

## 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, June 14, 2016, 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 768-6511 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 June, 2016.

/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 June 14, 2016	Headquarters Building 170 West Drexel Avenue

**1.0 OPENING OF MEETING**

- 1.1 Roll Call
- 1.2 Minutes Approval - Regular Meeting 05-10-16

**2.0 FINANCIAL MATTERS**

- 2.1 Project Payment Approvals
- 2.2 Voucher Approval
- 2.3 Utility Investments

**3.0 ADMINISTRATIVE & OPERATIONS REPORTS**

- 3.1 Aldermanic Report
- 3.2 Plant Operations Report
- 3.3 Distribution Operations Report
- 3.4 Administrative Operations Report
- 3.5 Engineering Operations Report
- 3.6 Manager's Report

**4.0 PROJECT APPROVALS**

- 4.1 Award 15<sup>th</sup> Avenue Water Main Extension Project

**5.0 MISCELLANEOUS MATTERS**

- 5.1 Amendment #1 to the Professional Services Agreement with CDM Smith
- 5.2 Amendment #1 to the Professional Services Agreement with Baxter & Woodman (GIS Optimization Project)

**6.0 CLOSED SESSION**

- 6.1 Closed session in accordance with Section 19.85 (1) (g) of the Wisconsin State Statutes for the following purpose:
  - A. CT Tank Compliance Project

**7.0 ADJOURN**

## PLANT OPERATIONS

May, 2016

<b>PUMPAGE REPORT</b>	<b>2016 (pumpage in gallons)</b>	<b>2015 (pumpage in gallons)</b>	<b>Percentage of Change</b>
Monthly pumpage	225,139,000	236,971,000	-5.0
Monthly average day	7,263,000	7,644,000	-5.0
Monthly peak day	(5/30/16) 9,390,000	(5/18/15) 9,360,000	-0.3
Yearly pumpage	1,032,609,000	1,066,056,000	-3.1
Yearly average day	6,793,000	7,060,000	-3.8
Yearly peak day	(5/30/16) 9,390,000	(5/18/15) 9,360,000	-0.3
West zone pumpage	105,110,000	121,530,000	-13.5

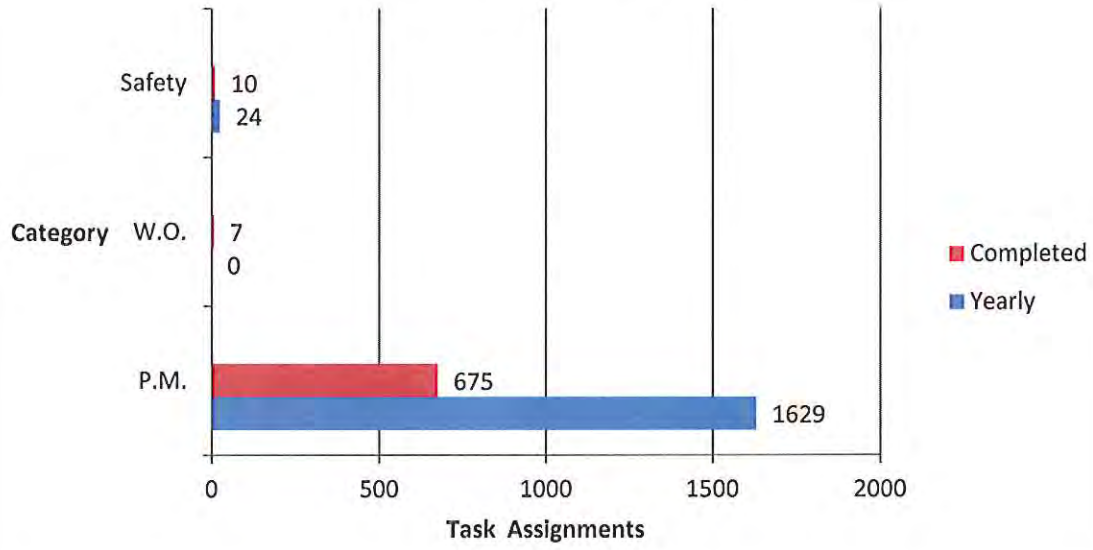
<b>WATER QUALITY REPORT</b>	<b>Raw Water</b>	<b>Finished Water</b>
Average free chlorine		1.51 mg/l
Total chlorine		1.71 mg/l
Average alkalinity	114.1 mg/l	115.3 mg/l
Average pH	8.4	8.3
Average fluoride	0.11 mg/l	0.50 mg/l
Average turbidity	2.5 N.T.U.	0.04 N.T.U.
Average temperature	48.2°F	
Hardness	137 mg/l	137 mg/l

**Preventative Maintenance Tasks:** Staff completed 133 preventative maintenance tasks, 0 miscellaneous work orders, and 2 safety sessions during the month.

**Seminar/Training:** Operators Buchanan, White and Anaya attended the 25<sup>th</sup> Annual Water Supply Regulatory Affairs Seminar held in Madison on May 4<sup>th</sup>. Topics included: the Waukesha water diversion application, regulatory updates, PSC water rate-making and annual reporting, lead and copper and Flint Michigan. Staff attended mandatory anti-harassment training during the month of May.

**Valve Replacement:** Butters-Fetting was on site to replace the backwash/filter effluent line valve on filter #3 and the influent valve on filter #2.

# Task Distribution



## **DISTRIBUTION & COLLECTION OPERATIONS**

May 2016

### **Water Main Breaks:**

In the month of May there were no water main breaks.

### **Water Lateral Repairs:**

In the month of May there were no lateral leaks.

### **Valve Repair:**

On May 2<sup>nd</sup> a crew was sent to West Drexel and South 10<sup>th</sup> Street to repair a main line valve. When the valve was excavated, the crew found that the operating nut was corroded away.

### **Fire Hydrant Repairs:**

On May 11<sup>th</sup> a crew was sent to 1000 West Drexel Avenue, on the Northwest corner of South 10<sup>th</sup> Street to repair an Iowa hydrant damaged in an accident. A police report was received, and the responsible party billed.

On May 19<sup>th</sup> a crew was sent to 145 West Puetz Road to repair a Mueller hydrant that would not shut off after being flushed. The crew then replaced the lower stem that had corroded away.

On May 24<sup>th</sup> a crew was sent to 500 West Drexel Avenue to repair an Iowa hydrant that was damaged by a vehicle. No police report was available.

On May 25<sup>th</sup> a crew was sent to 1580 West Puetz Road to repair a Clow hydrant that was damaged by a vehicle. We are waiting for the police report.

On May 25<sup>th</sup> a crew was sent to 316 East Larson Lane to repair a Kennedy hydrant that would not shut off after being flushed. The crew had to replace the main valve rubber.

On May 26<sup>th</sup> a crew was sent to 9734 South Veronica Drive to repair a Mueller hydrant that would not shut off after being flushed. The crew had to replace the main valve rubber.

On May 31<sup>st</sup> a crew was sent to 401 East Ryan Road to repair a Clow hydrant. The crew replaced the breakaway coupler.

On May 31<sup>st</sup> a crew was sent to 3263 East James Drive to repair a Kennedy hydrant that was found damaged during annual flushing. The crew replaced the breakaway flanges.

### **Miscellaneous:**

On May 11<sup>th</sup> summer helper Jonathan Kressuk started work.

On May 11<sup>th</sup> Distribution Manager Schwartz attended training on the Citizens Request for Action Module.

On May 20<sup>th</sup> and 26<sup>th</sup> all Utility Service workers attended an anti-harassment training at City Hall.



## ADMINISTRATIVE OPERATIONS

May 2016

### Comprehensive Annual Financial Report:

A draft copy of the Comprehensive Annual Financial Report (CAFR) has been completed for the year 2015. Baker Tilly is in the process of performing their final review of the audit and CAFR, and will issue their opinion letter once it's complete. The report will then be printed and assembled in-house during June.

### MMSD Survey:

Senior Accountant Leranth worked with the inspection department at City Hall to complete the annual MMSD surveys. These surveys consist of a Household Hazardous Waste Program Survey and a Housing Survey, which are both used by MMSD to determine future rates.

### Training:

Accounting Supervisor Stenzel attended the Regulatory Affairs Seminar in Madison on May 4.

All administrative staff attended a harassment training session conducted by CVMIC at City Hall on May 20 and 26.

Accounting Supervisor Stenzel attended a Baker Tilly webinar pertaining to GASB 72 "Fair Value Measurement and Application" on May 26.

### Workload:

Other administrative tasks included the following:

1. Added 5 customer accounts.
2. Billed 3,248 water customers and 3,371 sewer customers.

### Gallons Billed (in thousands):

	YTD 2016	YTD 2015	YTD 2014	YTD 2013	YTD 2012	Average
Residential	137,955	139,190	141,645	143,831	143,192	141,163
Commercial	168,140	169,475	170,523	163,238	167,656	167,806
Industrial	148,071	155,492	164,402	153,407	139,476	152,170
Public Authority	6,603	9,764	7,442	8,644	8,634	8,217
Wholesale	478,915	503,032	489,590	485,966	502,369	491,974
Total	939,684	976,953	973,602	955,086	961,327	961,330
% Incr (Decr)	-3.8%	0.3%	1.9%	-0.6%		

**New Customers:**

	YTD 2016	YTD 2015	YTD 2014	YTD 2013	YTD 2012	Average
Residential	10	10	10	16	15	12.2
Commercial	9	5	1	0	1	3.2
Industrial	0	1	0	0	0	0.2
Public Authority	1	1	0	0	0	0.4
Wholesale	0	0	0	0	0	-
Total	20	17	11	16	16	16
% Incr (Decr)	17.6%	54.5%	-31.3%	0.0%		

**New Commercial Customers (YTD 2016):** Centennial Park (5 accounts), Chick Fil A (2 accounts), Pet Smart (2 accounts)

**Public Authority (YTD 2016):** City of Oak Creek Splash Pad



## ENGINEERING OPERATIONS

May 2016

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

CDM Smith, in conjunction with the Utility, has been working on the new water demand forecast required by the Public Service Commission of Wisconsin (PSC). The demand study is complete through Milestone 3: CDM Smith provides draft technical memorandum incorporating Waukesha demands. Both the city of Franklin and PSC representatives have provided comments on the memorandum. Currently, all comments are being incorporated into the final water demand forecast document for submittal to the official record. The results are summarized as follows:

#### *Low Scenario*

Year	Peak Day Without Waukesha (MGD)
2020	15.7
2025	15.9
2030	16.0
2035	16.2
2040	16.3

#### *Medium Scenario*

Year	Peak Day Without Waukesha (MGD)
2020	16.4
2025	16.8
2030	17.3
2035	18.1
2040	18.9

#### *High Scenario*

Year	Peak Day Without Waukesha (MGD)
2020	16.8
2025	17.5
2030	18.5
2035	20.0
2040	22.4

Thus the projected demand (without Waukesha) for 2040 in a low, medium, and high scenario is 16.3 MGD, 18.9 MGD, and 21.7 MGD respectively.

The three scenarios selected to evaluate the future 2040 system-wide demand attempt to represent the variability that could possibly occur in the future. The low scenario is characterized by low population growth, cool/wet summers, higher unemployment (which dampens water demand) and increased water efficiency. The result is a feasible, but unlikely forecast. Although probabilities cannot be assigned to the likelihood of these conditions occurring in the future, it

seems unlikely that all these conditions would occur simultaneously. Thus the low scenario can be considered as the low range of likely future water demand for the service area, with actual water demand most likely exceeding this forecast in most years. Even with the addition of Caledonia and Waukesha demands, which we can only assume are average and therefore have a 50 percent likelihood, the combined total system demand is likely to be exceeded and does not make a prudent basis for long-range planning.

The medium scenario is built around average assumptions for the future and can be considered to be near the expected, or average condition forecast. One might expect the future water demand, on average, to be close to this projection. At the same time, one can expect actual future water demands to fall above or below this forecast as abnormal or extreme conditions may occur in any given future time period. Just as one would expect weather conditions from year to year to range around the long-term average, one might expect annual water demands to range around the medium scenario forecast. Thus one would expect the medium scenario to have about a 50 percent chance of being exceeded. With the addition of Caledonia and Waukesha, the medium forecast still remains with about a 50 percent chance of exceedance.

The high scenario forecast is characterized by higher population growth, hot/dry summers, lower unemployment (associated with increased water demand) and less water efficiency in the future than in the other scenarios. Each of these conditions is both feasible and possible in a given future time period.

The maximum end of the range may provide the most assurance of meeting all likely future need. These top level projections are summarized in the following table:

<b>Exceedance Probability</b>	<b>Oak Creek Demand (MGD)</b>	<b>Oak Creek Demand with Waukesha (MGD)</b>
0%	22.4	34.9
5%	21.7	34.2
10%	21.1	33.6

Thus the range of 21.1 MGD to 22.4 MGD presents a difference of 1.3 MGD. This is a relatively small amount and has a comparatively little effect on the final cost of the project.

CH2M has begun work on Milestone 4: developing incremental cost analyses for each demand scenario. Because the Utility has experienced a max day beyond 15 MGD, it did not make sense to develop incremental costs analyses for the low and medium projections. The PSC Staff agreed during a conference call. Consequently, incremental costs will only be developed to determine the difference in cost between a demand of 22.4 MGD and 30 MGD (as proposed in the construction authorization) with typical expandability built into the project.

**15<sup>th</sup> Avenue Water Main Extension Project**

This project has been advertised and bids will be open Friday, June 10, 2016.



**Amendment #2 to the Professional Services Agreement with CDM Smith**

Date: June 10, 2016

**RECOMMENDATION: That the Commission consider a motion to authorize the Utility Engineer to amend the existing professional services agreement with CDM Smith in producing a water demand forecast for the CT Tank Compliance Project as ordered by the Public Service Commission of Wisconsin (PSC) in the not to exceed amount of \$40,000.**

This project includes providing a supplemental water demand forecast as mandated by the PSC under the construction authorization docket for the CT Tank Compliance Project. CDM Smith has completed Technical Memoranda #1, #2, and #3 and will need additional budget dollars to continue working through finalizing the new demand forecast and testimony.

The cost breakdown to date with anticipated total amount is as follows:

Original Contract Amount:	\$20,000
Amendment #1:	\$20,000
Current Contract Amount:	\$40,000
Amendment #2:	\$40,000
Total Contract Amount with Amendments 1 and 2:	\$80,000
Anticipated Total Contract Amount:	\$110,000

**Amendment #1 to the Professional Services Agreement with Baxter & Woodman  
GIS Optimization Project**

Date: June 10, 2016

**RECOMMENDATION: That the Commission consider a motion to authorize the Utility Engineer to amend the existing professional services agreement with Baxter & Woodman in Optimizing the GIS system in the not to exceed amount of \$4,800.**

This project includes networking the Utility water main and 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. This project will also assist with building a series of tools to enhance GIS procedures with regard to analysis, reporting, and routine task automation.

The level of effort to fix the geometric network after years of use was greater than anticipated. Data in the network needed to be cleaned such that all of the line work and appurtenances such as valves and manholes were situated in the proper geometric location.

The cost breakdown to date with anticipated total amount is as follows:

Original Contract:	\$9,210
Current Contract:	\$9,210
Amendment 1:	\$4,800
Total Contract with Amendment 1:	\$14,010
Anticipated Total Contract:	\$14,010