

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 14, 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 9th day of March, 2017.

/s/ Michael J. Sullivan
General Manager

A G E N D A
WATER AND SEWER UTILITY COMMISSIONERS
CITY OF OAK CREEK

TIME
9:00 am

DATE
Tuesday
March 14, 2017

LOCATION
Headquarters Building
170 West Drexel Avenue

1.0 OPENING OF MEETING

- 1.1 Roll Call
- 1.2 Minutes Approval - Regular Meeting 02-14-17

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. Wholesale Water Sales to the City of Franklin
 - B. Water Quality Improvement Project
 - C. Waukesha Water Sales Agreement

3.0 PROJECT APPROVALS

- 3.1 Forest Hill Avenue Water Main Relay Contract Award
- 3.2 Professional Services Agreement with Baxter & Woodman, Inc. for the 13th Street Hydrant Relocation Project
- 3.3 Professional Services Agreement with Strand, Inc. for General Water Main Design Services

4.0 MISCELLANEOUS MATTERS

- 4.1 Selling of Retired Fire Hydrants
- 4.2 Presentation by Oak Creek/Franklin School District for the Installation of Water Main at the New Secondary School

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

East Forest Hill Water Main Relay Project

Project Nos.: 16101

Date: March 14, 2017

RECOMMENDATION: That the Commission consider a motion to approve the East Forest Hill Water Main Relay project and award a construction contract to the lowest responsive, responsible bidder, UPI LLC based on the bid amount of \$265,747.20.

This projects consists of relaying approximately 1,400' of water main pipe in Forest Hill Avenue from approximately 600' west of Howell Avenue to Verdev Drive. Bids were opened for the project on March 3, 2017 with UPI LLC submitting the low proposal.

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

Contractor	Bid Amount
UPI	\$265,747.20
Willkomm Excavating & Grading, Inc.	\$279,288.12
Advance Construction, Inc.	\$281,923.45
DF Tomasini, Inc.	\$283,489.35
American Sewer Services, Inc.	\$293,741.50

The capital budget for this project is \$260,000. The City of Oak Creek has asked the Utility to include paving the full width of Forest Hill Avenue as part of the construction contract. In this case, as is customary, the Utility would pay for half of the road paving, while the City of Oak Creek pays for the other half. The City of Oak Creek also asked the Utility to pave the full width of Verdev Drive from Forest Hill Avenue south approximately 300' and will pay for 100% of this paving work. Thus the City of Oak Creek will reimburse the Utility \$43,000 for their share of the paving work. Because of the agreement with the City of Oak Creek, the Utility budget for the project of \$260,000 will be sufficient to cover all Utility costs.

Professional Services Agreement with Baxter & Woodman, Inc. for the 13th Street Hydrant Relocation Project (Design Only)

Date: March 14, 2017

RECOMMENDATION: That the Commission consider a motion to authorize the Utility Engineer to enter into an agreement with Baxter & Woodman, Inc. for providing professional services in delivering plans and specifications for the 13th Street Hydrant Relocation Project in the not to exceed amount of \$26,000.

This project consists of relocating hydrants, adjusting sanitary manholes, and adjusting water valve boxes along the 13th Street corridor between Drexel Avenue and Rawson Avenue. Milwaukee County plans to reconstruct this stretch of roadway in 2018. Milwaukee County's reconstruction effort includes widening 13th Street in some areas and constructing sidewalks throughout the corridor.

The Utility will construct this project prior to the planned 13th Street Reconstruction effort in order to mitigate the conflicts that have resulted from the new cross section of the road.

This project was approved under the 2017 Capital Improvement Plan for \$35,000.

Professional Services Agreement with Strand, Inc. for General Water Main Design Services

Date: March 14, 2017

RECOMMENDATION: That the Commission consider a motion to authorize the Utility Engineer to enter into an agreement with Strand, Inc. for providing general engineering services in the design of water main related projects in the 2017 Capital Improvement Plan in the not to exceed amount of \$110,000.

Engineering solicited proposals from engineering consulting firms in the area for general engineering services related to three projects in the 2017 Capital Improvement Plan: Well No. 1 & Well No. 3 Abandonment, 2017 Valve Cut-Ins, and the Ridgeview Water Main Extension Project. A total of eight proposals were received. Out of eight proposals, three were chosen to interview: Strand, Inc., Applied Technologies, and Graef. Each of the three was interviewed by Engineering. Based on the interviews, Engineering selected Strand, Inc. for the project.

The capital budget for these three projects is \$1,025,000.



March 8, 2017

Mr. Ronald Pritzlaff
Oak Creek Water and Sewer Utility
170 West Drexel Avenue
Oak Creek, WI 53154

Dear Mr. Pritzlaff,

The District would like to request that the Oak Creek Water and Sewer Utility Commission consider partnering with the District to replace a portion of a 12" water main in Knight's Way, which is underneath a planned walkway.

We have had continued conversations regarding the partnership and we are aware that this portion of the water line is not considered one of the "top ten worst pipes City-wide". We would like for the Commission to consider replacing a short 60 foot section of this pipeline in coordination of the District's construction project at the site. We believe there is opportunity for both the Commission and the District to realize, while this section is excavated by the District.

We are requesting the Commission consider contracting with D.F. Tomasini to repair this section at a cost of \$6,180. The District will pay all costs associated with the excavation and replacement soils and sidewalk. If the Commission is not able to pay for this, we are asking that you contract with D.F. Tomasini, and then bill the District for the \$6,180.

I have attached further documentation from VJS Construction Services, the firm building the new 9th Grade Center at Howell and Puetz. Please note the bullet points below the diagram which will very clearly define our request.

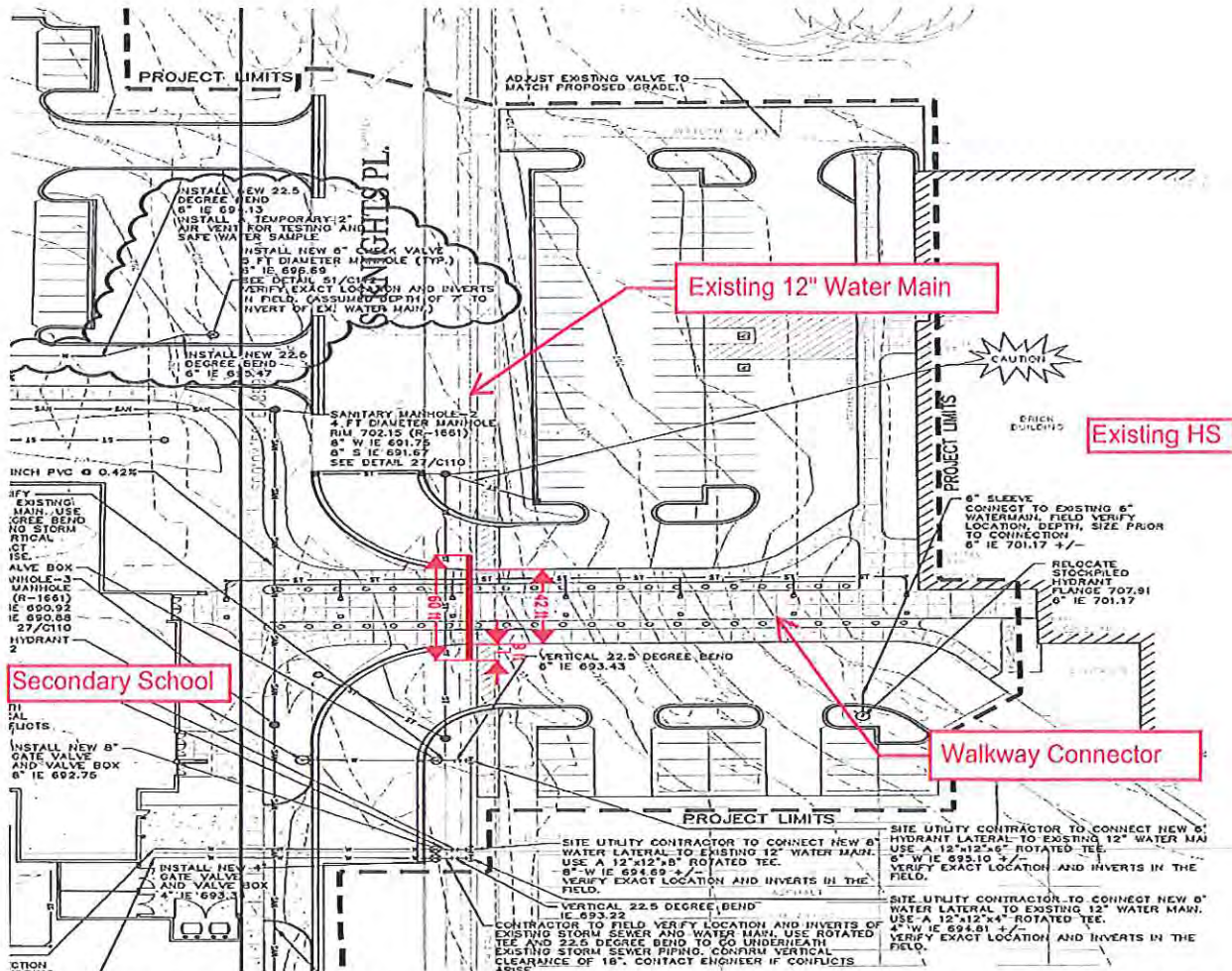
The District is very appreciative of the collaboration in the past and is hopeful we will be able to align our goals at this time. Thank you for the consideration and please feel free to contact me directly with further questions.

Respectfully,

Amy Kohl
Chief Business and Finance Officer

OAK CREEK SECONDARY SCHOOL

12" WATERLINE REPAIR AT WALKWAY




- Walkway connector to be constructed between existing High School & new Secondary School during 2017 summer
- Walkway will be constructed over existing 12" water main that runs north/south
- Walkway is on grade construction consisting of concrete footings, steel columns, roofing with downspouts connecting into storm, radiant snow melt system piping and concrete sidewalk. 30" round bollards will be installed on both sides of the walkway.
- During connector construction existing parking lots and sidewalks will be removed and excavated for the new connector work
- During the walkway construction the 12" water line could be repaired with minimal work as adjacent work to the water line will be exposed
- School District is requesting the Utility Department to repair 60 foot section of 12" water main
- School District is requesting that D.F. Tomasini repair this main for the Utility Department as they are the utility subcontractor for the Secondary School
- Cost to repair 60 foot section is \$6,180 (excludes excavation, bedding & backfill – by School District)

PROJECT NO. 16104-15th Avo Water Main

Item No.	Item Description	Quantity	Willkomm Excavating and Grading, Inc.		Partial Payment 1 August 9, 2016		Partial Payment 2 September 30, 2016		Partial Payment 3 February 24, 2017		Total Complete		
			Unit	Price	Quantity Complete	Cost Complete	Quantity Complete	Cost Complete	Quantity Complete	Cost Complete	Quantity Complete	Cost Complete	
1	12" PVC Water Main, 1-1/4" T.B.B.F.	1,153	LF	\$105.50	\$119,531.50	1,129.00	\$119,109.50	12.00	\$1,286.00	0.00	\$0.00	1,141.00	\$120,375.50
2	Connected to Existing 12" Water Main	2	EA	\$2,246.50	\$4,493.00	1.00	\$2,246.50	1.00	\$2,246.50	0.00	\$0.00	2.00	\$4,493.00
3	Hydrant, Lead, and 6-inch Gate Valve	4	EA	\$6,521.00	\$26,084.00	3.00	\$19,563.00	1.00	\$6,521.00	0.00	\$0.00	4.00	\$26,084.00
4	12" Gate Valve	3	EA	\$3,534.00	\$10,602.00	2.00	\$7,068.00	1.00	\$3,534.00	0.00	\$0.00	3.00	\$10,602.00
5	1-1/4" Water Service Lateral (Polyethylene) Mated	11	EA	\$1,954.00	\$21,494.00	0.00	\$0.00	11.00	\$21,494.00	0.00	\$0.00	11.00	\$21,494.00
6	Asphalt Pavement Removal	3,100	SY	\$2.00	\$6,200.00	1,550.00	\$3,100.00	1,550.00	\$3,100.00	0.00	\$0.00	3,100.00	\$6,200.00
7	RMA Pavement, Type E-4, 18.0mm Binder Course	464	TON	\$59.10	\$27,422.40	0.00	\$0.00	397.10	\$23,468.51	0.00	\$0.00	397.10	\$23,468.51
8	RMA Pavement, Type E-4, 9.5mm Surface Course	278	TON	\$60.20	\$16,735.60	0.00	\$0.00	230.72	\$13,909.34	0.00	\$0.00	230.72	\$13,909.34
9	1-1/4-inch Dense Graded Aggregate Base Course	280	TON	\$28.00	\$7,840.00	0.00	\$0.00	104.00	\$2,912.00	0.00	\$0.00	104.00	\$2,912.00
10	Common Excavation	1	LS	\$4,200.00	\$4,200.00	0.00	\$0.00	1.00	\$4,200.00	0.00	\$0.00	1.00	\$4,200.00
11	Sawdust Existing Pavement Full Depth	1,400	LF	\$1.06	\$1,484.00	1,311.00	\$1,389.66	0.00	\$0.00	0.00	\$0.00	1,311.00	\$1,389.66
12	Excavation Below Subgrade, 1-1/4-inch Dense Graded Aggregate Base Course	25	CY	\$71.50	\$1,787.50	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00
13	Excavation Below Subgrade, Breaker Run Base Course	77	CY	\$72.50	\$5,587.50	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00
14	Pavement Marking, Epoxy, Yellow 4-inch Edge Line	2,415	LF	\$1.25	\$3,018.75	0.00	\$0.00	2,278.00	\$2,847.50	0.00	\$0.00	2,278.00	\$2,847.50
15	Pavement Marking, Epoxy, Yellow 4-inch Broken Centerline	280	LF	\$1.25	\$350.00	0.00	\$0.00	282.50	\$353.13	0.00	\$0.00	282.50	\$353.13
16	Restoration of Lawns and Pathways	1	LS	\$5,151.00	\$5,151.00	0.00	\$0.00	1.00	\$5,151.00	0.00	\$0.00	1.00	\$5,151.00
17	Erosion Control	1	LS	\$13,908.00	\$13,908.00	1.00	\$13,908.00	0.00	\$0.00	0.00	\$0.00	1.00	\$13,908.00
18	Traffic Control	1	LS	\$5,885.00	\$5,885.00	1.00	\$5,885.00	0.00	\$0.00	0.00	\$0.00	1.00	\$5,885.00
TOTAL (Items 1-8)					\$282,861.70	\$173,280.66	\$89,785.55	\$0.00	\$270,065.24	\$0.00	\$0.00	\$270,065.24	

Sub-Total Completed To Date \$270,065.24
 Less Allowance for testing and approval \$0.00
 Less Retainage (5% to 50% complete) \$0.00
 Total \$270,065.24
 Less Previous Payments -\$263,001.20
TOTAL PAYMENT DUE THIS PERIOD \$7,064.04

Recommended for Commission Approval by:  Date: 3-6-2017

Contractor Final Payment Approval by:  Date: 2-21-2017

ADMINISTRATIVE OPERATIONS

February 2017

Year End:

Accounting Supervisor Stenzel and staff are working on closing out the financial records for the year 2016. 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 20 and 21.

Lockbox Tour:

Accounting Supervisor Stenzel and Senior Accountant Leranth met with representatives from Chase Bank for a tour of their lockbox facility in Chicago on February 23. After the tour, the group discussed options for improving the efficiency of our lockbox process. Hopefully a reduction in fees will result from these improvements.

Workload:

Other administrative tasks included the following:

1. Added 2 new customer accounts.
2. Billed 3,256 water customers and 3,379 sewer customers.

Gallons Billed (in thousands):

	YTD 2017	YTD 2016	YTD 2015	YTD 2014	YTD 2013	Average
Residential	42,250	40,885	41,986	42,634	43,611	42,273
Commercial	69,648	64,879	65,604	65,012	63,524	65,733
Industrial	64,237	57,400	64,407	71,780	65,427	64,650
Public Authority	2,143	2,734	3,531	2,718	3,230	2,871
Wholesale	207,796	206,247	228,947	225,649	217,578	217,243
Total	386,074	372,145	404,475	407,793	393,370	392,771
% Incr (Decr)	3.7%	-8.0%	-0.8%	3.7%		

New Customers:

	YTD 2017	YTD 2016	YTD 2015	YTD 2014	YTD 2013	Average
Residential	0	6	5	6	6	4.6
Commercial	3	0	1	1	0	1.0
Industrial	0	0	1	0	0	0.2
Public Authority	0	0	0	0	0	-
Wholesale	0	0	0	0	0	-
Total	3	6	7	7	6	6
% Incr (Decr)	-50.0%	-14.3%	0.0%	16.7%		

New Commercial Customers (YTD 2017): Centennial Park (2 accounts), Cricket Wireless

ENGINEERING OPERATIONS

February 2017

Water Quality Improvement Project

In preparation for submitting a construction authorization package, the Utility, in conjunction with CH2M, participated in a pre-application consultation with both the Public Service Commission of Wisconsin (PSC) and the Wisconsin Department of Natural Resources (WDNR). During the meeting, Utility staff outlined the need for the project, project drivers, and major components of the project. As part of the presentation, the Utility also described the differences between the previously submitted project (that was denied by the PSC) and the new project in order to establish a clear understanding of the changes made.

The Utility has begun to assemble the construction authorization package for both the WDNR and the PSC. The final submittal will contain the PSC Construction Authorization Application, Engineering Report describing all facets of the project, drawings, and specific documents required by each agency. If the construction authorization is contested, there will be a formal hearing and the PSC will not render a decision until its conclusion. Thus a decision from PSC would be expected in or around the September 2017 time frame. If the PSC approves the project, bidding will occur at the end of 2017 with construction commencing in early Spring 2018.

IKEA Way Utilities

Both sanitary sewer and water main work is complete with final testing and approval pending.

GIS Mobile Tool Upgrade

This project is underway. The ARCGIS online account has been created. Baxter and Woodman, in conjunction with Engineering staff, is evaluating and mitigating any security risks associated with the connection to the internet. They are currently preparing the data in the system in order to facilitate use of the mobile tool. Testing of the new system is scheduled to begin at the end of April with full implementation of the new system scheduled for the end of May.

Sanitary Sewer Rehabilitation

Work on this project will begin on Monday, March 13. Engineering has developed a web application that will provide information to the public regarding schedule and contractor operations. Also, residents will be notified via flyer prior to the contractor conducting operations in their particular area.

Forest Hill Water Main Relay

This projects consists of relaying approximately 1,400' of water main pipe in Forest Hill Avenue from approximately 600' west of Howell Avenue to Verdev Drive. Bids were opened for the project on March 3, 2017 with UPI LLC submitting the low proposal. There will be a public information meeting regarding the project in late March describing the details of the project and discussing any issues the residents in the area might have. Construction is expected to begin in mid April.

DISTRIBUTION & COLLECTION OPERATIONS

February 2017

Water Main Break:

On February 27th the Utility repaired a water main break at 8940 South Shepard Avenue. The repair was on a 16" DIP. There was a blowhole on the bottom of the pipe. The crew did the repair live taking no one out of water. The main was installed in 1964.

Water Lateral Repairs:

On February 20th a crew was sent to 6662 South 21st Street to repair a ¾" copper lateral. The flare was leaking on the street side of the curb stop.

Fire Hydrant Repairs: There were no repairs in February.

Miscellaneous:

On February 2nd Utility Service Workers Flatow, Proeber and Distribution Manager Schwartz attended Milwaukee Metropolitan Sewerage District Inspection 17 Conference.

On February 7th and 8th Distribution Manager Schwartz attended the WIAWWA Distribution Expo in Wisconsin Dells.

On February 7th Utility Service Workers Price, Maughan, Volbrecht, and Pier attended the WIAWWA Expo in the Wisconsin Dells. Utility Service Worker Maughan competed in Meter Madness taking 2nd place.

On February 8th Utility Service Workers Allard, Flatow, and Struebing and Proeber attended the Wisconsin AWWA Expo in the Wisconsin Dells. Utility Service Workers Allard and Flatow competed in Hydrant Hysteria taking 5th place.

On February 16th Utility Service Workers Struebing, Pier and Proeber attended a training seminar sponsored by Ferguson Waterworks.

PLANT OPERATIONS

February, 2017

PUMPAGE REPORT	2017 (pumpage in gallons)	2016 (pumpage in gallons)	Percentage of Change
Monthly pumpage	182,870,000	193,967,000	-5.7
Monthly average day	6,531,000	6,689,000	-2.4
Monthly peak day	(2/20/17) 7,850,000	(2/21/16) 7,790,000	+0.8
Yearly pumpage	383,390,000	404,220,000	-5.2
Yearly average day	6,498,000	6,737,000	-3.6
Yearly peak day	(2/20/17) 7,850,000	(1/13/16) 7,890,000	+0.8
West zone pumpage	88,140,000	88,720,000	-0.7

WATER QUALITY REPORT	Raw Water	Finished Water
Average free chlorine		1.62 mg/l
Total chlorine		1.81 mg/l
Average alkalinity	110 mg/l	110 mg/l
Average pH	8.3	8.1
Average fluoride	0.12 mg/l	0.75 mg/l
Average turbidity	0.73 N.T.U.	0.04 N.T.U.
Average temperature	36.2°F	
Hardness	137 mg/l	137 mg/l

Preventative Maintenance Tasks: Staff completed 126 preventative maintenance tasks, 0 miscellaneous work orders, and 2 safety sessions during the month.

Coagulant Trial: Staff completed a full scale coagulant trial during the month of February. Preliminary results were encouraging with a reduction in settled water and filter effluent particle counts. A review of all water parameters will be completed as part of the performance evaluation.

Seminar: Operator Buchanan attended the AWWA Wisconsin Section Distribution Conference/Trade Show on 2-7 in Wisconsin Dells.

Task Distribution

