

## 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, January 8, 2019, 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 3rd day of January, 2019.

/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 January 8, 2019	Headquarters Building 170 West Drexel Avenue

- 1.0 OPENING OF MEETING**
  - 1.1 Roll Call
  - 1.2 Minutes Approval - Regular Meeting 12-11-18
- 2.0 CLOSED SESSION**
  - 2.1 Closed session in accordance with Section 19.85 (1) and (g) of the Wisconsin State Statutes for the following purpose:
    - A. Water Quality Improvement Project
- 3.0 PROJECT APPROVALS**
- 4.0 MISCELLANEOUS MATTERS**
  - 4.1 Professional Services Agreement with CDM Smith
  - 4.2 Professional Services Agreement with RA Smith, 2019 CIP Projects
  - 4.3 Professional Services Agreement with RA Smith for the Sanitary Sewer Rehabilitation Project Phase II
- 5.0 FINANCIAL MATTERS**
  - 5.1 Project Payment Approval
  - 5.2 Voucher Approval
  - 5.3 Utility Investments
  - 5.4 Interfund Loan Interest Rate
  - 5.5 MMSD Rates
- 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**

**Professional Services Agreement with R.A. Smith National, Inc.  
2019 Capital Improvement Program Water Main Projects**

Date: January 9, 2019

**RECOMMENDATION: That the Commission consider a motion to authorize the Utility Engineer to enter into an agreement with R.A. Smith National, Inc. for providing professional services in the design of 2019 Capital Improvement Program Water Main projects in the not to exceed amount of \$60,000.**

The 2019 Capital Improvement Program Water Main projects include Wildwood Drive Water Main and Sanitary Sewer Relays, Fitzsimmons Road Water Main Relay, and College Avenue Water Main Extension project.

Engineering requested cost proposals for each project from three different engineering consultants for preliminary survey, design, and construction staking. R.A. Smith submitted the lowest of three proposals in the amount of \$60,000.

**Professional Services Agreement with R.A. Smith National, Inc.  
2018 Sanitary Sewer Rehabilitation Project**

Date: January 9, 2019

**RECOMMENDATION: That the Commission consider a motion to authorize the Utility Engineer to enter into an agreement with R.A. Smith National, Inc. for providing professional services in the design of the 2018 Sanitary Sewer Rehabilitation project in the not to exceed amount of \$50,000.**

Phase II of this project includes rehabilitation of the sanitary sewer system. The Utility's Engineering Department has identified areas that will require full length lining, spot lining, spot repairs, full manhole-to-manhole sanitary sewer relays, and manhole rehabilitation costing approximately \$700,000.

R.A. Smith National completed Phase I of this project under budget. Their familiarity with our sanitary sewer system will reduce the overall level of effort involved in producing a quality design. More importantly, the quality of their work has been exemplary.


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

PROJECT NO. 18104-South 27th Street Water Main Extension

Item No.	Item Description	Bid Quantity	Globe Contractors, Inc. N50W23076Beiker Rd, Pewaukee, WI 53072		Partial Payment No. 1 January 8, 2019		PROJECT TOTAL	
			Unit Price	Total Price	Quantity Complete	Cost Complete	Quantity Complete	Cost Complete
1	12" PVC Water Main, 1-1/4" Crushed Aggregate Backfill	1,005 LF	\$158.00	\$158,790.00	980.00	\$154,840.00	980.00	\$154,840.00
2	12" Gate Valve	3 EA	\$3,400.00	\$10,200.00	2.00	\$6,800.00	2.00	\$6,800.00
3	Connect to Existing 12" Main	2 EA	\$2,100.00	\$4,200.00	1.00	\$2,100.00	1.00	\$2,100.00
4	Type "B" Hydrant Assembly	3 EA	\$5,200.00	\$15,600.00	3	\$15,600.00	3.00	\$15,600.00
5	HMA Pavement	45 TON	\$150.00	\$6,750.00		\$0.00	-	\$0.00
6	Remove Existing Driveway Culvert	1 EA	\$500.00	\$500.00		\$0.00	-	\$0.00
7	12" RCP Driveway Culvert	24 LF	\$80.00	\$1,920.00		\$0.00	-	\$0.00
8	Apron Endwalls for Culvert Pipe-12"	2 EA	\$500.00	\$1,000.00		\$0.00	-	\$0.00
9	Base Aggregate Dense 3/4-inch	110 TON	\$30.00	\$3,300.00		\$0.00	-	\$0.00
10	Concrete Curb and Gutter Type "C"	65 LF	\$100.00	\$6,500.00		\$0.00	-	\$0.00
11	Restoration	1 LS	\$9,700.00	\$9,700.00		\$0.00	-	\$0.00
12	Erosion Control	1 LS	\$1,500.00	\$1,500.00		\$0.00	-	\$0.00
13	Traffic Control	1 LS	\$3,000.00	\$3,000.00	0.50	\$1,500.00	0.50	\$1,500.00
<b>TOTAL ITEMS 1-13 (inclusive)</b>				<b>\$222,960.00</b>		<b>\$180,840.00</b>		<b>\$180,840.00</b>

Sub-Total Completed To Date \$180,840.00  
 Less Allowance for testing and approval 10% -\$18,084.00  
 Less Retainage (5% to 50% complete) 5% -\$5,574.00  
 Total \$157,182.00  
 Less Previous Payments \$0.00

**TOTAL PAYMENT DUE THIS PERIOD \$157,182.00**

Recommended for Commission Approval by:  Date: 12/20/18

OAK CREEK WATER AND SEWER UTILITY  
PROGRESS PAYMENT REPORT

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

Item No.	Item Description	Bid Quantity	Unit Price	Total Price	Partial Payment No. 1 November 13, 2018		Partial Payment No. 2 January 8, 2019		PROJECT TOTAL	
					Quantity Complete	Cost Complete	Quantity Complete	Cost Complete	Quantity Complete	Cost Complete
Globe Contractors, Inc. N50W23076Beiker Rd, Pewaukee, WI 53072										
1	16" DI Water Main, Spoil Backfill	217	\$350.00	\$75,950.00		\$0.00	219.00	\$76,650.00	219.00	\$76,650.00
2	16" DI Water Main, inside 30" Steel Casing	200	\$890.00	\$178,000.00	50.00	\$44,500.00	150.00	\$133,500.00	200.00	\$178,000.00
3	24" DI Water Main, Spoil Backfill	85	\$325.00	\$27,625.00		\$0.00		\$0.00	-	\$0.00
4	24" DI Water Main, inside 42" Steel Casing	277	\$1,040.00	\$288,080.00		\$0.00		\$0.00	-	\$0.00
5	Connect to Existing 16" Water Main	1	\$15,000.00	\$15,000.00		\$0.00	1.00	\$15,000.00	1.00	\$15,000.00
6	Connect to Existing 24" Water Main	3	\$17,000.00	\$51,000.00		\$0.00	1	\$17,000.00	1.00	\$17,000.00
7	24" Butterfly Valve & Valve Box	1	\$10,000.00	\$10,000.00		\$0.00		\$0.00	-	\$0.00
8	1-1/4" Water Lateral, corporation, tap, and curb stop	1	\$10,000.00	\$10,000.00	1.00	\$10,000.00		\$0.00	1.00	\$10,000.00
9	Hydrant Assembly	1	\$10,000.00	\$10,000.00		\$0.00	1	\$10,000.00	1.00	\$10,000.00
10	Silt Fence	790	\$7.00	\$5,530.00	374.00	\$2,618.00		\$0.00	374.00	\$2,618.00
11	Site Restoration - Topsoil, Seed, Mulch & Fertilize	1	\$55,000.00	\$55,000.00		\$0.00	0.50	\$27,500.00	0.50	\$27,500.00
12	Site Clearing	1	\$24,000.00	\$24,000.00	0.5	\$12,000.00		\$0.00	0.50	\$12,000.00
13	Removal and Restoration of DOT Chain Link Fence	1	\$24,000.00	\$24,000.00	0.5	\$12,000.00		\$0.00	0.50	\$12,000.00
14	Erosion Control	1	\$7,000.00	\$7,000.00		\$0.00	1	\$3,500.00	0.50	\$3,500.00
15	Tracking Pad	4	\$7,000.00	\$28,000.00	2.00	\$14,000.00		\$0.00	2.00	\$14,000.00
16	Traffic Control (Project)	1	\$40,000.00	\$40,000.00	0.25	\$10,000.00	0.25	\$10,000.00	0.50	\$20,000.00
17	Anode Bed Modification	1	\$40,480.00	\$40,480.00		\$0.00		\$0.00	-	\$0.00
<b>TOTAL ITEMS 1-27 (inclusive)</b>				<b>\$889,665.00</b>	<b>\$105,118.00</b>	<b>\$293,150.00</b>	<b>\$398,268.00</b>	<b>\$398,268.00</b>	<b>\$398,268.00</b>	<b>\$398,268.00</b>

Sub-Total Completed To Date \$398,268.00  
 Less Allowance for testing and approval 5% -\$19,913.40  
 Less Retainage (5% to 50% complete) 5% -\$19,913.40  
 Total \$358,441.20  
 Less Previous Payments \$89,875.89  
**TOTAL PAYMENT DUE THIS PERIOD \$268,565.31**

Recommended for Commission Approval by:  Date: 12/20/18

**OAK CREEK WATER AND SEWER UTILITY  
MMSD Treatment Charges**

	2019	2018	2017	2016
Connection Charge	32.44 / yr	30.34	23.98	21.71
	8.11 / qtr	7.59	6.00	5.43
	2.71 / mo	2.53	2.00	1.81
Household Hazardous Waste Charge	5.05 / yr	5.00	4.96	5.27
Residential Only   42,196.00	1.27 / qtr	1.25	1.24	1.32
	0.43 / mo	0.42	0.42	0.44
Charges for certified customers				
Flow	1.31058 / 1,000 gal	1.25965	1.12748	1.11377
BOD	0.13062 / pound	0.13589	0.12730	0.11869
TSS	0.17931 / pound	0.17541	0.16289	0.16275
Domestic Strength Equivalent	2.201584 / 1,000 gal	2.152241	1.959230	1.922831
Adjustment to volumetric charge	0.00 / 1,000 gal	0.00	0.018595	0.068137
<u>Average User Charge</u>				
Residential occupancy factor	3.00 people	2.93	2.92	2.88
x				
Average domestic flow	51.00 gal/day	52.00	53.00	54.00
x				
Days per year	365.00	365.00	365.00	365.00
x				
Volumetric charge plus adjustment	2.201584 / 1,000 gal	2.152241	1.977825	1.990968
+				
Connection charge	37.49 / yr	35.34	28.94	26.98
<b>Annual charge</b>	<b>\$160.44</b>	<b>\$155.03</b>	<b>\$140.66</b>	<b>\$140.00</b>

**Flat Rate Charge for Quarterly Residential Customers**

	2018	2018	2017	2016
Annual Volume	55,845 gallons	55,611	56,487	56,765
Quarterly Volume	13,961 gallons	13,903	14,122	14,191
Monthly Volume	4,654 gallons	4,634	4,707	4,730
Local Rate - Volume	0.69 / 1,000 gal	0.69	0.69	0.69
- Fixed	18.00 / Qtr	18.00	18.00	18.00
Metro Rate - Volume	2.201584 / 1,000 gal	2.152241	1.959230	1.922831
- Fixed	9.38 / Qtr	8.84	7.24	6.75
One Month Charge				
Local	9.21	9.20	9.25	9.26
Metro	13.37	12.92	11.64	11.35
Total	\$22.58	\$22.12	\$20.89	\$20.61
Two Month Charge				
Local	18.42	18.40	18.50	18.52
Metro	26.74	25.84	23.28	22.70
Total	\$45.16	\$44.24	\$41.78	\$41.22
Quarterly Charge				
Local	27.63	27.60	27.75	27.78
Metro	40.11	38.76	34.92	34.05
Total	\$67.74	\$66.36	\$62.67	\$61.83
	0.00	0.00	0.00	0.00



## ADMINISTRATIVE OPERATIONS

December 2018

### Audit and Financial Dates:

Baker Tilly scheduled the Utility's audit for March 21-22, 2019. The Public Service Commission Report is due April 1. Financial statement preparation will begin on April 2, and a draft copy of the basic financial statements and footnotes will be turned over to the City's auditor as soon as possible.

### Credit Card Rewards:

The Utility earned \$567.53 from the redemption of its credit card reward points through Chase Bank. Rewards are calculated at 1.5% on all credit card expenditures.

### Workload:

Other administrative tasks included the following:

1. Added 4 customer accounts for the month.
2. Billed 5,070 water customers and 5,138 sewer customers.

### Gallons Billed (in thousands):

	YTD 2018	YTD 2017	YTD 2016	YTD 2015	YTD 2014	Average
Residential	428,992	432,164	452,344	440,641	431,281	437,084
Commercial	462,138	473,265	465,097	455,538	443,837	459,975
Industrial	515,434	454,310	445,429	387,516	399,529	440,444
Public Authority	13,915	14,407	14,769	23,424	18,646	17,032
Wholesale	1,079,451	1,063,012	1,160,739	1,269,766	1,163,545	1,147,303
Total	2,499,930	2,437,158	2,538,378	2,576,885	2,456,838	2,501,838
% Change to Prior Year	2.6%	-4.0%	-1.5%	4.9%	N/A	
% Change to Average	-0.1%	-2.6%	1.5%	3.0%	-1.8%	

### New Customers:

	YTD 2018	YTD 2017	YTD 2016	YTD 2015	YTD 2014	Average
Residential	34	28	28	25	20	27.0
Commercial	21	29	28	11	1	18.0
Industrial	0	0	0	1	0	0.2
Public Authority	1	0	1	3	1	1.2
Wholesale	0	0	0	0	0	-
Total	56	57	57	40	22	46.4

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

8219 S. Alisa Lane, 8223 S. Alisa Lane, 370 E. Lily Drive, 375 E. Lily Drive, 380 E. Lily Drive, 365 E. Lily Drive, 390 E. Lily Drive, 397 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, 10311 S. Willow Creek Drive, 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, Psalm 127 Investments LLC, 2313, 10100 S. 8<sup>th</sup> Avenue, 10050 S. Shepard Avenue

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

Drexel Square Hotel, HSI Drexel Ridge (11 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, Bliffert Lumber & Fuel Co., Bunnell Hill Construction

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

City of Oak Creek – 4001 E. Lake Vista Parkway

# **ENGINEERING OPERATIONS**

**December 2018**

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

Globe has completed the 16" ductile iron water main crossing at I-94 and Puetz Road. The water main has been pressure tested, safe sampled, and is in operation. The excavated areas have been covered with erosion mat. Globe will have to return in the spring to place grass. They will be returning in Spring 2019 anyway to finish the second half of the project. The second half will relay the existing 24" crossing at Puetz Road with 24" ductile iron water main pipe. Similar to the 16" pipe, this pipe will be jacked and bored underneath I-94.

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

Globe has mobilized to the site and begun construction of the new water main. They have made the connection at Southbranch Boulevard and are proceeding south with mainline pipe. The remainder of the 12" PVC pipe will be laid through the first week in January, with testing and sampling expected the second week in January. Engineering expects the water main pipe to be operational the second week in January. The foeslope of the ditch will covered with erosion mat and left for the winter. Globe will return in Spring 2019 to seed the excavated areas and finish any other restoration items.

## **Water System Master Plan**

The Utility team conducted interviews with Strand, Graef, and CDM smith for this project. The team unanimously agreed that CDM Smith's proposal and interview demonstrated that they are the most qualified to take on this large project. The Utility will negotiate a fee for the project by the first week in December.

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

Public sanitary sewer work for this development at the corner of Rawson Avenue and Howell Avenue has commenced and will be complete the first week in January (including testing). Once sanitary sewer is complete, the developer will start on the public water main portion of the project.

## **HSI Orchard Hills**

The contractor has begun work on the sanitary sewer in this development located close to the intersection of 27<sup>th</sup> Street and Forest Hill. Sanitary sewer installation is expected to continue through the first week in January followed by testing. Upon completion of the sanitary sewer, the water main installation will begin. It is expected that both the sanitary sewer and water utilities will be complete no later than mid-February.

## **Project Arrow**

Plans for sanitary sewer and water main for this large development at 13<sup>th</sup> Street and Ryan Road are complete. They have been submitted to the Milwaukee Metropolitan Sewerage District (MMSD) and will be delivered to the Wisconsin Department of Natural Resources (WDNR) shortly. Construction on the sanitary sewer is expected to begin shortly after the new year and continue to completion.

## DISTRIBUTION & COLLECTION OPERATIONS

December 2018

### Water Main Breaks:

On December 11<sup>th</sup> at 8:30 p.m. the Utility had a report of a main break at 8170 South Howell Avenue. A crew was called in to repair a 12" CIP. After excavating the main a circumferential break was found. The rest of the main looked in good shape. The main was installed in 1956.

### Water Lateral Repair:

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

### Hydrant Repair:

On December 20<sup>th</sup> the Utility received a report of a fire hydrant hit at 8801 South Wood Creek Drive. A crew was sent to repair the hydrant on December 21<sup>st</sup>. No police report was obtained to date.

### Valve Repairs:

There were no valve repairs in the month of December.

### Sewer Repairs:

In the month of December Utility Workers performed 50 maintenance tasks including: grouting, repairing flowlines, chimney repairs and replacing seals in manhole covers.

### Miscellaneous

On December 5<sup>th</sup> and 6<sup>th</sup> Distribution Manager Schwartz participated in the interviews for selecting a firm for the 2019 water system master plan.

On December 19<sup>th</sup> Utility Service Workers Volbrecht, Price, Allard, Pier, Maughan, Flatow, Proeber and Distribution Manager Schwartz attended bloodborne pathogen training.

### 5 YEAR WATERMAIN BREAKS

Year	Corrosion Hole	Corrosion Nuts & Bolts	Service Lateral Leaks	Longitudinal Break	Circumferential Break	Misc.	Totals
2014	11	3	9	1	13	3	40
2015	13	1	9	1	3	2	29
2016	19	0	4	3	1	0	27
2017	7	0	9	0	3	0	19
2018	13	0	5	1	4	1	24

**DISTRIBUTION GOALS 2018**

JOB DESCRIPTION	GOALS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTALS
Meter Testing & Exchanges	450	24	159	217	112	118	149	39	127	49	116	5	88	1,203
New Installs	50	6	5	3	5	7	4	4	3	6	10	3	8	64
Cross Connection Inspections	450	8	54	79	63	63	62	28	49	30	16	6	1	459
Industrial Inspections		10	12	27	94	41	15	16	12	78	69	126	20	520
Orion Replacements	450	14	58	95	66	69	65	29	52	30	22	8	15	523
Water Main Repairs		3	3	-	1	3	1	3	3	1	-	-	1	19
Water Lateral Repairs		3	-	-	-	-	1	-	-	-	-	1	-	5
Annual Hydrant Flushing	2,169				1,004	1,119	46							2,169
Semi-annual Flushing	215				Done with annual						222			222
Quarterly Flushing	75x2	75			Done with annual			68	7					150
Flush Emergency Connections	3												3	3
Watermain Crossings	63	63												63
Hydrant Greasing - Caps	2,169				1,004	1,119	46							2,169
Hydrant Greasing - Packing	10													-
Hydrant Painting	50							12	78					90
Winterize Hydrants	81												81	81
Clean Sewers	151,151	4,525.8	8,747.7	7,936.2	27,470.2	15,196.6	27,454.2	20,194.0	23,189.5	17,548.0	761.8	-	-	153,026.0
Camera Sewers	92,560	-	-	1,344.5	289.7	14,374.7	26,245.2	18,708.5	19,022.5	17,053.0	93.4	-	-	97,141.5
Root treatment		-	-	-	-	-	-	-	-	-	2,520	6,036	1,400	9,956
Manhole Maintenance Flowlines		4	3	5	15	4	6	-	-	-	2	-	41	80
Grout Manholes	25	2	3	3	4	3	7	-	-	-	9	-	5	36
Repair Manhole Chimneys			4	1	1	2	1	-	1	-	-	-	1	11
Replace Manhole Cover Seals		-	2	1	3	-	4	-	5	-	6	10	3	34
Check Problem Sewers	4x44	44			44			44			44			176
Check Remote Sewer Mains	40											40		40
Check Remote Water Mains	25											25		25
Operate Valves	1,000	-	-	65	-	13	47	679	330	-	-	-	3	1,137
Valve Boxes Repaired or Adjusted		2	1	1	1	6	-	1	1	3	7	12	2	37
Stop Boxes Repaired or Adjusted		1	-	-	3	4	4	2	1	5	-	-	-	20
Concrete/Asphalt/Landscaping		-	-	-	-	5	14	4	2	10	-	-	-	35
Catholic Protection Tests	11										11			11
Winterize Equipment					Done							Done		0
Summerize Equipment					Done									0
Run All Equipment					Done									0
MMMSD Annual CMOM Report							Done							0
DNR eCMAR							Done							0
														0