

## 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, November 13, 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 8th day of November, 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 November 13, 2018	Headquarters Building 170 West Drexel Avenue

**1.0 OPENING OF MEETING**

- 1.1 Roll Call
- 1.2 Minutes Approval - Regular Meeting 10-09-18

**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. Oak Creek – Franklin Municipal Water and Sewer Agreement

**3.0 PROJECT APPROVALS**

**4.0 MISCELLANEOUS MATTERS**

- 4.1 Commission Officer Elections
- 4.2 Howell Tower AT & T Cell Antenna Amendment

**5.0 FINANCIAL MATTERS**

- 5.1 Project Payment Approval
- 5.2 Voucher Approval
- 5.3 Utility Investments
- 5.4 2019 Operating Budget Approval

**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**

**OAK CREEK WATER AND SEWER UTILITY  
PROGRESS PAYMENT REPORT**

**PROJECT NO. 18108-I-94 Crossing at Puetz Road Water Main Replacement**

		Globe Contractors, Inc. N50W23076 Belker Rd, Pewaukee, WI 53072			Partial Payment No. 1 November 13, 2018		PROJECT TOTAL		
Item No.	Item Description	Bid Quantity	Unit	Unit Price	Total Price	Quantity Complete	Cost Complete	Quantity Complete	Cost Complete
1	16" DI Water Main, Spoil Backfill	217	LF	\$350.00	\$75,950.00		\$0.00	-	\$0.00
2	16" DI Water Main, inside 30" Steel Casing	200	LF	\$890.00	\$178,000.00	50.00	\$44,500.00	50.00	\$44,500.00
3	24" DI Water Main, Spoil Backfill	85	LF	\$325.00	\$27,625.00		\$0.00	-	\$0.00
4	24" DI Water Main, inside 42" Steel Casing	277	LF	\$1,040.00	\$288,080.00		\$0.00	-	\$0.00
5	Connect to Existing 16" Water Main	1	EA	\$15,000.00	\$15,000.00		\$0.00	-	\$0.00
6	Connect to Existing 24" Water Main	3	EA	\$17,000.00	\$51,000.00		\$0.00	-	\$0.00
7	24" Butterfly Valve & Valve Box	1	EA	\$10,000.00	\$10,000.00		\$0.00	-	\$0.00
8	1-1/4" Water Lateral, corporation, tap, and curb stop	1	EA	\$10,000.00	\$10,000.00	1.00	\$10,000.00	1.00	\$10,000.00
9	Hydrant Assembly	1	EA	\$10,000.00	\$10,000.00		\$0.00	-	\$0.00
10	Silt Fence	790	LF	\$7.00	\$5,530.00	374.00	\$2,618.00	374.00	\$2,618.00
11	Site Restoration - Topsoil, Seed, Mulch & Fertilize	1	LS	\$55,000.00	\$55,000.00		\$0.00	-	\$0.00
12	Site Clearing	1	LS	\$24,000.00	\$24,000.00	0.5	\$12,000.00	0.50	\$12,000.00
13	Removal and Restoration of DOT Chain Link Fence	1	LS	\$24,000.00	\$24,000.00	0.5	\$12,000.00	0.50	\$12,000.00
14	Erosion Control	1	LS	\$7,000.00	\$7,000.00		\$0.00	-	\$0.00
15	Tracking Pad	4	EA	\$7,000.00	\$28,000.00	2.00	\$14,000.00	2.00	\$14,000.00
16	Traffic Control (Project)	1	LS	\$40,000.00	\$40,000.00	0.25	\$10,000.00	0.25	\$10,000.00
17	Anode Bed Modification	1	LS	\$40,480.00	\$40,480.00		\$0.00	-	\$0.00
<b>TOTAL ITEMS 1-27 (inclusive)</b>					<b>\$889,665.00</b>		<b>\$105,118.00</b>		<b>\$105,118.00</b>

Sub-Total Completed To Date		\$105,118.00
Less Allowance for testing and approval	10%	-\$10,511.80
Less Retainage (5% to 50% complete)	5%	-\$4,730.31
<b>Total</b>		<b>\$89,875.89</b>
Less Previous Payments		\$0.00
<b>TOTAL PAYMENT DUE THIS PERIOD</b>		<b>\$89,875.89</b>

Recommended for Commission Approval by: *Paul J. Rafferty* Date: 11-16-18

**OAK CREEK WATER AND SEWER UTILITY**  
**Operating Budget Summary - Water Utility**  
**2019**

	Actual 2017	Estimated Total 2018	Budget 2018	Variance - 2018 Est. to 2018 Bud. Favorable/ (Unfavorable)	Budget 2019	Variance - 2019 Budget to 2018 Est. Favorable/ (Unfavorable)
<b>Operating Revenue:</b>						
Metered sales - retail	\$ 5,541,989	\$ 5,683,212	\$ 5,534,300	\$ 148,912	\$ 5,683,300	\$ 88
Metered sales - wholesale	3,355,336	3,387,868	3,221,200	166,668	3,387,900	32
Unmetered sales	18,589	15,495	16,600	(1,105)	15,500	5
Private fire protection	180,732	187,852	179,000	8,852	187,900	48
Public fire protection - retail	1,129,000	1,137,568	1,126,900	10,668	1,137,600	32
Public fire protection - wholesale	76,957	76,957	77,000	(43)	76,957	-
Miscellaneous	488,268	394,765	390,200	4,565	397,700	2,935
<b>Total Operating Revenue</b>	<b>10,790,871</b>	<b>10,883,717</b>	<b>10,545,200</b>	<b>338,517</b>	<b>10,886,857</b>	<b>3,140</b>
<b>Operating Expense:</b>						
<b>Operation expense:</b>						
Source of supply-						
Labor	37,746	39,543	41,100	1,557	40,500	(957)
Materials	5,032	3,181	5,800	2,619	3,300	(119)
Pumping expense -						
Labor	270,583	272,669	299,400	26,731	279,400	(6,731)
Materials	491,534	493,593	533,000	39,407	464,400	29,193
Water treatment expense -						
Labor	338,077	350,801	373,000	22,199	359,500	(8,699)
Materials	449,463	521,852	495,800	(26,052)	502,000	19,852
Transmission and distribution -						
Labor	506,676	524,563	515,700	(8,863)	528,700	(4,137)
Materials	110,992	115,687	118,000	2,313	100,500	15,187
Customers' account expense -						
Labor	88,563	83,356	88,100	4,744	85,400	(2,044)
Materials	15,273	14,108	14,900	792	14,500	(392)
Administrative and general -						
Labor	130,000	129,196	131,100	1,904	132,400	(3,204)
Materials	1,402,117	1,601,492	1,412,000	(189,492)	1,495,575	105,917
<b>Total operations expense</b>	<b>3,846,056</b>	<b>4,150,041</b>	<b>4,027,900</b>	<b>(122,141)</b>	<b>4,006,175</b>	<b>143,866</b>
Allocated expenses	144,340	181,174	133,200	(47,974)	172,600	8,574
Depreciation	2,574,015	2,634,600	2,739,700	105,100	2,766,300	(131,700)
Taxes	1,801,575	1,857,109	1,911,500	54,391	1,912,800	(55,691)
<b>Total Operating Expense</b>	<b>8,365,986</b>	<b>8,822,924</b>	<b>8,812,300</b>	<b>(10,624)</b>	<b>8,857,875</b>	<b>(34,951)</b>
<b>Net Operating Income</b>	<b>2,424,885</b>	<b>2,060,793</b>	<b>1,732,900</b>	<b>327,893</b>	<b>2,028,982</b>	<b>(31,811)</b>
<b>Nonoperating Revenues (Expenses)</b>	<b>(645,988)</b>	<b>(302,918)</b>	<b>(374,334)</b>	<b>71,416</b>	<b>(273,810)</b>	<b>29,108</b>
<b>Income Before Capital Contributions</b>	<b>1,778,897</b>	<b>1,757,875</b>	<b>1,358,566</b>	<b>399,309</b>	<b>1,755,172</b>	<b>(2,703)</b>
Capital contributions	693,615	-	-	-	-	-
Water connections	1,081	2,820	-	2,820	-	(2,820)
<b>Change in Net Assets</b>	<b>\$ 2,473,593</b>	<b>\$ 1,760,695</b>	<b>\$ 1,358,566</b>	<b>\$ 402,129</b>	<b>\$ 1,755,172</b>	<b>\$ (5,523)</b>
<b>Change in Net Assets, excluding capital contributions and water connections</b>	<b>\$ 1,778,897</b>	<b>\$ 1,757,875</b>	<b>\$ 1,358,566</b>	<b>\$ 399,309</b>	<b>\$ 1,755,172</b>	<b>\$ (2,703)</b>

**OAK CREEK WATER AND SEWER UTILITY**  
**Operating Budget Summary - Sewer Utility**  
**2019**

	Actual 2017	Estimated Total 2018	Budget 2018	Variance - 2018 Est. to 2018 Bud. Favorable/ (Unfavorable)	Budget 2019	Variance - 2019 Budget to 2018 Est. Favorable/ (Unfavorable)
<b>Operating Revenue:</b>						
Oak Creek charges	\$ 1,436,326	\$ 1,459,425	\$ 1,445,400	\$ 14,025	\$ 1,458,800	\$ (625)
MMSD charges	2,490,632	2,780,534	2,761,700	18,834	2,876,900	96,366
Other charges	2,814	2,032	600	1,432	2,000	(32)
Miscellaneous	49,215	49,092	49,100	(8)	49,100	8
<b>Total Operating Revenue</b>	<b>3,978,987</b>	<b>4,291,083</b>	<b>4,256,800</b>	<b>34,283</b>	<b>4,386,800</b>	<b>95,717</b>
<b>Operating Expense:</b>						
<b>Operation expense:</b>						
Sewer User Charge - MMSD	2,446,379	2,780,541	2,762,000	(18,541)	2,877,000	(96,459)
<b>Pumping expense -</b>						
Labor	7,336	7,388	7,700	312	7,600	(212)
Materials	3,780	4,699	3,900	(799)	4,800	(101)
<b>Collection expense -</b>						
Labor	238,113	228,343	240,200	11,857	243,000	(14,657)
Materials	411,042	39,393	49,400	10,007	40,500	(1,107)
<b>Customers' account expense -</b>						
Labor	50,532	47,560	50,700	3,140	48,700	(1,140)
Materials	6,545	4,975	5,300	325	5,100	(125)
<b>Administrative and general -</b>						
Labor	52,891	52,958	53,500	542	54,400	(1,442)
Materials	333,396	293,334	318,700	25,366	304,100	(10,766)
<b>Total operations expense</b>	<b>3,550,014</b>	<b>3,459,191</b>	<b>3,491,400</b>	<b>32,209</b>	<b>3,585,200</b>	<b>(126,009)</b>
<b>Allocated expenses</b>						
Depreciation	224,885	228,000	228,500	500	234,800	(6,800)
Taxes	496,719	526,200	556,300	30,100	552,500	(26,300)
	32,003	33,027	32,100	(927)	34,000	(973)
<b>Total Operating Expense</b>	<b>4,303,621</b>	<b>4,246,418</b>	<b>4,308,300</b>	<b>61,882</b>	<b>4,406,500</b>	<b>(160,082)</b>
<b>Net Operating Income</b>	<b>(324,634)</b>	<b>44,665</b>	<b>(51,500)</b>	<b>96,165</b>	<b>(19,700)</b>	<b>(64,365)</b>
<b>Nonoperating Revenues (Expenses)</b>	<b>76,020</b>	<b>134,423</b>	<b>83,500</b>	<b>50,923</b>	<b>155,400</b>	<b>20,977</b>
<b>Income Before Capital Contributions</b>	<b>(248,614)</b>	<b>179,088</b>	<b>32,000</b>	<b>147,088</b>	<b>135,700</b>	<b>(43,388)</b>
<b>Capital contributions</b>						
Sewer connections	275,808	-	-	-	-	-
	2,162	5,640	-	5,640	-	(5,640)
<b>Change in Net Assets</b>	<b>\$ 29,356</b>	<b>\$ 184,728</b>	<b>\$ 32,000</b>	<b>\$ 152,728</b>	<b>\$ 135,700</b>	<b>\$ (49,028)</b>
<b>Change in Net Assets, excluding capital contributions and water connections</b>	<b>\$ (248,614)</b>	<b>\$ 179,088</b>	<b>\$ 32,000</b>	<b>\$ 147,088</b>	<b>\$ 135,700</b>	<b>\$ (43,388)</b>

## ADMINISTRATIVE OPERATIONS

October 2018

### Operating Budget:

Accounting Supervisor Stenzel prepared the Utility's annual operating budget for 2019.

### Delinquent Notices:

Administrative staff mailed delinquent notices to 1,498 accounts stating their balances are past due and will be placed on the tax roll, along with a 10% penalty, if they are not paid by November 15. Notices were mailed to 1,459 customers in 2017, 1,406 customers in 2016 and 1,348 customers in 2015. The increase in the number of notices mailed for 2018 was 39 accounts, or 2.7%.

### Training:

Accounting Supervisor Stenzel attended the Baker Tilly University accounting seminar in Wisconsin Dells on October 17.

### Utility Clerk Position:

Initial interviews were conducted on October 24, 25 and 29 for fourteen candidates. Second interviews will be held the first week in November.

### Workload:

Other administrative tasks included the following:

1. Added 4 customer accounts for the month.
2. Billed 911 water customers and 939 sewer customers.

### Gallons Billed (in thousands):

	YTD 2018	YTD 2017	YTD 2016	YTD 2015	YTD 2014	Average
Residential	334,776	329,559	356,853	345,139	337,437	340,753
Commercial	383,762	397,371	388,162	379,693	368,739	383,545
Industrial	435,673	369,737	358,326	325,520	339,196	365,690
Public Authority	9,944	10,209	11,262	17,897	13,518	12,566
Wholesale	1,041,948	1,030,386	1,130,097	1,203,894	1,119,490	1,105,163
Total	2,206,103	2,137,262	2,244,700	2,272,143	2,178,380	2,207,717
% Change to Prior Year	3.2%	-4.8%	-1.2%	4.3%	N/A	
% Change to Average	-0.1%	-3.2%	1.7%	2.9%	-1.3%	

**New Customers:**

	YTD 2018	YTD 2017	YTD 2016	YTD 2015	YTD 2014	Average
Residential	27	24	22	21	19	22.6
Commercial	18	25	24	9	1	15.4
Industrial	0	0	0	1	0	0.2
Public Authority	1	0	1	1	0	0.6
Wholesale	0	0	0	0	0	-
Total	46	49	47	32	20	38.8

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

8219 S. Alisa Lane, 8223 S. Alisa Lane, 375 E. Lily Drive, 380 E. Lily Drive, 365 E. Lily Drive, 2230 W. Southland Drive, 2300 W. Southland Drive, 9441 S. Nicholson Road, 165 E. Golden Lane, 1101 E. Wildflower Drive, 10110 S. Barrington Drive, 10130 S. Barrington Drive, 990 E. Peach Tree Lane, 1880 E. Lilac Lane, 1927 E. Lilac Lane, 1927 E. Lilac Lane (lawn), 1930 E. Lilac Lane, 10390 S. Willow Creek Drive, 360 E. Forest Hill Avenue, 380 E. Forest Hill Avenue, 2620 E. Oakwood Road, 9838 S. Chicago Road, 10068 S. Macintosh Lane, 10405 S. Redwood Lane, 3413 E. Elm Road, 8675 S. 5<sup>th</sup> Avenue, 1515 E. Prairie View Drive

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

Drexel Square Hotel, HSI Drexel Ridge (10 accounts), Storage Shop USA, IKEA, warehouse building on 10651 S. Oakview Parkway, Bellissimo Distribution LLC, Howell Avenue Retail II, Hoffman Storage LLC, We Energies – Admin Building

**New Public Authority Customers (YTD 2018):**

City of Oak Creek – 4001 E. Lake Vista Parkway

## **ENGINEERING OPERATIONS**

October 2018

### **I-94 & Puetz Road Water Main Crossing**

Work began on the 16" crossing on the north side of Puetz Road. Globe mobilized and cleared both the east and west embankments. They coordinated directly with the contractor for the Wisconsin Department of Transportation (Walsh) to get all concrete barrier installed on both sides of I-94. Once installed, and with the site cleared of all trees and brush, they began excavating the boring and receiving pits. The bore pit was originally supposed to have been on the west side of I-94, but the contractor was able to gain better access and control on the east side of I-94. The contractor has jacked the casing underneath the freeway and will begin pipe-work in mid-November.

The contractor also installed one water service to the Lenda property at the Southwest corner of the intersection of I-94 and Puetz Road.

### **27<sup>th</sup> Street Water Main Extension**

The contractor (Globe) has signed the contract for this project. Engineering anticipates that a preconstruction conference will be held for this project in the next two weeks with a tentative construction start date of December 3. Work is expected to take approximately four weeks.

### **Forest Hill Water Main Extension**

The contractor (Globe) has signed the contract for this project. Engineering anticipates that a preconstruction conference will be held concurrently for this project and the 27<sup>th</sup> Street Water Main Extension Project. Work is expected to begin in mid-December. Construction will begin with directional boring, followed by a separate jack and bore underneath the railroad tracks and an existing box culvert on the west end.

### **East Brooke Preserve Phase II**

All punch list items relating to Phase I of this project are complete. Phase II will begin in mid-November with sanitary sewer and water main installation. Engineering expects that utilities for this project will be complete – including testing - in February 2019.

### **Orchard Hills Apartments**

Plans have been approved for this development on 27<sup>th</sup> Street north of Honadel Boulevard. The Wisconsin Department of Natural Resources has approved the plans. The developer is awaiting approval from MMSD in order to commence construction of sanitary sewer and water utilities. Work is expected to begin at the end of November of this year.

### **St. John's Properties**

This development proposes to construct multi-tenant commercial space. Construction on this development at the northeast corner of Rawson Avenue and Howell Avenue has begun with grading, storm water management, and foundation work. Sanitary sewer and water are expected to begin in the next few weeks.



# **DISTRIBUTION & COLLECTION OPERATIONS**

**October 2018**

## **Water Main Break:**

There were no main breaks in the month of October.

## **Lateral Repairs:**

There were no lateral repairs in the month of October.

## **Valve Repairs:**

There were no water valves repaired in the month of October.

## **Hydrants:**

On October 3<sup>rd</sup> a crew was sent to 3780 East Becker Road to replace an Iowa hydrant that would not shut off. When the hydrant was removed, it was found that the seat was bad. The crew installed a Kennedy hydrant from used inventory. This hydrant is one that is flushed bi-weekly.

On October 9<sup>th</sup> a crew was sent to 7350 South 10<sup>th</sup> Street to repair a hydrant that was damaged. The company notified us that there was video of the truck that struck the hydrant, and they provided contact information. The trucking company was contacted, and an invoice was sent for damages.

## **Sewer:**

On October 22<sup>nd</sup> and 23<sup>rd</sup> a crew worked on replacing a 4" valve at the Garden Place lift station that was not operable.

In October crews finished cleaning and televising mains for the year, spot treated for roots 2,519 feet of mains, checked problem man holes, along with grouting, repairing flow lines and repairing seals in covers.

## **Miscellaneous:**

In October semi-annual flushing was completed.

On October 22<sup>nd</sup> the three interconnections with South Milwaukee were flushed.

On October 5<sup>th</sup> Utility Workers Volbrecht, Pier, Maughan, Flatow and Distribution Manager Schwartz attended a Public Works/Parks/Building & Grounds Expo in Greenfield.

On October 23<sup>rd</sup> Distribution Manager Schwartz attended a WIAWWA distribution committee meeting in Madison.

On October 24<sup>th</sup>, 25<sup>th</sup> and 26<sup>th</sup> Distribution Manager Schwartz conducted initial interviews for the Utility Clerk position.



## PLANT OPERATIONS

October, 2018

<b>PUMPAGE REPORT</b>	<b>2018</b>	<b>2017</b>	<b>% Change</b>	<b>5 Year %</b>
Monthly Pumpage	229,934,000	225,168,000	+2.1	+0.9
Monthly Average Day	7,417,000	7,263,000	+2.1	+0.9
Monthly Peak Day	(10/03) 8,910,000	(10/22) 9,550,000	-6.7	+1.4
Yearly Pumpage	2,342,455,000	2,245,050,000	+4.3	+1.2
Yearly Average Day	7,705,000	7,385,000	+4.3	+1.2
Yearly Peak Day	(7/11) 12,110,000	(8/27) 10,510,000	+15.2	+2.7
West Zone Pumpage	120,640,000	99,020,000	+21.8	+8.9

<b>WATER QUALITY REPORT</b>	<b>Raw Water</b>	<b>Finished Water</b>
Average Free Chlorine		1.59 mg/l
Total Chlorine		1.74 mg/l
Average Alkalinity	108.5 mg/l	109.1 mg/l
Average pH	8.3	8.1
Average Fluoride	0.15 mg/l	0.78 mg/l
Average Turbidity	4.64 NTU	0.04 NTU
High Temperature	<b>High 68.8 F Low 59.8 F</b>	
Hardness	137 mg/l	120 mg/l

**Preventative Maintenance Tasks:** Staff completed 121 preventative maintenance tasks, 8 miscellaneous work orders, and 3 safety sessions during the month.

**Operators:** Plant Operators gave tours to the AP environmental students from Franklin High School on October 24<sup>th</sup> and 25<sup>th</sup>. Plant Manager Robe attended the Emerging Contaminants Seminar at Marquette University on October 23<sup>rd</sup> and 24<sup>th</sup>.

**Plant:** The Treatment Plant backwash meter replacement was completed. Some of the internal piping showed substantial deterioration of the pipe lining. Staff completed seasonal cleaning and inspection of all floc/sed basins. Deterioration of gear boxes in sed basins 5 and 6 was observed.

