

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, May 9, 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 4th day of May, 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
May 9, 2017

LOCATION
Headquarters Building
170 West Drexel Avenue

1.0 OPENING OF MEETING

- 1.1 Roll Call
- 1.2 Minutes Approval - Regular Meeting 04-11-17

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
 - D. Employee Extended Leave

3.0 PROJECT APPROVALS

4.0 MISCELLANEOUS MATTERS

- 4.1 Approval-Bid on Excavator

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

Compact Excavator

The Village of Brown Deer Water Utility has put up for sale a 2001 Caterpillar 307C Excavator thru the Wisconsin Surplus Online Auction. The reason for them selling the machine is they have contracted out all of their repairs.

The excavator is a 2001 model 307C Caterpillar with 1202.2 original hours on the machine. All of the scheduled maintenance has been performed by Caterpillar. The machine is equipped with rubber tracks auxiliary hydraulic for running a breaker, 24-inch bucket, and 5-foot ditching bucket. Also included is a 12 ton equipment trailer.

Checking comparable prices on used machines there was only a few available. I found four excavators ranging from 2001 – 2005 with between 4,000 – 6,000 hours on them. The price range was \$40,000 - \$49,000. Checked the price of a 2016 with 500 hours cost is \$90,000 a new one is \$110,000 plus. The prices shown here are for machine only. Checking for used trailers none could be found, a new trailer cost averaged \$10,500.

There are safety and cost factors involved with decision to purchase an excavator over another backhoe. More detail will be given in the meeting.

The request is for authorization to bid up to \$60,000 on the excavator and trailer, there is \$40,000 budgeted already in the CIP budget. The CIP budget would need to be amended to add the extra \$20,000. I believe at that price it would be a good deal for the Utility.

Doug Schwartz
Distribution Manager


OAK CREEK WATER AND SEWER UTILITY

PROGRESS PAYMENT No.2

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 | | Total Complete | |
|---|---|----------|------|-------------|--------------|-------------------------------------|---------------------|-----------------------------------|---------------------|-------------------|---------------------|
| | | | | | | Quantity Complete | Cost Complete | Quantity Complete | Cost Complete | Quantity Complete | Cost Complete |
| Advance Construction, Inc. 2141 Woodale Avenue Groen Bay, WI 54213 | | | | | | | | | | | |
| 1 | PVC Sanitary Sewer Spot Repair (5-10 LF) | 6 | EA | \$9,000.00 | \$54,000.00 | 6.00 | \$54,000.00 | | \$0.00 | 6.00 | \$54,000.00 |
| 2 | PVC Sanitary Sewer Spot Repair (10-15 LF) | 1 | EA | \$10,000.00 | \$10,000.00 | 1.00 | \$10,000.00 | | \$0.00 | 1.00 | \$10,000.00 |
| 3 | 6-inch PVC Sanitary Lateral Relay | 55 | LF | \$300.00 | \$16,500.00 | 10.00 | \$3,000.00 | 45.00 | \$13,500.00 | 55.00 | \$16,500.00 |
| 4 | 8-inch CIPP Liner | 3,876 | LF | \$25.75 | \$99,807.00 | | \$0.00 | 3,560.00 | \$91,670.00 | 3,560.00 | \$91,670.00 |
| 5 | 12-inch CIPP Liner | 590 | LF | \$36.70 | \$21,653.00 | | \$0.00 | 161.00 | \$5,908.70 | 161.00 | \$5,908.70 |
| 6 | 15-inch CIPP Liner | 1,048 | LF | \$42.25 | \$44,276.00 | | \$0.00 | 250.00 | \$10,562.50 | 250.00 | \$10,562.50 |
| 7 | 18-inch CIPP Liner | 114 | LF | \$149.00 | \$16,986.00 | | \$0.00 | 10.00 | \$1,490.00 | 10.00 | \$1,490.00 |
| 8 | 21-inch CIPP Liner | 829 | LF | \$73.00 | \$60,517.00 | | \$0.00 | | \$0.00 | | \$0.00 |
| 9 | 8-inch PVC Sanitary Sewer Relay | 626 | LF | \$165.00 | \$103,290.00 | 439.00 | \$72,435.00 | 187.00 | \$30,855.00 | 626.00 | \$103,290.00 |
| 10 | 12-inch PVC Sanitary Sewer Relay | 230 | LF | \$190.00 | \$43,700.00 | | \$0.00 | 230.00 | \$43,700.00 | 230.00 | \$43,700.00 |
| 11 | Test and Seal Lateral Connections | 61 | EA | \$320.00 | \$19,520.00 | | \$0.00 | | \$0.00 | | \$0.00 |
| TOTAL (Items 1-11) | | | | | | | \$490,251.00 | | \$139,435.00 | | \$197,686.20 |

Sub-Total Completed To Date \$337,121.20
 Less Allowance for testing and approval 5.0% \$16,856.06
 Less Retainage (5% to 50% complete) 5% up to 50% \$12,256.28
 Total \$308,008.86
 Less Previous Payments 5% up to 50% \$118,519.75
TOTAL PAYMENT DUE THIS PERIOD \$189,489.11

Recommended for Commission Approval by:  Date: 5-1-17

WATER UTILITY STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION
Three Months Ended March 31, 2017 and 2016

| | Actual 2017 | Budget 2017 | 2017 as a % of Budget | Actual 2016 | 2017 to 2016 Variance Favorable (Unfavorable) |
|---------------------------------------|----------------|----------------|--------------------------|----------------|--|
| Operating Revenues: | | | | | |
| Sales of water | \$ 2,368,944 | \$ 10,729,300 | 22.08% | \$ 2,345,841 | \$ 23,103 |
| Other operating revenues | 92,073 | 379,200 | 24.28% | 82,629 | 9,444 |
| Total operating revenues | 2,461,017 | 11,108,500 | 22.15% | 2,428,470 | 32,547 |
| Operating Expenses: | | | | | |
| Source of supply | 10,409 | 43,800 | 23.76% | 10,525 | 116 |
| Pumping | 136,193 | 788,300 | 17.28% | 177,043 | 40,850 |
| Water treatment | 177,725 | 824,200 | 21.56% | 186,894 | 9,169 |
| Transmission and distribution | 116,706 | 655,300 | 17.81% | 151,338 | 34,632 |
| Customer accounts | 27,015 | 103,100 | 26.20% | 27,268 | 253 |
| Administration and general | 287,797 | 1,443,700 | 19.93% | 303,121 | 15,324 |
| Other operating | 1,133,204 | 4,626,200 | 24.50% | 1,129,424 | (3,780) |
| Allocated | 3,219 | 66,200 | 4.86% | 10,968 | 7,747 |
| Total operating expenses | 1,892,268 | 8,550,800 | 22.13% | 1,996,579 | 104,311 |
| Operating Income | 568,749 | 2,557,700 | 22.24% | 431,891 | 136,858 |
| Nonoperating Income (Expense): | | | | | |
| Interest and investment income | 34,630 | 134,300 | 25.79% | 69,591 | (34,961) |
| Interest expense | (130,926) | (523,700) | 25.00% | (131,700) | 774 |
| Other | (2,378) | - | #DIV/0! | (153) | (2,225) |
| Total nonoperating income (expense) | (98,674) | (389,400) | 25.34% | (62,262) | (36,412) |
| Income Before Contributions | 470,075 | 2,168,300 | 21.68% | 369,629 | 100,446 |
| Contributions | - | - | N/A | - | - |
| Change in Net Position | 470,075 | 2,168,300 | 21.68% | 389,629 | \$ 100,446 |

SEWER UTILITY STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION
Three Months Ended March 31, 2017 and 2016

| | Actual 2017 | Budget 2017 | 2017 as a % of Budget | Actual 2016 | 2017 to 2016 Variance Favorable (Unfavorable) |
|---------------------------------------|----------------|----------------|--------------------------|----------------|--|
| Operating Revenues: | | | | | |
| Sewer service charges | \$ 916,842 | \$ 3,896,500 | 23.53% | \$ 880,878 | \$ 36,164 |
| Other operating revenues | 6,396 | 45,900 | 13.93% | 5,804 | 592 |
| Total operating revenues | 923,238 | 3,942,400 | 23.42% | 886,482 | 36,756 |
| Operating Expenses: | | | | | |
| Sewer user charges | 568,790 | 2,463,000 | 23.09% | 540,447 | (28,343) |
| Pumping | 2,792 | 12,600 | 22.16% | 3,748 | 956 |
| Collection | 83,157 | 257,900 | 32.24% | 59,473 | (23,684) |
| Customer accounts | 13,830 | 56,700 | 24.39% | 14,554 | 724 |
| Administration and general | 85,807 | 308,000 | 27.88% | 79,553 | (6,254) |
| Other operating | 222,642 | 893,900 | 24.91% | 226,354 | 3,712 |
| Total operating expenses | 977,018 | 3,992,100 | 24.47% | 924,129 | (52,889) |
| Operating Income (loss) | (53,780) | (49,700) | 108.21% | (37,647) | (16,133) |
| Nonoperating Income (Expense): | | | | | |
| Interest and investment income | 12,952 | 64,500 | 20.08% | 21,565 | (8,613) |
| Other | - | 100 | 0.00% | - | - |
| Total nonoperating income (expense) | 12,952 | 64,600 | 20.05% | 21,565 | (8,613) |
| Income Before Contributions | (40,828) | 14,900 | -274.01% | (16,082) | (24,746) |
| Contributions | - | - | N/A | - | - |
| Change in Net Position | \$ (40,828) | \$ 14,900 | -274.01% | \$ (16,082) | \$ (24,746) |

ADMINISTRATIVE OPERATIONS

April 2017

Year End:

Accounting Supervisor Stenzel worked on the preparation of the Utility's Comprehensive Annual Financial Report. After Baker Tilly's review and issuance of their audit opinion letter, this report will be printed and assembled in-house.

Meetings:

Accounting Supervisor Stenzel attended the American Water Works Association regional meeting of section officers in Columbus, OH on April 20-22.

Accounting Supervisor Stenzel attended a Wisconsin Section of the American Water Works Association Management Committee meeting on April 27 to help plan their August seminar.

Workload:

Other administrative tasks included the following:

1. Added 2 new customer accounts.
2. Billed 911 water customers and 944 sewer customers.

Gallons Billed (in thousands):

| | YTD 2017 | YTD 2016 | YTD 2015 | YTD 2014 | YTD 2013 | Average |
|------------------|-------------|-------------|-------------|-------------|-------------|---------|
| Residential | 104,594 | 103,908 | 104,815 | 107,131 | 108,900 | 105,870 |
| Commercial | 145,579 | 137,284 | 137,610 | 137,797 | 132,224 | 138,099 |
| Industrial | 127,593 | 118,495 | 125,925 | 127,724 | 120,300 | 124,007 |
| Public Authority | 3,177 | 4,379 | 5,596 | 4,406 | 5,405 | 4,593 |
| Wholesale | 441,170 | 478,915 | 503,032 | 489,590 | 485,966 | 479,735 |
| Total | 822,113 | 842,981 | 876,978 | 866,648 | 852,795 | 852,303 |
| % Incr (Decr) | -2.5% | -3.9% | 1.2% | 1.6% | | |

New Customers:

| | YTD 2017 | YTD 2016 | YTD 2015 | YTD 2014 | YTD 2013 | Average |
|------------------|-------------|-------------|-------------|-------------|-------------|---------|
| Residential | 4 | 8 | 10 | 8 | 16 | 9.2 |
| Commercial | 6 | 7 | 2 | 1 | 0 | 3.2 |
| Industrial | 0 | 0 | 1 | 0 | 0 | 0.2 |
| Public Authority | 0 | 0 | 1 | 0 | 0 | 0.2 |
| Wholesale | 0 | 0 | 0 | 0 | 0 | - |
| Total | 10 | 15 | 14 | 9 | 16 | 13 |
| % Incr (Decr) | -33.3% | 7.1% | 55.6% | -43.8% | | |

New Commercial Customers (YTD 2017): Centennial Park (3 accounts), Cricket Wireless, GMX Midland Oak Creek LLC, Ad-Tech

ENGINEERING OPERATIONS

April 2017

GIS Mobile Tool Upgrade

The prototype for the project has been developed and placed on ipad remote tablets with user interface. The testing phase will begin in approximately one week with further evaluation and after action reviews afterwards that will provide additional data and ideas by which to improve the system and rectify any problems.

Sanitary Sewer Rehabilitation

The sanitary sewer construction requiring excavation for spot repairs and relays for this project has been completed. The remainder of the work in the areas requiring excavation includes asphalt and turf restoration. The restoration portion will be complete by May 18. Visu-Sewer has mobilized and begun Phase 2 of this project which includes Insituform lining of entire pipe runs as well as spot repairs. Engineering expects that this portion of the project will be completed over the next four to six weeks.

Forest Hill Water Main Relay

Engineering, in conjunction with the UPI LLC and the City of Oak Creek held the preconstruction conference for the project. The contractor will begin installation of water main pipe the first week in May. The project duration is approximately four weeks weather dependent.

Well No. 1 and 3 Abandonment

The design work for this project is approximately 70% complete and includes abandoning the wells and reservoir at the northwest corner of Henry Miller Park. Engineering has coordinated with the City of Oak Creek Engineering, Parks, and Forestry Departments in order to facilitate a design that provides the most flexibility for future activities at the site. End State: the Utility has abandoned the two wells and reservoir and regraded/restored the site for future use. Engineering expects that this project will be advertised and bid in May 2017.

2017 Valve Cut in Project

The design work for this project is 90% complete. Work includes strategically placing cut in valves in various locations throughout the City of Oak Creek in order to improve customer service reliability by minimizing the amount of customers who would be without service if a water main break were to occur. These locations were determined utilizing GIS functionality that pin pointed areas of concern. This project will also be advertised and bid in May 2017.

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 May with design work starting shortly thereafter.

DISTRIBUTION & COLLECTION OPERATIONS

April 2017

Water Main Breaks:

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

Water Lateral Repairs:

On April 18th a crew was sent to 405 East Parkway Estates to repair a ¾" copper lateral. The leak was on the house side of the curb stop.

Valve Repairs:

There were no valve repairs in the month of April.

Fire Hydrant Repairs:

On April 21st a crew was sent to 10935 South Nicholson Road to repair a Mueller fire hydrant. They replaced the lower shaft that was badly corroded and broke.

On April 24th a crew was sent to 10640 South Nicholson Road to repair a Mueller fire hydrant that would not operate. They replaced the O-rings in the hydrant dome and refilled the dome with oil.

On April 28th a crew was sent to 450 East Wynbrook Drive to repair an Iowa fire hydrant that would not shut off. They replaced the main operating valve with a used one.

Annual Hydrant Flushing:

Distribution crew started the annual flushing and greasing of 1082 fire hydrants. Also, crews are doing directional flushing of water mains in sections of the city.

Miscellaneous:

On April 13th Mark Proeber attended a training at CVMIC for Excavation Competent Person.

On April 27th Distribution Manager Schwartz attended a DNR training at the Wauwatosa City Hall. The topic was on new updates to the Compliance Maintenance Annual Report (CMAR).

PLANT OPERATIONS

APRIL, 2017

| PUMPAGE REPORT | 2017 (pumpage in gallons) | 2016 (pumpage in gallons) | Percentage of Change |
|-----------------------|----------------------------------|----------------------------------|-----------------------------|
| Monthly pumpage | 199,750,000 | 198,875,000 | +0.4 |
| Monthly average day | 6,658,000 | 6,629,000 | +0.4 |
| Monthly peak day | (4/27/17) 7,750,000 | (4/17/16) 7,860,000 | -1.4 |
| Yearly pumpage | 782,250,000 | 807,470,000 | -3.1 |
| Yearly average day | 6,519,000 | 6,673,000 | -2.3 |
| Yearly peak day | (2/20/17) 7,850,000 | (1/13/16) 7,890,000 | -0.5 |
| West zone pumpage | 90,200,000 | 89,410,000 | +0.9 |

| WATER QUALITY REPORT | Raw Water | Finished Water |
|-----------------------------|------------------|-----------------------|
| Average free chlorine | | 1.58 mg/l |
| Total chlorine | | 1.75 mg/l |
| Average alkalinity | 112.1 mg/l | 112.6 mg/l |
| Average pH | 8.3 | 8.1 |
| Average fluoride | 0.11 mg/l | 0.73 mg/l |
| Average turbidity | 1.83 N.T.U. | 0.04 N.T.U. |
| Average temperature | 43.5°F | |
| Hardness | 137 mg/l | 137 mg/l |

Preventative Maintenance Tasks: Staff completed 140 preventative maintenance tasks, 0 miscellaneous work orders, and 2 safety sessions during the month.

Seminar: Operators Robe, Krueger and Plant Manager Francis attended the AWWA Wisconsin Section Treatment Operations Seminar on April 13th at the Oak Creek Community Center. Topics included: Using Particle Counters with Turbidity Meters, Advances in Membrane Technology, Corrosion Control, Dealing with the Public, and Lead Replacement.

Coagulant Storage System: Staff drained and cleaned the east coagulant bulk storage tank in preparation for the switch to a new coagulant. Projected start date is mid-May.

Carbon Feeder: Staff replaced the protective structure on the portable carbon feeder. The carbon feeder will be placed in service in May.

Standby Engines: Both standby engines had to be serviced due to fuel and ignition problems. The engine at the Raw Water Pump Station needs a new gas pressure regulator. The regulator has been ordered. The engine at the treatment plant needed work on the ignition system. Problems with the Magneto and wiring to the coil packs were found and corrected.

