

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, February 12, 2019, 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 7th day of February, 2019.

/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 February 12, 2019	Headquarters Building 170 West Drexel Avenue

1.0 OPENING OF MEETING

- 1.1 Roll Call
- 1.2 Minutes Approval - Regular Meeting 01-08-19

2.0 CLOSED SESSION

- 2.1 Closed session in accordance with Section 19.85 (1) (e) and (g) of the Wisconsin State Statutes for the following purpose:
 - A. Water Quality Improvement Project

3.0 PROJECT APPROVALS

4.0 MISCELLANEOUS MATTERS

- 4.1 Introduction/Confirmation of Utility Engineer
- 4.2 Professional Services Agreement with CDM Smith, Water System Master Plan

5.0 FINANCIAL MATTERS

- 5.1 Project Payment Approval
- 5.2 Voucher Approval
- 5.3 Utility Investments
- 5.4 Interfund Loan Interest Rate

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

**Professional Services Agreement with CDM Smith, Inc.
Water System Master Plan**

Date: February 12, 2019

RECOMMENDATION: That the Commission consider a motion to authorize the Utility Engineer to enter into an agreement with CDM Smith, Inc. for providing professional services in the production of a new water system master plan in the not to exceed amount of \$430,000.

This project consists of producing a comprehensive water system master plan (20-year planning period) whose primary objectives are as follows:

- Water Treatment Plant Evaluation
- Evaluation of Treatment Processes
- Recommended Treatment Goals
- Evaluate Water Distribution and Transmission Systems Including Distribution System Storage
- Equipment Inventory and Condition Assessment
- Evaluation of Whole Sale Water Supply Control
- Water System Hydraulic Model Calibration
- Water Age Evaluation
- Energy Efficiency Study
- Conservation Plan
- Water Main Replacement Prioritization System
- Identify Treatment, Transmission, and Distribution System Capital Improvement Projects

The last water system master plan (distribution only) was completed in 2008 and the last full water system master plan completed in 2002. Because of the comprehensive nature of this project, and the addition of the wire to water study (electrical efficiency of pumps) the project came in over the budgeted \$350,000. When comparing the level of effort with the cost, the hourly rate is approximately \$150 per hour for these professional services. This cost is entirely reasonable.

The Utility issued a request for proposals for this project and received a response from five different engineering consultants: Strand, CDM Smith, Graef, Trotter, and Baxter & Woodman. The proposals were reviewed and ranked by each of the members of the internal team (Mike Sullivan, Ron Pritzlaff, Doug Schwartz, and Mike Robe). After the review, the Utility team met and selected the following three consultants to continue on to the interview phase: Strand, Graef, and CDM Smith.

Interviews have been complete and the consultant most qualified to complete the project is CDM Smith.

APPLICATION AND CERTIFICATION FOR PAYMENT AIA DOCUMENT G702

TO (OWNER): City of Oak Creek
 7300 S. 13th Street
 Oak Creek, WI 53154

FROM (CONTRACTOR):
 William Sackerson Constr. Co., Inc.
 PO Box 100318
 Cudahy, WI 53110

CONTRACT FOR: General Construction

PROJECT: City of Oak Creek Water Treatment
 Plant Locker Rooms

PERIOD TO: 1/17/2019

ARCHITECT'S
 PROJECT NO: 460402

Distribution to:
 OWNER
 ARCHITECT
 CONTRACTOR

CONTRACT DATE: 10/1/18

CONTRACTOR'S APPLICATION FOR PAYMENT

CHANGE ORDER SUMMARY		ADDITIONS	DEDUCTIONS
Change Order approved in previous months by owner			
TOTAL			
Approval this Month			
Number	Date Approved		
TOTALS			

Net change by change Orders

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: William Sackerson Constr. Co., Inc.

By: [Signature] Date: 1/17/2019

ARCHITECT'S CERTIFICATION FOR PAYMENT

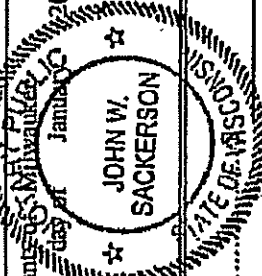
In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM \$ 223,500.00
2. Net change by Change Orders \$ 0
3. CONTRACT SUM TO DATE (Line 1 ± 2) \$ 223,500.00
4. TOTAL COMPLETED & STORED TO DATE \$ 34,390.00
 (Column G on G703)
5. RETAINAGE:
 a. 10 % of Completed Work \$ 3,439.00
 (Column D + E on G703)
 b. _____ % of Stored Material \$ _____
 (Column F on G703)
 Total Retainage (Line 5a + 5b or Total in Column I of G703) \$ 3,439.00
6. TOTAL EARNED LESS RETAINAGE \$ 30,951.00
 (Line 4 less Line 5 Total)
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) \$ 0
8. CURRENT PAYMENT DUE \$ 30,951.00
9. BALANCE TO FINISH, PLUS RETAINAGE \$ 192,549.00
 (Line 3 less Line 6)

State of: Wisconsin
 County of: Milwaukee
 Subscribed and sworn to before me this 17 day of January, 2019

Notary Public: John W. Sackerson
 My Commission expires: 1/4/19



AMOUNT CERTIFIED

(Attach explanation if amount certified differs from the amount applied for.)
 ARCHITECT:

By: Tony Myers Date: 01-30-2019

**OAK CREEK WATER AND SEWER UTILITY
PROGRESS PAYMENT REPORT**

PROJECT NO. 18104-South 27th Street Water Main Extension

Item No.	Item Description	Bid Quantity	Globe Contractors, Inc. N50W23076Belker Rd, Pewaukee, WI 53072		Partial Payment No. 1 January 8, 2019		Partial Payment No. 2 February 12, 2019		PROJECT TOTAL	
			Unit Price	Total Price	Quantity Complete	Cost Complete	Quantity Complete	Cost Complete	Quantity Complete	Cost Complete
1	12" PVC Water Main, 1-1/4" Crushed Aggregate Backfill	1,005 LF	\$158.00	\$158,790.00	980.00	\$154,840.00	25.00	\$3,950.00	1,005.00	\$158,790.00
2	12" Gate Valve	3 EA	\$3,400.00	\$10,200.00	2.00	\$6,800.00		\$0.00	2.00	\$6,800.00
3	Connect to Existing 12" Main	2 EA	\$2,100.00	\$4,200.00	1.00	\$2,100.00	1.00	\$2,100.00	2.00	\$4,200.00
4	Type "B" Hydrant Assembly	3 EA	\$5,200.00	\$15,600.00	3	\$15,600.00		\$0.00	3.00	\$15,600.00
5	HMA Pavement	45 TON	\$150.00	\$6,750.00		\$0.00	37.76	\$5,664.00	37.76	\$5,664.00
6	Remove Existing Driveway Culvert	1 EA	\$500.00	\$500.00		\$0.00		\$0.00	-	\$0.00
7	12" RCP Driveway Culvert	24 LF	\$80.00	\$1,920.00		\$0.00		\$0.00	-	\$0.00
8	Apron Endwalls for Culvert Pipe-12"	2 EA	\$500.00	\$1,000.00		\$0.00		\$0.00	-	\$0.00
9	Base Aggregate Dense 3/4-Inch	110 TON	\$30.00	\$3,300.00		\$0.00		\$0.00	-	\$0.00
10	Concrete Curb and Gutter Type "C"	65 LF	\$100.00	\$6,500.00		\$0.00		\$0.00	-	\$0.00
11	Restoration	1 LS	\$9,700.00	\$9,700.00		\$0.00		\$0.00	-	\$0.00
12	Erosion Control	1 LS	\$1,500.00	\$1,500.00		\$0.00	1.0	\$1,500.00	1.00	\$1,500.00
13	Traffic Control	1 LS	\$3,000.00	\$3,000.00		\$1,500.00	0.5	\$1,500.00	1.00	\$3,000.00
TOTAL ITEMS 1-13 (inclusive)				\$222,960.00	\$180,840.00	\$14,714.00	\$195,554.00			

Sub-Total Completed To Date **\$195,554.00**
 Less Allowance for testing and approval **\$0.00**
 Less Retainage (5% to 50% complete) **-\$5,574.00**
 Total **\$189,980.00**
 Less Previous Payments **\$157,182.00**
TOTAL PAYMENT DUE THIS PERIOD \$32,798.00

Recommended for Commission Approval by: Mitchell J. Sullivan Date: 2/4/19

ADMINISTRATIVE OPERATIONS
January 2019

Bill Inserts:

A listing of current water, sewer and metro rates will be included as a bill insert for all cycles, beginning with the January bills. The Utility is required to notify customers of current rates at least once a year and when rates change.

1099 Forms:

Confidential Secretary Esselman prepared 1099 forms and sent this information to the City for vendors who were required to receive them for 2018.

Commissioner Interview for Audit:

The Utility's auditors from Baker Tilly have requested that the Commission Chairman stop in the office at approximately 10:00am on Thursday, March 21, for a brief interview for the annual audit.

Workload:

Other administrative tasks included the following:

1. Added 5 customer accounts for the month.
2. Billed 906 water customers and 938 sewer customers.

Gallons Billed (in thousands):

	YTD 2019	YTD 2018	YTD 2017	YTD 2016	YTD 2015	Average
Residential	6,474	6,507	6,739	6,569	6,973	6,652
Commercial	33,167	31,221	36,190	33,515	35,213	33,861
Industrial	37,177	36,561	30,596	28,031	33,029	33,079
Public Authority	207	201	197	364	311	256
Wholesale	216,925	209,286	207,796	206,247	228,948	213,840
Total	293,950	283,776	281,518	274,726	304,474	287,688
% Change to Prior Year	3.6%	0.8%	2.5%	-9.8%	N/A	
% Change to Average	2.2%	-1.4%	-2.1%	-4.5%	5.8%	

New Customers:

	YTD 2019	YTD 2018	YTD 2017	YTD 2016	YTD 2015	Average
Residential	0	5	0	2	2	1.8
Commercial	5	3	1	0	0	1.8
Industrial	0	0	0	0	0	-
Public Authority	0	0	0	0	0	-
Wholesale	0	0	0	0	0	-
Total	5	8	1	2	2	3.6

New Commercial Customers (YTD 2019):

Verizon Wireless, EVCAP Oak Creek LLC, Dr. Hartman/Dr. Tolzman, 120 W. Town Square Way (Ste 200), 120 W. Town Square Way (Ste 300)

ENGINEERING OPERATIONS

January 2019

I-94 & Puetz Road Water Main Crossing

Globe Contractors has completed the 16" ductile iron water main crossing at I-94 and Puetz Road and the main is in operation. The DOT has granted permission for the second phase to begin early. The second half will relay the existing 24" crossing at Puetz Road with 24" ductile iron water main pipe. Similar to the 16" pipe, this pipe will be jacked and bored underneath I-94.

27th Street Water Main Extension

Globe Contractors has completed the 12" water main installation in 27th Street south of Southbranch Boulevard. The main is now in service. Curb replacement and grass restoration will be completed in the spring.

Water System Master Plan

The Utility team conducted interviews with Strand, Graef, and CDM Smith for this project. The team unanimously agreed that CDM Smith's proposal and interview demonstrated that they are the most qualified to take on this large project. The Utility team reviewed and revised the scope of work. Finally, a fee was negotiated for the consultant contract.

Wildwood Drive Water and Sewer Replacement Project

The engineer has begun preliminary design. Due to difficult creek crossing requirements, the decision was made to install a structural liner in the existing water main under the bridge. While lining has been a common practice for sanitary sewer rehabilitation and used extensively in other parts of the country for water main rehabilitation, it has only recently seen use in Wisconsin. The sanitary sewers under and around the bridge have 100% sags and will need complete replacement. To avoid the lengthy and restrictive creek crossing permitting a casing will be bored and jacked under the creek to house the new sewer.

College Avenue Water Main Replacement Project

Preliminary engineering is complete for the project. In early February the Common Council will be asked to adopt an intent to special assess resolution establishing a public hearing date of March 5th. The work will be entirely directional drilled in College Avenue to avoid pavement restoration costs.

Fitzsimmons Road Water Main Replacement Project

Preliminary engineering has begun on this 700-foot project. Construction is anticipated in the fall.

Treatment Plant Electrical Study

Electrical one-line drawings are complete for several options in order to better analyze the best option. Contacts have been made with Eaton and ABB to provide budgetary costs. The study report, including drawings, is still on schedule for completion by the end of February.

Jewel Street Lift Station Elimination/Replacement

The estimated cost of the lift station replacement, at \$735,000, is significantly higher than the anticipated cost and budget. While the gravity line solution was previously pushed to the side of the table, now all options are being re-evaluated in greater detail.

Utility Security Study and Upgrades

Contact has been made to both the Southeast Wisconsin Treat Analysis Center (STAC) and the Wisconsin National Guard to provide assistance and guidance with this project.

Development Project with Utility Construction

The following development projects which involve utility construction are actively underway.

HSI Orchard Hills (27th Street, north of Honadel Boulevard)

Amazon (13th Street and Ryan Road)

St. John's Properties (Howell Avenue and Rawson Avenue)

East Brooke Preserve Phase II (Nicholson Road, north of Ryan Road)

DISTRIBUTION & COLLECTION OPERATIONS

January 2019

Water Main Breaks:

On January 14th at 1:30 p.m. a crew was sent to 8328 South Howell Avenue to repair a 12" CIP water main installed in 1958. When the crew excavated the water main, they found a blow hole and a circumferential break. Two repair clamps were installed to complete the repair.

Water Lateral Repairs:

There were no water lateral repairs in the month of January.

Hydrant Repairs:

There were no hydrant repairs in the month of January.

Valve Repairs:

There were no valve repairs in the month of January.

Sewer Repairs:

In January Utility workers inspected 44 problem manholes and replaced manhole cover seals along with starting the cleaning and televising for 2019.

Miscellaneous:

In January Utility workers completed the quarterly flushing of dead-end water mains.

In January Utility workers inspected water main crossings for possible leaks.

In the month of January, the Utility workers attended Digger Hotline Meetings.

PLANT OPERATIONS

January, 2019

PUMPAGE REPORT	2019	2018	% Change	5 Year %
Monthly Pumpage	209,174,000	210,681,000	-0.7	-1.0
Monthly Average Day	6,747,548	6,796,000	-0.7	-1.0
Monthly Peak Day	(01/02) 8,940,000	(01/07) 8,570,000	+4.3	+6.5
Yearly Pumpage	209,174,000	210,681,000	-.7	-1.0
Yearly Average Day	6,747,548	6,796,000	-.7	-1.0
Yearly Peak Day	(01/02) 8,940,000	(01/07) 8,570,000	+4.3	+6.5
West Zone Pumpage	88,000,000	96,970,000	-9.3	-8.4

WATER QUALITY REPORT	Raw Water	Finished Water
Average Free Chlorine		1.62 mg/l
Total Chlorine		1.80 mg/l
Average Alkalinity	114.0 mg/l	114.3 mg/l
Average pH	8.3	8.2
Average Fluoride	0.15 mg/l	0.68 mg/l
Average Turbidity	8.19NTU	0.036 NTU
High Temperature	High 39.3 F Low 34.0 F	
Hardness	137 mg/l	137 mg/l

Preventative Maintenance Tasks: Staff completed 164 preventative maintenance tasks and 2 safety sessions during the month.

Work Orders: Staff completed 9 work orders. Some of the tasks include: updating to LED bulbs in the lab, generator room and conference room, repairing filter controllers, repairing a leaking chemical feed pump and insulating the Chlorine analyzer cabinets at each tower.

Operators: Operators Klees, Muschinski, Ludke, Bochat, White, Messerschmidt, Anaya, Bozich, and Krueger participated in CIVMIC safety training for confined space, lock out tag out, hearing protection and safe lifting.

Plant: Work continues on the locker room update including removal of old tile and HVAC installation. Operations were adjusted for the extreme cold and no issues were reported.

