

## 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, April 10, 2018, 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 6<sup>th</sup> Street, Oak Creek, Wisconsin, 53154.

**DATED**, at Oak Creek, Wisconsin, this the 5th day of April, 2018.

/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 April 10, 2018	Headquarters Building 170 West Drexel Avenue

**1.0 OPENING OF MEETING**

- 1.1 Roll Call
- 1.2 Minutes Approval - Regular Meeting 03-13-18

**2.0 CLOSED SESSION**

- 2.1 Closed session in accordance with Section 19.85 (1) (e) and (g) of the Wisconsin State Statutes for the following purpose:
  - A. Water Quality Improvement Project
  - B. Franklin Water Sales Agreement Extension

**3.0 PROJECT APPROVALS**

**4.0 MISCELLANEOUS MATTERS**

- 4.1 Treatment Plant Roof Replacement
- 4.2 Chemical Flow Meters Replacement
- 4.3 Water and Sewer Connection Agreements for 10100 South 8<sup>th</sup> Avenue

**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**

# Memorandum

**To:** General Manager Sullivan  
**CC:** OCWSU Commissioners  
**From:** Plant Manager Francis  
**Date:** 4/2/2018  
**Re:** Treatment Plant Roof Replacement

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In 2017 several roof leaks were identified at the treatment plant and the flocculation/sedimentation coops. These are original roofs, the plant roofs -1974, the coops -1984. The treatment plant roofs are asphalt and gravel built-up and the coops are EPDM with stone ballast. These bids are for complete removal and replacement.

## Bidder

Cudahy Roofing	\$84,860.00
Langer Roofing	\$85,765.00
Langer Roofing	\$87,945.00*
Schranz Roofing	\$71,125.00
Schranz Roofing	\$59,150.00**
Recommended bid	\$71,125.00

\* Price for roofs completed after June 2018

\*\*All roofs replaced with EPDM and stone ballast.

# Memorandum

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**To:** General Manager Sullivan  
**CC:** OCWSU Commissioners  
**From:** Plant Manager Francis  
**Date:** 4/2/2018  
**Re:** Chemical Flow Meter Replacements

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Two chemical flow meters for the chlorine feed system were identified in the 2015 CIP for replacement. The project was postponed and in the interim two more flow meters have failed. The 2015 budget amount was \$10,000. These bids are for replacing four chlorine flow meters installed in 1999.

## Bidder

JF Ahern	\$26,055.00
Butters-Fetting	\$21,700.00
2015 CIP budget	\$10,000.00
Recommended bid	\$21,700.00

## ADMINISTRATIVE OPERATIONS

March 2018

### Year End:

Accounting Supervisor Stenzel finished closing out the accounting records for the year 2017 and prepared several year-end workpapers to help facilitate the audit. The audit was performed by three accounting professionals from Baker Tilly on March 22 and 23. It went very well, and they thanked Commissioner Siepert for stopping in to interview with them this year. The Utility had no audit journal entries and no material weaknesses in internal controls for the year.

### Public Service Commission Annual Report:

The Public Service Commission (PSC) 2017 Annual Report was completed and filed on March 29 by Accounting Supervisor Stenzel. This report is an annual requirement by the PSC, which includes financial and statistical information from the Utility.

### Meeting:

Accounting Supervisor Stenzel attended a Wisconsin Section of the American Water Works Association Management Committee meeting on March 16 to help plan their August seminar.

Utility Clerk Uttke attended a New Resident Committee meeting at City Hall on March 27.

### Workload:

Other administrative tasks included the following:

1. Added 4 customer accounts for the month.
2. Billed 5,055 water customers and 5,123 sewer customers.

### Gallons Billed (in thousands):

	YTD 2018	YTD 2017	YTD 2016	YTD 2015	YTD 2014	Average
Residential	100,423	98,267	97,561	98,629	99,998	98,976
Commercial	101,198	107,424	101,037	101,417	100,936	102,402
Industrial	118,238	95,901	86,959	95,768	98,459	99,065
Public Authority	3,009	2,964	4,260	5,218	4,105	3,911
Wholesale	240,675	238,274	271,691	285,759	277,063	262,692
Total	563,543	542,830	561,508	586,791	580,561	567,046
% Change to Prior Year	3.8%	-3.3%	-4.3%	1.1%	N/A	
% Change to Average	-0.6%	-4.3%	-1.0%	3.5%	2.4%	

**New Customers:**

	YTD 2018	YTD 2017	YTD 2016	YTD 2015	YTD 2014	Average
Residential	12	2	6	8	8	7.2
Commercial	6	6	5	1	1	3.8
Industrial	0	0	0	1	0	0.2
Public Authority	0	0	0	1	0	0.2
Wholesale	0	0	0	0	0	-
Total	18	8	11	11	9	11.4

**New Residential Customer (YTD 2018):**

8219 S. Alisa Lane, 8223 S. Alisa Lane, 375 E. Lily Drive, 2300 W. Southland Drive, 9441 S. Nicholson Road, 165 E. Golden Lane, 1101 E. Wildflower Drive, 10130 S. Barrington Drive, 990 E. Peach Tree Lane, 1880 E. Lilac Lane, 1930 E. Lilac Lane, 10390 S. Willow Creek Drive

**New Commercial Customers (YTD 2018):**

Drexel Square Hotel, HSI Drexel Ridge (4 accounts) and Storage Shop USA

# **ENGINEERING OPERATIONS**

March 2018

## **Water Quality Improvement Project**

The Utility has provided both initial and final comments on the value engineering study as ordered by the Public Service Commission of Wisconsin (PSC). Final preparations are under way for the hearing held at PSC headquarters in Madison, WI on April 3. The schedule below shows the remaining items to be completed:

<b>Date</b>	<b>Action</b>
April 3, 2018	Public Hearing
April 12, 2018	Party Briefs

In its value engineering (VE) comments, the Utility accepted various alternatives presented by the VE team that include the following:

1. Reducing the project size to 17mgd now expandable to an ultimate capacity of 25mgd.
2. Based on discussions with the Wisconsin Department of Natural Resources, the Utility reduced the redundant pipe size such that half of the total capacity could be carried in each pipe.
3. The initial firm capacity was reduced to 17mgd. This will be enough capacity – according to the demand study – to provide water to Franklin through the end of the existing contract in 2024.
4. The Utility reduced the electrical transformer size from 3750kVA to 2500kVA.
5. The Utility eliminated the second proposed back-up generator.

These changes resulted in a project cost savings of \$2.7 million, or about 10% of the existing estimated construction cost. In a prior discussion with Don Stafford of Strategic Value Solutions (SVS), he intimated that his teams produce an average of about 10% savings in any given value engineering study. The savings resulting from VE alternatives accepted by the Utility are approximately 10% of the current proposed project cost estimate and are on par with SVS company averages.

## **Puetz Road Water Main Relay**

This project will begin in the next two weeks. Work will begin at the intersection of STH 32 and Puetz Road continuing east on Puetz Road and terminating just before (west of) the railroad tracks. The residents in the area were sent an informational letter informing them of the project as well as a preliminary timeline.

## **2017 Sanitary Sewer Rehabilitation**

This project is under way. American Sewer Services began with all of the excavation work for sanitary sewer spot repairs and relays. This work should be complete by mid-April. Engineering expects that the sanitary sewer lining work will begin shortly thereafter. Road restoration work will occur concurrently with the lining work.

## **South 13<sup>th</sup> Street Utility Modifications**

Cornerstone Plumbing has begun the work of moving fire hydrants in order to mitigate water and sewer conflicts with the proposed Milwaukee County reconstruct of 13<sup>th</sup> Street between Drexel Avenue and Rawson Avenue. This work will be complete in approximately 45 calendar days.

## **DISTRIBUTION & COLLECTION OPERATIONS**

**March 2018**

### **Water Main Break:**

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

### **Water Lateral Repairs:**

There were no water lateral repairs in the month of March.

### **Fire Hydrant Repairs:**

On March 20<sup>th</sup> a crew was sent to 6542 South Howell Avenue to repair a hydrant that was hit. No police report was obtained to date.

### **Valve Repairs:**

There were no valve repairs in the month of March.

### **Sewer Repairs:**

In the month of March Utility Workers performed 9 maintenance tasks including: grouting, flowline and chimney repairs, along with cleaning and televising of mains.

### **Miscellaneous:**

On March 15th Utility Service Workers Struebing and Maughan attended an IT & Security Seminar sponsored by the Wisconsin AWWA in Oshkosh.

On March 22th – 29th Senior Service Worker Price and Distribution Manager Schwartz attended the WRWA conference in La Crosse.





## PLANT OPERATIONS

March, 2018

<b>PUMPAGE REPORT</b>	<b>2018 (pumpage in gallons)</b>	<b>2017 (pumpage in gallons)</b>	<b>Percentage of Change</b>
Monthly pumpage	209,069,000	199,110,000	+5.0
Monthly average day	6,744,000	6,423,000	+5.0
Monthly peak day	(3/4/18) 9,490,000	(3/6/17) 6,630,000	+43.1
Yearly pumpage	604,890,000	582,500,000	+3.8
Yearly average day	6,721,000	6,472,000	+3.9
Yearly peak day	(3/4/18) 9,490,000	(2/20/17) 7,850,000	+20.9
West zone pumpage	91,920,000	93,110,000	-1.3

<b>WATER QUALITY REPORT</b>	<b>Raw Water</b>	<b>Finished Water</b>
Average free chlorine		1.61 mg/l
Total chlorine		1.77 mg/l
Average alkalinity	107.4 mg/l	107.9 mg/l
Average pH	8.2	8.1
Average fluoride	0.11 mg/l	0.71 mg/l
Average turbidity	4.64 N.T.U.	0.04 N.T.U.
Average temperature	37.2 °F	
Hardness	137 mg/l	137 mg/l

**Preventative Maintenance Tasks:** Staff completed 139 preventative maintenance tasks, 4 miscellaneous work orders, and 2 safety sessions during the month.

**Backwash Tower:** Staff attempted to fill the backwash tower on 3-20. A failure of the level control sensor for the backwash tower sump crock allowed water to migrate from the tower sump crock to the tower electrical vault. Water then filled conduits that run from the tower to the east wall of the lower level of the treatment plant. These conduits terminate in a large junction box that also contains the control and power conduits for the backwash line valve actuators. Two electrical valve actuators were inundated with water and failed. Staff contacted manufacturer's representative for service.

**Raw Water Booster Station Gate:** The entrance gate to the raw water booster station drive was damaged on 3-24. Police were contacted and took a report. Staff modified the gate to make it operational. Contractors were contacted to supply quotes for repair or replacement.

**Flocculation Basin #4:** Butters Fetting was on site 3-28 to install the replacement spool in flocculation basin #4. The spool piece supplied by Walker Process Equipment was 1 inch shorter than the existing spool piece. A spacer was cut by the installer, and the basin was returned to service. Staff has been in contact with Walker to resolve the error.

**Operator Position:** There were 31 applicants for the treatment plant operator position. Of the 31 applicants, 22 were moved on to the testing phase. Twelve applicants registered for the tests with 10 applicants on site for testing. Manager Francis and General Manager Sullivan reviewed the test scores and identified 4 applicants for interviews. We have notified HR of our intent to schedule interviews.

