

## **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, July 17, 2018, 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 12th day of July, 2018.

/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 July 17, 2018	Headquarters Building 170 West Drexel Avenue

**1.0 OPENING OF MEETING**

- 1.1 Roll Call
- 1.2 Minutes Approval - Regular Meeting 06-19-18

**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
  - B. Franklin Water Sales Agreement Extension
  - C. Oak Creek – Franklin Municipal Sewer Agreement

**3.0 PROJECT APPROVALS**

- 3.1 Depot Road Water Main Extension

**4.0 MISCELLANEOUS MATTERS**

- 4.1 Sanitary Sewer Master Plan

**5.0 FINANCIAL MATTERS**

- 5.1 Project Payment Approval
- 5.2 Voucher Approval
- 5.3 Utility Investments
- 5.4 Financial Statements

**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

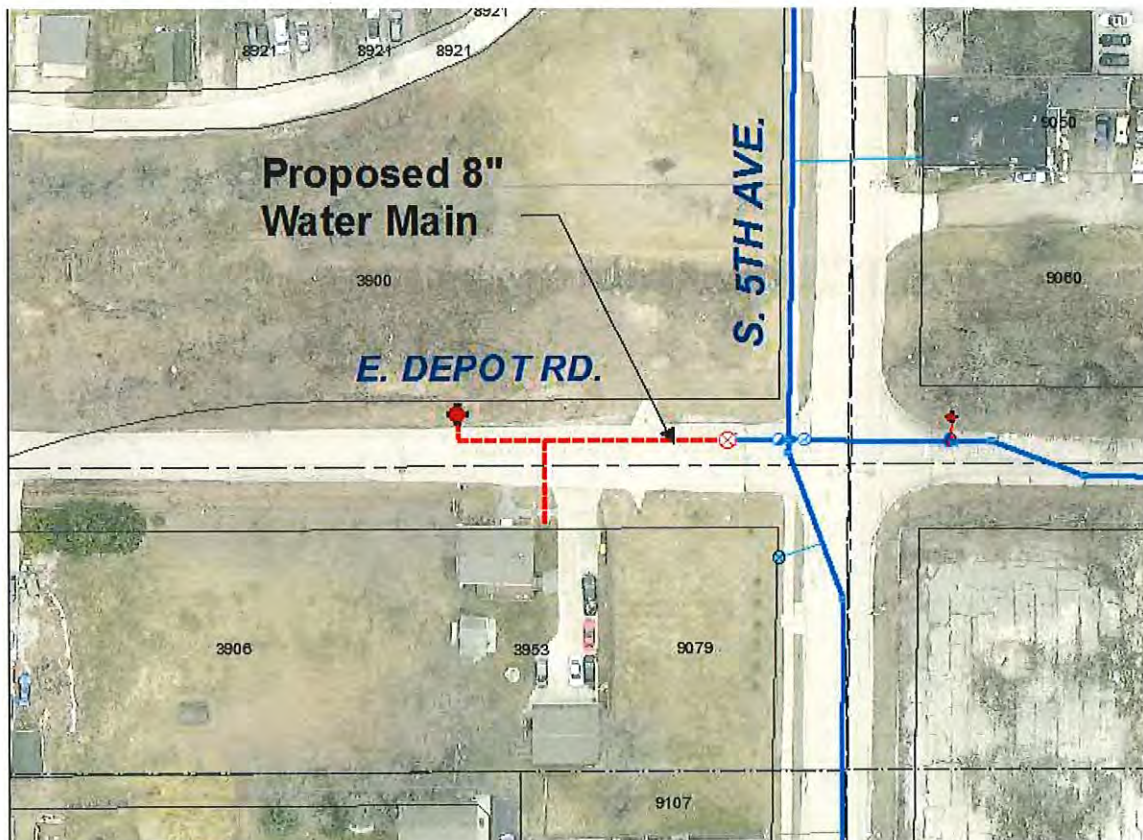
**7.0 ADJOURN**

**Capital Improvement Plan Amendment  
East Depot Road Water Main Extension**

Date: July 17, 2018

**RECOMMENDATION: That the Commission consider a motion to amend the 2018 Capital Improvement Plan to include the East Depot Road Water Main Extension.**

The property on the southwest corner of 5<sup>th</sup> Avenue and Depot Road is slated for construction of a mixed use development. In the early 1980's, the property owner just west of this property on Depot Road was given permission to run a water service lateral from the water main in 5<sup>th</sup> Avenue, through the corner property to serve the property immediately west. This is an illegal condition. In order to provide service directly to 3953 East Depot Road, water main is required to be extended approximately 130'. The Utility, in conjunction with the property owner, determined that the most cost effective and timely approach to serving the property would be through a special assessment project. The new water main will be constructed by Utility Service Workers and be complete in mid-September.



**Water = \$30,000**

**Capital Improvement Plan Amendment  
Sanitary Sewer Master Plan**

Date: July 17, 2018

**RECOMMENDATION: That the Commission consider a motion to amend the 2018 Capital Improvement Plan for a to include a Sanitary Sewer Master Plan.**

The last full sewer system master plan for the Utility was completed in 2000 by R.A. Smith & Associates. Since that time, the City of Oak Creek as experienced a recession, and more recently, a period of growth that will continue for the foreseeable future. Additionally, the City of Oak Creek's efforts to complete a new comprehensive plan will have direct ties to the Utility's ability to serve new development with sanitary sewer. Finally, some of the Milwaukee Metropolitan Sewerage District (MMSD) sewer sheds in the City of Oak Creek have no more flow allocation. A new sanitary sewer master plan, in conjunction with the City of Oak Creek comprehensive plan will assist MMSD in re-allocating sewer flows to the appropriate sewer sheds.

**Sewer = \$150,000**

## ADMINISTRATIVE OPERATIONS

June 2018

### Comprehensive Annual Financial Report:

The Utility's Comprehensive Annual Financial Report (CAFR) has been printed and assembled. Three copies were submitted to the Government Finance Officers Association for the 2017 Certificate Achievement Award. Baker Tilly Virchow Krause, LLP issued their unqualified opinion letter on the financial statements, which is included in the CAFR.

### Auditor's Report on Internal Control:

Baker Tilly Virchow Krause, LLP issued their report on internal control for the Utility. It is stated in this report that "we did not identify any deficiencies in internal control that we consider to be material weaknesses." The Utility received this statement due to the effective design and operation of controls over all aspects of financial accounting and reporting, no audit journal entries were recorded, and financial statements are prepared internally.

### Fixed Assets:

Accounting Supervisor Stenzel and Senior Accountant Leranth completed the Utility's continuing property records for 2017.

### Workload:

Other administrative tasks included the following:

1. Added 9 customer accounts for the month.
2. Billed 5,061 water customers and 5,131 sewer customers.

### Gallons Billed (in thousands):

	YTD 2018	YTD 2017	YTD 2016	YTD 2015	YTD 2014	Average
Residential	199,801	200,709	201,274	200,627	204,743	201,431
Commercial	209,045	222,390	208,359	208,702	208,861	211,471
Industrial	241,913	203,918	182,265	189,936	197,660	203,138
Public Authority	6,412	6,308	7,414	11,614	8,915	8,133
Wholesale	483,299	474,282	528,320	566,838	542,873	519,122
Total	1,140,470	1,107,607	1,127,632	1,177,717	1,163,052	1,143,295
% Change to Prior Year	3.0%	-1.8%	-4.3%	1.3%	N/A	
% Change to Average	-0.2%	-3.1%	-1.4%	3.0%	1.7%	

**New Customers:**

	YTD 2018	YTD 2017	YTD 2016	YTD 2015	YTD 2014	Average
Residential	22	13	14	12	12	14.6
Commercial	9	13	14	6	1	8.6
Industrial	0	0	0	1	0	0.2
Public Authority	1	0	1	1	0	0.6
Wholesale	0	0	0	0	0	-
Total	32	26	29	20	13	24.0

**New Residential Customer (YTD 2018):**

8219 S. Alisa Lane, 8223 S. Alisa Lane, 375 E. Lily Drive, 380 E. Lily Drive, 365 E. Lily Drive, 2300 W. Southland Drive, 9441 S. Nicholson Road, 165 E. Golden Lane, 1101 E. Wildflower Drive, 10110 S. Barrington Drive, 10130 S. Barrington Drive, 990 E. Peach Tree Lane, 1880 E. Lilac Lane, 1930 E. Lilac Lane, 10390 S. Willow Creek Drive, 360 E. Forest Hill Avenue, 380 E. Forest Hill Avenue, 2620 E. Oakwood Road, 9838 S. Chicago Road, 10068 S. Macintosh Lane, 10405 S. Redwood Lane, 3413 E. Elm Road

**New Commercial Customers (YTD 2018):**

Drexel Square Hotel, HSI Drexel Ridge (5 accounts), Storage Shop USA, IKEA, warehouse building on 10451 S. Oakview Parkway

**Public Authority**

City of Oak Creek – 4001 E. Lake Vista Parkway

# **ENGINEERING OPERATIONS**

**June 2018**

## **I-94 Paving**

Plans and specifications for the project are complete. All municipal agreements required between the Wisconsin Department of Transportation, and Oak Creek Water and Sewer Utility have been completed and are awaiting the Governor's signature. Once signed by the Governor, the Oak Creek Water and Sewer Utility can be assured that it will be reimbursed for 90% of the construction, design, and inspection costs of the project. Engineering expects that this project will be advertised for bidding in late July.

## **Forest Hill Water Main Extension**

Preliminary design work for this special assessment project is underway including initial survey work and wetland delineation. A preliminary water main alignment has been established to approximately 30% complete. Design work will continue through early August and culminate in a mid-August bid advertisement. Construction is expected to begin in late September.

## **27<sup>th</sup> Street Water Main Extension**

Preliminary design work for this special assessment project is underway. Plans and specifications for this project are approximately 10% complete with an expected mid August completion, at which point the project will be advertised and bids opened. Construction is expected to begin no later than October 1 for this project.

## **East Brooke Preserve**

Sanitary sewer construction for this single family development project began in late June and is expected to continue until late July/early August. Water main construction will begin shortly thereafter, leaving approximately six weeks left for the balance of sanitary sewer and water construction.

## **East Depot Road Water Main Extension**

The property on the southwest corner of 5<sup>th</sup> Avenue and Depot Road is slated for construction of a mixed use development. In the early 1980's, the property owner just west of this property on Depot Road was given permission to run a water service lateral from the water main in 5<sup>th</sup> Avenue, through the corner property to serve the property immediately west. This is an illegal condition. In order to provide service directly to 3953 East Depot Road, water main is required to be extended approximately 130'. The Utility, in conjunction with the property owner, determined that the most cost effective and timely approach to serving the property would be through a special assessment project. The new water main will be constructed by Utility Service Workers and be complete in mid-September.

## **DISTRIBUTION & COLLECTION OPERATIONS**

**June 2018**

### **Water Main Break:**

On June 18<sup>th</sup> at 4:30 p.m. there was a report of a main break at 8781 South 5<sup>th</sup> Avenue. The main break was isolated and throttled down not affecting any customers. The repair was completed the next day. After excavating the main, a blow hole was discovered by the bell on the pipe. A section of the 16" DIP was cut out and replaced. The main was installed in 1970.

### **Water Lateral Repair:**

On June 25<sup>th</sup> a crew was sent to 7464 South Logan Avenue to repair a ¾" copper lateral that was leaking by the flare on the house side of the curb stop.

### **Valve Repair:**

There were no valve repairs in the month of June.

### **Fire Hydrant Repairs:**

On June 4<sup>th</sup> a crew was sent to 8334 South Newbury Drive to repair a hydrant that was hit. The break away flanges and coupler were replaced. This was reported by the apartment complex, and no police report was on file.

On June 4<sup>th</sup> a crew was sent to 7940 South Howell Avenue to repair a hydrant that was found inoperable during annual flushing. The lower shaft and coupler were corroded and needed replacing.

On June 18<sup>th</sup> a crew was sent to 175 West Puetz Road to repair a hydrant found damaged during annual flushing. The flanges on the hydrant extension were found broken and were replaced.

On June 25<sup>th</sup> a crew was sent to 585 West Riverwood Drive to raise a hydrant, and a 6" extension was added to bring it up to grade.

### **Annual Hydrant Flushing:**

On June 2<sup>nd</sup> Distribution crews finished the annual flushing on 6<sup>th</sup> and 10<sup>th</sup> Streets working with critical customers so as not to affect their work production.

### **Sewer Repairs:**

In the month of June Utility workers performed 19 maintenance tasks including: grouting, flowline repairs and manhole cover seals, along with cleaning and televising of mains.

### **Miscellaneous:**

In the month of June Utility workers completed 14 restoration projects from previous water main and lateral repairs.

Distribution Manager Schwartz attended AWWA ACE18 in Las Vegas, Nevada on June 11<sup>th</sup> through the 14<sup>th</sup> with General Manager Sullivan.





## PLANT OPERATIONS

June, 2018

<b>PUMPAGE REPORT</b>	<b>2018</b>	<b>2017</b>	<b>%Change</b>	<b>5 Year %</b>
Monthly Pumpage	247,794,000	245,950,000	+75	+1.0
Monthly Average Day	8,560,000	8,198,000	+4.4	+4.7
Monthly Peak Day	(6/30) 9,880,000	(6/12) 10,220,000	-3.3	-5.8
Yearly Pumpage	1,292,931,000	1,245,514,000	+3.8	+0.1
Yearly Average Day	7,143,000	6,881,000	+3.8	+0.2
Yearly Peak day	(5/29) 10,310,000	(6/12) 10,220,000	+88	-2.5
West Zone Pumpage	112,680,000	115,310,000	-2.2	-8.1

<b>WATER QUALITY REPORT</b>	<b>Raw Water</b>	<b>Finished Water</b>
Average Free Chlorine		1.59 mg/l
Total Chlorine		1.74 mg/l
Average Alkalinity	107.5 mg/l	108.5 mg/l
Average pH	8.4	8.2
Average Fluoride	0.15 mg/l	0.74 mg/l
Average Turbidity	3.7 NTU	0.04 NTU
Average Temperature	56.3 F	
Hardness	137 mg/l	137 mg.l

**Preventative Maintenance Tasks:** Staff completed 85 preventative maintenance tasks, 11 miscellaneous work orders, and 2 safety sessions during the month.

**Operators:** Operators are training new staff on all three shifts. This training is preparing them for future shift assignments.

**Plant:** Clean up of the smoke damage in the distribution discharge room is now complete.

