

CITY OF OAK CREEK WATER & SEWER UTILITY

OFFICIAL NOTICE

PLEASE TAKE NOTICE that the Water and Sewer Utility Commission will meet virtually on Tuesday, September 8, 2020, at 9:00 am.

Important Notice

This meeting will be held by video conference. Persons wishing to participate in this public meeting need to register via <http://ocwi.org/register> prior to the start of the meeting.

The webinar will start at 8:50 am so those that registered may log in.

Persons requiring other reasonable accommodations may contact the City at 414-766-7000.

Requests should be made as far in advance as possible.

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 3rd day of September, 2020.

/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
September 8, 2020

LOCATION
Via Video
Conference Only

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1.0 OPENING OF MEETING

1.1 Roll Call

1.2 Minutes Approval - Regular Meeting 08-11-20

2.0 CLOSED SESSION

2.1 Closed session in accordance with Section 19.85 (1)(e) of the Wisconsin State Statutes for the following purpose:

2.1.1 Wholesale Water Contract

2.2 Consider a motion to take action, if required

3.0 MISCELLANEOUS MATTERS

3.1 Recognize Commissioner Jerry Wille for 35 Years of Dedicated Service to the Water & Sewer Commission

3.2 Trench Box Approval

3.3 Purchase of Online Turbidity Meter Approval

3.4 Reject Dump Station Concrete Bids

3.5 Clothing Allowance

4.0 FINANCIAL MATTERS

4.1 Voucher Approval

4.2 Utility Investments

5.0 ADMINISTRATIVE & OPERATIONS REPORTS

5.1 Aldermanic Report

5.2 Administrative Operations Report

5.3 Engineering Operations Report

5.4 Distribution Operations Report

5.5 Plant Operations Report

5.6 Manager's Report

6.0 ADJOURN

New Trench Box Purchase with Safety Grant

Date: September 8, 2020

RECOMMENDATION: That the Commission consider a motion to approve the purchase of a new trench box with adjustable spreader bars.

The trench box is lowered into excavations to make them safe to work in. This box has adjustable spreader bars that allows it to adapt to different excavation sizes. The one we priced out has 8' high by 6' wide side panels. The spreader bars are adjustable from 60" – 96". Sometimes our excavation sites become too big for the equipment we have on site. Sometimes the equipment we have on site is too large. This gives us the opportunity to adjust our trench box as needed for excavations without taking the time to load everything up and head back to the shop. Sometimes getting a shield in the ground sooner can help stabilize the ground and make the repairs safer and more efficient. We looked into adjustable spreader bars for our current shields and they are not available due to the age and construction of our shields that were purchased in 1992. CVMIC has a Safety Grant program and has authorized 50% of the purchase price of a new trench box.

We received two bids for the same product.

Miller-Bradford & Risberg, Inc. - \$9,395.00

Trench Plate Rental Co. - \$7,455.20

Recommendation for **Trench Plate Rental Co.** because of the lower quote. With our CVMIC grant that has been pre-approved, our final cost will be \$3,727.60 after refund.

**Professional Services Agreement with The Hach Company
Backwash Water Turbidity Meter**

Date: August 27, 2020

RECOMMENDATION: That the Commission consider a motion to authorize the Plant Manager to enter into an agreement with The Hach Company for purchase of an online turbidity meter for the Plant backwash water discharge line and to amend the capital budget by \$6,400 for this item.

This project consists of:

- Purchase of a new turbidity unit and controller
- Shipping of new unit

Currently the discharge water during a filter backwash is not monitored for turbidity. The installation of a turbidity meter on this line will allow the operators to monitor the turbidity of the filter wash discharge water. By monitoring this effluent, filter wash cycles can be fine-tuned in response to the backwash water. With this ability, filter backwash times and performance can be optimized. Shortening the wash cycle will save the Utility money on electricity and wasted water. If it is determined the wash cycle needs to be extended, that will benefit water quality. This will be another valuable treatment process tool. The Treatment Plant uses Hach turbidity meters throughout the process, therefore Hach is considered a sole source provider. This will maintain consistency across all of our turbidity readings. This unit is a "high range" turbidity unit which is needed to monitor the range of the discharge water.

The Hach Surface Scatter 7 with sc200 one channel controller is recommended at a cost of \$6400. Plant staff will install the new unit.

Dump Station Contract Award

Project No.: 20107

Date: September 8, 2020

RECOMMENDATION: That the Commission consider a motion to reject the Dump Station project received bids.

This project would construct a concrete pad and walls to allow the vac truck to discharge its contents to dry out. This would be an improvement to the existing dumping container that is used currently. Once the material air dries it can be disposed of in the garbage. The drainage would be directed to the sanitary sewer via a settling chamber. Two bids were received for the project. The engineering estimate on the project was \$25,000.

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

Contractor	Bid Amount
Platt Construction	\$77,000.00
Forward Construction	\$173,525.00

Utility staff is considering alternatives to the project, including constructing in-house.

ADMINISTRATIVE OPERATIONS

August 2020

Meter Reading Software Upgrade:

The Utility's Badger Meter software was upgraded from ReadCenter to Beacon on August 26. Senior Accountant Leranthe received training on the new Beacon software on August 26 and 27, and meter reads will be imported through the new software beginning in September.

Training:

Accounting Supervisor Stenzel attended the Wisconsin Section of the American Water Works Association Management Seminar held virtually on August 3, 5 and 7.

Workload:

Other administrative tasks included the following:

- Added 8 customer accounts for the month.
- Billed 3,329 water customers and 3,446 sewer customers.

Gallons Billed (in thousands):

	YTD 2020	YTD 2019	YTD 2018	YTD 2017	YTD 2016	Average
Residential	259,647	243,270	251,538	249,212	257,197	252,173
Commercial	299,237	295,099	292,217	307,383	294,051	297,597
Industrial	314,706	346,504	338,113	285,208	270,723	311,051
Public Authority	7,495	8,912	9,067	9,332	10,133	8,988
Wholesale	787,007	736,756	727,633	714,921	795,630	752,389
Total	1,668,092	1,630,541	1,618,568	1,566,056	1,627,734	1,622,198
% Change to Prior Year	2.3%	0.7%	3.4%	-3.8%	N/A	
% Change to Average	2.8%	0.5%	-0.2%	-3.5%	0.3%	

New Customers:

	YTD 2020	YTD 2019	YTD 2018	YTD 2017	YTD 2016	Average
Residential	40	13	23	17	18	22.2
Commercial	15	9	15	22	17	15.6
Industrial	0	0	0	0	0	-
Public Authority	3	0	1	0	1	1.0
Wholesale	0	0	0	0	0	-
Total	58	22	39	39	36	38.8

New Residential Customers (YTD 2020):

1485 E. Maple View Drive, 1515 E. Maple View Drive, 1545 E. Maple View Drive, 1587 E. Maple View Drive, 3380 E. Oakwood Road, 1138 W. Morningside Lane, 1153 W. Morningside Lane, 1049 W. Sunrise Pass, 1053 W. Sunrise Pass, 1054 W. Sunrise Pass, 1079 W. Sunrise Pass, 1110 W. Sunrise Pass (2 accounts including lawn), 1127 W. Sunrise Pass, 1141 W. Sunrise Pass, 1546 E. Arbor Creek Drive, 9259 S. Arbor Creek Drive, 9279 S. Arbor Creek Drive, 9300 S. Arbor Creek Drive, 9316 S. Arbor Creek Drive, 9325 S. Arbor Creek Drive, 9375 S. Arbor Creek Drive, 3916 E. O'Brien Road, 8418 S. Nighthawk Trail, 8426 S. Nighthawk Trail, 8439 S. Nighthawk Trail, 8494 S. Nighthawk Trail, 8788 S. 6th Avenue, 1308 E. Golden Lane (lawn), 1316 E. Golden Lane, 1330 E. Golden Lane, 1344 E. Golden Lane, 1359 E. Golden Lane, 1373 E. Golden Lane, 4020 E. Fitzsimmons Road, 9627 S. Wintergreen Drive, 9991 S. Shepard Avenue, 3980 E. Cooper Court, 3507 E. American Avenue, 1324 E. Wild Ginger Way (lawn)

New Commercial Customers (YTD 2020):

HSI Orchard Hills, LLC (7 accounts), NHI-Reit of WI, LLC (2 accounts), SSV Oak Creek II LLC, 9079 S. 5th Avenue, Commerce 94 Project, LLC (3 accounts), Boyland Properties

Public Authority (YTD 2020):

Oak Creek-Franklin School District (3 accounts including soccer, concession and lawn)

ENGINEERING OPERATIONS

August, 2020

Jewell Sanitary Sewer

D.F. Tomasini is working on the Jewell Sanitary Sewer project. The gravity sewer is installed from Jewell to College. The contractor has lined the manholes. The system has been tested and approved. They still need to make the final connection to existing sanitary. It is expected that in September the lift station will be abandoned and gravity sewer in use.

Water Master Plan

The Draft Water Master Plan was submitted for review.

Sanitary Master Plan

BC is currently working on going through the sewer shed basins and adjusting as needed. We will then forward to MMSD for their group to adjust their sewer sheds.

Risk and Resiliency Assessment

Strand is working on the Risk and Resiliency Assessment that is required to be submitted to the EPA by December 31, 2020. They are filling out the VSAT spreadsheet for the filing.

Rawson Avenue Water Looping Project

Cedar Corp is working on the 1,600 LF of 12" water looping design to connect between the dead ends at 1500 E. Rawson Avenue and S. Rolling Meadows Court. We will need to coordinate with Milwaukee County, We Energies, and Union Pacific Railroad.

Weatherly Drive Water Looping Project

Cedar Corp is working on the 950 LF of 8" water looping design to connect between the dead ends at S. Wilding Drive and W. Walbrook Drive along W. Weatherly Drive. The soil report was submitted by PSI for the design work.

Development Project with Utility Construction

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

- Highgate – Sanitary is roughed in and tested. Water is roughed in.
- Orchard Hills – Punch list items remain.
- Rawson Business Park – Punch list items remain.
- Hub13 – Sanitary main line is completed and tested. Needs to be televised. Water main is approximately 75% complete.
- High School - need Hold Harmless Agreement.
- Creekside Crossing – Sanitary sewer work to begin in September.

DISTRIBUTION & COLLECTION OPERATIONS

August 2020

Water Main Breaks:

On August 13th, a crew was sent to 8828 S. Oak Park Dr. to investigate and fix a leak that was found while sewer cleaning on August 12th. The 8" ductile iron main was laid in 1965 and was fixed with a repair clamp.

On August 14th, a crew was sent to 8600 S. 5th Ave. (MMSD south driveway) for a break. A large hole was found in the 8" DIP that was laid in 1970. Repair was made with a clamp. Talks are ongoing with MMSD on what concrete is going to be replaced in the driveway.

Water Lateral Repairs:

There were no lateral leaks repaired in the month of August.

Hydrant Repairs/Maintenance:

On August 19th, crews replaced a hydrant on the SE corner of W. Drexel Ave. and S. Wildwood Dr. The hydrant barrel was damaged as the result of a traffic accident on 6/10/2020. The driver who hit the hydrant will be receiving a bill for the repair.

On August 26th, a hydrant at 8001 S. 6th St. was found not operating correctly during annual flushing. The hydrant was taken apart and the broken safety coupler was replaced.

Valve Repairs:

On August 5th, crews excavated a valve at 1112 E. Meadow Terrace. The valve is circa 1993 and have been known to have bolts that are failing in them causing them to separate. While exposing the valve, it separated forcing a throttle down to repair it.

Sewer Repairs/Maintenance:

Utility Workers performed sewer cleaning and televising.

Miscellaneous:

Utility workers continued Annual Flushing in August.

Utility workers completed 12 asphalt, concrete and landscaping restoration projects.

Utility workers repaired 3 valve boxes and 2 curb stops.

Summer workers Schommer, Sims, and Ahlborn returned to school. Schommer and Ahlborn intend to return again.

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	187	4	23	8	1	2					565
New Installs	50	10	11	4	11	7	3	14	3					63
Cross Connection Inspections	450	6	45	44	11	8	2	6	5					127
Industrial Inspections		8	21	26	-	9	16	27	11					118
Orion Replacements	450	43	81	62	14	12	4	10	5					231
Water Main Repairs		1	-	-	1	1	3	3	2					11
Water Lateral Repairs		1	2	-	-	-	-	-	-					3
Annual Hydrant Flushing	2,221					246	481	473	380					1,580
Semi-annual Flushing	109				109									109
Quarterly Flushing	2x52 (104)	52			52			27	25					156
Flush Emergency Connections	3													-
Watermain Crossings	63		63											63
Hydrant Greasing - Caps	2,221					246	481	365	380					1,472
Hydrant Greasing - Packing	25													-
Hydrant Painting	150						38	67	46					151
Winterize Hydrants	72													-
Clean Sewers	145,000	546	7,173	24,172			12,125	12,079	11,889					67,984
Camera Sewers	145,000	365	7,173	23,430	216	121	12,125	11,505	14,039					68,975
Root treatment		13,897	1,513											15,410
Manhole Maintenance Flowlines														-
Grout Manholes	25													-
Repair Manhole Chimneys								1						1
Replace Manhole Cover Seals		1	2	2										5
Check Problem Sewers	4x58 (232)	58			58			58						174
Check Remote Sewer Mains	42													-
Check Remote Water Mains	28													-
Operate Valves	750							263	210					473
Valve Boxes Repaired or Adjusted		9	5	6	4	2			3					29
Stop Boxes Repaired or Adjusted		3	1	4		5	1	1	2					17
Concrete/Asphalt/Landscaping		1				9		4	12					26
Cathodic Protection Tests	11													-
Winterize Equipment													Due	-
Summerize Equipment					Done									-
Run All Equipment					Done						Due			-
Tier II Report		Done												-
MMSD Annual CMOM Report							Done							-
DNR eCMAR							Done							-
Cross Connection Survey			Done											-

PLANT OPERATIONS

August, 2020

PUMPAGE REPORT	2020	2019	% Change	5 Year %
Monthly Pumpage	283,593,154	292,822,600	-3.2	-8
Monthly Average Day	9,148,166	9,445,890	-3.2	-8
Monthly Peak Day	(08/22)11,660,000	(08/01)11,270,000	+3.5	+5.3
Yearly Pumpage	1,941,259,925	1,903,261,100	+2.0	+4.0
Yearly Average Day	7,955,983	7,832,350	+1.6	+3.7
Yearly Peak Day	(08/22)11,660,000	(07/17)12,280,000	-5.0	-2.8
West Zone Pumpage	134,730,000	121,860,000	+10.6	+7.9
West Zone Yearly Total	896,550,000	837,078,000	+7.1	+5.4

WATER QUALITY REPORT	Raw Water	Finished Water
Average Free Chlorine		1.56 mg/l
Total Chlorine		1.72 mg/l
Average Alkalinity	107.8 mg/l	108.6 mg/l
Average pH	8.30	8.13
Average Fluoride	0.14 mg/l	0.72 mg/l
Average Turbidity	3.55 NTU	0.03 NTU
High Temperature	High 71.2 F Low 49.6 F	
Hardness	137 mg/l	137 mg/l

Preventative Maintenance Tasks: Staff completed 156 preventative maintenance tasks and 2 safety sessions during the month.

Work Orders: Staff completed 10 work orders. Some of the tasks include repairing a boiler pump leak, installing new emergency lights, replacing axle seals on one of our trucks, repairing a chlorine leak, and concrete repairs.

Plant: Plant operator White attended online training for water treatment and cross connection control. Plant Operator Anaya attended the virtual operator expo on August 19th. A new valve actuator was installed on filter ten and it is back in operation.

