

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 19, 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 6th Street, Oak Creek, Wisconsin, 53154.

DATED, at Oak Creek, Wisconsin, this the 14th day of June, 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 June 19, 2018	Headquarters Building 170 West Drexel Avenue

1.0 OPENING OF MEETING

- 1.1 Roll Call
- 1.2 Minutes Approval - Regular Meeting 05-08-18

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

3.0 PROJECT APPROVALS

- 3.1 Treatment Plant Locker Room Remodel

4.0 MISCELLANEOUS MATTERS

- 4.1 Introduction of New Treatment Plant Manager
- 4.2 Introduction of New Treatment Plant Operators
- 4.3 Partnership for Safe Water: Water Treatment Plant-20 Year Director's Award
- 4.4 Water Quality Information and Public Notice
- 4.5 Howell and Sycamore Avenue Tower Inspections
- 4.6 Professional Services Agreement with Strand Associates
- 4.7 Treatment Plant Flocculation, Sedimentation, and Filter Rooms LED Light Upgrade

5.0 FINANCIAL MATTERS

- 5.1 Change Order #1 13th Street Utility Modifications
- 5.2 Project Payment Approval
- 5.3 Voucher Approval
- 5.4 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

Tower inspections:

The Howell Avenue Tower is do for a drain down inspection and the Sycamore Avenue Tower is due for a wet inspection in 2018.

Bids were received from three Engineering firms.

Bidder	Howell tower	Sycamore tower	Total
KLM Engineering, Inc.	\$2,600.00	\$2,400.00	\$5,000.00
Water Tower Clean and Coat, Inc.	\$2,500.00	\$2,800.00	\$5,300.00
Dixon Engineering & Inspection	\$3,000.00	\$2,800.00	\$5,800.00

Recommend Bid: KLM Engineering \$5,000.00

Professional Services Agreement with Strand Associates Inc.

Date: June 19, 2018

RECOMMENDATION: That the Commission consider a motion to authorize the Utility Engineer to enter into an agreement with Strand Associates, Inc. for providing professional services in the design of the Forest Hill Water Main Extension and South 27th Street Water Main Extension projects in the not to exceed amount of \$76,000.00.

This 2018 capital improvement project consists of extending water main in East Forest Hill Avenue from approximately 2,900' west of South Pennsylvania Avenue to approximately 1,300' west of South Pennsylvania Avenue and will provide a vital connection that will improve fire flows in the area near the intersection of East Forest Hill and South Pennsylvania Avenue. This design work will include various wetland delineations as well as a scour analysis for the Wisconsin Department of Natural Resources. This water main has been approved by the Common Council of the City of Oak Creek to be specially assessed to abutting property owners (12). The Utility will bear approximately 60% of the cost of the project.

The South 27th Street Water Main Extension project consists of extending water main from West Southbranch Boulevard to approximately 1,000' south of West Southbranch Boulevard and will improve water quality in the area by connecting two long dead ends in the vicinity. This water main has been approved by the Common Council of the City of Oak Creek to be specially assessed to abutting property owners (4). The Utility will bear approximately 50% of the cost of the project.

MEMO

To: General Manager Mike Sullivan
CC: OCWSU Commissioners
From: Plant Manager Mike Robe
Subject: Plant LED Update
Date: June 8, 2018

Two vendors visited the OCWTP to review our LED needs to update our current fixtures. The LED upgrade will save the Utility a considerable amount in electrical costs and offer a .70 years pay back on the investment.

Ingersol Lighting:	Filter Room (16) fixtures with dispersing shield	\$ 3,520.00
	Pre-Treatment Building (49) LED bulbs	\$ 4,116.00
	Chemical Storage Rooms (42) LED tubes	<u>\$ 399.00</u>
	(Ingersol's fixtures are easier to retro-fit)	\$ 8,035.00
OEO Energy Solutions:	Filter Room (16) fixtures	\$ 2,672.00
	Pre-Treatment Building (49) LED bulbs	\$ 7,301.00
	No Bid on (42) LED tubes	<u>.00</u>
		\$ 9,973.00

Both Vendors will submit rebate forms with Focus On Energy. Rebate amount tbd.

Recommended Bid: Ingersol Lighting \$8,035.00

**CHANGE ORDER AUTHORIZATION
CHANGE ORDER NO. 1
PROJECT NO. 18101**

South 13th Street Utility Modifications

INITIATED BY THE OAK CREEK WATER AND SEWER UTILITY
DATE INITIATED: April, 2018

Work authorization for furnishing the necessary labor, materials and equipment to perform the following:

ITEM NO.	ITEM DESCRIPTION	QUANTITY UNIT	UNIT PRICE	COST
E-1	Manhole Rebuild	(4) Each	\$2,518.13	10,072.50
	TOTAL CHANGE ORDER			\$10,072.50

E = Contract Extra, C = Contract Credit

This work, performed under the South 13th Street Utility Modifications contract, is hereby agreed upon and has been performed as indicated under the contract for Project No. 18101, Change Order No. 1 for contract extras with a total net cost of \$10,072.50.

CornerStone Plumbing, LLC.

Oak Creek Water & Sewer Utility

Bob Anderson
Signature

Signature

Bob Anderson
Accepted by (print name)

Accepted by (print name)

6/7/18
Date Accepted

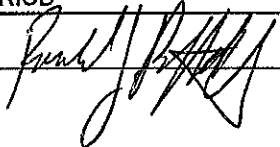
Date Accepted

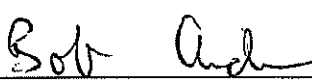
**OAK CREEK WATER AND SEWER UTILITY
FINAL PAYMENT NO.2**

PROJECT NO. 18101- South 13th Street Utility Modification Project

Item No.	Item Description	Bid Quantity	EA	Cornerstone Plumbing, LLC 20865 Enterprise Avenue, Brookfield, WI 53045		Partial Payment No. 1 May 8th, 2018		Final Payment No. 2 June 19th, 2018		PROJECT TOTAL	
				Unit Price	Total Price	Quantity Complete	Cost Complete	Quantity Complete	Cost Complete	Quantity Complete	Cost Complete
1	Manhole Cone Adjustment	6	EA	\$3,156.00	\$18,936.00	6.00	\$18,936.00		\$0.00	6.00	\$18,936.00
2	Rebuild Manhole	7	EA	\$3,366.00	\$23,562.00	2	\$6,732.00	1	\$3,366.00	3.00	\$10,098.00
3	Hydrant Alteration	5	EA	\$12,522.00	\$62,610.00	6.00	\$82,610.00		\$0.00	5.00	\$82,610.00
4	Reconnect Hydrant	1	EA	\$25,522.00	\$25,522.00		\$0.00		\$0.00	-	\$0.00
5	Hydrant Extension	9.5	VF	\$620.00	\$5,890.00	8.50	\$5,270.00		\$0.00	8.50	\$5,270.00
6	Water Service Abandonment	1	EA	\$4,132.00	\$4,132.00	1	\$4,132.00		\$0.00	1.00	\$4,132.00
7	Erosion Control	1	LS	\$1,490.00	\$1,490.00	1	\$1,490.00		\$0.00	1.00	\$1,490.00
8	Traffic Control	1	LS	\$1,206.00	\$1,206.00	1.00	\$1,206.00		\$0.00	1.00	\$1,206.00
E-1	Manhole Modifications	4	EA	\$2,618.13	\$10,072.50		\$0.00	4.00	\$10,072.50	4.00	\$10,072.50
TOTAL ITEMS 1-8 (Inclusive)					\$143,348.00		\$100,376.00		\$13,438.50		\$113,814.50

Sub-Total Completed To Date	\$113,814.50
Less Allowance for testing and approval	0% \$0.00
Less Retainage (5% to 50% complete)	0% \$0.00
Total	\$113,814.50
Less Previous Payments	\$91,773.50
TOTAL PAYMENT DUE THIS PERIOD	\$22,041.00

Recommended for Commission Approval by:  Date: 6-7-18

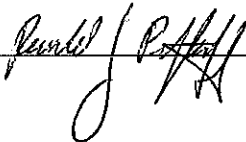
Contractor Final Payment Approval by:  Date: 6/7/18

**OAK CREEK WATER AND SEWER UTILITY
PROGRESS PAYMENT REPORT No. 2**

PROJECT NO. 18102- Puetz Road Water Main Relay

				The Wanasek Corp. 29606 Durand Ave, Burlington, WI 53105		Partial Payment No. 1 May 8th, 2018		Partial Payment No. 2 June 19th, 2018		PROJECT TOTAL	
Item No.	Item Description	Bid Quantity		Unit Price	Total Price	Quantity Complete	Cost Complete	Quantity Complete	Cost Complete	Quantity Complete	Cost Complete
1	12" PVC Water Main, 1-1/4" T.B.B.F.	1,067	LF	\$112.00	\$119,504.00	1,057.00	\$118,384.00	11.00	\$1,232.00	1,068.00	\$119,616.00
2	8" PVC Water Main, 1-1/4" T.B.B.F.	16	LF	\$206.00	\$3,296.00	10	\$2,060.00	5	\$1,030.00	15.00	\$3,090.00
3	Connect to Existing 12" Water Main	2	EA	\$4,590.00	\$9,180.00	1.00	\$4,590.00	1.00	\$4,590.00	2.00	\$9,180.00
4	Connect to Existing 8" Water Main	1	EA	\$2,325.00	\$2,325.00		\$0.00	1	\$2,325.00	1.00	\$2,325.00
5	Hydrant, Lead and 6-inch Gate Valve	1	EA	\$7,475.00	\$7,475.00	1.00	\$7,475.00		\$0.00	1.00	\$7,475.00
6	12" Gate Valve	6	EA	\$2,975.00	\$17,850.00	6	\$17,850.00		\$0.00	6.00	\$17,850.00
7	8" Gate Valve	1	EA	\$1,705.00	\$1,705.00		\$0.00	1	\$1,705.00	1.00	\$1,705.00
8	1-1/4" Water Service Lateral Reconnection	10	EA	\$1,220.00	\$12,200.00	9.00	\$10,980.00	1.00	\$1,220.00	10.00	\$12,200.00
9	Asphalt Pavement Removal	1,457	SY	\$4.00	\$5,828.00	965	\$3,860.00	631	\$2,522.40	1,595.60	\$6,382.40
10	HMA Pavement, 3LT 58-28 S, 19.0mm Lower Layer	229	TON	\$76.00	\$17,404.00		\$0.00	259.99	\$19,759.24	259.99	\$19,759.24
11	HMA Pavement, 4LT 58-28 S, 12.5mm Upper Layer	159	TON	\$76.00	\$12,084.00		\$0.00	173.14	\$13,158.64	173.14	\$13,158.64
12	1-1/4" Dense Graded Base Course	52	TON	\$32.00	\$1,664.00		\$0.00	52	\$1,664.00	52.00	\$1,664.00
13	Stone Shoulder, 3/4" T.B.	106	TON	\$53.00	\$5,618.00		\$0.00	56.45	\$2,991.85	56.45	\$2,991.85
14	Sawing Existing Pavement Full Depth	1,174	LF	\$1.50	\$1,761.00		\$0.00	1,185	\$1,777.50	1,185.00	\$1,777.50
15	Excavation Below Base, 1-1/4" Dense Graded Limestone	48	TON	\$45.00	\$2,160.00		\$0.00	21.31	\$958.95	21.31	\$958.95
16	Excavation Below Base, Breaker Run Base Course	48	TON	\$45.00	\$2,160.00		\$0.00	21.38	\$962.10	21.38	\$962.10
17	Pavement Marking, Epoxy, White 4-inch Edge Line	947	LF	\$1.50	\$1,420.50		\$0.00		\$0.00	-	\$0.00
18	Pavement Marking, Epoxy, Yellow 4-inch Broken Centerline	339	LF	\$1.50	\$508.50		\$0.00	0	\$0.00	-	\$0.00
19	Pavement Marking, Epoxy, Yellow 4-inch Double Centerline	343	LF	\$3.00	\$1,029.00		\$0.00	1,071	\$3,213.00	1,071.00	\$3,213.00
20	Restoration of Lawns and Parkways	1	LS	\$2,235.00	\$2,235.00		\$0.00	1.00	\$2,235.00	1.00	\$2,235.00
21	Erosion Control	1	LS	\$230.00	\$230.00	1.00	\$230.00		\$0.00	1.00	\$230.00
22	Traffic Control	1	LS	\$7,000.00	\$7,000.00	1.00	\$7,000.00		\$0.00	1.00	\$7,000.00
TOTAL ITEMS 1-22 (Inclusive)				\$234,637.00		\$172,429.00		\$61,344.68		\$233,773.68	

Sub-Total Completed To Date	\$233,773.68
Less Allowance for testing and approval	0% \$0.00
Less Retainage (5% to 50% complete)	5% -\$5,865.93
Total	\$227,907.75
Less Previous Payments	-\$149,320.17
TOTAL PAYMENT DUE THIS PERIOD	\$78,587.58

Recommended for Commission Approval by:  Date: 6-7-18

ADMINISTRATIVE OPERATIONS

May 2018

Comprehensive Annual Financial Report:

A draft copy of the Comprehensive Annual Financial Report (CAFR) has been completed for the year 2017. 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 Leranath 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.

Fixed Assets:

Senior Accountant Leranath began updating the Utility's continuing property records for 2017. This process involves the recording of detailed descriptions, quantities and costs for all additions, as well as removing retirements at historical costs.

Workload:

Other administrative tasks included the following:

1. Added 2 customer accounts for the month.
2. Billed 3,284 water customers and 3,407 sewer customers.

Gallons Billed (in thousands):

	YTD 2018	YTD 2017	YTD 2016	YTD 2015	YTD 2014	Average
Residential	138,791	137,369	137,955	139,190	141,645	138,990
Commercial	165,780	178,382	168,140	169,475	170,523	170,460
Industrial	192,324	164,562	148,071	155,492	164,402	164,970
Public Authority	5,475	5,304	6,603	9,764	7,442	6,918
Wholesale	448,815	441,170	478,915	503,032	489,590	472,304
Total	951,185	926,787	939,684	976,953	973,602	953,642
% Change to Prior Year	2.6%	-1.4%	-3.8%	0.3%	N/A	
% Change to Average	-0.3%	-2.8%	-1.5%	2.4%	2.1%	

New Customers:

	YTD 2018	YTD 2017	YTD 2016	YTD 2015	YTD 2014	Average
Residential	15	11	10	10	10	11.2
Commercial	8	10	9	5	1	6.6
Industrial	0	0	0	1	0	0.2
Public Authority	0	0	1	1	0	0.4
Wholesale	0	0	0	0	0	-
Total	23	21	20	17	11	18.4

New Residential Customer (YTD 2018):

8219 S. Alisa Lane, 8223 S. Alisa Lane, 375 E. Lily Drive, 2300 W. Southland Drive, 9441 S. Nicholson Road, 165 E. Golden Lane, 1101 E. Wildflower 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

New Commercial Customers (YTD 2018):

Drexel Square Hotel, HSI Drexel Ridge (4 accounts), Storage Shop USA, IKEA, warehouse building on 10451 S. Oakview Parkway

ENGINEERING OPERATIONS

May 2018

Water Quality Improvement Project

The Public Service Commission of Wisconsin (PSC) held a meeting on May 10, 2018 in which they discussed and denied the construction authorization for the Water Quality Improvement Project. The Utility is currently waiting for the official order to be released by the PSC. Based on the contents of the order, the Utility will determine the best course of action moving forward.

Puetz Road Water Main Relay

This project is substantially complete. All grass restoration is complete. Remaining items of work include approximately 350' of pavement marking and final punch list work. The remainder of the work will be complete by mid-June.

2017 Sanitary Sewer Rehabilitation

The contractor Visu-Sewer, has only two more sanitary sewer liners to construct as well as three spot liners in order to complete the project. Engineering anticipates that the contract will be complete in the next 60 days.

I-94 Paving

Engineering was just informed that WisDOT has received the \$160 million grant for the paving work along the north leg of I-94 between County Line road and College Avenue. Utility plans for the conflict at Puetz Road were complete. However, WisDOT has re-designed the grading plan which will require a new analysis at each utility crossing to ensure there are no new conflicts. Engineering, in conjunction with City Water, is currently reviewing those changes for potential conflicts at each of the I-94 corridor crossings.

It also appears that WisDOT has moved their project to be let one month earlier (July instead of August) than originally scheduled. If there are no more conflicts based on the revised grading plans, the Utility will be ready to let the project on schedule but cannot do so until a municipal agreement is reached. In this case, WisDOT will have to pay for 90% of the Utility's construction work. To date, we have not received those agreements. Given the aforementioned time constraints, the Utility's work will occur concurrently with the WisDOT work.

Forest Hill Water Main Extension

The preliminary special assessment resolution, engineer's report, and preliminary assessment log have all been approved by the Common Council of the City of Oak Creek. A public hearing has been held on June 5, 2018 along with a final vote that approved the special assessment project. This project affects 12 properties on East Forest Hill Avenue, all of whom will be specially assessed for a water main extension approximately 1,500' long that will improve fire flows near the intersection of South Pennsylvania Avenue and East Forest Hill Avenue.

27th Street Water Main Extension

The preliminary special assessment resolution, engineer's report, and preliminary assessment log have all been approved by the Common Council of the City of Oak Creek. A public hearing has been held on June 5, 2018 along with a final vote that approved the special assessment project. This project affects 4 properties on South 27th Street, all of whom will be specially assessed for a water main extension approximately 1,000' long that will improve water quality by connecting two long dead ends.

DISTRIBUTION & COLLECTION OPERATIONS

May 2018

Water Main Breaks:

On May 4th at 1:50 a.m. there was a report of a main break on the Southwest corner of West Rawson Avenue and South Howell Avenue. The main was throttled down and at 7:00 a.m. a crew was sent to repair the 20" DIP which was installed in 1967. When the crew excavated the water main, they found a 2" blowhole in the pipe.

On May 16th at 3:30 p.m. There was a report of a possible main break at 3751 East Puetz Road. The water main was throttled down, and the repair was completed the next day. When the crew excavated the 12" DIP water main that was installed in 1969, they found a blowhole on the bottom of the main.

On May 18th at 6:30 a.m. there was a report of a possible water main break at 200 East Ryan Road. American Leak Detection was called in to assist in locating the small leak. The repair was tabled until 6:00 p.m. to avoid interrupting operations at Aurora Medical Clinic. When the crew excavated the 16" DIP that was installed in 1964, they found a ¼" blowhole in the pipe.

Water Lateral Repair:

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

Valve Repair:

There were no valve repairs in the month of May.

Fire Hydrant Repairs:

On May 7th a crew was sent to 7670 South Howell Avenue to repair an Iowa hydrant that would not operate. A broken operating nut was found and replaced.

On May 22nd a crew was sent to 621 West Rawson Avenue to repair an Iowa hydrant. It was found that the operating shaft had corroded and needed replacing.

On May 22nd a crew was sent to 1124 East Marquette Avenue to repair a leaking Iowa hydrant. The main valve rubber needed replacing.

On May 23rd a crew was sent to 7900 South 27th Street to repair a Kennedy hydrant. The break away coupler on the shaft needed replacing.

On May 25th a crew was sent to 2110 West Rawson Avenue to repair a Mueller hydrant that would not shut off after being flushed. The main shaft had corroded off and needed replacing.

On May 29th a crew was sent to 585 West Riverwood Drive to repair a Kennedy hydrant that was hit. The hydrant was broken off by the hydrant lead. The crew replaced the 18' hydrant lead from the valve and reinstalled the hydrant. A Police report is being obtained, so the responsible party can be invoiced.

Annual Hydrant Flushing:

Distribution crews continued the annual flushing and greasing of 1119 fire hydrants in the month of May.

Sewer Repairs:

In the month of May Utility Workers performed 9 maintenance tasks including: grouting, flowline and chimney repairs, along with cleaning and televising of mains.

Miscellaneous:

In the month of May Utility Workers started restoration repairs on water main and lateral breaks that occurred during the winter.

On May 17th Distribution Manager Schwartz attended a seminar on concrete pipe in Waukesha.

Nicholas Dietrich, a second-year seasonal employee, returned to work on May 14th.

PLANT OPERATIONS

May, 2018

PUMPAGE REPORT	2018	2017	% Change	5 Year %
Monthly Pumpage	238,436,000	217,314,000	+9.7	+4.6
Monthly Average Day	7,691,000	7,010,000	+9.7	+4.6
Monthly Peak Day	(5/29) 10,310,000	(5/17) 7,640,000	+34.9	+10.9
Yearly Pumpage	1,045,137,000	999,564,000	+4.6	-0.1
Yearly Average Day	6,921,500	6,620,000	+4.6	+0.1
Yearly Peak day	(5/29) 10,310,000	(2/20) 7,850,000	+31.3	+9.9
West Zone Pumpage	108,060,000	95,960,000	+12.6	-1.8

WATER QUALITY REPORT	Raw Water	Finished Water
Average Free Chlorine		1.51 mg/l
Total Chlorine		1.76 mg/l
Average Alkalinity	106.2 mg/l	110.1 mg/l
Average pH	8.3	8.2
Average Fluoride	0.15 mg/l	0.68 mg/l
Average Turbidity	2.47 NTU	0.05 NTU
Average Temperature	47.0 F	
Hardness	137 mg/l	137 mg.l

Preventative Maintenance Tasks: Staff completed 119 preventative maintenance tasks, 12 miscellaneous work orders, and 2 safety sessions during the month.

Roof Project: The roof project is now complete. The roof sections that were replaced were above the distribution pump room, maintenance room and sludge room. The roofs were replaced on the floc/sed coops and flashing was repaired and re-sealed above sed basin #4. On May 23rd the standby engine was exercised for the first time since the roof was replaced, and a small fire started around the exhaust penetration. Acting Plant Manager Robe and Operator Muschinski contained the fire until the OCFD arrived to extinguish the fire completely. Schranz Roofing is covering repairs and updating the exhaust penetration collar.

Raw Water Pump Station Gate: A new gate was installed to replace the damaged gate. Larger posts and a single piece gate were installed to provide a more protective barrier.

Chlorine Contact Tank Inspection: Underwater Construction Company was on site for inspection on May 30th. Report and video to follow.

Rockwell Automation Fair: Acting Plant Manager Robe and Operator Messerschmidt attended the automation fair on May 16th and 17th.

New Operators: Both new operators have begun their training and are doing well.

