

## 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 14, 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 6<sup>th</sup> Street, Oak Creek, Wisconsin, 53154.

**DATED**, at Oak Creek, Wisconsin, this the 9th day of February, 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 February 14, 2017	Headquarters Building 170 West Drexel Avenue

**1.0 OPENING OF MEETING**

- 1.1 Roll Call
- 1.2 Minutes Approval - Regular Meeting 01-10-17

**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. Wholesale Water Sales to the City of Franklin
  - B. Water Quality Improvement Project
  - C. Waukesha Water Sales Agreement
  - D. 2017 Wage Adjustment

**3.0 PROJECT APPROVALS**

- 3.1 Professional Services Agreement with Baxter & Woodman, Inc. for the GIS Mobile Tool Upgrade

**4.0 MISCELLANEOUS MATTERS**

- 4.1 Distribution Pick-up Bid
- 4.2 Sewer Camera Tractor Approval
- 4.3 Badger Meter Orion Purchases
- 4.4 Personnel Manual Change
- 4.5 Senior Service Worker-Sewers Position
- 4.6 Safe Drinking Water Loan Program Priority Scoring

**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**

**Professional Services Agreement with Baxter & Woodman, Inc. for the GIS Mobile Tool Upgrade Project**

Date: February 14, 2017

**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 delivering a functional GIS Mobile Tool that meets the needs of the Utility in the not to exceed amount of \$15,000.**

The current GIS software used for tracking maintenance of water and sewer systems is being retired by the software provider (ESRI). Thus support for this software will no longer be provided. Consequently the Utility needs to upgrade to a new software called ARCGIS Online. Benefits of the new system include:

- Instant updating and access to maintenance records
- Reduced paperwork redundancy
- Increased efficiency and accuracy in the GIS System

The work will consist of professional consulting services in moving from the old package to the new application and assisting the GIS Technician and distribution staff moving to the new system.

Engineering, in conjunction with Baxter & Woodman, laid the groundwork for this project during the GIS Optimization of the Utility's GIS package. Work on this project has begun with the purchase of mobile tablets and will continue with Baxter & Woodman assisting with the transition to the new mobile tool applications.

This project was approved under the 2017 Capital Improvement Plan for \$18,000.

**BID AND SPECIFICATIONS**  
2017 Pickup Truck Bid

Dealer	Holz Chevrolet	Griffin Ford	Ewald Ford	Ewald Chevrolet	Ewald Dodge
YEAR	2017	2017	2017	2017	2017
BRAND	Chevrolet	Ford	Ford	Chevrolet	Dodge
Model	Silverado	F150	F150	Silverado	1500
Wheel base	133"	141"	141"	133"	140"
GVW	6,700	6,750	6,525	6,800	6,600
PAYLOAD	1,980	2,360	1,942	No info	1,720
ENGINE	5.3 V8	5.0 V8	5.0 V8	5.3 V8	5.7 V8
TRANSMISSION	6spd Automatic	6spd Automatic	6spd Automatic	6spd Automatic	8spd Automatic
Rear Axle: Ratio	3.08	3.55	3.31	3.23	3.21
GAS TANK	34 Gallons	23 Gallon	23 Gallons	34 Gallons	32 Gallon
TIRES	P255/70R17	P245/70R17E	P245/70R17	P255/70R17	P265/70R17
PRICE	\$32,035.00	\$22,976.00	\$32,045.00	\$32,186.00	\$30,865.00
DISCOUNT	\$9,141.92	\$0.00	\$9,680.00	\$10,026.00	\$9,495.00
TRADE-IN ALLOWANCE	\$4,300	\$3,500.00	\$3,000.00	\$3,000.00	\$3,000.00
TOTAL COST	\$18,593	\$19,476.00	\$19,785.00	\$19,160.00	\$18,370.00

2017 Budget Amount \$30,000.00

Recommend Bid from Bob Fish GMC

**\$17,930.00**

## ADMINISTRATIVE OPERATIONS

January 2017

### 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.

### Credit Card Terminal:

The Utility installed a credit card terminal at the front counter and is now accepting payments by credit card in the office.

### Year End:

Confidential Secretary Esselman printed 1099 forms and sent this information to the City for vendors who were required to receive them for 2016.

### Workload:

Other administrative tasks included the following:

1. Added 1 new customer account.
2. Billed 914 water customers and 942 sewer customers.

### Gallons Billed (in thousands):

	YTD 2017	YTD 2016	YTD 2015	YTD 2014	YTD 2013	Average
Residential	6,739	6,569	6,973	7,099	6,956	6,867
Commercial	36,190	33,515	35,213	34,675	31,944	34,307
Industrial	30,596	28,031	33,029	36,896	28,990	31,508
Public Authority	197	364	311	313	275	292
Wholesale	207,796	206,247	228,947	225,649	217,578	217,243
Total	281,518	274,726	304,473	304,632	285,743	290,218
% Incr (Decr)	2.5%	-9.8%	-0.1%	6.6%		

### New Customers:

	YTD 2017	YTD 2016	YTD 2015	YTD 2014	YTD 2013	Average
Residential	0	2	2	3	6	2.6
Commercial	1	0	0	1	1	0.6
Industrial	0	0	0	0	0	-
Public Authority	0	0	0	1	0	0.2
Wholesale	0	0	0	0	0	-
Total	1	2	2	5	7	3
% Incr (Decr)	-50.0%	0.0%	-60.0%	-28.6%		

**New Commercial Customers (YTD 2017):** Centennial Park

## **ENGINEERING OPERATIONS**

**January 2017**

### **Partnership for Safe Water Distribution Improvements**

All mechanicals for for these two analyzers have been calibrated at both Howell tower and Sycamore tower for PH, chlorine residual, and temperature readings. Engineering is currently producing operations and maintenance protocols which will be added to regular/routine maintenance checks.

### **Water Quality Improvement Project**

The Utility, in conjunction with CH2M, will be participating in a pre-application consultation with members of both the Wisconsin Department of Natural Resources (WDNR) and the Public Service Commission of Wisconsin on February 13, 2017. The purpose of the meeting is to present the project to the state regulatory staff and address requirements for construction approval from both agencies.

The project generally includes constructing an intermediate pump station, UV, above ground storage, and new high lift pump station with a 20 MGD capacity in order to improve water quality, replace unsafe/outdated electrical equipment, and improve the reliability and flexibility of the plant processes.

### **Sanitary Sewer Rehabilitation Project**

All contracts have been signed for this project. Engineering expects work to commence in early February on this project which includes assorted construction methods for correcting the worst rated structural deficiencies in the public sanitary sewer system. Construction methods include full pipe relays (manhole to manhole), pipe lining, spot repairs that will correct deficiencies in short pieces of pipe, and spot lining.

### **IKEA Way Utilities**

Construction of the sanitary sewer at IKEA Way has been completed. The contractor will begin installing the public water main in early February which should be complete in approximately 30 days.

### **GIS Mobile Tool Upgrade**

The current GIS software used for the tracking maintenance of water and sewer systems is being retired by the software provider (ESRI). Work on this project will begin in mid-February and when complete, will include:

- Instant updating and access to maintenance records
- Reduced paperwork redundancy
- Increased efficiency and accuracy in the GIS System

Engineering, in conjunction with Baxter & Woodman, laid the groundwork for this project during the GIS Optimization of the Utility's GIS package. Work on this project has begun with the purchase of mobile tablets and will continue with Baxter & Woodman assisting with the transition to the new mobile tool applications.

## **DISTRIBUTION & COLLECTION OPERATIONS**

**January 2017**

**Water Main Breaks:** There were no water main breaks this month.

### **Water Lateral Repairs:**

On January 11<sup>th</sup> a crew was sent to 7625 South Logan Avenue to repair a ¾" copper water lateral. When the crew excavated the water lateral, they found the curb stop was broke on the street side.

On January 31<sup>st</sup> a crew was sent to 6312 South 27<sup>th</sup> Street to repair a 1¼" copper water lateral. When the crew excavated the water lateral, they found the compression fitting was leaking on the street side.

### **Hydrant Repairs:**

On January 13<sup>th</sup> a crew was sent to 2557 Farmington Lane to repair a hydrant hit by a vehicle. A police report was obtained and the responsible party was billed for repairs.

On January 16<sup>th</sup> a crew was sent to 7780 South Howell Avenue to repair a hydrant hit by a vehicle. A police report was obtained and the responsible party was billed for repairs.

On January 22<sup>nd</sup> a crew was sent to 223 East Rawson Avenue to repair a hydrant hit by a vehicle. A police report is being obtained, so the responsible party can be billed.

### **Miscellaneous:**

On January 17<sup>th</sup> service workers Volbrecht, Struebing, Pier and Proeber attended a distribution seminar hosted by HD Supply Waterworks.

On January 31<sup>st</sup> service workers Price, Allard, Volbrecht, Struebing, Pier, Maughan, Flatow, Proeber and Distribution Manger Schwartz attended CPR training at Fire Station 3.

In the month of January seven service workers attended Digger Hotline Meetings.





## PLANT OPERATIONS

January, 2017

<b>PUMPAGE REPORT</b>	<b>2017 (pumpage in gallons)</b>	<b>2016 (pumpage in gallons)</b>	<b>Percentage of Change</b>
Monthly pumpage	200,520,000	210,253,000	-4.6
Monthly average day	6,468,000	6,782,000	-4.6
Monthly peak day	(1/27/17) 7,310,000	(1/13/16) 7,890,000	-7.4
Yearly pumpage	200,520,000	210,253,000	-4.6
Yearly average day	6,468,000	6,782,000	-4.6
Yearly peak day	(1/27/17) 7,310,000	(1/13/16) 7,890,000	-7.4
West zone pumpage	97,860,000	92,430,000	+5.9

<b>WATER QUALITY REPORT</b>	<b>Raw Water</b>	<b>Finished Water</b>
Average free chlorine		1.61 mg/l
Total chlorine		1.83 mg/l
Average alkalinity	112.1 mg/l	108.6 mg/l
Average pH	8.2	8.1
Average fluoride	0.11 mg/l	0.74 mg/l
Average turbidity	0.88 N.T.U.	0.04 N.T.U.
Average temperature	35.4°F	
Hardness	137 mg/l	137 mg/l

**Preventative Maintenance Tasks:** Staff completed 134 preventative maintenance tasks, 0 miscellaneous work orders, and 2 safety sessions during the month.

**Treatment Plant Tour:** Members of the Institute for Journalism and Natural Resources were given a tour of the water treatment plant on 1-6-17. Operator Robe led the tour accompanied by General Manager Sullivan and Dan Duchniak from Waukesha Water.

**Safety Training:** Operators Bochat and Krueger attended a CPR training seminar at fire station #3 on 1-31-17.

# Task Distribution

