

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 14, 2015, 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, (FAX) 768-9587, (TDD) 768-6513 or by writing to the ADA Coordinator at the Health Department, City Hall, 8640 South Howell Avenue, Oak Creek, Wisconsin, 53154.

DATED, at Oak Creek, Wisconsin, this the 9th day of April, 2015.

/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 14, 2015	Headquarters Building 170 West Drexel Avenue

1.0 OPENING OF MEETING

- 1.1 Roll Call
- 1.2 Minutes Approval - Regular Meeting 03-10-15

2.0 FINANCIAL MATTERS

- 2.1 Change Order #1 Ryan Road Hydrant Relocations and Water Main Relay
- 2.2 Project Payment Approvals
- 2.3 Voucher Approval
- 2.4 Utility Investments

3.0 ADMINISTRATIVE & OPERATIONS REPORTS

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

4.0 PROJECT APPROVALS

- 4.1 Oakfield Village Addition No. 2 Water Main Extension

5.0 MISCELLANEOUS MATTERS

- 5.1 Simplified Water Rate Case Application
- 5.2 Professional Services Agreement with the Sigma Group

5.0 EXECUTIVE SESSION

7.0 ADJOURN


OAK CREEK WATER AND SEWER UTILITY

PROGRESS PAYMENT

PROJECT NO. 14102 - Cedar Hills Water Main Relay

Item No.	Item Description	Quantity		UPI LLC		Partial Payment 1 April 14, 2015		Total Complete	
				Unit Price	Total Price	Quantity Complete	Cost Complete	Quantity Complete	Cost Complete
1	12-inch PVC Water Main, Slurry B.F.	15	LF	\$208.00	\$3,120.00	15.00	\$3,120.00	15.00	\$3,120.00
2	12-inch PVC Water Main, 3/4-inch T.B.B.F.	1,770	LF	\$105.00	\$185,850.00	617.38	\$64,824.90	617.38	\$64,824.90
3	8-inch PVC Water Main, 3/4-inch T.B.B.F.	7,710	LF	\$77.00	\$593,670.00	2630.25	\$202,529.25	2,630.25	\$202,529.25
4	Connect to Existing 6-inch Water Main	2	EA	\$4,600.00	\$9,200.00	-	\$0.00	-	\$0.00
5	Connect to Existing 8-inch Water Main	2	EA	\$4,600.00	\$9,200.00	-	\$0.00	-	\$0.00
6	Connect to Existing 12-inch Water Main	3	EA	\$7,000.00	\$21,000.00	1.00	\$7,000.00	1.00	\$7,000.00
7	Hydrant, Lead, and 6-inch Gate Valve	23	EA	\$5,400.00	\$124,200.00	9.00	\$48,600.00	9.00	\$48,600.00
8	8-inch Gate Valve	26	EA	\$1,400.00	\$36,400.00	12.00	\$16,800.00	12.00	\$16,800.00
9	12-inch Gate Valve	10	EA	\$2,700.00	\$27,000.00	4.00	\$10,800.00	4.00	\$10,800.00
10	1-1/4-inch Water Service Laterals (Polyethylene) Directional Drill	165	EA	\$2,150.00	\$354,750.00	12.00	\$25,800.00	12.00	\$25,800.00
11	Pavement Removal	11,500	SY	\$4.50	\$51,750.00	-	\$0.00	-	\$0.00
12	8-inch Concrete Restoration	175	SY	\$64.00	\$11,200.00	-	\$0.00	-	\$0.00
13	1-1/4-inch Dense Graded Aggregate Base Course	600	Tons	\$28.00	\$15,600.00	-	\$0.00	-	\$0.00
14	HMA Pavement, Type E-1, 9.5 mm Asphaltic Concrete Pavement Surface	2,160	Tons	\$69.00	\$149,040.00	-	\$0.00	-	\$0.00
15	HMA Pavement, Type E-1, 19.0 mm Asphaltic Concrete Pavement Binder	2,150	Tons	\$75.00	\$161,250.00	-	\$0.00	-	\$0.00
16	Sawcutting	10,650	LF	\$1.00	\$10,650.00	-	\$0.00	-	\$0.00
17	Curb and Gutter Replacement	572	LF	\$40.00	\$22,880.00	-	\$0.00	-	\$0.00
18	Hydrant Extension	37	VF	\$580.00	\$21,460.00	14.00	\$8,120.00	14.00	\$8,120.00
19	Salvage and Delivery of Existing Hydrants	1	LS	\$750.00	\$750.00	-	\$0.00	-	\$0.00
20	Existing Valve Box Removal (Top Section Only)	1	LS	\$1,300.00	\$1,300.00	-	\$0.00	-	\$0.00
21	Erosion Control	1	LS	\$3,700.00	\$3,700.00	-	\$0.00	-	\$0.00
22	Traffic Control	1	LS	\$5,100.00	\$5,100.00	-	\$0.00	-	\$0.00
23	8-inch PVC Storm Sewer, Class 150 With Cleanouts, 3/4-inch T.B.B.F.	360	LF	\$52.00	\$18,720.00	358.00	\$18,616.00	358.00	\$18,616.00
24	Core Connection to Tower, Install 2-inch PVC Schedule 40 Interior Drain	1	LS	\$9,400.00	\$9,400.00	1.00	\$9,400.00	1.00	\$9,400.00
TOTAL (Items 1-24)					\$1,847,190.00		\$415,610.15		\$415,610.15

Sub-Total Completed To Date		\$415,610.15
Less Allowance for testing and approval	25.0%	-\$103,902.54
Less Retainage (5% to 50% complete)	5.0%	-\$15,585.38
Total		\$296,122.23
Less Previous Payments		\$0.00
TOTAL PAYMENT DUE THIS PERIOD		\$296,122.23

Recommended for Commission Approval by:  Date: 4-7-2015

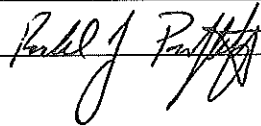
OAK CREEK WATER AND SEWER UTILITY

PROGRESS PAYMENT

PROJECT NO. 15101 - 27th Street Hydrant Relocations and Water Main Relay

Item No.	Item Description	Quantity	Unit	MJ Construction		Partial Payment 1 April 14, 2015		Total Complete	
				Price	Total Price	Quantity Complete	Cost Complete	Quantity Complete	Cost Complete
1	12" PVC Water Main, Gran. B.F., Pavement Restoration	210	LF	\$143.00	\$30,030.00	-	\$0.00	-	\$0.00
2	12" PVC Water Main, Gran. B.F., Turf Rest.	350	LF	\$119.00	\$41,650.00	8.00	\$952.00	8.00	\$952.00
3	12" PVC Water Main, Slurry B.F.	545	LF	\$175.00	\$95,375.00	-	\$0.00	-	\$0.00
4	16" D.I. Water Main, Gran. B.F., Asphalt Rest.	75	LF	\$220.00	\$16,500.00	72.00	\$15,840.00	72.00	\$15,840.00
5	16" D.I. Water Main, Gran. B.F., Turf Rest.	972	LF	\$190.00	\$184,680.00	88.00	\$16,720.00	88.00	\$16,720.00
6	16" D.I. Water Main, Slurry B.F.	55	LF	\$215.00	\$11,825.00	-	\$0.00	-	\$0.00
7	16" Butterfly Valve	2	EA	\$3,100.00	\$6,200.00	-	\$0.00	-	\$0.00
8	12" Gate Valve	6	EA	\$2,600.00	\$15,600.00	1.00	\$2,600.00	1.00	\$2,600.00
9	Hydrant Assembly	8	EA	\$2,200.00	\$17,600.00	-	\$0.00	-	\$0.00
10	Connect to Existing 12" Water Main	7	EA	\$6,000.00	\$42,000.00	1.00	\$6,000.00	1.00	\$6,000.00
11	Connect to Existing 16" Water Main	6	EA	\$7,300.00	\$43,800.00	-	\$0.00	-	\$0.00
12	Connect to Existing 20" Water Main	1	EA	\$12,400.00	\$12,400.00	-	\$0.00	-	\$0.00
13	Temporary Hydrant Extensions	13	VF	\$580.00	\$7,540.00	3.50	\$2,030.00	3.50	\$2,030.00
14	Hydrant Extensions	37	VF	\$480.00	\$17,760.00	1.00	\$480.00	1.00	\$480.00
15	1-1/4" HDPE Water Service	1	EA	\$4,300.00	\$4,300.00	-	\$0.00	-	\$0.00
16	6" PVC Water Service	1	EA	\$7,500.00	\$7,500.00	-	\$0.00	-	\$0.00
17	8" PVC Water Service	1	EA	\$8,200.00	\$8,200.00	-	\$0.00	-	\$0.00
18	Hydrant Alteration - Reuse Existing Hydrant	10	EA	\$6,300.00	\$63,000.00	11.00	\$69,300.00	11.00	\$69,300.00
19	Hydrant Alteration - Furnish and Install New Hydrant	5	EA	\$9,950.00	\$49,750.00	3.00	\$29,850.00	3.00	\$29,850.00
20	Hydrant Relocation - Reuse Existing Hydrant	3	EA	\$9,500.00	\$28,500.00	1.50	\$14,250.00	1.50	\$14,250.00
21	Hydrant Relocation - Furnish and Install New Hydrant	5	EA	\$10,950.00	\$54,750.00	3.50	\$38,325.00	3.50	\$38,325.00
22	Hydrant Abandonment	6	EA	\$1,500.00	\$12,000.00	-	\$0.00	-	\$0.00
23	Abandoning Sanitary Force Main Manholes	3	EA	\$1,000.00	\$3,000.00	-	\$0.00	-	\$0.00
24	Erosion Control	1	LS	\$200.00	\$200.00	0.25	\$50.00	0.25	\$50.00
25	Traffic Control	1	LS	\$300.00	\$300.00	0.00	\$0.00	-	\$0.00
TOTAL (Items 1-25)					\$774,460.00		\$198,397.00		\$198,397.00

Sub-Total Completed To Date		\$196,397.00
Less Allowance for testing and approval	25.0%	-\$49,099.25
Less Retainage (5% to 50% complete)	5.0%	-\$7,364.89
Total		\$139,932.86
Less Previous Payments		\$0.00
TOTAL PAYMENT DUE THIS PERIOD		\$139,932.86

Recommended for Commission Approval by:  Date: 4-7-2015

PLANT OPERATIONS

March, 2015

PUMPAGE REPORT	2015 (pumpage in gallons)	2014 (pumpage in gallons)	Percentage of Change
Monthly pumpage	213,611,000	217,177,000	-1.6
Monthly average day	6,891,000	7,006,000	-1.6
Monthly peak day	7,920,000 (3/08/15)	8,760,000 (3/31/14)	-9.6
Yearly pumpage	620,330,000	637,445,000	-2.7
Yearly average day	6,893,000	7,083,000	-2.7
Yearly peak day	8,430,000 (1/19/15)	9,770,000 (1/19/14)	-13.7
West zone pumpage	101,200,000	114,350,000	-11.5

WATER QUALITY REPORT	Raw Water	Finished Water
Average free chlorine		1.53 mg/l
Total chlorine		1.75 mg/l
Average alkalinity	112.1 mg/l	112 mg/l
Average pH		
Average fluoride	0.12 mg/l	0.68 mg/l
Average turbidity	1.28 N.T.U.	0.04 N.T.U.
Average temperature	36.7 °F	
Hardness	137 mg/l	137 mg/l

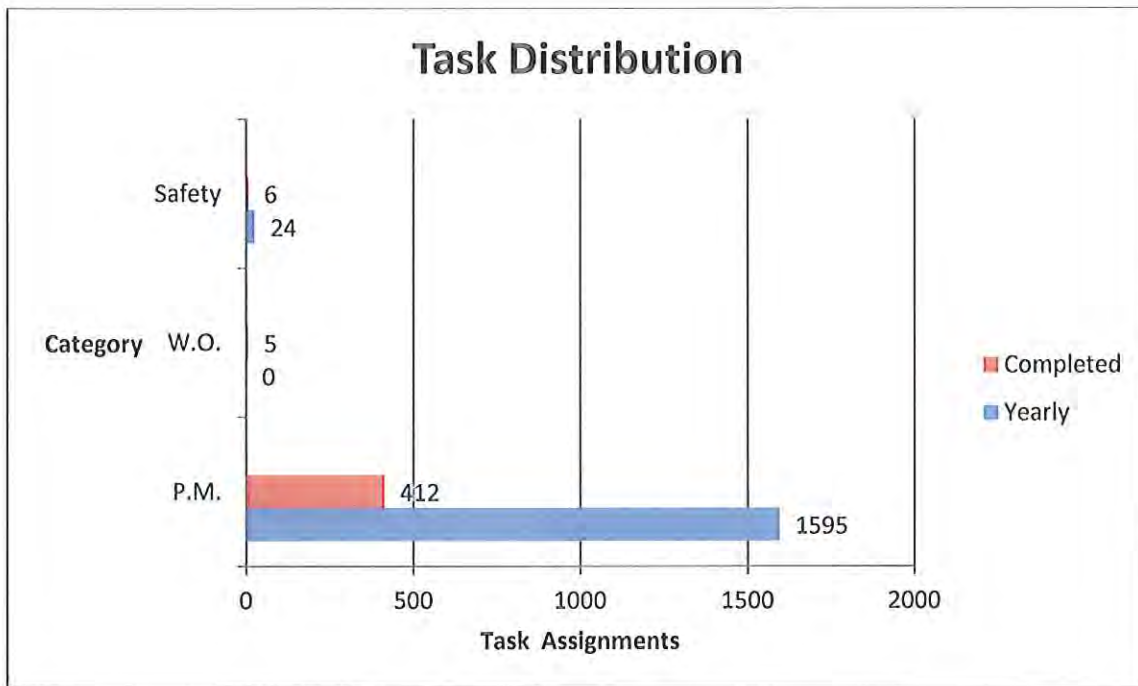
Preventative Maintenance Tasks: Staff completed 137 preventative maintenance tasks, 2 miscellaneous work orders, and 2 safety sessions during the month.

Concrete Separation: Operators Messerschmidt and Muschinski removed the media in the east corners of filter boxes #7 and #8. CH2MHILL has been contacted and will provide a recommendation for repair.

Filter #5: Pieper Electric was on site to locate an intermittent electrical problem with filter #5. A corroded relay base was allowing a 120 volt supply to seek ground. The repair was made and the filter was placed back in to service.

CT Tank Project: Plant Manager Francis attended two CT tank project meetings during the month. A 90% review meeting was held on the 18th.

Plant Tour: Fifteen students from the Milwaukee Area Technical School toured the water treatment plant on the 24th. Operators Robe and Muschinski led the tours.



DISTRIBUTION & COLLECTION OPERATIONS

March 2015

Water Main Breaks:

There were three water main breaks in the month of March.

On March 11th the Utility repaired a water leak at 510 East Golden Lane on a 1969 6" DIP water main that had blowholes and a bad bell. The crew had to replace 41" of water main.

On March 16th the Utility had a water leak at 6626 South 26th Street on a 1963 6" CIP water main. The circumferential break was where Underground Pipeline is in the process of relaying the water main in Cedar Hills Subdivision, so they completed the repair and the Utility assisted.

On March 17th at 6606 South 26th Street Underground Pipeline was relaying water main, when they exposed a 6" 22 ½ degree bend that started to leak. The contractor completed the repair, and the Utility assisted.

Water Lateral Repairs:

On March 30th a crew was sent to repair a 1" poly water lateral at 10050 South Windsor Drive. When the crew excavated the water lateral, they found the poly split on the home owner's side.

Fire Hydrant Repairs:

On March 9th a crew was sent to repair a fire hydrant at 9660 South 20th Street that was hit by a snow plow.

On March 17th a crew was sent to repair a fire hydrant at 9191 South 13th Street that was hit by a snow plow.

On March 19th a crew was sent to repair a fire hydrant at 9565 South 20th Street that was run over by a truck. No police report.

Water Valve Repaired:

On March 11th a crew was sent to 510 East Golden Lane to repair a 6" gate valve. The packing was leaking after operating it for a main break.

Miscellaneous:

On March 5th Utility Service workers Allard, Volbrecht and Distribution Manager Schwartz attended a CMOM conference.

On March 12th Utility Service worker Flatow attended excavation competent person training.

On March 18th all Utility Service workers attended a safety training on trench safety put on by CIVMIC insurance.

On March 24th - 27th Distribution Manager Schwartz attended WRWA conference in Green Bay.

Workload: Distribution crews completed the following during the month of March.

- Tested and/or exchanged 78 water meters
- Installed 4 new meters
- Conducted 41 residential cross-connection inspections
- Conducted 6 industrial and commercial cross-connection inspections
- Replaced 41 Trace radio electronic read units
- Cleaned 3208.4' of sanitary sewer
- Televised 3208.4' of sanitary sewer
- Grouted 27 manholes
- Replaced pressure switch at Jewell lift station
- Operated 8 valves
- Rebuilt 8 hydrants for 27th street project

ADMINISTRATIVE OPERATIONS

March 2015

Year End:

Accounting Supervisor Stenzel finished closing out the accounting records for the year 2014 and prepared several year-end workpapers to help facilitate the audit. The annual audit was performed by Baker Tilly on March 23 and 24. It went very well, and they thanked Commissioner Gehl 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) 2014 Annual Report was completed and filed on March 27. This report is an annual requirement by the PSC, which includes financial and statistical information from the Utility.

Credit Card Payments:

The Utility will begin accepting credit card and e-check payments, along with e-billing and the interception of online bank checks, on April 15. These payments can be made online, by phone or through a mobile device. The credit card and e-check fees will be charged directly to the customers who choose these options. An informational marketing insert will be mailed with all bills for April, May and June.

Training:

Accounting Supervisor Stenzel attended the Wisconsin Water Association IT and Security Seminar held in Madison on March 4.

Accounting Supervisor Stenzel attended a Baker Tilly Cybersecurity webinar on March 18.

Workload:

Other administrative tasks included the following:

1. Added 4 customer accounts.
2. Billed 4,944 water customers and 5,022 sewer customers.

Gallons Billed (in thousands):

	YTD 2015	YTD 2014	YTD 2013	YTD 2012	YTD 2011	Average
Residential	98,629	99,998	102,171	101,621	101,825	100,849
Commercial	101,417	100,936	99,214	101,144	153,920	111,326
Industrial	95,768	98,459	92,765	85,207	31,705	80,781
Public Authority	5,218	4,105	5,037	5,098	4,665	4,825
Wholesale	285,759	277,063	266,163	278,298	279,405	277,338
Total	586,791	580,561	565,350	571,368	571,520	575,118
% Incr (Decr)	1.1%	2.7%	-1.1%	0.0%		

New Customers:

	YTD 2015	YTD 2014	YTD 2013	YTD 2012	YTD 2011	Average
Residential	8	8	14	6	9	9.0
Commercial	1	1	0	1	0	0.6
Industrial	1	0	0	0	0	0.2
Public Authority	1	0	0	0	0	0.2
Wholesale	0	0	0	0	0	-
Total	<u>11</u>	<u>9</u>	<u>14</u>	<u>7</u>	<u>9</u>	<u>10</u>
% Incr (Decr)	22.2%	-35.7%	100.0%	-22.2%		

ENGINEERING OPERATIONS

March 2015

27th Street Hydrant Relocation and Water Main Relay

MJ Construction has completed several of the hydrant alterations and relocations along the South 27th Street corridor between Drexel Avenue and College Avenue. They have also begun the 16" water main relay portion of the project from Drexel Avenue north. As the contractor has prosecuted the work, they have discovered that there are sections (mainly in the area of relays) where other utilities have installed new infrastructure that conflicts with the proposed water main locations. Engineering, in conjunction with MJ Construction, WE Energies, AT&T, and WisDOT will be working to resolve the conflicts moving forward. Remaining work includes hydrant abandonments (occurring at night), and water main relay work that will be done concurrently with the WisDOT reconstruction project.

Cedar Hills Water Main Relay

UPI LLC has finished the water main portion of phase one of the project (Sycamore, South 26th Street, and Lindenwood Court). They will continue in phase one with water service connections and asphalt paving work. Engineering expects phase one to be complete (including water main, water services, concrete work, and asphalt paving) no later than May 8, 2015.

CT Tank Compliance Project/2016 Water Treatment Plant Improvement Project

On March 24, 2015, the City of Oak Creek Planning Commission approved the CSM combining the properties to the north of the existing treatment plant property. They also reviewed and approved our site plans for the overall project. The next step in the planning process will be to get City of Oak Creek Common Council approval for the CSM.

On March 18, 2015, the Utility conducted its 90% design review. The Utility, in conjunction with CH2M Hill reviewed each aspect of the project by discipline. The project is still on track for an on-time completion. Moving forward, the majority of the work will be in the details of the project and insuring the specifications meet the requirements of the Oak Creek Water and Sewer Utility.

Engineering has completed the Safe Drinking Water Loan Application for the project funding portion. The application has been delivered to the Wisconsin Department of Natural Resources. The Utility will be utilizing funds from both fiscal year 2015 and 2016. The fiscal year 2016 project priority list has been released and the Utility's CT Tank Compliance project is fifth on the list. This result is encouraging and insures Utility funding for the project. Engineering will continue to work with WDNR personnel to insure that the process moves forward.



ENGINEERING
DEPARTMENT

April 8, 2015

Ronald J. Pritzlaff, P.E., Utility Engineer
Oak Creek Water & Sewer Utility
170 W. Drexel Avenue
Oak Creek, WI 53154

Re: Utility Commission Approval Requests for April 2015
City of Oak Creek Project No. 15050

Dear Mr. Pritzlaff,

Please review and have the Utility Commission act on this project at its next regularly scheduled meeting. This project will complete the water main loop on the east half of the development between E. Lily Drive and S. Alisa Lane. The west half of the water main loop will be completed by the future developer of the property between S. Glenfield Drive and S. Lauree Lane.

Project No. 15050 Oakfield Village Addition 2 (Developer Funded)

Water main
415 LF of 8" PVC water main
20 LF of 6" PVC water main
275 LF of 1" plastic water lateral
1 salvaged Hydrant and 6" gate valve
35 LF of removal of existing 8" water main
Estimated project cost \$48,000

Sanitary

245 LF of 6" sanitary lateral
Estimated project cost \$20,000

If you have any questions, please call me at (414) 768-6531. Thank you for your prompt attention to this matter.

Sincerely,

Brian Johnston
Assistant City Engineer

BLJ/hd

Professional Services Agreement with The Sigma Group

Date: April 14, 2014

RECOMMENDATION: That the Commission consider a motion to authorize the Utility Engineer to enter into an agreement with The Sigma Group for providing professional environmental services for the CT Tank Compliance Project/2016 Water Treatment Plant Improvements in the not to exceed amount of \$15,000.00.

The Sigma Group will provide general environmental consultation with regard to the CT Tank Compliance/2016 Water Treatment Plant Improvement project. They will perform a Phase I and II Environmental Site Assessment for the north portion of the project location. Based on their evaluation, they will also provide recommendations to the Utility for use in the finished design and contract documents.