility Engineer to amend the existing professional services agreement with Strand Associates, Inc. for providing general water system consulting services in the not to exceed amount of \$50,000.00.

Strand Associates, Inc. has provided general services to the Utility in hydraulic modeling, rate case studies, cell phone carrier support, and other miscellaneous engineering consulting tasks. Their continued involvement with these tasks provides a good degree of continuity at reasonable billing rates.

**Amendment Number 4 to the Professional Services Agreement with Ramboll
Environ (CT Tank Compliance Project)**

Date: April 12, 2016

RECOMMENDATION: That the Commission consider a motion to authorize the Utility Engineer to amend the existing professional services agreement with Ramboll Environ in order to provide for additional environmental analysis of the site required by the WDNR Site Remediation group for the CT Tank Compliance project and environmental construction services in the not to exceed amount of \$310,000.00.

The Wisconsin Department of Natural Resources (WDNR) has continuously required more data collection and analysis over the last six to eight months, especially with regard to the presence of PCB's and metals in the soils located in the proposed areas of improvements. To that end, Ramboll Environ has had to advance approximately 30 new borings, analyze them, and prepare reports to satisfy their requirements. This amendment will cover the costs of this additional work including meetings with WDNR staff, developing reports, finalizing the Intermediate Remedial Action Plan (for construction), and producing the final Soils Investigation Report (SIR).

This amendment also includes environmental services during construction. These services include on-site testing, ensuring compliance with the soil management plan, and general contractor oversight regarding environmental matters.

Professional Services Agreement with CDM Smith

Date: April 12, 2016

RECOMMENDATION: That the Commission consider a motion to authorize the Utility Engineer to enter into an agreement with CDM Smith for providing professional services in producing a water demand forecast for the CT Tank Compliance Project as ordered by the Public Service Commission of Wisconsin (PSC) in the not to exceed amount of \$20,000.

This project includes providing a supplemental water demand forecast as mandated by the PSC under the construction authorization docket for the CT Tank Compliance Project. The Utility applied for construction authorization in March of 2015. The City of Franklin intervened in the case. Over the following months, written testimony was offered and a hearing held in January 2016. The case record was submitted to the PSC and on March 3, 2016, at a regular meeting of the PSC, it was ordered that the case be reopened for another six months. Additionally, the order contained a requirement to supplement the existing demand study with specific demand scenarios and resubmit to the PSC.

Accordingly, the Utility sought out nationally recognized experts in the field of water demand forecasting with CDM Smith presenting the most qualified team. Furthermore, the team will also be made up of two peer reviewers external to the process to ensure all avenues with regard to the study are considered. As part of the agreement, CDM Smith will also provide written and in-person testimony for the hearing

**Professional Services Agreement with Baxter & Woodman
S. 15th Avenue Water Main Extension**

Date: April 12, 2016

RECOMMENDATION: That the Commission consider a motion to authorize the Utility Engineer to enter into an agreement with Baxter & Woodman, Inc. for providing professional services in the design of the S. 15th Avenue Water Main Extension project in the not to exceed amount of \$25,000.

This project includes extending approximately 1,100' of 12" water main in S. 15th Avenue from E. Woodview Avenue to 1,100' north of E. Woodview Avenue and to specially assess the abutting property owners along the corridor. The Commission recommended approval of this project at its February 9, 2016 meeting. The Common Council approved the project at its meeting on April 4, 2016 under resolution number 11693-040416.