

**City of Oconomowoc
Utility Committee**

Aldermen: Kowieski, Chairman / Mulder, Secy / Zapfel

Tuesday, July 28, 2020 - 5:00 PM
City Hall - Council Chambers
(or immediately following Joint Technology/Utility)



Notice: If a person with a disability requires that the meeting be accessible or that materials at the meeting be in an accessible format, call the City Clerk's office at least 48 hours in advance to request adequate accommodations. Tel: 569-2186

- 1. Call to Order, Roll Call and Confirmation of appropriate Meeting Notification**
- 2. Approve Minutes**
 - a. Minutes of June 23 and July 7, 2020
- 3. Committee Business**
 - a. Consider/act on Ferric Chloride Pumps Replacement at Wastewater Treatment Plant
- 4. Review Committee Reports**
 - a. Utility Billing Report July 2020
 - b. Electric Utility Report July 2020
 - c. Water Utility Report July 2020
 - d. Wastewater Operations Report July 2020
- 5. Staff and Committee Comments**
- 6. Adjourn**

Diane Coenen, City Clerk
City of Oconomowoc

Members of other City governmental bodies (boards, commissions, committees, council, etc.) may attend the above noticed meeting of the Utility Committee to gather information. The only action to be taken at the above noticed meeting will be action by the Utility Committee. Utility Committee members should notify the City Clerk's Office at 569-2186 if they are unable to attend.

**City of Oconomowoc
Utility Committee Meeting Minutes – June 23, 2020**

Alderman Kowieski called the meeting to order at 4:00 pm.

Members Present: Aids. Kowieski, Zapfel and Mulder

Staff Present: Kevin Freber, Scott Osborn, John Schuh, Joe Pickart, Mark Frye, Ellen Schmidt, Ivan Lam and Tina Wallace

2. Minutes of May 26, 2020: Motion by Zapfel to approve the May 26, 2020 minutes as presented; second by Mulder. Motion carried 3-0.

3a. Consider/act on Approving Large Water Meter Evaluation, Testing, Calibration Services: Osborn stated this is for large meter testing. Following the City's purchasing policy, three quotes were received. The lowest Midwest Testing, LLC for \$13,655. Staff recommends awarding the contract to Midwest testing with a 10% contingency.

Motion by Mulder to approve the large water meter evaluation, testing, calibration Services for \$15,020 not to exceed lump sum with a base bid of \$13,655 as presented and requested; second by Zapfel. Motion carried 3-0

3.b. Presentation of Oconomowoc Watershed Protection Program – Annual Program Update: Tom Steinbach and Darrel Smith, Ag Site Coordinator gave a power point presentation update on the Watershed Protection Program. Steinbach explained the program on where we stand, watershed health, what's been accomplished and why the City is involved in the program. The focus of this project is to reduce phosphorus levels in the Oconomowoc River to the extent that at the confluence with the Rocker River we meet the compliance level of .075 mg/l or less in year 15 of the program, which is around 2034. The present level is at .09mg/l. There are 3 impaired streams and 5 impaired lakes. The Oconomowoc Treatment Plant is the only treatment facility in the Watershed. In 2015 the City applied for Adaptive Management Program through the DNR in 2015 and was approved. The City was the first Adaptive Management Program approved in the state of Wisconsin and we were also the first Regional Conservation Partnership Program in the state. Darrell Smith gave an overview on the OWPP projects and how we address areas subject to erosion. He explained the buffers and filter strips; cover crops and scrapes; aerial seeding project; stormwater projects; and typical BMPs – animal control fencing. He stated the City's role is to provide encouragement and financial assistance to take land out of production which would preserve the topsoil and prevent phosphorus from entering the waterways. Members asked how the farmers get compensated. Steinbach stated an application has been submitted to the DNR for a Targeted Runoff Management System Grant for the Golf Course Creek Golf Course. This is a four-party project with the City, Village of Lac LaBelle, Lac LaBelle Management District and Prestwick. This will be about a \$230,000 grant with a matching 30% from the partners. Smith stated they are working on a new 8-acre ag project near Coney River. Steinbach summed up the agricultural side of North Lake. He stated in 2019 they held a Soil Health Field Day, a Paddle event, and hosed an Ixonia Summer Water Quality Program. The next annual Paddle event is on July 18, 2020 in Monches. A newsletter was started in October 2019. He thanked all the partners. Steinbach displayed a map of the projects.

4. Review Committee Reports: Utility Billing – Schuh referred to his report included in the packet. He noted recently the PSC voted to reestablish a process for reimplementing late fees and disconnections. This will start in mid-July. A courtesy reminder will be sent out to the customers. **Electric –** Pickart referred to his report included in the packet. He noted that the voltage conversion on Thompson street has been completed. Cable replacement on Second Street in the Industrial Park has been completed. Staff has started installing three phase power to The Evin. Forest street Circuit 84 is going from overhead to underground. Staff has started cable injection replacement on Westover, Frederic, and Bolson Drive that have had high fault rates. **Water –** Osborn referred to his report included in the packet. He noted staff has finished the spring hydrant flushing. Osborn stated staff the Water Quality Report has been sent out and delivered. **Wastewater Report –** Freber referred to his report included in the packet. He noted the WPDES permit is out for public notice. This means people can make comments on our permit prior to it being issued and the EPA needs to make comments. Staff is hoping for October 1st new permit with the adaptive management and chloride variance included.

5. Staff and Committee Comments: Kowieski thanked the committee for taking time to tour the Wastewater Treatment Plant.

6. Adjourn: Motion made by Zapfel to adjourn at 4:55 pm; second by Mulder. Motion carried 3-0.

Tina Wallace, Deputy City Clerk

Utility Committee Meeting Minutes
July 7, 2020

Chairman Kowieski called the Utility Committee meeting to order at 7:16 PM.

Members present: Aldermen Kowieski, Mulder and Zapfel

Staff Present: Mayor Magnus, Pickart, Sullivan, Gallo, Frye, Duffy, Lam, Coenen and Dehnert

Others Present: Aids. Rosek, Ellis and Spiegelberg

2. Consider/act on Approving Contract with CableCom, LLC for Fiber Installation to the Public Safety Building: Pickart explained as part of the relocation of the police department, communication fiber needs to be installed from City Hall to the new building. The electric utility does not have the equipment to do this type of work. Staff followed the City's purchasing policy, solicited a request for quotes and received 3 responses back. The lowest quote was from Cable Com who has the State contract, is the contractor for the Oconomowoc School District and is doing work in the City right now. Staff recommends approval of a contract with Cable Com. Members noted this was always anticipated but still is an unscheduled expense.

Motion by Zapfel to approve the contract with CableCom, LLC in the amount of \$24,749.57 for fiber installation to the Public Safety Building; second by Mulder. Motion carried 3-0.

Motion by Zapfel to adjourn the Utility Committee meeting; second by Mulder. Motion carried 3-0. The meeting adjourned at 7:20 PM.

Minutes taken by
Chris Dehnert, Deputy City Clerk
Ald. Mulder, Secretary (Utility)



MEMORANDUM

DEPARTMENT -

Date: 07/28/2020

To: Utility Committee

From: Kevin Freber Wastewater Operations Manager

Re: Consider/Act on Ferric Chloride pumps replacement at WWTP

RELATES TO THE STRATEGIC PLAN

Strategic Goal- Strategic Goal – II. Improve and Maintain our Infrastructure/Facilities

BACKGROUND

An Ortho-phosphate analyzer was budgeted and purchased in 2020 to read the ortho phosphate on a 15 min basis throughout the day. This unit was purchased to help comply with the new WPDES permit limit of 0.6 mg/L total phosphorus that was expected to be issued in 2020. The readings from the analyzer will be taken back to SCADA where a control schedule will increase and decrease the ferric chloride feed. The present pumps that run the ferric chloride feed process aren't compatible with this type of system. We will need to update them to a new style. The WWTP team created a spec list and there are two vendors that meet the needs of our system.

ADDITIONAL ANALYSIS

Based on specifications provided, below are the quotes received:

Mulcahy Shaw Water Inc. \$10,380.00 plus Freight of \$900.00

Hawkins Chemical, Inc. \$14,260.00 could get a freight cost

FINANCIAL IMPACT

Funds to purchase proposed ferric chloride feed pump system in the amount of \$11,280.00 if Mulcahy Shaw Water Inc. is the approved vendor.

RECOMMENDATION

Recommend approval of the pump replacement from Mulcahy Shaw Water Inc. in the amount of \$11,280.00.

SUGGESTED MOTION

Motion to approve the pump replacement in the amount of \$ 11,280.00. Funds to come from the Replacement Fund, 601-518-7395-543.

OCONOMOWOC UTILITIES - VOLUME STATISTICS

	Current Month				Year To Date			
ELECTRIC	kWh Sold	kWh Sold	Volume Increase	Percent Increase	kWh Sold	kWh Sold	Volume Increase	Percent Increase
	Jun-20	Jun-19	(Decrease)	(Decrease)	Jun-20	Jun-19	(Decrease)	(Decrease)
Residential	6,646,715	5,293,600	1,353,115	25.6%	35,884,541	34,359,277	1,525,264	4.4%
Commercial	1,969,045	1,850,536	118,509	6.4%	11,285,635	11,485,175	(199,540)	-1.7%
Large Power	10,818,567	10,352,591	465,976	4.5%	57,483,370	60,106,023	(2,622,653)	-4.4%
Public Street/Hwy Ltg.	43,498	47,715	(4,217)	-8.8%	336,469	346,763	(10,294)	-3.0%
Private Yard Lighting	1,920	2,992	(1,072)	-35.8%	15,464	27,074	(11,610)	-42.9%
Total Electric Sales	19,479,745	17,547,434	1,932,311	11.0%	105,005,479	106,324,312	(1,318,833)	-1.2%
WATER	Gallons Sold (Thousands)	Gallons Sold (Thousands)	Volume Increase	Percent Increase	Gallons Sold (Thousands)	Gallons Sold (Thousands)	Volume Increase	Percent Increase
	Jun-20	Jun-19	(Decrease)	(Decrease)	Jun-20	Jun-19	(Decrease)	(Decrease)
Residential	30,119	24,114	6,005	24.9%	139,468	126,602	12,866	10.2%
Multi Family	4,542	4,204	338	8.0%	25,927	23,761	2,166	9.1%
Commercial	13,564	12,462	1,102	8.8%	57,216	60,741	(3,525)	-5.8%
Industrial	3,375	3,353	22	0.7%	17,145	17,475	(330)	-1.9%
Total Water Sales	51,600	44,133	7,467	16.9%	239,756	228,579	11,177	4.9%
WASTEWATER	Gallons Sold (Thousands)	Gallons Sold (Thousands)	Volume Increase	Percent Increase	Gallons Sold (Thousands)	Gallons Sold (Thousands)	Volume Increase	Percent Increase
	Jun-20	Jun-19	(Decrease)	(Decrease)	Jun-20	Jun-19	(Decrease)	(Decrease)
Residential	20,874	19,316	1,558	8.1%	131,024	121,486	9,538	7.9%
Commercial A	13,567	13,359	208	1.6%	70,726	71,724	(998)	-1.4%
Commercial B	1,018	1,283	(265)	-20.7%	5,651	7,706	(2,055)	-26.7%
Industrial A	2,217	2,129	88	4.1%	10,947	10,509	438	4.2%
Industrial B	666	705	(39)	-5.5%	4,742	4,130	612	14.8%
Total Gallons Treated	38,342	37,214	1,128	3.0%	223,090	215,555	7,535	3.5%

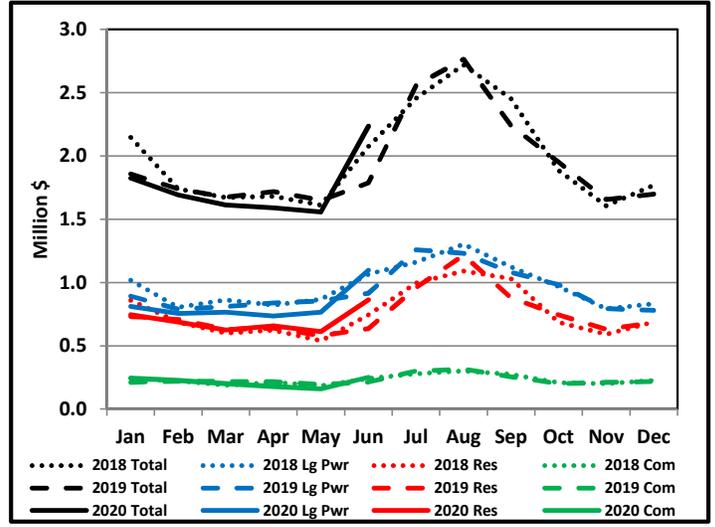
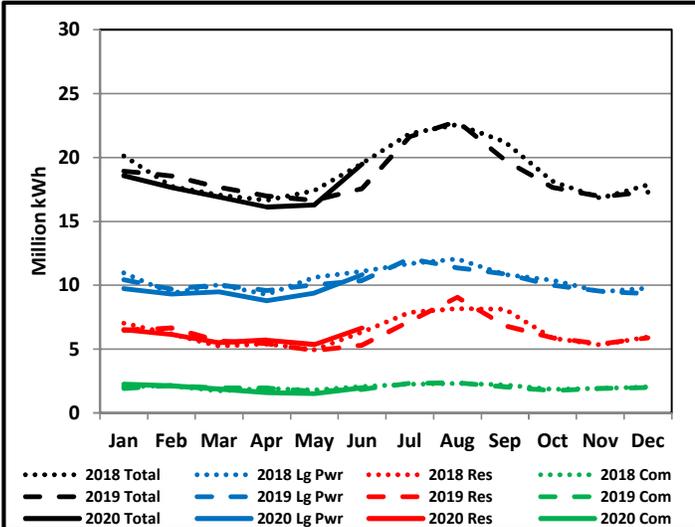
Note: Quantities sold are amounts invoiced during the month. Due to the timing of billing cycles, the amounts may not match consumption during the calendar month.
Y:\Utility Billing\[Sales for Committee.xlsx]Jun 2020

Oconomowoc Utilities: Monthly Volume & Revenue Summary

Metered Volume Units

Metered Revenue Dollars

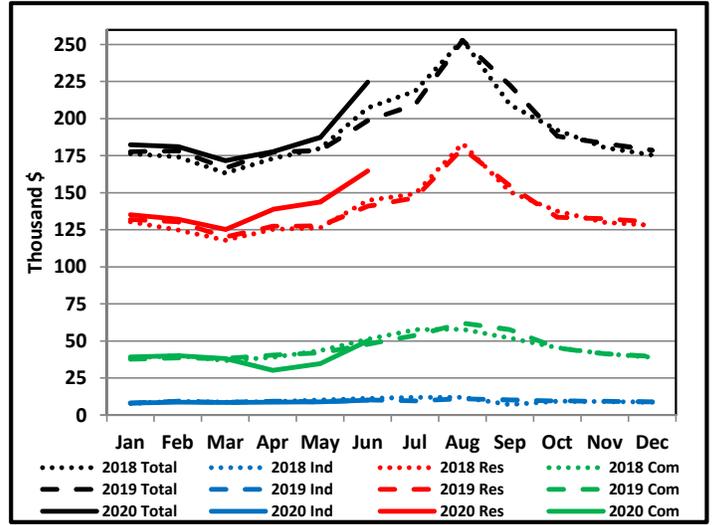
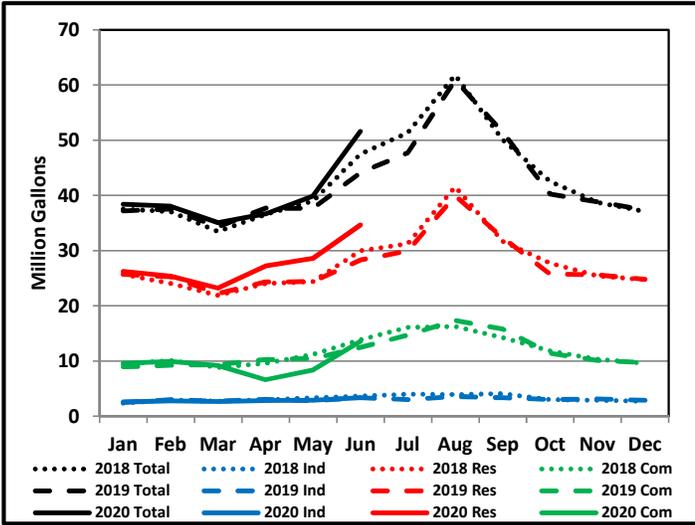
Electric



Note: Charts exclude non-metered revenue (pole attachments, etc.)

Note: Quantities represent amounts invoiced. Due to timing of mid-month billing cycles, line-loss, etc., amounts will differ from volume purchased from WPPI.

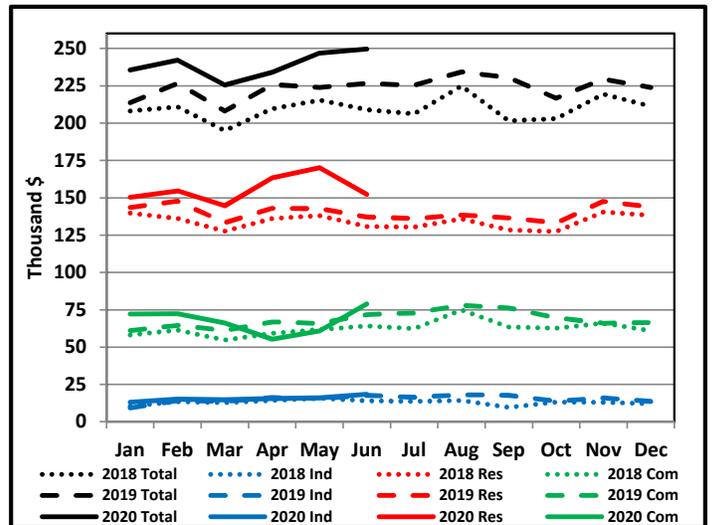
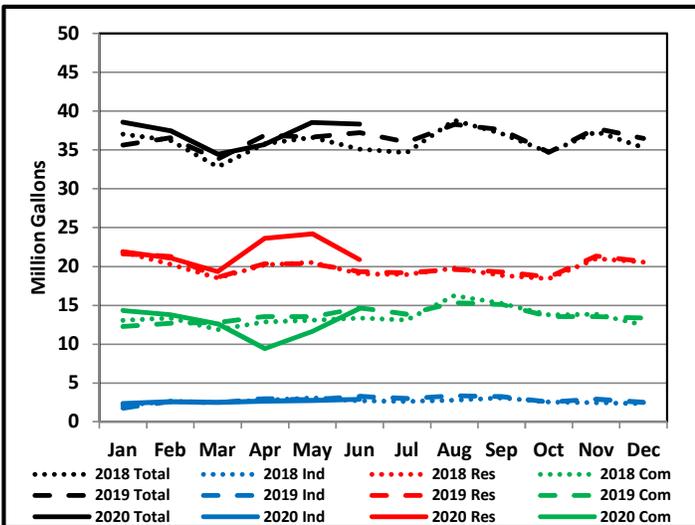
Water



Note: Charts exclude non-metered revenue (fire protection, etc.)

Note: Quantities represent amounts invoiced. Due to timing of mid-month billing cycles, main-breaks, etc., amounts will differ from volume pumped at well sites.

Wastewater



Note: Charts exclude adjoining sanitary districts and non-metered revenue (septic disposal, etc.)

Note: Quantities represent amounts invoiced. Due to timing of mid-month billing cycles, external sanitary districts, rain-seepage, etc., amounts will differ from volume received at treatment facility.

COMMITTEE REPORT – July 2020 Utility Billing



- **COVID-19 Impact: Utility Consumption** – Residential volume continues to be higher than the prior year. On the bottom left chart, wastewater residential volume invoiced for June shows a decrease from the prior month of May. This is different than the water chart above, even though both are measured by water meters. This is because June is the first month of the lawn watering adjustment. For residential customers only, the wastewater volume billed in June through October is based on the average water consumption from February through April (unless summer usage is lower). This adjustment was noted with a comment on the utility bills that were mailed this month.
- **COVID-19 Impact: Delinquent Customers** – In accordance with PSC guidance, on July 15 & 16, we mailed disconnection notices to 325 customers. For customers that do not make payments or contact us to make an acceptable payment arrangement, disconnections were planned to begin on July 27th. Our billing staff is working to help customers in difficult circumstances, communicating with them using an appropriate combination of empathy and candor. The day before disconnection, customers would be sent a follow-up automated voice message. On July 23, the PSC voted 2-1 to extend the residential disconnection moratorium until September 1. Commercial customer disconnections may continue as planned. The PSC plans to reassess the decision at their August 20 meeting.

We will continue to refrain from charging late payment fees until mid-November. In November, unpaid utility charges are transferred to the property tax bill of the owner. Once delinquent balances are transferred, late fees will be charged on balances after that date.

- **“MyAccount” implementation** – The new “MyAccount” utility customer internet portal was started on July 14th. As of this writing, customers are just starting to receive their invoices with the insert publicizing the program. So far, we have over 400 customers that have registered an online account. The program will make it easier for customers to monitor usage, sign up for automatic payments, and discontinue paper invoicing. Billing staff is receiving some calls from customers as they become familiar with the program. There are no incremental expenses for implementing the program, the costs are incorporated into the base software support rates paid to WPPI.
- **“M-Care” implementation** - Utility billing staff and water utility crew staff are collaborating with the help of WPPI to implement a new feature of our billing software. Training and implementation are planned for July 22nd. The “M-Care” module will help automate the processing of many customer service order tasks. This will allow crew staff to upload data from a customer’s location including details of a newly installed meter to the customers billing account. It will also expedite many other related tasks such as following up on high usage complaints by removing slow paper-based processes between city hall staff and utility shop staff. This feature also has no incremental software cost. After implementing new utility billing software in 2018 and new general ledger software in 2019, this year’s MyAccount and M-Care implementations are further steps in our process of continuous improvement, both internally and for our customers.

John Schuh, CPA
Utility Accounting Manager

COMMITTEE REPORT – July 2020
Electric Utility



The following **projects** have been completed by July 14, 2020

- Install three phase service to The Evin at 1101 Silver Lake Street
- Voltage conversion E. Wisconsin Avenue and Thompson Street area

Services:

- Crews completed 7 new service tickets.
- Customer calls: (*tickets that are not planned and affect scheduled work.*) 12, to include DC/RC, miscellaneous problems, service relocates, trouble calls that are not OMU's
- Crews were called out for one transformer fault and five primary underground faults
- **Training:** MEUW in class and field visits
CPR and first aid training
Forklift Training
- **Street Light Tickets:** 8

Traffic control lights:

- Working on getting controller on Brown/Whalen replaced due to failure

Major projects that have been started:

- Street project- Forest Street- Bury overhead feeder circuit 84
- Cable injection replacement on Westover, Fredrick Court, Bolson Drive, and Forest Ct.
- Relocate electric cables at Vespara II for new condo units
- Obtaining bids on Wisconsin Avenue Substation decommissioning
- Currently doing infrared scans of distribution system



COMMITTEE REPORT- July - 2020 Water Utility

The following are updates for ongoing projects:

- Well 8 Pumping Station – engineering design and bid services (Strand Assoc)
 - Strand submitted the preliminary engineering report to WDNR for approval

- Powerhouse Building
 - Coordinate transformer removal with OU staff
 - Roof replacement RFQ being prepared

- GIS Conversion – Water
 - Final data transferred from R/M site
 - Diggers Hotline 811 requests to IPads
 - Asset Management set-up (using Elements XS)

Customer Interactions:

- 15 new meters were installed and 2 meter issues were addressed

Training:

- WPPI – Northstar Billing & MCare
 - Billing Dept and Water Ops involved
 - Live work order examples

Specialty Work:

- Lead & Copper water sampling prep
 - Letters sent to 15 new lead/lead only lateral sites

- Large Water Meter Testing
 - Midwest Testing performed required in-field tests on 1-1/2" and 2" meters

Respectfully submitted:

Scott Osborn P.E.

Water Superintendent

Wastewater Operations Summary

July 2020

Precipitation for June 2020 was 2.84" and as of July 20, 2020 we had 4.70". The Influent flow average for June was 2.88 MGD. The average flow for July 2020 is 2.945 MGD.

Permit parameters for May are as follows:

Parameter	Influent	Effluent	Permit Limits	% Reduction
BOD - mg/l	171	1.1	15	99.0%
TSS - mg/l	218	1.0	15	99.5%
Phos. - mg/l	4.6	.78	0.95	83.0%
Fecal - col/100ml	X	1.1	400#/100ml	X
Amm. N - mg/l	17.3	.09	N/A	99.5

Secondary Clarifier #1 is was down due to an overload alarm. The Team has cleaned out the tank and diagnosed the problem. The problem was fixed and is back online. Secondary Clarifier #3 is now being taken down for routine cleaning.

George Street sanitary sewer grouting is scheduled the week of July 20th. Once completed, we will be waiting on the CIPP liner install to finish this emergency repair.

Due to problems with the readout, one of the flowmeters in the Silver Lake Sanitary District needed replacement. As part of the replacement, we called our calibration technician to come out and test the unit. He put a strap on flowmeter on the sanitary line to confirm the flow. When the technician was doing his calibration check we found there was an error in the scaling of the 4-20 milliamp signal. Since the flowmeter range was incorrectly set, the information sent to SCADA was incorrect, where the billing information is compiled. Due to this error we will need to issue a refund to the District. To avoid this in the future, we plan as part of our yearly calibration to have our calibration technician put a clamp on flowmeter on each flowmeter to confirm the flow numbers.