

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, 2020, 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 5th day of March, 2020.

/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, 2020	Headquarters Building 170 West Drexel Avenue

1.0 OPENING OF MEETING

- 1.1 Roll Call
- 1.2 Minutes Approval-Regular Meeting 2-11-2020

2.0 CLOSED SESSION

- 2.1 Closed session in accordance with Section 19.85 (1) (c) of the Wisconsin State Statutes for the following purpose:
 - A. 2020 Wage Adjustment
- 2.2 Consider a motion to take action, if required

3.0 PROJECT APPROVALS

- 3.1 Creekside Crossing Marketplace Approval

4.0 MISCELLANEOUS MATTERS

- 4.1 Amendment to the Professional Services Agreement with raSmith for Jewell Sanitary
- 4.2 House Demolition Asbestos Abatement
- 4.3 House Demolition Contract
- 4.4 Risk and Resiliency Assessment Contract

5.0 FINANCIAL MATTERS

- 5.1 Project Payment Approval
- 5.2 Voucher Approval
- 5.3 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

Creekside Crossing Marketplace Development Approval

Date: March 10, 2020

RECOMMENDATION: That the Commission consider a motion to approve the Creekside Crossing Marketplace Development for the extension of public water main and sanitary sewer at 7700 S IKEA Way.

Walden OC, LLC has requested the extension of the public water main and sanitary sewer for the retail development at 7700 S IKEA Way. The 23-acre parcel will be developed on the west side of I-94 and North of W. Drexel Avenue. The initial development will construct the Hotel/Convention Center. The remaining parcels are still looking for retail development. The developer is funding the improvements for the project. The project is proposing the following improvements.

Public Water main

1,200 LF of 12" C-900 PVC water main
8 EA 12" Valves
3 EA Hydrants and valves
Appurtenances
Connection to existing water main
Estimated project cost \$134,000

Public Sanitary Sewer

950 LF of 12" PVC
8 - 48" Dia. Manholes
Connection to existing Sanitary
Estimate project cost \$320,000

Amendment to the Professional Services Agreement with raSmith for Jewell Sanitary

Date: March 10, 2020

RECOMMENDATION: That the Commission consider a motion to authorize the Utility Engineer to amend the existing professional services agreement with raSmith for the Jewell Sanitary Sewer Project in the amount of \$26,750.

raSmith was required to redesign the proposed alignment twice to accommodate the property owners' requests. Additional survey work was required for the new alignment. The amendment also includes the construction staking survey work and permitting for the project. The project budget will be amended by \$26,750 from the original contract amount of \$68,000, for a revised total contract amount of \$94,750.

Professional Services Agreement for House Demolition Asbestos Abatement

Date: March 10, 2020

RECOMMENDATION: That the Commission consider a motion to authorize the Utility Engineer to enter into a professional services agreement with DJK Environmental, LLC for the House Demolition Asbestos Abatement Project in the amount of \$8,300.

As part of the requirements for the City razing permit, the asbestos is required to be removed. The Utility Engineer requested quotes for the asbestos abatement at the single-family home located at 3953 E. American Avenue. Quotes were requested from three firms and two responded. An asbestos pre-demolition inspection was completed by Environmental Management Consulting, Inc. in January. The report found asbestos in the siding, window caulk, duct wrap, and vinyl flooring. This report was submitted for the firms to provide their quote for removal. The Utility Engineer is recommending entering into an agreement with DJK Environmental to complete the asbestos abatement.

Firm	Quote
DJK	\$8,300
Dirty Ducts	\$9,997
PARSS	No Quote

Professional Services Agreement for House Demolition Contract

Date: March 10, 2020

RECOMMENDATION: That the Commission consider a motion to authorize the Utility Engineer to enter into a professional services agreement with Superwestern for the house demolition at 3953 E. American Avenue in the amount of \$13,500.

The Commission approved the 2020 capital improvement project to raze the home at 3953 E. American Avenue. The Utility Engineer requested quotes from 3 construction companies for the work to demolish the home and garage, remove the foundations, and backfill with clay material. The site will be top soiled and restored with grass.

Firm	Quote
Superwestern	\$13,500
Jaramillo Contractors	\$16,800
D.F. Tomasini	Declined

Professional Services for the Risk and Resiliency Assessment Contract

Date: March 10, 2020

RECOMMENDATION: That the Commission consider a motion to authorize the Utility Engineer to enter into a professional services agreement with Strand for the Risk and Resiliency Assessment and Emergency Response Plan in the amount of \$50,000.

As part of the America's Water Infrastructure Act of 2018 (AWIA) we are required to conduct Risk and Resilience Assessments (RRA) at the Water Treatment Plant. The RRA must include:

- The resilience of the pipes and constructed conveyances, physical barriers, source water, water collection and intake, pretreatment, storage and distribution facilities, and electronic, computer, or other automated systems (including the security of such systems)
- The monitoring practices of the system
- The financial infrastructure of the system
- The use, storage, or handling of various chemicals by the system; and
- The operation and maintenance of the system
- May include an evaluation of capital and operational needs for risk and resilience management for the system

The EPA is requiring that the RRA is submitted by December 31, 2020. Also, the EPA is requiring that the Emergency Response Plan is updated by 6 months after the RRA is submitted or by June 1, 2021. We received quotes from three firms to complete the tasks. We are recommending Strand for the project.

Firm	Quote
Strand	\$50,000
Jacobs	\$65,000
CDM Smith	\$98,800

ADMINISTRATIVE OPERATIONS

February 2020

Year End:

Accounting Supervisor Stenzel and staff are working on closing out the financial records for the year 2019. This process involves the reconciliation of several accounts and preparation of workpapers to facilitate the year-end audit. All departments help with closing out projects and conducting inventories. The financial audit is scheduled for March 19 and 20.

Meetings:

Accounting Supervisor Stenzel attended the Wisconsin Section of the American Water Works Association annual conference planning meeting on February 5 in Wisconsin Dells and management committee meeting on February 7 in Oak Creek.

Workload:

Other administrative tasks included the following:

- Added 6 customer accounts for the month.
- Billed 3,321 water customers and 3,439 sewer customers.

Gallons Billed (in thousands):

	YTD 2020	YTD 2019	YTD 2018	YTD 2017	YTD 2016	Average
Residential	40,024	41,094	43,100	42,250	40,885	41,471
Commercial	69,120	66,342	64,235	69,648	64,879	66,845
Industrial	76,152	79,193	78,931	64,237	57,400	71,183
Public Authority	2,194	1,927	2,105	2,143	2,734	2,221
Wholesale	224,038	216,925	209,286	207,796	206,247	212,858
Total	411,528	405,481	397,657	386,074	372,145	394,578
% Change to Prior Year	1.5%	2.0%	3.0%	3.7%	N/A	
% Change to Average	4.3%	2.8%	0.8%	-2.2%	-5.7%	

New Customers:

	YTD 2020	YTD 2019	YTD 2018	YTD 2017	YTD 2016	Average
Residential	7	3	9	0	6	5.0
Commercial	1	6	5	3	0	3.0
Industrial	0	0	0	0	0	-
Public Authority	0	0	0	0	0	-
Wholesale	0	0	0	0	0	-
Total	8	9	14	3	6	8.0

New Residential Customers (YTD 2020):

1587 E. Maple View Drive, 3380 E. Oakwood Road, 1153 W. Morningside Lane, 1049 W. Sunrise Pass, 1053 W. Sunrise Pass, 9279 S. Arbor Creek Drive, 3916 E. O'Brien Road

New Commercial Customers (YTD 2020):

HSI Orchard Hills LLC

ENGINEERING OPERATIONS

February 2020

Water Master Plan

CDM Smith is continuing progress on the Water Master Plan. They are working on the capital improvement phase of the plan. The Master Plan is anticipated to be completed this summer.

Sanitary Master Plan

Brown & Caldwell is continuing progress on the Sanitary Master Plan. They are working on the system model. We are using the existing MMSD flow meters to calibrate the model. MMSD is also installing 7 additional meters on our system to look at flows in the system. The meters will be installed in April and monitored for 6 months. The Master Plan is anticipated to be completed by the end of 2020.

Ground Water Monitoring at WTP

PSI installed ground water monitoring wells around the chlorine contact tank to determine the existing ground water level. The wells will be monitored by PSI throughout the year.

College Avenue Water Loop

Construction started on the College Avenue Water Main Looping Project. This is a directional bore installation of 12" water main from 27th Street to 20th Street.

Howell Water Main Lining

raSmith has submitted 90% plans for review. We plan on advertising this project in March.

Weatherly Water Main Loop

Cedar Corp is designing the Weatherly water main loop.

Rawson Water Main Loop

Cedar Corp is designing the Rawson water main loop.

Development Project with Utility Construction

The following development projects which involve utility construction are actively underway:

- Highgate sanitary sewer installation is completed and water main installation has begun

DISTRIBUTION & COLLECTION OPERATIONS

February 2020

Water Main Breaks:

There were no water main breaks in the month of February.

Water Lateral Repairs:

On February 5th, Utility workers repaired a leaking lateral at 8110 S. Woodridge Dr. The poly line was split by the corp in the main.

On February 17th, Utility workers repaired a leaking lateral at 10045 S. Cindy Ln. The corp in the main was installed too deep and began leaking. It wore a groove in the 8" PVC main.

Hydrant Repairs:

There were no hydrant repairs in the month of February

Valve Repairs:

On February 10th, Utility workers repaired an 8" Clow valve at 8955 S. Parkside Dr. On February 18th, an 8" valve at 9010 S. Parkside drive was also repaired. These valves were installed in 1993 and the nuts that hold the valve together were corroded away.

Sewer Repairs:

In February, Utility workers treated 1,513' of roots in the sewer main, replaced manhole cover seals, and performed cleaning and televising of mains.

Miscellaneous:

On February 4th and 5th, Distribution Manager Schwartz and Senior Utility Worker Allard attended the WIAWWA Distribution Expo in the Dells.

On February 4th, Utility Workers Price, Volbrecht, Struebing, and Proeber attended the WIAWWA Distribution Expo in the Dells. Utility Worker Proeber and Construction Coordinator Ricker competed in the Hydrant Hysteria competition and placed 2nd.

On February 5th, Utility Workers Pier, Maughan, and Flatow attended the WIAWWA Distribution Expo in the Dells. Utility Worker Maughan and Utility Locator Wade competed in the Meter Madness competition and finished 2nd and 5th respectively.

On February 6th, Manager Schwartz and Utility Workers Allard, Struebing, Maughan, and Proeber attended Inspection '20 put on by MMSD at Oak Creek City Hall.

On February 18th-20th, Utility Workers Volbrecht and Pier attended the WWETT (Water & Wastewater Equipment, Treatment & Transport) Expo in Indianapolis, IN.

On February 19th, Manager Schwartz and Utility Workers Struebing, Proeber, Ricker, and Wade attended a water workshop put on by Core & Main at The Ingleside Hotel in Pewaukee, WI.

DISTRIBUTION GOALS 2020

JOB DESCRIPTION	GOALS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTALS
Meter Testing & Exchanges	650	174	166											340
New Installs	50	10	11											21
Cross Connection Inspections	450	6	45											51
Industrial Inspections		8	21											29
Orion Replacements	450	43	81											124
Water Main Repairs		1	-											1
Water Lateral Repairs		1	2											3
Annual Hydrant Flushing	2,221													-
Semi-annual Flushing	109													-
Quarterly Flushing	2x52 (104)	52												52
Flush Emergency Connections	3													-
Watermain Crossings	63		63											63
Hydrant Greasing - Caps	2,221													-
Hydrant Greasing - Packing	25													-
Hydrant Painting	150													-
Winterize Hydrants	72													-
Clean Sewers	185,000	546.0	7,173.0											7,719.0
Camera Sewers	185,000	365.0	7,173.0											7,538.0
Root treatment		13,897	1,513											15,410
Manhole Maintenance Flowlines														-
Grout Manholes	25													-
Repair Manhole Chimneys														-
Replace Manhole Cover Seals		1	2											3
Check Problem Sewers	4x58 (232)	58												58
Check Remote Sewer Mains	42													-
Check Remote Water Mains	28													-
Operate Valves	1,000													-
Valve Boxes Repaired or Adjusted		9	5											14
Stop Boxes Repaired or Adjusted		3	1											4
Concrete/Asphalt/Landscaping		1												1
Catholic Protection Tests	11													-
Winterize Equipment														Due
Summerize Equipment														Due
Run All Equipment														Due
Tier II Report		Done												
MMSD Annual CMOM Report														Due
DNR eCMAR														Due
Cross Connection Survey			Done											

PLANT OPERATIONS

February 2020

PUMPAGE REPORT	2020	2019	% Change	5 Year %
Monthly Pumpage	195,919,584	194,648,000	+0.7	+2.9
Monthly Average Day	6,755,848	6,951,714	-2.8	+0.1
Monthly Peak Day	(02/23) 9,250,000	(02/10) 8,550,000	+8.2	+11.7
Yearly Pumpage	408,752,074	403,822,000	+1.2	+2.5
Yearly Average Day	6,812,534	6,844,440	-0.5	+1.1
Yearly Peak Day	(02/23) 9,250,000	(01/02) 8,940,000	+3.5	+9.8
West Zone Pumpage	91,270,000	90,888,000	+0.4	+3.7

WATER QUALITY REPORT	Raw Water	Finished Water
Average Free Chlorine		1.58 mg/l
Total Chlorine		1.75 mg/l
Average Alkalinity	109.6 mg/l	109.7 mg/l
Average pH	8.2	8.1
Average Fluoride	0.16 mg/l	0.66 mg/l
Average Turbidity	9.39NTU	0.029 NTU
High Temperature	High 38.6 F Low 36.8 F	
Hardness	137 mg/l	137 mg/l

Preventative Maintenance Tasks: Staff completed 162 preventative maintenance tasks and 2 safety sessions during the month.

Work Orders: Staff completed 14 work orders. Some of the tasks include chemical feed system replacement and repairs, exit light replacement, replacing bearings on a sump pump, and sealing the remaining floors.

Plant: Work continues on installation of the new de-humidification unit. Plant staff removed the old de-humidification unit. Operators Anaya and White attended Core & Main training on February 19th. Plant Manager Robe attended a webinar on ultra-sonic flow meters on February 25th.

