

## CITY OF OAK CREEK WATER & SEWER UTILITY

### OFFICIAL NOTICE

**PLEASE TAKE NOTICE** that the Water and Sewer Utility Commission will meet virtually on Tuesday, November 10, 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 6<sup>th</sup> Street, Oak Creek, Wisconsin, 53154.

**DATED**, at Oak Creek, Wisconsin, this the 5th day of November, 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  
November 10, 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 10-13-20
- 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:
    - 2.1.1 Wholesale Water Contract
  - 2.2 Consider a motion to take action, if required
- 3.0 MISCELLANEOUS MATTERS**
  - 3.1 Hold Harmless Agreement with Oak Creek-Franklin School District
- 4.0 FINANCIAL MATTERS**
  - 4.1 Voucher Approval
  - 4.2 2020 Operating Budget Approval
- 5.0 ADMINISTRATIVE & OPERATIONS REPORTS**
  - 5.1 Aldermanic Report
  - 5.2 Engineering Operations Report
  - 5.3 Distribution Operations Report
  - 5.4 Plant Operations Report
  - 5.5 Manager's Report
- 6.0 ADJOURN**

**MINUTES OF A REGULAR MEETING  
WATER AND SEWER UTILITY COMMISSION  
TUESDAY, OCTOBER 13, 2020**

**ROLL CALL** Present at the 9:00 a.m. beginning were: Commissioners Siepert, Gehl, Richards, and Cigale. Members of the Utility staff in attendance were: General Manager Sullivan, Utility Engineer Johnston, Distribution Manager Allard, and Plant Manager Robe (all via video conference).

**PREVIOUS MINUTES APPROVED** Minutes of the last regular meeting, held on September 8, 2020, were approved as recorded with a motion by Commissioner Siepert and seconded by Commissioner Gehl. Roll call vote, all voted aye.

**CLOSED SESSION** The meeting went into closed session at 9:02 a.m. with a motion by Commissioner Siepert, and a second by Commissioner Cigale, in accordance with Section 19.85 (1)(c), (e), and (g) of the Wisconsin State Statutes for the following purpose:

- A. Request for Extended Leave
- B. Wholesale Water Contract

Roll call vote, all voted aye.

Commissioner Siepert, with Commissioner Cigale seconding, made the motion to reconvene into open session at 9:26 a.m. Roll call vote, all voted aye.

- A. Request for Extended Leave
  - Commissioner Gehl, with Commissioner Siepert seconding, made the motion to approve an employee for extended, unpaid, leave. Roll call vote, all voted aye.
- B. Wholesale Water Contract
  - No action was taken on this agenda item.

**PROJECT APPROVALS** Commissioner Siepert, with Commissioner Cigale seconding, made the motion to approve amendment number one to the Brown and Caldwell agreement for the Sanitary Master Plan in the amount of \$20,000.00 and to authorize the Utility Engineer to execute the amendment. Roll call vote, all voted aye.

**MISCELLANEOUS MATTERS** Commissioner Siepert nominated himself for Commission Secretary. Commissioner Richards, with Commissioner Cigale seconding, made the motion closing nominations and approving

10/13/2020

Commissioner Siepert as Commission Secretary position. Roll call vote, all voted aye.

Distribution Manager Allard presented the CMAR Report and Grade.

General Manager Sullivan shared the Water and Sewer Utility's Partnership for Safe Water 5-Year President's Award for the Treatment Plant.

General Manager Sullivan shared the Water and Sewer Utility's Partnership for Safe Water 5-Year Director's Award for the Distribution System.

PROJECT  
PAYMENTS

Commissioner Cigale, with Commissioner Siepert seconding, made the motion to approve Project Payment No. 5 for the Jewell Street Sanitary Sewer Project (Project 17106) to DF Tomasini, Inc. in the amount of \$166,853.05. Roll call vote, all voted aye.

VOUCHER  
APPROVAL

Vouchers incurred during September, 2020, totaled \$597,787.79. Commissioner Siepert, with Commissioner Cigale seconding, made the motion to approve payment of all invoices. Roll call vote, all voted aye.

ALDERMANIC  
REPORT

Commissioner Gehl updated the Commission and staff on operations occurring in the City during September, 2020.

ENGINEERING  
OPERATIONS  
REPORT

Utility Engineer Johnston reported engineering operations during September, 2020. A copy of the report is on file.

DISTRIBUTION  
OPERATIONS  
REPORT

Distribution Manager Allard reported distribution operations during September, 2020. A copy of the report is on file.

PLANT  
OPERATIONS  
REPORT

Plant Manager Robe reported plant operations during September, 2020. A copy of the report is on file.

MANAGER'S  
REPORT

General Manager Sullivan updated the Commission that a new Utility Accountant has been hired and will be starting November 2, 2020.

The bond refinancing from the 2010 Treatment Plant expansion is going forward with a sale date of October 26, 2020. The expected interest savings in \$800,000.00.

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ADJOURN

Commissioner Cigale, with Commissioner Gehl seconding,  
adjourned the meeting at 10:09 a.m. Roll call vote, all voted aye.

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Dale J. Richards, President

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Fredrick R. Siepert, Secretary

10/13/2020

## **Hold Harmless Agreement with Oak Creek-Franklin School District**

Date: November 10, 2020

**RECOMMENDATION: That the Commission consider a motion to approve the Hold Harmless Agreement with the Oak Creek Franklin School District.**

The Oak Creek Franklin School District has an approved referendum project to construct a new performing arts center and soccer field on the high school property. As part of this plan the parking lot lighting was required to be relocated. One light base fell in the existing easement between the public sanitary sewer and storm sewer piping. The base location was reviewed and determined that it was necessary to be located in the easement. The Hold Harmless Agreement states that the Utility is not financially or physically responsible for damage or relocation of the light base if repairs are required on the public sewers.



## WATER and SEWER UTILITY

170 West Drexel Avenue, Oak Creek, WI 53154  
water.oak-creek.wi.us  
414-570-8210

### MEMORANDUM

**To:** Oak Creek Water and Sewer Utility Commission  
**From:** Mike Sullivan, General Manager  
**Subject:** 2021 Operating Budget  
**Date:** November 10, 2020

The operating budget for the Oak Creek Water and Sewer Utility is hereby submitted for your review. This correspondence was prepared to facilitate your analysis.

#### Water Utility

The 2021 Operating Budget for the Water Utility is summarized as follows:

Revenues in the proposed Operating Budget for the Water Utility are projected to increase for customer growth and usage at a rate of 0% for all classes. The Utility is not eligible for a simplified rate increase, since it is beyond the five-year limit from the date our previous rate case was filed. No increase is projected for public or private fire protection.

Generally, a 3% inflation rate was used to project increases in expenses. Depreciation and taxes are also expected to increase by 3% overall due to the addition of capitalized projects placed into service. Health insurance premiums for 2021 are projected to increase by 5% based on the City's suggestion, although they are unsure as to what the actual change in premiums will be for next year. Employee labor expenses are budgeted at an increase of 1.75% overall, requiring future approval.

#### Sewer Utility

The 2021 Operating Budget for the Sewer Utility is summarized as follows:

Revenues in the proposed Operating Budget for the Sewer Utility reflect no increase for customer growth or collection volume, and no increase in local sewer rates. Milwaukee Metropolitan Sewerage District rates are projected to increase by 3%, which impacts both revenues and related expenses in the budget.

Expenses are projected to increase by an inflationary rate of 3% overall. Depreciation and taxes are also expected to increase by 3% due to the addition of projects placed into service during the year. Benefits are projected to increase by 5% and employee labor expenses are budgeted at a 1.75% increase, similar to the Water Utility.

Attachment

cc: Department Managers

**OAK CREEK WATER AND SEWER UTILITY**  
**Operating Budget Summary - Water Utility**  
**2021**

	Budget 2019	Budget 2020	Variance - 2018 Bud. to 2019 Bud. Favorable/ (Unfavorable)	Proposed Budget 2021	Variance - 2020 Budget to 2019 Est. Favorable/ (Unfavorable)
<b>Operating Revenue:</b>					
Metered sales - retail	\$ 5,683,300	\$ 5,661,200	\$ (22,100)	<b>\$ 5,661,200</b>	\$ -
Metered sales - wholesale	3,387,900	3,446,400	58,500	<b>3,446,400</b>	\$ -
Unmetered sales	15,500	21,700	6,200	<b>21,700</b>	\$ -
Private fire protection	187,900	194,800	6,900	<b>194,800</b>	\$ -
Public fire protection - retail	1,137,600	1,148,400	10,800	<b>1,148,400</b>	\$ -
Public fire protection - wholesale	76,957	76,957	-	<b>76,957</b>	\$ -
Miscellaneous	397,700	414,600	16,900	<b>414,600</b>	\$ -
<b>Total Operating Revenue</b>	<b>10,886,857</b>	<b>10,964,057</b>	<b>77,200</b>	<b>10,964,057</b>	<b>-</b>
<b>Operating Expense:</b>					
<b>Operation expense:</b>					
Source of supply-					
Labor	40,500	38,200	2,300	<b>39,300</b>	(1,100)
Materials	3,300	3,500	(200)	<b>3,600</b>	(100)
Pumping expense -					
Labor	279,400	271,600	7,800	<b>279,300</b>	(7,700)
Materials	464,400	491,900	(27,500)	<b>506,700</b>	(14,800)
Water treatment expense -					
Labor	359,500	345,400	14,100	<b>355,200</b>	(9,800)
Materials	502,000	476,400	25,600	<b>490,700</b>	(14,300)
Transmission and distribution -					
Labor	528,700	528,600	100	<b>543,600</b>	(15,000)
Materials	100,500	74,500	26,000	<b>76,700</b>	(2,200)
Customers' account expense -					
Labor	85,400	88,700	(3,300)	<b>91,200</b>	(2,500)
Materials	14,500	14,100	400	<b>14,500</b>	(400)
Administrative and general -					
Labor	132,400	138,400	(6,000)	<b>142,300</b>	(3,900)
Materials	1,495,575	1,066,275	429,300	<b>1,098,300</b>	(32,025)
Total operations expense	<u>4,006,175</u>	<u>3,537,575</u>	<u>468,600</u>	<u><b>3,641,400</b></u>	<u>(103,825)</u>
Allocated expenses	172,600	169,900	2,700	<b>175,000</b>	(5,100)
Depreciation	2,766,300	2,741,100	25,200	<b>2,823,300</b>	(82,200)
Taxes	1,912,800	1,878,300	34,500	<b>1,934,600</b>	(56,300)
<b>Total Operating Expense</b>	<b>8,857,875</b>	<b>8,326,875</b>	<b>531,000</b>	<b>8,574,300</b>	<b>(247,425)</b>
<b>Net Operating Income</b>	<b>2,028,982</b>	<b>2,637,182</b>	<b>608,200</b>	<b>2,389,757</b>	<b>(247,425)</b>
<b>Nonoperating Revenues (Expenses)</b>	<b>(273,810)</b>	<b>45,583</b>	<b>(319,393)</b>	<b>45,583</b>	<b>-</b>
<b>Income Before Capital Contributions</b>	<b>1,755,172</b>	<b>2,682,765</b>	<b>288,807</b>	<b>2,435,340</b>	<b>(247,425)</b>
Capital contributions	-	-			
Water connections	-	-			
<b>Change in Net Assets</b>	<b>\$ 1,755,172</b>	<b>\$ 2,682,765</b>	<b>\$ 288,807</b>	<b>\$ 2,435,340</b>	<b>\$ (247,425)</b>
<b>Change in Net Assets, excluding capital contributions and water connections</b>	<b>\$ 1,755,172</b>	<b>\$ 2,682,765</b>	<b>\$ 288,807</b>	<b>\$ 2,435,340</b>	<b>\$ (247,425)</b>



**OAK CREEK WATER AND SEWER UTILITY**  
**Operating Budget Summary - Sewer Utility**  
**2021**

	Budget 2019	Budget 2020	Variance - 2019 Est. to 2019 Bud. Favorable/ (Unfavorable)	Proposed Budget 2021	Variance - 2020 Budget to 2019 Est. Favorable/ (Unfavorable)
Operating Revenue:					
Oak Creek charges	\$ 1,458,800	\$ 1,459,000	\$ 200	\$ 1,459,000	\$ -
MMSD charges	2,876,900	2,913,400	\$ 36,500	3,000,800	\$ 87,400
Other charges	2,000	1,800	\$ (200)	1,800	\$ -
Miscellaneous	49,100	50,000	\$ 900	50,000	\$ -
<b>Total Operating Revenue</b>	<b>4,386,800</b>	<b>4,424,200</b>	<b>37,400</b>	<b>4,511,600</b>	<b>87,400</b>
Operating Expense:					
Operation expense:					
Sewer User Charge - MMSD	2,877,000	2,913,400	(36,400)	3,000,800	(87,400)
Pumping expense -					
Labor	7,600	7,800	(200)	8,000	(200)
Materials	4,800	6,000	(1,200)	6,200	(200)
Collection expense -					
Labor	243,000	208,000	35,000	213,900	(5,900)
Materials	40,500	31,100	9,400	32,000	(900)
Customers' account expense -					
Labor	48,700	50,400	(1,700)	51,800	(1,400)
Materials	5,100	5,200	(100)	5,400	(200)
Administrative and general -					
Labor	54,400	58,200	(3,800)	59,800	(1,600)
Materials	304,100	269,000	35,100	277,100	(8,100)
<b>Total operations expense</b>	<b>3,585,200</b>	<b>3,549,100</b>	<b>36,100</b>	<b>3,655,000</b>	<b>(105,900)</b>
Allocated expenses	234,800	241,000	(6,200)	248,200	(7,200)
Depreciation	552,500	538,200	14,300	554,300	(16,100)
Taxes	34,000	33,300	700	34,300	(1,000)
<b>Total Operating Expense</b>	<b>4,406,500</b>	<b>4,361,600</b>	<b>44,900</b>	<b>4,491,800</b>	<b>(130,200)</b>
Net Operating Income	(19,700)	62,600	82,300	19,800	(42,800)
Nonoperating Revenues (Expenses)	155,400	261,100	(105,700)	261,100	-
Income Before Capital Contributions	135,700	323,700	(23,400)	280,900	(42,800)
Capital contributions					
Sewer connections	-	-	-	-	-
Change in Net Assets	<u>\$ 135,700</u>	<u>\$ 323,700</u>	<u>\$ (23,400)</u>	<u>\$ 280,900</u>	<u>\$ (42,800)</u>
Change in Net Assets, excluding capital contributions and water connections	<u>\$ 135,700</u>	<u>\$ 323,700</u>	<u>\$ (23,400)</u>	<u>\$ 280,900</u>	<u>\$ (42,800)</u>

# **ENGINEERING OPERATIONS**

October, 2020

## **Jewell Sanitary Sewer**

D.F. Tomasini has completed the lift station abandonment and the installation of the gravity sewer. The restoration work will need to be checked in the spring.

## **Water Master Plan**

The Draft Water Master Plan was submitted for review.

## **Sanitary Master Plan**

Brown & Caldwell has revised the sewer shed basins and adjusted as needed. They were sent to MMSD for their group to review and approve.

## **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. The draft report was received for review and comments.

## **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 met with Cedar Corp to go over plan changes. We will need to coordinate with Milwaukee County, We Energies, and Union Pacific Railroad.

## **Weatherly Drive Water Looping Project**

Cedar Corp is finalizing the plans for 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 project is out to bid. The project award would be at the December Commission meeting.

## **Howell Avenue Water Main Lining Project**

The Howell Avenue Water Main Lining Project is planned to begin in November. We held the pre-construction meeting virtually with the contractor. Mid-City is the general contractor and Michel's will be installing the liner.

## **Development Project with Utility Construction**

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

- Highgate – Punch list items remain.
- Orchard Hills – Punch list items remain.
- Rawson Business Park – Punch list items remain.
- Hub13 – Punch list items remain.
- Creekside Crossing – Sanitary and water are completed. Punch list items remain.
- Condos at Oak View – Punch list items remain.

## **DISTRIBUTION & COLLECTION OPERATIONS**

**October 2020**

### **Water Main Breaks:**

I'm happy to report that we went a month without a break.

### **Water Lateral Repairs:**

On October 6<sup>th</sup>, crews went to 9006 S. Patricia Blvd. to fix a leaking water lateral. The homeowner heard a noise by his curb stop and called us. Found a leak on our side of the curb stop. Made the repair with a coupler and new curb stop.

### **Hydrant Repairs/Maintenance:**

There were no hydrants repaired in October. We started winterizing the hydrants that need it.

### **Valve Repairs:**

There were no valve repairs in the month of October.

### **Sewer Repairs/Maintenance:**

On October 27<sup>th</sup>, workers lowered a manhole frame that was struck by a mower. A new seal was added to the frame and chimney.

Utility Workers performed sewer cleaning and televising.

### **Miscellaneous:**

Utility workers completed annual flushing. They also did semi-annual and quarterly dead-end hydrant flushing.

On October 15<sup>th</sup>, Ferguson Waterworks and A.Y. McDonald gave a presentation on new products in the H.Q. garage.

Inter-connects with South Milwaukee were flushed.

Utility workers repaired 2 curb stop boxes.

Utility workers completed two restoration projects.

\*Cathodic protection anode beds were tested 9/18/2020.

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	9	11			585
New Installs	50	10	11	4	11	7	3	14	3	7	13			83
Cross Connection Inspections	450	6	45	44	11	8	2	6	5	6	10			143
Industrial Inspections		8	21	26	-	9	16	27	11	167	70			355
Orion Replacements	450	43	81	62	14	12	4	10	5	9	15			255
Water Main Repairs		1	-	-	1	1	3	3	2	2	-			13
Water Lateral Repairs		1	2	-	-	-	-	-	-	-	1			4
Annual Hydrant Flushing	2,221					246	481	473	380	578	63			2,221
Semi-annual Flushing	109				109	-	-	-	-	-	109			218
Quarterly Flushing	2x52 (104)	52			52			27	25		52			208
Flush Emergency Connections	3										3			3
Watermain Crossings	63		63											63
Hydrant Greasing - Caps	2,221					246	481	473	380	578	63			2,221
Hydrant Greasing - Packing	25									22				22
Hydrant Painting	150						38	67	46					151
Winterize Hydrants	72										4			4
Clean Sewers	145,000	546	7,173	24,172			12,125	12,079	11,889	15,368	24,559			107,911
Camera Sewers	145,000	365	7,173	23,430	216	121	12,125	11,505	14,039	15,368	23,483			107,826
Root treatment		13,897	1,513											15,410
Manhole Maintenance Flowlines														-
Grout Manholes	25													-
Repair Manhole Chimneys								1						2
Replace Manhole Cover Seals		1	2	2						7	1			13
Check Problem Sewers	4x58 (232)	58			58			58			58			232
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	1	2			32
Stop Boxes Repaired or Adjusted		3	1	4		5	1	1	2	4	2			23
Concrete/Asphalt/Landscaping		1				9		4	12	6	2			34
Catholic Protection Tests	11									11				11
Winterize Equipment					Done							Due		
Summerize Equipment					Done								Done	
Run All Equipment					Done									
Tier II Report		Done												
MMSD Annual CMOM Report						Done								
DNR eCMAR						Done								
Cross Connection Survey			Done											

**PLANT OPERATIONS**  
**October, 2020**

<b>PUMPAGE REPORT</b>	<b>2020</b>	<b>2019</b>	<b>% Change</b>	<b>5 Year %</b>
Monthly Pumpage	226,053,552	228,001,200	-.9	-2.4
Monthly Average Day	7,292,050	7,354,877	-.9	-2.4
Monthly Peak Day	(10/28) 8,890,000	(10/20)9,890,000	-10.1	-4.9
Yearly Pumpage	2,408,182,477	2,377,521,900	+1.3	+2.7
Yearly Average Day	7,818,774	7,820,795	-.02	+1.4
Yearly Peak Day	(08/22)11,660,000	(07/17)12,280,000	-5.0	-2.8
West Zone Pumpage	101,020,000	99,650,000	+1.4	-2.5
West Zone Yearly Total	1,105,470,000	1,040,498,000	+6.2	+3.4

<b>WATER QUALITY REPORT</b>	<b>Raw Water</b>	<b>Finished Water</b>
Average Free Chlorine		1.58 mg/l
Total Chlorine		1.74 mg/l
Average Alkalinity	109.1 mg/l	108.9 mg/l
Average pH	8.24	8.08
Average Fluoride	0.14 mg/l	0.71 mg/l
Average Turbidity	1.93 NTU	0.030 NTU
High Temperature	<b>High 54.8 F Low 45.5 F</b>	
Hardness	120 mg/l	137 mg/l

**Preventative Maintenance Tasks:** Staff completed 185 preventative maintenance tasks and 2 safety sessions during the month.

**Work Orders:** Staff completed 8 work orders during the month. Some of the tasks include rebuilding Golden Anderson valves, repairing booster station valve leaks, and replacing UPS systems and batteries.

**Plant:** Plant Manager Robe worked on budgetary items for 2021. Preliminary work on the backwash water turbidity meter has been completed. The Carbon feeder and fountain have been removed from service for the winter.

