

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 20, 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 6th Street, Oak Creek, Wisconsin, 53154.

DATED, at Oak Creek, Wisconsin, this the 15th day of June, 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 June 20, 2017	Headquarters Building 170 West Drexel Avenue

1.0 OPENING OF MEETING

- 1.1 Roll Call
- 1.2 Minutes Approval - Regular Meeting 05-09-17

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. Contractor Damage to Tree on 15th Avenue
 - B. Water Quality Improvement Project
 - C. Waukesha Water Sales Agreement

3.0 PROJECT APPROVALS

- 3.1 Professional Services Agreement with R.A. Smith for General Sanitary Sewer Design Services
- 3.2 Projects 17055 and 17056 Glen Crossing Addn. #1
- 3.3 2017 Valve Cut-In Project
- 3.4 Well No. 1 & 3 Abandonment Project

4.0 MISCELLANEOUS MATTERS

- 4.1 Copy Machine Approval

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

**Professional Services Agreement with R.A. Smith National, Inc. for General
Sanitary Sewer Design Services**

Date: June 20, 2017

RECOMMENDATION: That the Commission consider a motion to authorize the Utility Engineer to enter into an agreement with R.A. Smith National, Inc. for providing general engineering services in the design of sanitary sewer related projects in the 2017 Capital Improvement Plan in the not to exceed amount of \$75,000.

Engineering solicited proposals from engineering consulting firms in the area for general engineering services related to two projects in the 2017 Capital Improvement Plan: 2017 Sanitary Sewer Rehabilitation, and Jewel Street Lift Station Abandonment and Proposed Sewer Extension. A total of six proposals were received. Proposals were submitted by Strand, Inc., Applied Technologies, and Graef, R.A. Smith National, Donohue, and Baxter & Woodman. The R.A. Smith National proposal demonstrated the most thorough understanding of the project in relation to our sanitary system and the specific projects involved.

The capital budget for these two projects is \$1,330,000.

2017 Valve Cut-In Project

Project Nos.: 17102

Date: June 20, 2017

RECOMMENDATION: That the Commission consider a motion to approve the 2017 Valve Cut-In project and award a construction contract to the lowest responsive, responsible bidder, American Sewer Services, Inc. based on the bid amount of \$133,800.

This project consists of installing valving in the water system to insure redundancy in the case of a water main break. Utilizing the Utility's GIS system, vulnerable locations were determined where a single point of failure would cause large amounts of customers to be without service. Each location was prioritized based on the amount of customers that would be without water service should a single point of failure occur.

The work was advertised, and the following bids were received:

Contractor	Bid Amount
American Sewer Services, Inc.	\$133,800.00
Cornerstone Plumbing	\$160,350.00
Mid City Plumbing	\$256,200.00
Globe Contractors, Inc.	\$417,700.00

The capital budget for this project is \$275,000.

COPY MACHINE PURCHASE

2017 CIP BUDGET AMOUNT: \$12,000

RECOMMENDATION: That the Commission consider a motion to approve the purchase of the Ricoh MPC6004 copy machine based on the quoted amount of \$7,795.63.

This new copy machine would replace our old one. The current copier is eight years old and is beginning to require frequent maintenance. The typical life of a copier is five years, so it has well exceeded its useful life. The new copier will have the ability to print, scan and fax in color or black and white at 60 pages per minute. Since the Utility's employees have been very satisfied with the quality, service, speed, cost and user friendliness of our existing Ricoh machine, we are recommending the purchase of a similar Ricoh copier as its replacement.

Quotes, within the state contract pricing, were received as follows:

Vendor	Copier	Model	Speed (pages per minute)	Quote Amount	Support Maintenance Costs (per page)	
					Black & White	Color
Impact	Kyocera	5052ci	50	\$ 7,675.00	\$ 0.0081	\$ 0.0390
Ricoh	Ricoh	MPC6004	60	7,795.63	0.0056	0.0480
Rhyme	Kyocera	5052ci	50	8,874.00	0.0045	0.0490
Rhyme	Sharp	MX-5070N	50	8,976.00	0.0045	0.0490
Impact	Konica Minolta	C558	55	9,648.04	0.0072	0.0450
DOS	Xerox	7855 PTXF2	55	11,911.92	0.0080	0.0600

OAK CREEK WATER AND SEWER UTILITY

PROGRESS PAYMENT No.1

PROJECT NO. 16101 - East Forest Hill Avenue Water Main

				UPI, LLC 2180 Springdale Rd. New Berlin, WI 53146		Partial Payment 1 June 20, 2017		Total Complete	
Item No.	Item Description	Quantity		Unit Price	Total Price	Quantity Complete	Cost Complete	Quantity Complete	Cost Complete
1	8-inch Water Main 1-1/4" TBBF	1043.00	LF	\$90.00	\$93,870.00	1044.00	\$93,960.00	1,044.00	\$93,960.00
2	Connect to Existing 8" Water Main	2.00	EA	\$4,545.00	\$9,090.00	2.00	\$9,090.00	2.00	\$9,090.00
3	Hydrant, Lead and 6-inch Gate Valve	2.00	LF	\$5,500.00	\$11,000.00	2.00	\$11,000.00	2.00	\$11,000.00
4	Hydrant Extension	1.50	LF	\$1,100.00	\$1,650.00	2.0	\$2,200.00	2.00	\$2,200.00
5	8" Gate Valve	3.00	EA	\$1,495.00	\$4,485.00	3.00	\$4,485.00	3.00	\$4,485.00
6	1-1/4" Water Service Laterals (Polyethelene) Open Cut	15.00	LF	\$2,700.00	\$40,500.00	15.00	\$40,500.00	15.00	\$40,500.00
7	Asphalt Pavement Removal	4162.00	LF	\$3.40	\$14,150.80		\$0.00	-	\$0.00
8	HMA Pavement, 3LT 58-28 S, 19.0mm Lower Layer	635.00	LF	\$52.50	\$33,337.50	595.14	\$31,244.85	595.14	\$31,244.85
9	HMA Pavement, 5LT 58-28 S, 9.5mm Upper Layer	384.00	LF	\$62.50	\$24,000.00	417.92	\$26,120.00	417.92	\$26,120.00
10	1-1/4" Dense Graded Aggregate Base Course	224.00	LF	\$19.30	\$4,323.20		\$0.00	-	\$0.00
11	Stone Shoulder, 3/4" T.B	93.00	EA	\$48.00	\$4,464.00	83.73	\$4,019.04	83.73	\$4,019.04
12	Sawing Existing Pavement Full Depth	1726.00	EA	\$1.00	\$1,726.00	1350.00	\$1,350.00	1,350.00	\$1,350.00
13	Excavation Below Base, 1-1/4" Dense Graded Aggregate Base	100.00	EA	\$60.00	\$6,000.00		\$0.00	-	\$0.00
14	Excavation Below Base, Breaker Run Base	100.00	LF	\$60.00	\$6,000.00		\$0.00	-	\$0.00
15	Pavement Marking, Epoxy, White 4-inch Edge Line	2748.00	LF	\$0.70	\$1,923.60		\$0.00	-	\$0.00
16	Pavement Marking, Epoxy, Yellow 4-inch Broken Center	94.00	LF	\$0.70	\$65.80		\$0.00	-	\$0.00
17	Pavement Marking, Epoxy, Yellow 4-inch Double Centerline	1006.00	LF	\$1.35	\$1,358.10		\$0.00	-	\$0.00
18	Pavement Marking, Epoxy, White 18-inch Cross Walks	48.00	LF	\$8.15	\$391.20		\$0.00	-	\$0.00
19	Pavement Marking, Epoxy, White 6-inch Cross Walks	360.00	LF	\$6.70	\$2,412.00		\$0.00	-	\$0.00
20	Restoration of Lawns and Parkway	1.00	LF	\$3,000.00	\$3,000.00		\$0.00	-	\$0.00
21	Erosion Control	1.00	LF	\$500.00	\$500.00	1.00	\$500.00	1.00	\$500.00
22	Traffic Control	1.00	EA	\$1,500.00	\$1,500.00	0.50	\$750.00	0.50	\$750.00
TOTAL (Items 1-20)					\$265,747.20		\$222,618.89		222,618.89

Sub-Total Completed To Date		\$222,618.89
Less Allowance for testing and approval	5.0%	-\$11,130.95
Less Retainage (5% to 50% complete)	5% up to 50%	-\$5,565.47
Total		\$205,922.47
Less Previous Payments		\$0.00
TOTAL PAYMENT DUE THIS PERIOD		\$205,922.47

Recommended for Commission Approval by:

Date:

6-5-2017


OAK CREEK WATER AND SEWER UTILITY

PROGRESS PAYMENT No.3

PROJECT NO. 16107 - 2017 Sanitary Rehab Project

Item No.	Item Description	Quantity	Unit Price		Total Price	Partial Payment 1 April 11, 2017		Partial Payment 2 May 09, 2017		Partial Payment 3 June 20, 2017		Total Complete	
			Price	Quantity Complete		Quantity Complete	Cost Complete	Quantity Complete	Cost Complete	Quantity Complete	Cost Complete		
1	PVC Sanitary Sewer Spot Repair (5-10 LF)	6 EA	\$9,000.00	6.00	\$54,000.00							6.00	\$54,000.00
2	PVC Sanitary Sewer Spot Repair (10-15 LF)	1 EA	\$10,000.00	1.00	\$10,000.00							1.00	\$10,000.00
3	6-inch PVC Sanitary Lateral Relay	55 LF	\$300.00	10.00	\$3,000.00			45.00	\$13,500.00	-4.50	-\$1,350.00	50.50	\$15,150.00
4	8-inch CIPP Liner	3,876 LF	\$25.75		\$99,807.00			3560.00	\$91,670.00	315.50	\$8,124.13	3,875.50	\$99,794.13
5	12-inch CIPP Liner	590 LF	\$36.70		\$21,653.00			161.00	\$5,908.70	429.00	\$15,744.30	590.00	\$21,653.00
6	15-inch CIPP Liner	1,048 LF	\$42.25		\$44,278.00			250.00	\$10,562.50	798.00	\$33,715.50	1,048.00	\$44,278.00
7	18-inch CIPP Liner	114 LF	\$149.00		\$16,986.00			10.00	\$1,490.00	104.00	\$15,496.00	114.00	\$16,986.00
8	21-inch CIPP Liner	829 LF	\$73.00		\$60,517.00				\$0.00	829.00	\$60,517.00	829.00	\$60,517.00
9	8-inch PVC Sanitary Sewer Relay	626 LF	\$165.00	439.00	\$103,290.00			187.00	\$30,855.00	2.33	\$384.45	628.33	\$103,674.45
10	12-inch PVC Sanitary Sewer Relay	230 LF	\$190.00		\$43,700.00			230.00	\$43,700.00	-8.50	-\$1,615.00	221.50	\$42,085.00
11	Test and Seal Lateral Connections	61 EA	\$320.00		\$19,520.00				\$0.00	52.00	\$16,640.00	52.00	\$16,640.00
TOTAL (Items 1-11)					\$490,251.00	\$139,435.00	\$197,686.20	\$147,656.38			\$484,777.58		

Sub-Total Completed To Date \$484,777.58
 Less Allowance for testing and approval 0.0% \$0.00
 Less Retainage (5% to 50% complete) 5% up to 50% -\$12,119.44
 Total \$472,658.14
 Less Previous Payments -\$308,008.86
TOTAL PAYMENT DUE THIS PERIOD \$164,649.28

Recommended for Commission Approval by:  Date: 6-5-2017

ADMINISTRATIVE OPERATIONS

May 2017

Comprehensive Annual Financial Report:

A draft copy of the Comprehensive Annual Financial Report (CAFR) has been completed for the year 2016. 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 and Accounting Supervisor Stenzel updated the Utility's continuing property records for 2016. This process involves the recording of detailed descriptions, quantities and costs for all additions, as well as removing retirements at historical costs.

Training:

Accounting Supervisor Stenzel attended a Wisconsin Institute of Certified Public Accountants Ethics webinar on May 15.

Workload:

Other administrative tasks for the month included the following:

1. Added 11 new customer accounts.
2. Billed 3,258 water customers and 3,381 sewer customers.

Gallons Billed (in thousands):

	YTD 2017	YTD 2016	YTD 2015	YTD 2014	YTD 2013	Average
Residential	137,369	137,955	139,190	141,645	143,831	139,998
Commercial	178,382	168,140	169,475	170,523	163,238	169,952
Industrial	164,562	148,071	155,492	164,402	153,407	157,187
Public Authority	5,304	6,603	9,764	7,442	8,644	7,551
Wholesale	441,170	478,915	503,032	489,590	485,966	479,735
Total	926,787	939,684	976,953	973,602	955,086	954,422
% Incr (Decr)	-1.4%	-3.8%	0.3%	1.9%		

New Customers:

	YTD 2017	YTD 2016	YTD 2015	YTD 2014	YTD 2013	Average
Residential	11	10	10	10	16	11.4
Commercial	10	9	5	1	0	5.0
Industrial	0	0	1	0	0	0.2
Public Authority	0	1	1	0	0	0.4
Wholesale	0	0	0	0	0	-
Total	21	20	17	11	16	17
% Incr (Decr)	5.0%	17.6%	54.5%	-31.3%		

New Commercial Customers (YTD 2017): Centennial Park (5 accounts), Cricket Wireless, GMX Midland Oak Creek LLC (2 accounts), Ad-Tech, Valentine Cafe

ENGINEERING OPERATIONS

May 2017

GIS Mobile Tool Upgrade

Initial testing of the new GIS application has been completed successfully. Some field staff have been trained and started using them. During the training process the Distribution staff had some suggestions for improving the applications for their intended use. Some have already been implemented with others in the set up stage.

The first two applications being used are valve exercising and hydrant flushing. Early feedback has been very positive. More applications will continue to be released to the field staff when they are vetted for production use.

Forest Hill Water Main Relay

This project is substantially complete. The full width of the road has been paved, shouldered, and has been marked with the proper pavement markings. Final payment is forthcoming in the next month. The City of Oak Creek asked the Utility to pave the full width of this road and a portion of Verdev. The City will reimburse the Utility for the additional asphalt, excavation, and pavement marking associated with the additional work.

Well No. 1 and 3 Abandonment

The design work for this project is complete. The project has been advertised and bids will be opened on June 15, 2017.

2017 Valve Cut in Project

The design work for this project is complete. The project was advertised and the bids will be opened on June 9, 2017. Engineering expects that work will commence on this project in mid-July.

2017 Sanitary Sewer Projects

Engineering is reviewing proposals submitted by various engineering consulting firms for the design of 2017 sanitary sewer work including a sanitary sewer rehabilitation project and sanitary sewer pipe project that would eliminate the Jewell Street lift station. A consultant is expected to be selected the second week of June with design work starting shortly thereafter.

Water Quality Improvement Project

The construction authorization hearing schedule has been determined and Utility staff and its consultants have submitted pre-hearing written testimony regarding the project. Written testimony in this case will continue through July 18, with a hearing scheduled at the Public Service Commission of Wisconsin on July 19, 2017. Utility staff expects that all required documentation for the hearing including testimony and final briefing will be complete by the beginning of August. Subsequent to that, Utility staff is hopeful that a decision will be rendered by the PSC of Wisconsin no later than September 2017.

DISTRIBUTION & COLLECTION OPERATIONS

May 2017

Water Main Breaks:

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

Water Lateral Repairs:

On May 30th, a crew was sent to 7331 South Logan Avenue to repair a ¾" copper lateral. The flare connection was leaking on the street side of the curb stop.

Valve Repair:

On May 24th, a crew was sent to excavate a water valve that was leaking at East Forest Hill Avenue and South Verdev Drive. After exposing the valve, they found the packing plate was cracked. The crew replaced it with a used one that was in stock.

Distribution crews repaired nine valve boxes in preparation for the Cities 2017 road projects.

Fire Hydrant Repairs:

On May 17th, a crew was sent to 7750 South 10th Street to repair a damaged Kennedy hydrant found while flushing.

On May 19th, a crew was sent to 7200 South 10th Street to repair an Iowa hydrant. While doing annual flushing, the hydrant would not shut off. The main valve rubber needed replacing.

Annual Hydrant Flushing:

Distribution crews finished the annual flushing and greasing of 1082 fire hydrants.

Miscellaneous:

In the month of May three summer helpers started work: Michael Zawacki second year, Emma Sims and Nicholas Dietrich first year employees.

On May 23rd Distribution Manager Schwartz attended a WI AWWA Distribution Committee meeting in Madison.

PLANT OPERATIONS

MAY, 2017

PUMPAGE REPORT	2017 (pumpage in gallons)	2016 (pumpage in gallons)	Percentage of Change
Monthly pumpage	217,314,000	225,139,000	-3.5
Monthly average day	7,010,000	7,263,000	-3.5
Monthly peak day	(5/17/17) 7,640,000	(5/30/16) 9,390,000	-18.6
Yearly pumpage	999,564,000	1,032,609,000	-3.2
Yearly average day	6,620,000	6,793,000	-2.6
Yearly peak day	(2/20/17) 7,850,000	(5/30/16) 9,390,000	-16.4
West zone pumpage	95,960,000	105,110,000	-8.7

WATER QUALITY REPORT	Raw Water	Finished Water
Average free chlorine		1.58 mg/l
Total chlorine		1.73 mg/l
Average alkalinity	110.4 mg/l	109.8 mg/l
Average pH	8.3	8.1
Average fluoride	0.10 mg/l	0.73 mg/l
Average turbidity	1.72 N.T.U.	0.05 N.T.U.
Average temperature	48.3 °F	
Hardness	137 mg/l	137 mg/l

Preventative Maintenance Tasks: Staff completed 134 preventative maintenance tasks, 1 miscellaneous work order, and 2 safety sessions during the month.

Seminar: Operators Klees and Muschinski and Plant Manager Francis attended the West Shore Water Producers Association spring meeting in Neenah on 5-24. Topics included: Water Plants Algae Toxin Study, Microcystin and Permanganate, Chemical Feed Technologies and the History of Neenah Water. In addition, staff attended a tour of the Neenah Water Plant.

ASR Equipment Removal: Staff salvaged electronic equipment and miscellaneous mechanical components from the ASR building.

Task Distribution

