

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, December 9, 2014, at 10:00 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 4th day of December, 2014.

/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>
10:00 am	Tuesday December 9, 2014	Headquarters Building 170 West Drexel Avenue

1.0 OPENING OF MEETING

- 1.1 Roll Call
- 1.2 Minutes Approval - Regular Meeting 11-11-14
- 1.3 Minutes Approval - Special Meeting 11-18-14

2.0 FINANCIAL MATTERS

- 2.1 Voucher Approval
- 2.2 Utility Investments
- 2.3 Interfund Loan
- 2.4 2015 Capital Budget Approval

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

5.0 MISCELLANEOUS MATTERS

- 5.1 Chemical Bids
- 5.2 Personnel Manual Changes

6.0 EXECUTIVE SESSION

7.0 ADJOURN

2015 CAPITAL BUDGET

SUMMARY SHEET

Capital Budget Financed by Operations:

Administrative and General	\$	-
Distribution		38,000.00
Engineering		10,000.00
Treatment Plant		150,000.00
Capital Improvement Projects		1,620,000.00
Projects in Progress		<u>7,640,000.00</u>
Total 2014 Capital Budget	\$	<u>9,458,000.00</u>

2015 CAPITAL BUDGET

		<u>Total</u>	<u>Water</u>	<u>Sewer</u>
Administration		\$ -	\$ -	\$ -
Distribution	Hydraulic Breaker on Backhoe	15,000.00	13,500.00	1,500.00
	2003 Vehicle Replacement	23,000.00	23,000.00	-
	Subtotal	<u>38,000.00</u>	<u>36,500.00</u>	<u>1,500.00</u>
Engineering	GIS Optimization Project	10,000.00	7,000.00	3,000.00
	Subtotal	<u>10,000.00</u>	<u>7,000.00</u>	<u>3,000.00</u>
Treatment Plant	Spectrophotometer	10,000.00	10,000.00	-
	Elevator Repair	20,000.00	20,000.00	-
	Laboratory Cabinet Replacement	75,000.00	75,000.00	-
	Raw Water Pump #2 Rebuild	35,000.00	35,000.00	-
	Chlorine Flow Meter Replacement	10,000.00	10,000.00	-
	Subtotal	<u>150,000.00</u>	<u>150,000.00</u>	<u>-</u>
Projects	27th Street Hydrant Relocations and Water Main Relay	1,500,000.00	1,400,000.00	100,000.00
	Fiber Optic Interconnect Project	40,000.00	28,000.00	12,000.00
	Elm Road Bypass	80,000.00	80,000.00	-
	Subtotal	<u>1,620,000.00</u>	<u>1,508,000.00</u>	<u>112,000.00</u>
TOTAL		<u><u>\$1,818,000.00</u></u>	<u><u>\$1,701,500.00</u></u>	<u><u>\$116,500.00</u></u>

2015 CAPITAL BUDGET

ADMINISTRATIVE AND GENERAL

\$ -

TOTAL ADMINISTRATIVE AND GENERAL BUDGET

\$ -

Water -

Sewer -

\$ -

2015 CAPITAL BUDGET

DISTRIBUTION

Hydraulic Breaker on Backhoe \$ 15,000.00

The old hydraulic breaker is from 1985 and is becoming unreliable due to it's age. The new breaker will use the same trailer. The Utility plans to retain the old one as a backup, since it has no resale value.

Water 13,500.00
Sewer 1,500.00

2003 Vehicle Replacement 23,000.00

This vehicle is 11 years old and has about 100,000 miles on it. The new vehicle would be a 1/2 ton, 2 wheel drive pickup truck.

Water 23,000.00

TOTAL DISTRIBUTION BUDGET \$ 38,000.00

Water	23,000.00
Sewer	1,500.00
\$	<u><u>24,500.00</u></u>

2015 CAPITAL BUDGET

ENGINEERING

GIS Optimization Project

\$ 10,000.00

This project includes networking our water main and sanitary sewer systems. This creates greater connectivity among features in each system. With this connectivity, rules are established that increase the efficiency under which technicians operate the system. The project will also assist with building a series of tools to enhance GIS procedures with regard to analysis, reporting and routine task automation.

Water	7,000.00
Sewer	3,000.00

TOTAL ENGINEERING BUDGET

\$ 10,000.00

Water	7,000.00
Sewer	3,000.00
	<u>\$ 10,000.00</u>

2015 CAPITAL BUDGET

TREATMENT PLANT

<p>Spectrophotometer</p> <p>A spectrophotometer is needed to document the level of organics in the combined filtered water. Documented levels of organics will be used to calculate UV dosage at the 254nm wave lengths.</p> <p style="padding-left: 20px;">Water 10,000.00</p>	<p>\$ 10,000.00</p>
<p>Elevator Repair</p> <p>The existing power unit does not meet the current safety standards. A new hydraulic power unit would be installed with upgraded controls.</p> <p style="padding-left: 20px;">Water 20,000.00</p>	<p>20,000.00</p>
<p>Laboratory Cabinet Replacement</p> <p>The metal cabinetry in the laboratory is original 1974 equipment and is in poor condition. Staff has been repairing the metal when we can, but the rust is starting to attack the structural components.</p> <p style="padding-left: 20px;">Water 75,000.00</p>	<p>75,000.00</p>
<p>Raw Water Pump #2 Rebuild</p> <p>Raw water pump #2 is one of two flow control pumps used by staff. Pump #7, the other flow control pump, experienced vibration issues and a motor failure in 2014 and had to be rebuilt. Both pumps have approximately the same number of run hours.</p> <p style="padding-left: 20px;">Water 35,000.00</p>	<p>35,000.00</p>
<p>Chlorine Flow Meter Replacement</p> <p>Two chlorine flow meters installed in 1999 are no longer operational. Replacement of these meters allows the operators to monitor pump performance from the control room.</p> <p style="padding-left: 20px;">Water 10,000.00</p>	<p><u>10,000.00</u></p>
<p>TOTAL TREATMENT PLANT BUDGET</p>	<p><u>\$ 150,000.00</u></p>
<p style="padding-left: 400px;">Water</p> <p style="padding-left: 400px;">Sewer</p>	<p>150,000.00</p> <p style="text-align: center;">-</p> <p><u><u>\$ 150,000.00</u></u></p>

2015 CAPITAL BUDGET

CAPITAL IMPROVEMENT PROJECTS

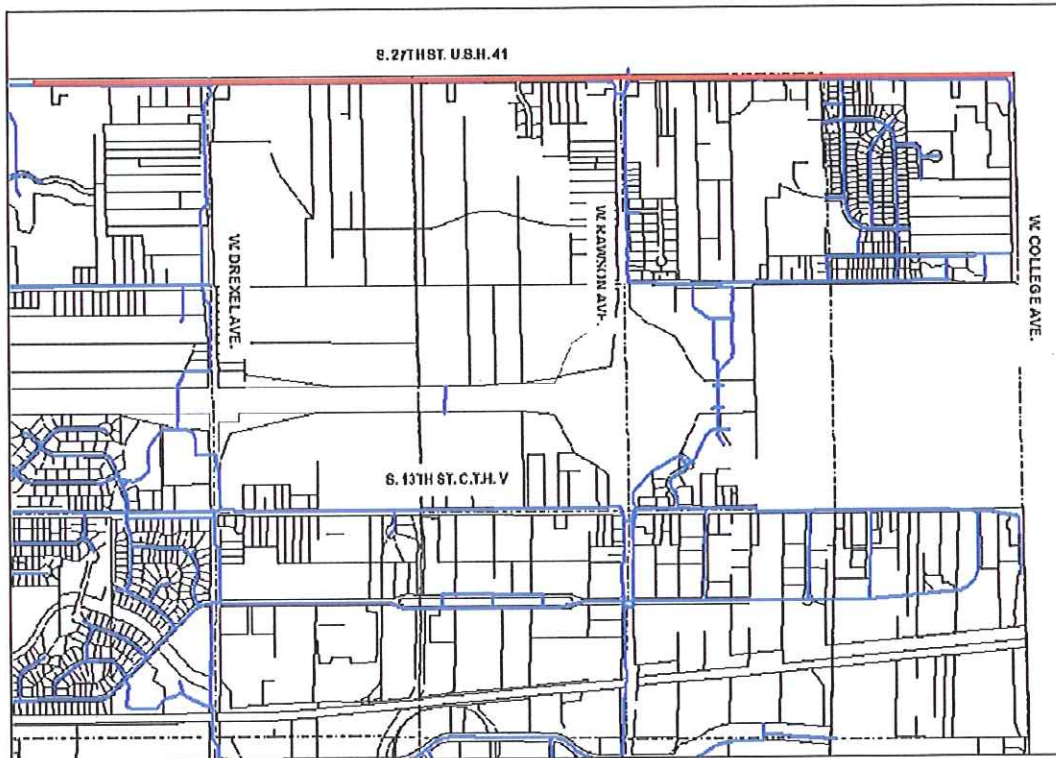
27th Street Hydrant Relocations and Water Main Relay

\$ 1,500,000.00

This project consists of the addition of over 3,000' of water main relay including both 12" PVC and 16" ductile iron with associated appurtenances such as valves, hydrants and restoration and the relocation of over 30 fire hydrants in order to eliminate conflicts with the Wisconsin Department of Transportation's (WisDOT) 27th Street Reconstruction Project from West Drexel Avenue to West College Avenue. Road cuts in the range of three feet, proposed storm sewer and proposed signal bases have all created conflicts and have precipitated the need to move the Utility's infrastructure in this corridor.

Sanitary sewer work on this project includes manhole adjustments, reconstructs and rebuilding where large road cuts occur. This work will be completed by WisDOT. The Utility will then reimburse WisDOT for the work.

Water	1,400,000.00
Sewer	100,000.00



Fiber Optic Interconnect Project

40,000.00

The City of Oak Creek will be constructing a fiber optic system for the purpose of interconnecting various City facilities. They have received bids for the project and anticipate completion in June 2015. This portion of the project includes fiber optic installation at the Utility's headquarters building.

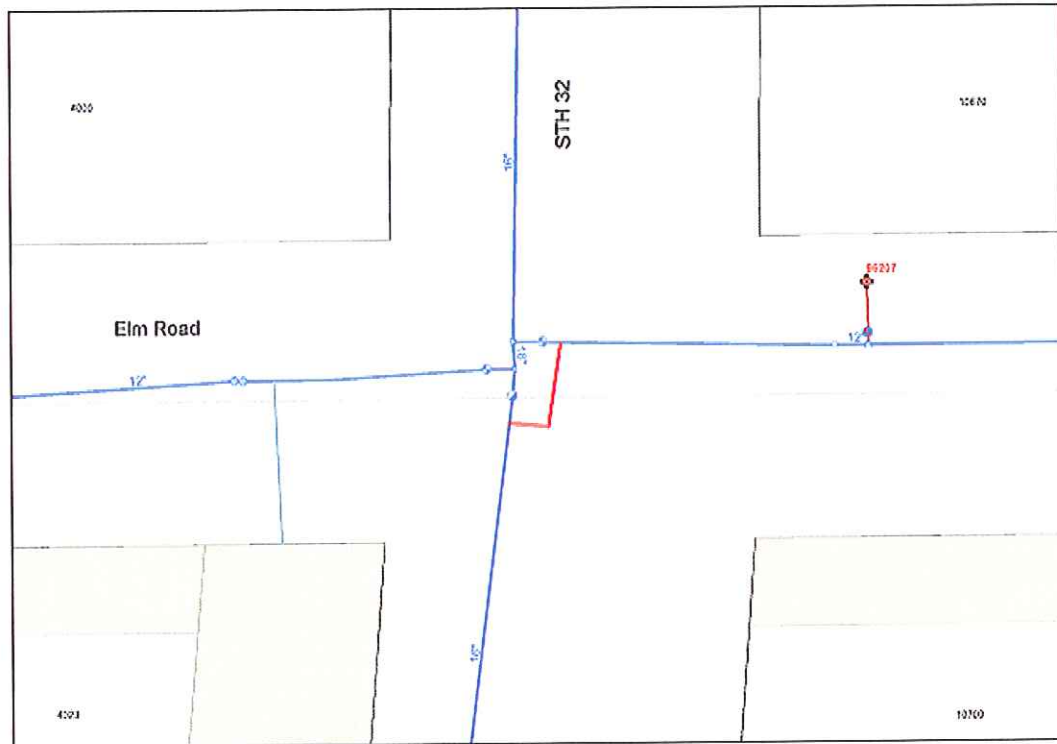
Water 28,000.00
Sewer 12,000.00

Elm Road Bypass

80,000.00

On October 3, 2013, the Utility experienced a 16" water main break at East Barton Road and STH 32. Consequently, 200 residential customers in the Barton Estates Subdivision and the WE Energies Power Plant were without water service for the balance of the day. This project would install a bypass allowing the Utility to isolate the 16" water main between Oakwood Road and Elm Road while minimizing the amount of customers without water service. As a result of completing this project, if a break event were to occur on the 16" water main in STH 32, Barton Estates residential customers will continue to have water service fed from the south, and the WE Energies Power Plant will retain service from Elm Road. Preliminary estimates for the installation were received in 2014 and it was determined that the cost of the project was in excess of the original \$25,000 budgeted in 2014. Thus, this new budget item is necessary to complete the project in 2015.

Water 80,000.00



TOTAL CAPITAL IMPROVEMENT PROJECTS BUDGET

\$ 1,620,000.00

Water
Sewer

1,508,000.00
112,000.00

\$ 1,620,000.00

2015 CAPITAL BUDGET

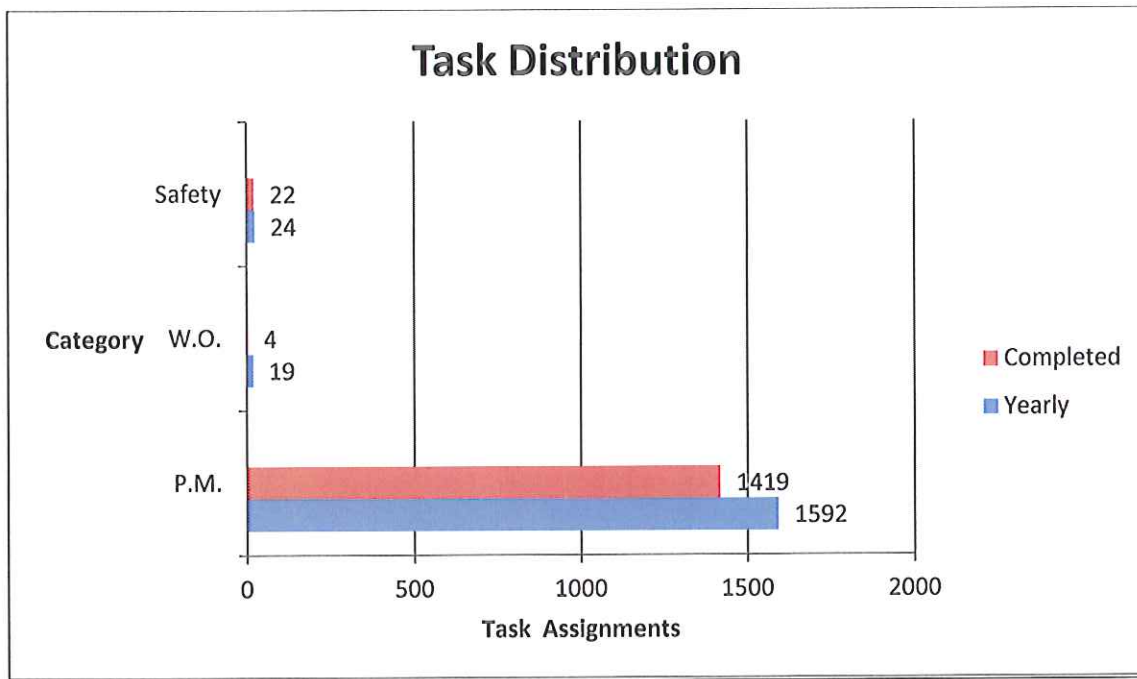
<u>PROJECTS IN PROGRESS</u>		<u>Total Budgeted</u>	<u>Amount Remaining as of 12/31/14</u>	<u>Water</u>	<u>Sewer</u>
13104	Howell Estates Water Main Construction	580,000.00	104,370.96	104,370.96	-
13105	Rowan Estates Water Main Relay	2,500,000.00	883,125.75	883,125.75	-
14102	Cedar Hills Subdivision Professional Services	145,000.00	8,155.57	8,155.57	-
14102	Cedar Hills Subdivision Water Main Relay	2,220,000.00	2,220,000.00	2,220,000.00	-
14107	27th Street Fire Hydrant Relocation Professional Services	110,000.00	16,486.92	16,486.92	-
15xxx	Chlorine Contact Tank Design Services	1,200,000.00	1,200,000.00	1,200,000.00	-
	Sanitary Sewer Spot Repairs	200,000.00	200,000.00	-	200,000.00
	Sanitary Sewer Lining	200,000.00	200,000.00	-	200,000.00
	Sanitary Sewer Relay	200,000.00	200,000.00	-	200,000.00
669	Knights Place Reservoir Repair (contingency)	150,000.00	150,000.00	150,000.00	-
676	Sludge Room Control Update	15,000.00	15,000.00	15,000.00	-
680	Raw Water VFD (Variable Frequency Drive)	50,000.00	39,198.00	39,198.00	-
683	Partnership for Safe Water Distribution Improvements	40,000.00	40,000.00	40,000.00	-
684	Wire to Water Study	30,000.00	30,000.00	30,000.00	-
TOTAL PROJECTS IN PROGRESS BUDGET		\$ 7,640,000.00	\$ 5,306,337.20	\$ 4,706,337.20	\$ 600,000.00

PLANT OPERATIONS
November, 2014

PUMPAGE REPORT	2014 (pumpage in gallons)	2013 (pumpage in gallons)	Percentage of Change
Monthly pumpage	189,412,000	197,538,000	-4.1
Monthly average day	6,314,000	6,584,000	-4.1
Monthly peak day	(11/15/14) 8,710,000	(11/24/13) 8,160,000	-6.7
Yearly pumpage	2,473,316,000	2,483,191,000	-0.4
Yearly average day	7,405,000	7,435,000	-0.4
Yearly peak day	(5/24/14) 11,450,000	(7/19/13) 11,880,000	-3.6
West zone pumpage	97,840,000	111,950,000	-12.6

PLANT CAPACITY REPORT	Percentage of Pumpage	Percentage of Filtration
Water Processed		
Monthly average day	28.1	18.0
Yearly average day	32.9	21.2
Yearly peak day	50.1	32.7

WATER QUALITY REPORT	Raw Water	Finished Water
Average free chlorine		1.53 mg/l
Total chlorine		1.73 mg/l
Average alkalinity	110.4 mg/l	110.4 mg/l
Average pH	8.3	8.1
Average fluoride	0.10 mg/l	0.76 mg/l
Average turbidity	3.42 N.T.U.	0.04 N.T.U.
Average temperature	45.5°F	
Hardness	137 mg/l	137 mg/l



Preventative Maintenance Tasks: Staff completed 133 preventative maintenance tasks, 4 miscellaneous work orders, and 2 safety sessions during the month.

Coagulant Testing: Bill Harrod from USALCO was on-site during the month of November jar testing coagulant products from USALCO. Mr. Harrod will return in early 2015 and in mid 2015 to test their products on various raw water conditions. If the jar tests prove successful, a full scale test will be performed at the treatment plant.

CT Tank Project: Plant Manager Francis attended the kickoff meeting and a presentation on pre-stressed storage tanks during the month. Plant staff will be collecting UV transmittance data for the CT project. A UV spectrophotometer on loan from Mulcahy Shaw Water is being utilized for data collection.

Orchard Way Reservoir: Plant staff assisted distribution with the Orchard Way reservoir inspection.

DISTRIBUTION & COLLECTION OPERATIONS

November 2014

Water Main Breaks: In the month of November there were two water main breaks. On November 13th a call came in of water in the street at 2424 West Sycamore Avenue. After investigating, a crew was sent to do the repair and found a circumferential break on the 8" CIP.

On November 19th a contractor was installing a new sanitary lateral at 7616 South 6th Street when they hit the 12" DIP that was exposed and put a hole in the pipe. The contractor completed the repair.

Orchard Way Reservoir: On November 13th DIXON Engineering, Inc. did a Drained Maintenance Inspection of the reservoir. A report is coming.

Fire Hydrant Repairs:

On November 25th a crew was sent to repair the fire hydrant at 6963 South 13th Street that was struck by a vehicle. They had to replace the breakaway flange on the hydrant.

Miscellaneous:

In the month of November, Utility workers repaired and adjusted water valve boxes on the DOT's West Ryan Road and South Howell Avenue projects.

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

- Tested and/or exchanged 53 water meters
- Installed 3 new meters
- Conducted 44 residential cross-connection inspections
- Conducted 59 industrial and commercial cross-connection inspections
- Replaced 41 Trace radio electronic read units
- Cleaned 10,380' of sanitary sewer
- Televised 13,785' of sanitary sewer
- Winterized 63 fire hydrants
- Operated 39 valves
- Replaced 6 manhole seals

ADMINISTRATIVE OPERATIONS

November 2014

Capital Budget:

Accounting Supervisor Stenzel prepared the Utility's capital budget for 2015.

Delinquent Notices:

Senior Accountant Leranthe compiled a list of delinquent accounts to be placed on the City of Oak Creek's tax roll. The following table summarizes the accounts rolled to the tax bills for 2014, 2013 and 2012:

	<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>Variance 2014 vs. 2013</u>	<u>Variance 2013 vs. 2012</u>
Number of customers rolled -					
<i>Oak Creek</i>	<u>736</u>	<u>760</u>	<u>712</u>	<u>(3.16) %</u>	<u>6.74 %</u>
Amounts rolled -					
<i>Oak Creek</i>					
Water	\$ 230,492	\$ 243,703	\$ 194,012	(5.42) %	25.61 %
Water penalties	<u>22,827</u>	<u>24,092</u>	<u>19,286</u>	<u>(5.25)</u>	<u>24.92</u>
Total	<u>253,319</u>	<u>267,795</u>	<u>213,298</u>	<u>(5.41)</u>	<u>25.55</u>
Sewer	70,295	73,586	68,875	(4.47)	6.84
Sewer penalties	<u>6,922</u>	<u>7,227</u>	<u>6,852</u>	<u>(4.22)</u>	<u>5.47</u>
Total	<u>77,217</u>	<u>80,813</u>	<u>75,727</u>	<u>(4.45)</u>	<u>6.72</u>
Metro	85,917	96,057	90,316	(10.56)	6.36
Metro penalties	<u>8,391</u>	<u>9,336</u>	<u>8,908</u>	<u>(10.12)</u>	<u>4.80</u>
Total	<u>94,308</u>	<u>105,393</u>	<u>99,224</u>	<u>(10.52)</u>	<u>6.22</u>
TOTAL	<u>\$ 424,844</u>	<u>\$ 454,001</u>	<u>\$ 388,249</u>	<u>(6.42) %</u>	<u>16.94 %</u>

Meetings:

Accounting Supervisor Stenzel attended the Wisconsin Water Association (WWA) Leadership Meeting held in Sheboygan on November 14. This meeting covered the responsibilities of committee chairs and reviewed goals of WWA and its committees.

Training:

Administrative staff attended a Bloodborne Pathogen training session held by CVMIC at the Utility headquarters building on November 12.

Workload:

Other administrative tasks included the following:

1. Added 2 customer accounts.
2. Billed 3,233 water customers and 3,361 sewer customers.

Customer Class	Gallons Billed (in thousands)			New Customers		
	2014 YTD	2013 YTD	% Change	2014 YTD	2013 YTD	% Change
Residential	373,423	386,804	-3.5%	20	28	-28.6%
Commercial	404,850	391,715	3.4%	1	1	0.0%
Industrial	372,230	359,707	3.5%	0	0	N/A
Public Authority	16,877	20,178	-16.4%	1	0	N/A
Wholesale	1,119,490	1,156,845	-3.2%	0	0	N/A
Total	<u>2,286,870</u>	<u>2,315,249</u>	<u>-1.2%</u>	<u>22</u>	<u>29</u>	<u>-24.1%</u>

ENGINEERING OPERATIONS

November 2014

Cell Phone Antenna Installations

AT&T has been in the process of developing plans for new antenna installations at Sycamore Tower. Because there is so little room in the existing access tube, they have resubmitted plans for a new access tube through the wet interior of the tank. This option is currently being evaluated by the Utility's review consultant. Because the latest set of plans submitted by AT&T were incomplete, the Utility has requested that AT&T submit complete plans, so that a thorough review can take place.

AT&T has not negotiated a lease amendment to this point. No physical work on the tank can take place until this occurs.

Howell Estates Water Services:

The remaining two water laterals that had not been previously installed at 9760 South Howell Avenue and 9861 South Austin Street have now been constructed and are connected to the new water main. These two properties will be specially assessed for the work as approved under Common Council Resolution 11552-110514. All properties in Howell Estates are now being served by the newly installed water main.

Drexel Town Square:

The Utility access road to the west of the Utility Headquarters has been paved in binder only and is open for use. The access road will remain in this configuration until next spring when construction operations begin again. By the end of December, areas in Drexel Avenue that were not able to be paved in concrete due to weather will receive temporary asphalt until next spring when it will be removed and the remainder of the concrete poured. According to City of Oak Creek personnel, Drexel Avenue will be fully open by the end of December.

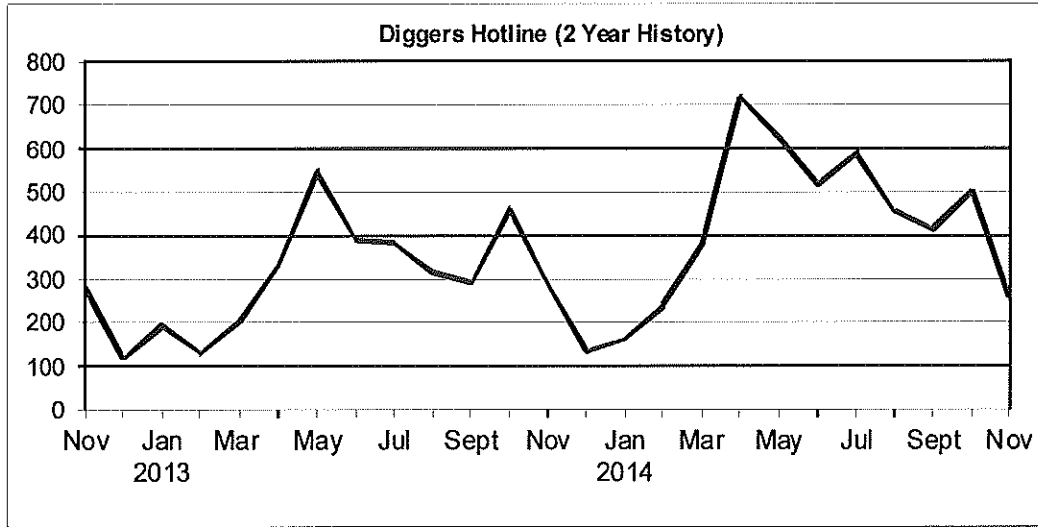
27th Street Hydrant Relocation and Water Main Relay:

Engineering has conducted its 90% design review. The project is on schedule for completion of the design work in mid-December.

CT Tank Compliance Project/2016 Water Treatment Plant Improvement Project:

Engineering, in conjunction with CH2M Hill, is working on site layout and storm water management. The configuration of the new storage tank and high service pump station will be situated on the City of Oak Creek property to the north of the existing treatment plant. Consequently, Engineering has submitted a request to the City of Oak Creek Planning Commission to rezone the property from B-2 (Business) to I-1 (Institutional) and is working with Community Development staff to determine property setback and height requirements based on the zoning code.

Monthly Diggers Hotline Locates: 261 Total Hotline Tickets



MEMORANDUM FOR THE COMMISSIONERS OF THE BOARD OF SUPERVISORS

Memorandum

To: OCWSU Commissioners
CC: OCWSU Staff
From: Patrick Francis
Date: 12/2/2014
Re: Chemical Bids

The chemical quotes for 2015 are as follows:

Coagulant **H1050A**
2015 Bid **\$0.2470/lb***
2014 Bid \$0.2170/lb
Est. Usage 400,000 lbs
Est. Cost \$98,800.00
Vendor ChemTrade Chemicals

Disinfectant **Sodium Hypochlorite**
2015 Bid **\$0.07300/lb**
2014 Bid \$0.07350/lb
Est. Usage 600,000 lbs
Est. Cost \$43,800.00
Vendor Hydrite

Milport was low bid @ \$0.729 not recommended, product impurities.

Fluoride Hydrofluosilicic Acid

2015 Bid \$0.2340/lb*
2014 Bid \$0.2695/lb
Est. Usage 95,000 lbs
Est. Cost \$22,230.00
Vendor Rowell

Potassium Permanganate Carus Free Flowing

2015 Bid \$3.55/lb
2014 Bid \$3.55/lb
Est. Usage 7,000 lbs
Est. Cost \$24,850.00
Vendor Hawkins Chemical

Univar low bid @ \$2.10/lb not recommended, product impurities

Powdered Activated Carbon

2015 Bid \$1.08/lb
2014 Bid \$1.04/lb
Est. Usage 50,000 lbs
Est. Cost \$54,000.00
Vendor Cabot Norit Americas

Thatcher low bid @ \$0.80/lb not recommended, super sack incompatible

*Low Bid

Only Bid

Personnel Manual Wording Changes

Date: December 9, 2014

RECOMMENDATION: That the Commission consider a motion to approve personnel manual language changes.

The proposed changes include eliminating retiree medical insurance eligibility for employees hired after January 31, 2015 and revising compensatory time off language to eliminate confusion. The specific changes are highlighted below in red.

GROUP INSURANCE BENEFITS

Retirement Provisions

- A. Employees Hired Prior to January 1, 1983
- B. Employees Hired Between January 1, 1983 and December 31, 2005
- C. Employees Hired ~~After~~ Between December 31, 2005 and January 31, 2015
- D. Employees Hired After January 31, 2015
 - 1. No post-employment or retirement medical insurance benefits apply, except through COBRA continuation coverage as provided by law.

The specific provisions in each section A – C remain unchanged. Section D is proposed to be added.

OVERTIME

“Compensatory time may be permitted in lieu of overtime pay. Compensatory time is time allowed off in lieu of overtime pay. Compensatory time will be earned at a rate of not less than one and one-half (1-1/2) times the number of hours actually worked. The maximum amount of compensatory time that may be ~~earned~~ used in a calendar year is 120 hours (i.e., not more than 80 hours of actual overtime worked) for all employees. An employee who has ~~earned the maximum number of a balance of 120~~ compensatory hours shall be paid overtime compensation for any additional overtime hours of work.

An employee shall be permitted to use accrued compensatory time within a reasonable period after it is requested if such request is made a minimum of 24 hours in advance and does not unduly disrupt the operations of the Utility. Employees shall be allowed to carryover compensatory time into the following year, not to exceed forty (40) hours, as long as such carried over time is used as time off. ~~Earned compensatory time off must be used within twelve (12) calendar months.~~”

The elimination of retiree medical benefits for new hires will help stabilize health care liability costs for the Utility in the future. The City made this change to their employee personnel manual on December 2, 2014.