

## 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, March 10, 2015, 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, (FAX) 768-9587, (TDD) 768-6513 or by writing to the ADA Coordinator at the Health Department, City Hall, 8640 South Howell Avenue, Oak Creek, Wisconsin, 53154.

**DATED**, at Oak Creek, Wisconsin, this the 5th day of March, 2015.

/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 March 10, 2015	Headquarters Building 170 West Drexel Avenue

**1.0 OPENING OF MEETING**

- 1.1 Roll Call
- 1.2 Minutes Approval - Regular Meeting 02-10-15

**2.0 FINANCIAL MATTERS**

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

**3.0 ADMINISTRATIVE & OPERATIONS REPORTS**

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

**4.0 PROJECT APPROVALS**

**5.0 MISCELLANEOUS MATTERS**

- 5.1 Safe Drinking Water Loan Program Authorized Representative for the CT Tank Compliance Project

**6.0 EXECUTIVE SESSION**

- 6.1 Executive session in accordance with Section 19.85 (1) (c), (e) & (f) of the Wisconsin State Statutes for the following purpose:
  - a. Financial Impacts of Selling Water to Waukesha Report Presentation
  - b. Employee Termination/Separation
- 6.2 Reconvene into open session
- 6.3 Take action, if required

**7.0 ADJOURN**

## PLANT OPERATIONS

February, 2015

<b>PUMPAGE REPORT</b>	<b>2015 (pumpage in gallons)</b>	<b>2014 (pumpage in gallons)</b>	<b>Percentage of Change</b>
Monthly pumpage	195,546,000	196,620,000	-0.6
Monthly average day	6,983,000	7,022,000	-0.6
Monthly peak day	8,190,000 (02/9/15)	8,660,000 (02/14/14)	-5.4
Yearly pumpage	406,719,000	420,268,000	-3.2
Yearly average day	6,894,000	7,123,000	-3.2
Yearly peak day	8,430,000 (01/19/15)	9,770,000 (01/19/14)	-13.7
West zone pumpage	88,490,000	103,550,000	-14.5

<b>WATER QUALITY REPORT</b>	<b>Raw Water</b>	<b>Finished Water</b>
Average free chlorine		1.55 mg/l
Total chlorine		1.71 mg/l
Average alkalinity	111.5 mg/l	111.7 mg/l
Average pH	8.3	8.1
Average fluoride	0.13 mg/l	0.74 mg/l
Average turbidity	5.11 N.T.U.	0.04 N.T.U.
Average temperature	34.5°F	
Hardness	137 mg/l	137 mg/l

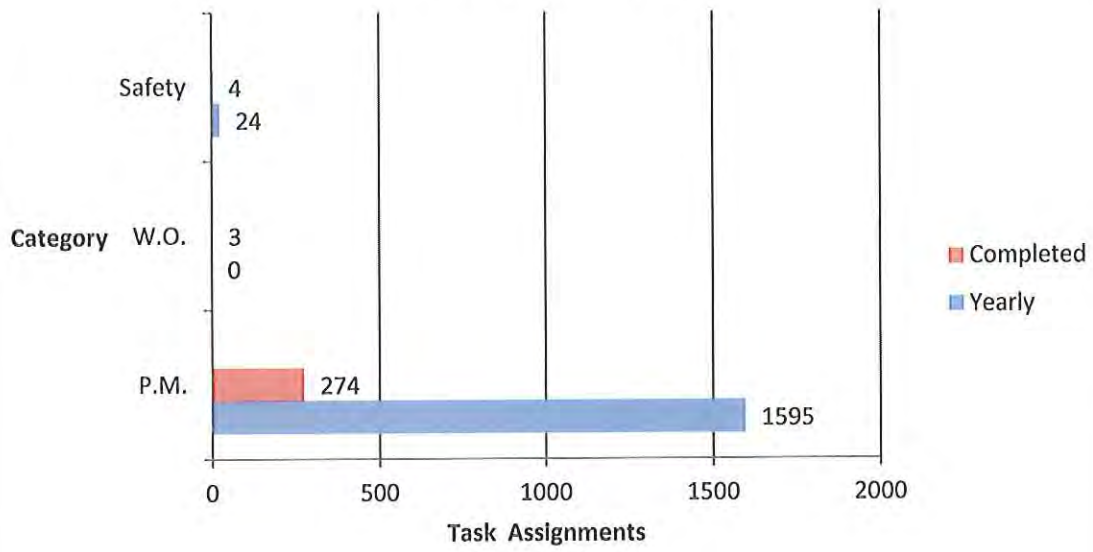
**Preventative Maintenance Tasks:** Staff completed 136 preventative maintenance tasks, 1 miscellaneous work order, and 2 safety sessions during the month.

**CT Tank Project:** Plant Manager Francis attended numerous meetings for the CT tank project. Items discussed included security and PA systems, landscaping, electrical room layout and structure and review of 60% drawings.

**Concrete Separation:** Plant staff has identified some concrete separation between the 1984 expansion and the 1999 expansion. A detailed plan to correct this issue is being developed.

**Boiler Failure:** The treatment plant boiler failed on 2-18. Grunau Company was notified and was able to restore operation. Evaluation of the boiler revealed numerous cracked tubes. Parts are being assembled to make the necessary repairs.

# Task Distribution



## **DISTRIBUTION & COLLECTION OPERATIONS**

February 2015

### **Water Main Breaks:**

In the month of February there were two water main breaks.

On February 10<sup>th</sup> the Utility repaired a water leak at 295 East Oakview Lane on a 1969 6" DIP water main that had a corrosion hole.

On February 22<sup>nd</sup> the Utility repaired a water leak at 8226 South Verdev Drive on a 1963 8" CIP water main that had numerous corrosion holes. The crew replaced 42" of water main.

### **Water Lateral Repair:**

On February 18<sup>th</sup> a crew was sent to repair a ¾" copper water lateral that was leaking at 7468 South Logan Avenue. When the crew excavated the water lateral, they found that the flare at the curb stop on the home side had failed.

### **Fire Hydrant Repairs:**

On February 5<sup>th</sup> a crew was sent to repair two fire hydrants at 8870 South Mayhew Drive that were hit by a snow plow truck.

On February 6<sup>th</sup> a crew was sent to repair a fire hydrant at 8720 South Chicago Road that was hit by a snow plow.

On February 11<sup>th</sup> a crew was sent to repair a fire hydrant at 3500 East Northbrook Court that was hit by a private contractor.

Distribution rebuilt 7 hydrants for the 27<sup>th</sup> Street project.

### **Miscellaneous:**

On February 3<sup>rd</sup> and 4<sup>th</sup> Distribution Manager Schwartz along and Service Workers Volbrecht, Price, Allard, and Struebing attended the WWA Distribution Conference.

On February 5<sup>th</sup> Distribution Manager Schwartz and Service Workers Maughan and Struebing attended the MMSD Inspection Conference.

On February 12<sup>th</sup> Distribution Manager Schwartz and Service Workers Price, Allard, Volbrecht, Struebing, Pier, Maughan and Flatow attended First Care Training at Fire Station 3.

On February 19<sup>th</sup> Service Workers Volbrecht and Pier attended a seminar sponsored by Ferguson Waterworks.

**Workload:**

Distribution crews completed the following during the month of February.

- Tested and/or exchanged 191 water meters
- Installed 5 new meters
- Conducted 104 residential cross-connection inspections
- Replaced 118 Trace radio electronic read units
- Conducted 4 industrial and commercial cross-connection inspections
- Cleaned 6458.9' of sanitary sewer
- Televised 6458.9' of sanitary sewer
- Repaired seals on 17 manhole covers



## ADMINISTRATIVE OPERATIONS

February 2015

### Year End:

Accounting Supervisor Stenzel and staff are working on closing out the financial records for the year 2014. This process involves reconciling several accounts and preparing workpapers to facilitate the year-end audit. Staff, from all departments, helps with closing out projects and conducting inventories. The financial audit is scheduled for March 23 and 24. Commissioner Richards is planning to stop in for the audit interview on March 23.

### Wisconsin Water Association Audit:

Accounting Supervisor Stenzel finalized the audit for Wisconsin Water Association (WWA), prepared financial statements for the year 2014 and presented the financial report at WWA's board meeting in Madison on February 13.

### Credit Card Payments:

The service agreement with Payment Service Network, Inc. (PSN) has been reviewed by the City Attorney and signed by Accounting Supervisor Stenzel. The Utility is anticipating going live with the acceptance of credit card and e-check payments, e-billing and the interception of online bank checks on April 15. The credit card and e-check fees will be charged directly to the customers who choose these options. All payments collected through PSN will be updated to customer accounts automatically through a link to the Utility's cash receipting and billing software.

### Workload:

Other administrative tasks included the following:

1. Added 5 customer accounts.
2. Billed 3,236 water customers and 3,363 sewer customers.

### Gallons Billed (in thousands):

	YTD 2015	YTD 2014	YTD 2013	YTD 2012	YTD 2011	Average
Residential	41,986	42,634	43,611	44,087	44,980	43,460
Commercial	65,604	65,012	63,524	64,234	102,835	72,242
Industrial	64,407	71,780	65,427	54,024	21,905	55,509
Public Authority	3,531	2,718	3,230	3,264	3,038	3,156
Wholesale	228,947	225,649	217,578	227,811	224,282	224,853
Total	404,475	407,793	393,370	393,420	397,040	399,220
% Incr (Decr)	-0.8%	3.7%	0.0%	-0.9%		



**New Customers:**

	YTD 2015	YTD 2014	YTD 2013	YTD 2012	YTD 2011	Average
Residential	5	6	6	3	5	5.0
Commercial	1	1	0	1	0	0.6
Industrial	1	0	0	0	0	0.2
Public Authority	0	0	0	0	0	-
Wholesale	0	0	0	0	0	-
Total	<u>7</u>	<u>7</u>	<u>6</u>	<u>4</u>	<u>5</u>	<u>0.0%</u>
% Incr (Decr)	0.0%	16.7%	50.0%	-20.0%		

## **ENGINEERING OPERATIONS**

February 2015

### **Cell Phone Antenna Upgrades**

AT&T has submitted the next iteration of plans for their antenna upgrade at Sycamore Tower. Preliminary reviews of the plans indicate that they have complied with all of the requirements set forth by the Oak Creek Water and Sewer Utility. However, they have not completed the negotiation process for amending their lease. Before any work can occur on the tower, the amendment must be in place.

### **27<sup>th</sup> Street Hydrant Relocation and Water Main Relay**

This project has been awarded to MJ Construction Inc. They moved equipment and materials to the project site and will begin construction the second week in March with hydrant relocations and alterations along the 27<sup>th</sup> Street corridor between Drexel Avenue and College Avenue. After relocating and altering the various hydrants along the corridor, they will begin the water main relay work.

### **Cedar Hills Water Main Relay**

UPI LLC has begun construction on this project. They began with the connection on 27<sup>th</sup> Street and Sycamore Avenue and are working east through 26<sup>th</sup> Street under phase one of the project. They have experienced approximately three feet of frost in the ground that has slowed their progress. Consequently, they mobilized an additional backhoe to rip the frost layer ahead of the pipe laying operation. The project website and phone line have been initiated and are being updated regularly.

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

Plans and specifications for this project are on schedule for completion. Engineering conducted 60% plan review and expects 90% plans to be delivered on March 18, 2015.

Having successfully rezoned the three properties to the north of the existing plant, Engineering has submitted a certified survey map (CSM) for City of Oak Creek Planning Commission consideration that combines all of the rezoned properties with the existing treatment plant property. In addition to the CSM, Engineering has submitted site plans for Planning Commission review. These items will be considered at the March 24, 2015 Planning Commission meeting.

Engineering has completed the Safe Drinking Water Loan Application for the project funding portion and will be delivering it to the Madison, WI office of the Wisconsin Department of Natural Resources.

**Safe Drinking Water Loan Program  
Authorized Representative for the  
CT Tank Compliance Project**

Date: March 10, 2015

**RECOMMENDATION: That the Commission consider a motion that authorizes the General Manager as the Utility representative to execute funding applications, financial aid, grant, and loan agreements and other documents under the Wisconsin Environmental Improvement Fund, Safe Drinking Water Loan Program, and that he be further authorized and empowered to do all things necessary to receive funding for the CT Tank Compliance project.**

**BACKGROUND:** The Oak Creek Water and Sewer Utility has filed its intent to apply for funding under the Wisconsin Department of Natural Resource's Safe Drinking Water Loan Fund. It is a requirement of this program to have identified an authorized representative. The General Manager will be authorized to apply and to carry out the requirements of the program on the Utility's behalf.