

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, January 14, 2020, 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 9th day of January, 2020.

/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 January 14, 2020	Headquarters Building 170 West Drexel Avenue

1.0 OPENING OF MEETING

- 1.1 Roll Call
- 1.2 Minutes Approval - Regular Meeting 12-10-19

2.0 CLOSED SESSION

3.0 PROJECT APPROVALS

- 3.1 Award Jewell Sanitary Sewer Construction Contract
- 3.2 Wingspan Project Approval

4.0 MISCELLANEOUS MATTERS

- 4.1 Engineering Design Contract for Weatherly Drive Water Main
- 4.2 Engineering Design Contract for Rawson Avenue Water Main
- 4.3 Engineering Design Contract for Howell Lining

5.0 FINANCIAL MATTERS

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

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

HUB13 Development Approval

Date: January 14, 2020

RECOMMENDATION: That the Commission consider a motion to approve the HUB13 Development for the extension of public water main and private interceptor sanitary sewer at 7581 S 13th Street.

Wingspan Development Group, LLC has requested the extension of the public water main and private interceptor sanitary sewer for the commercial development at 7581 S. 13th Street. The 33-acre parcel will be developed on the west side of S. 13th Street and north of the Highgate Development. The proposed apartment development will construct a clubhouse and 9 apartment buildings consisting of 300 units. The developer is funding the improvements for the project. The project is proposing the following improvements.

Public Water main

2,550 LF of 12" C-900 PVC water main

8 EA 12" Valves

8 EA Hydrants and valves

Appurtenances

Connection to existing water main

Estimated project cost \$356,000

Private Interceptor Sanitary Sewer

2,500 LF of 12" PVC

14 - 48" Dia. Manholes

Connection to existing Sanitary

Estimate project cost \$280,000

**Professional Services Agreement for
Weatherly Drive Water Main Looping Design Services**

Date: January 14, 2020

RECOMMENDATION: That the Commission consider a motion to authorize the Utility Engineer to enter into an agreement for providing general engineering services in the design of a water main looping project in the not to exceed amount of \$35,000.

The Commission approved the 2020 Capital Improvement Project to loop the water main along W. Weatherly Drive to eliminate two dead end sections between Wilding Drive and Waring Drive. The project will consist of directional boring 800 LF of 8" PVC water main. Engineering sent out Request for Proposals for the design of the water main to 5 engineering firms. The Utility Engineer will evaluate the proposals received based on cost and qualifications. This agreement will provide a geotechnical report, survey, design, permitting and construction staking of the proposed water main.

**Professional Services Agreement for
E Rawson Avenue Water Main Looping Design Services**

Date: January 14, 2020

RECOMMENDATION: That the Commission consider a motion to authorize the Utility Engineer to enter into an agreement for providing general engineering services in the design of a water main looping project in the not to exceed amount of \$40,000.

The Commission approved the 2020 Capital Improvement Project to loop the water main along E. Rawson Avenue to eliminate two dead end sections between Clement Avenue and Ash Street. The project will install 1,600 LF of 12" water main by directional boring. Engineering sent out Request for Proposals for the design of the water main to 5 engineering consultants. The Utility Engineer will evaluate the proposals based on cost and qualifications. This agreement will provide a geotechnical report, survey, design, permitting, and construction staking of the water main.

**Professional Services Agreement with raSmith for
Howell Water Main Lining Design Services**

Date: January 14, 2020

RECOMMENDATION: That the Commission consider a motion to authorize the Utility Engineer to enter into an agreement with raSmith for providing general engineering services in the design of a water main lining project in the not to exceed amount of \$18,300.

The Commission approved the 2020 Capital Improvement Project to line the water main along Howell Avenue north of Ryan Road. Engineering has determined that this would be a good location for the lining of a water main. This section of main does not have laterals to impact the lining process and along a state highway. raSmith is familiar with this process as they designed the water main lining on the Wildwood project last year. This agreement will provide a geotechnical report, survey, design, and permitting of the lining of the water main.

**OAK CREEK WATER AND SEWER UTILITY
MMSD Treatment Charges**

	2020	2019	2018	2017
Connection Charge	33.13 / yr	32.44	30.34	23.98
	8.29 / qtr	8.11	7.59	6.00
	2.77 / mo	2.71	2.53	2.00
Household Hazardous Waste Charge	5.03 / yr	5.05	5.00	4.96
Residential Only 42,128.00	1.26 / qtr	1.27	1.25	1.24
	0.42 / mo	0.43	0.42	0.42
Charges for certified customers				
Flow	1.41098 / 1,000 gal	1.31058	1.25965	1.12748
BOD	0.12070 / pound	0.13062	0.13589	0.12730
TSS	0.19814 / pound	0.17931	0.17541	0.16289
Domestic Strength Equivalent	2.334450 / 1,000 gal	2.201584	2.152241	1.959230
Adjustment to volumetric charge	0.00 / 1,000 gal	0.00	0.00	0.018595
<u>Average User Charge</u>				
Residential occupancy factor	2.98 people	3.00	2.93	2.92
x				
Average domestic flow	50.00 gal/day	51.00	52.00	53.00
x				
Days per year	366.00	365.00	365.00	365.00
x				
Volumetric charge plus adjustment	2.334450 / 1,000 gal	2.201584	2.152241	1.977825
+				
Connection charge	38.16 / yr	37.49	35.34	28.94
Annual charge	\$165.47	\$160.44	\$155.03	\$140.66

Flat Rate Charge for Quarterly Residential Customers

	2020	2019	2018	2017
Annual Volume	54,534 gallons	55,845	55,611	56,487
Quarterly Volume	13,634 gallons	13,961	13,903	14,122
Monthly Volume	4,545 gallons	4,654	4,634	4,707
Local Rate - Volume	0.69 / 1,000 gal	0.69	0.69	0.69
- Fixed	18.00 / Qtr	18.00	18.00	18.00
Metro Rate - Volume	2.334450 / 1,000 gal	2.201584	2.152241	1.959230
- Fixed	9.55 / Qtr	9.38	8.84	7.24
One Month Charge				
Local	9.14	9.21	9.20	9.25
Metro	13.79	13.37	12.92	11.64
Total	\$22.93	\$22.58	\$22.12	\$20.89
Two Month Charge				
Local	18.28	18.42	18.40	18.50
Metro	27.58	26.74	25.84	23.28
Total	\$45.86	\$45.16	\$44.24	\$41.78
Quarterly Charge				
Local	27.42	27.63	27.60	27.75
Metro	41.37	40.11	38.76	34.92
Total	\$68.79	\$67.74	\$66.36	\$62.67
	0.00	0.00	0.00	0.00

ADMINISTRATIVE OPERATIONS

December 2019

Audit and Financial Dates:

Baker Tilly scheduled the Utility's audit for March 19-20, 2020. The Public Service Commission Report is due April 1. Financial statement preparation will begin on April 2, and a draft copy of the basic financial statements and footnotes will be turned over to the City's auditor as soon as possible.

Account Clerk/Confidential Secretary Position:

After interviewing twelve candidates, Nicole Butler was offered the Account Clerk/Confidential Secretary position. Her new role became effective on December 30, 2019.

Utility Clerk Position:

Since Nicole Butler was promoted to the Account Clerk/Confidential Secretary position, the Utility Clerk position became vacant. Taryn Zimmer was interviewed and selected for the Utility Clerk position. Her employment date is anticipated to be Monday, January 20, 2020, pending the results of her pre-employment physical.

Workload:

Other administrative tasks included the following:

- Added 7 customer account for the month.
- Billed 5,093 water customers and 5,161 sewer customers.

Gallons Billed (in thousands):

	YTD 2019	YTD 2018	YTD 2017	YTD 2016	YTD 2015	Average
Residential	416,182	428,992	432,164	452,344	440,641	434,065
Commercial	467,418	462,138	473,265	465,097	455,538	464,691
Industrial	518,921	515,434	454,310	445,429	387,516	464,322
Public Authority	13,327	13,915	14,407	14,769	23,424	15,968
Wholesale	1,101,720	1,079,451	1,063,012	1,160,739	1,269,766	1,134,938
Total	2,517,568	2,499,930	2,437,158	2,538,378	2,576,885	2,513,984
% Change to Prior Year	0.7%	2.6%	-4.0%	-1.5%	N/A	
% Change to Average	0.1%	-0.6%	-3.1%	1.0%	2.5%	

New Customers:

	YTD 2019	YTD 2018	YTD 2017	YTD 2016	YTD 2015	Average
Residential	31	34	28	28	25	29.2
Commercial	22	21	29	28	11	22.2
Industrial	0	0	0	0	1	0.2
Public Authority	0	1	0	1	3	1.0
Wholesale	0	0	0	0	0	-
Total	53	56	57	57	40	52.6

New Residential Customers (YTD 2019):

9001 S. 15th Avenue, 8796 S. 6th Avenue, 8822 S. 6th Avenue, 8840 S. 6th Avenue, 8850 S. 6th Avenue, 8836 S. 6th Avenue, 1800 E. Lilac Lane, 8426 S. Nighthawk Trail, 3972 E. Cooper Court, 10032 S. Macintosh Lane, 9080 S. Shepard Avenue, 10015 S. Shepard Avenue, 10256 S. Shepard Avenue, 10385 S. Redwood Lane, 10731 S. Nicholson Road, 10731 S. Nicholson Road (lawn), 10410 S. Nicholson Road, 1303 E. Golden Lane, 1308 Golden Lane, 1317 E. Golden Lane, 1387 E. Golden Lane, 1415 E. Golden Lane, 9307 S. Arbor Creek Drive, 1114 W. Morningside Lane, 1139 W. Morningside Lane, 1079 W. Morningside Lane, 8380 S. Rosewood Lane, 8399 S. Rosewood Lane, 8444 S. Nighthawk Trail, 1120 E. Oak Lane, 1588 E. Maple View Drive

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), Oakview Industrial Property, The Waters of Oak Creek, HSI Drexel Ridge, I-Kenosha, LLC, 140 E. Rawson Avenue-Building B (2 accounts), 140 E. Rawson Avenue-Building C (2 accounts), 8142 S. 6th Street, 2697 W. Orchard Hills Drive (2 accounts), HSI Orchard Hills LLC, 102 W. Oakview Parkway (2 accounts), Oak Park Properties of Oak Creek (2 accounts), RD Invest, Inc.

ENGINEERING OPERATIONS

December 2019

Water Master Plan

CDM Smith is continuing progress on the water master plan. They are still working on the risk assessment phase of the plan.

Sanitary Master Plan

We have begun working with Brown & Caldwell on sanitary master plan project. We have been sending files and information to them to start the process. The Master Plan is anticipated to be completed by the end of 2020.

Diggers Hotline

We have been working on updating the Diggers Hotline notification system from a fax machine to email. This has required new computer equipment and setup. We also have developed a new GIS based dashboard for the Utility Locator. This will allow the tracking and routing of the active hotline tickets.

Development Project with Utility Construction

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

- Ryan Business Park (13th Street and Ryan Road) Sanitary Sewer needs as built completed
- Rawson Business Center – Punch list items – waiting on invoice for water valve
- Orchard Hills – Punch list items
- Creekside Crossing Marketplace – Punch list items
- Highgate grading work has started

DISTRIBUTION & COLLECTION OPERATIONS

December 2019

Water Main Breaks:

On December 13th, there was a report of a possible main break at 7550 South 10th Street. A crew was sent to investigate, after hydro excavating the main a small hole was found by a service connection. The repair was done on the December 15th, so no business was effected by the shut down of the main. The 20" DIP main was installed in 1965.

On December 18th there was a report of a main break at 10341 South Nicholson Road. A crew was sent to do the repair, after excavating the main a 3" hole was found in the pipe. The 12" DIP main was installed in 1978.

Water Lateral Repair:

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

Hydrant Repair:

On December 6th a crew was sent to 100 West Oakwood Road to repair an Iowa hydrant that would not shut off. The main valve rubber was replaced.

On December 13th, a crew was sent to 705 West Drexel Avenue to repair a hydrant that was hit. The break-away flange needed to be replaced. There was no Police report.

Valve Repairs:

There were no valve repairs in the month of December.

Sewer Repairs:

In the month of December Utility Workers treated 14,204' of mains for roots, along with cleaning and televising of mains.

Miscellaneous

On December 9th, 10th, 11th, and 12th Distribution Manager Schwartz participated in the interviews for selecting the new Account Clerk / Confidential Secretary.

On December 19th Utility Service Workers Volbrecht, Struebing, Allard, Pier, Maughan, Flatow, Proeber and Distribution Manager Schwartz attended bloodborne pathogen training.

5 YEAR WATERMAIN BREAKS

Year	Corrosion Hole	Corrosion Nuts & Bolts	Service Lateral Leaks	Longitudinal Break	Circumferential Break	Misc.	Totals
2015	13	1	9	1	3	2	29
2016	19	0	4	3	1	0	27
2017	7	0	9	0	3	0	19
2018	13	0	5	1	4	1	24
2019	5	0	4	1	3	0	13

PLANT OPERATIONS

December, 2019

PUMPAGE REPORT	2019	2018	% Change	5 Year %
Monthly Pumpage	223,703,286	210,654,072	+6.2	+9.6
Monthly Average Day	7,216,235	6,795,300	+6.2	+9.2
Monthly Peak Day	(12/01)10,450,000	(12/11)9,040,000	+15.6	+26.0
Yearly Pumpage	2,813,764,886	2,756,177,000	+2.1	+2.9
Yearly Average Day	7,708,945	7,551,200	+2.1	+3.0
Yearly Peak Day	(07/17)12,280,000	(07/11)12,110,000	+1.4	+3.7
West Zone Pumpage	96,850,000	95,510,000	+1.4	-0.6
West Zone Yearly Total	1,230,448,000	1,271,470,000	-3.2	-4.7

WATER QUALITY REPORT	Raw Water	Finished Water
Average Free Chlorine		1.59 mg/l
Total Chlorine		1.76 mg/l
Average Alkalinity	112.2 mg/l	113.0 mg/l
Average pH	8.27	8.09
Average Fluoride	0.14 mg/l	0.76 mg/l
Average Turbidity	6.59NTU	0.032 NTU
High Temperature	High 41.4 F Low 36.5 F	
Hardness	137 mg/l	137 mg/l

Preventative Maintenance Tasks: Staff completed 186 preventative maintenance tasks and 2 safety sessions during the month.

Work Orders: Staff completed 11 work orders. Some of the tasks include heater repairs, flushing chemical feed systems and storage tanks, and repairing leaks on chemical feed piping.

Plant: The Plant clearwell sluicgate was inspected by divers and a plan to repair it is in place. Plant Manager Robe completed the 2019 WIDNR sanitary survey report. Annual inventory and safety training are underway.

