

**City of Oconomowoc
Utility Committee**

Aldermen: Kowieski, Chairman / Mulder, Secy / Zapfel

**Tuesday, September 22, 2020 - 4:00 PM
City Hall - Conference Room 3**



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 the Jt. Technology/Utility and regular Utility meetings of July 28 and Utility of Aug 4, 2020
- 3. Committee Business**
 - a. Discussion Item - Plan Cable Replacement
- 4. Review Committee Reports**
 - a. UC Billing Report September 2020
 - b. UC Electric Report - September 2020
 - c. UC Water Report September 2020
 - d. UC Wastewater Report September 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.

Joint Technology and Utility Committee Meeting Minutes
July 28, 2020

Chairman Spiegelberg called the Technology Committee meeting to order at 4:00 PM.

Chairman Kowieski called the Utility Committee meeting to order at 4:00 PM.

Members present: **Technology Committee** – Aldermen Spiegelberg, Persick, Hoeft and Powell
Excused: Ald. Rosek, Ald. Rogers and Bennett

Members present: **Utility Committee** – Aldermen Kowieski, Mulder, and Zapfel

Staff Present: Freber, Pickart, Schmidt, Sullivan, Schuh, Osborn and Wallace

2. Consider/approve Oconomowoc Utilities License Agreement for Wireless Attachments to Poles including Associated Appendices and Specifications Drawings 1-3: Pickart explained the Wireless Attachment License Agreement. He stated the model agreement was created over a year ago by a joint task force including MEUW, Attorney Gallucci and Forester Engineering. The agreement includes guidelines, fee schedules and specification drawings. These documents were reviewed and approved by City Attorney Riffle. The agreement is solely for the protection of Utility assets. The agreement outlines the rights of wireless providers and the legal terms in which they may operate.

Members discussed the agreement, warning signage, who will be in charge of monitoring, radio frequency and wattage, how do companies change the frequencies, five-year term, late fees and if other communities test the frequencies on the poles. The following two recommendations were given by the Technology Committee:

Motion by Persick to recommend the data for what frequency transmission is on the poles be added to the documents that Pickart has laid out or notification including the wattage; second by Hoeft. Motion carried 4-0. Pickart stated he will modify the form.

Motion by Persick to recommend that the Technology Committee have a recommendation for consideration that the Utility Committee should notify the Technology Committee of those notifications; second Hoeft. Motion carried 4-0.

Spiegelberg stated for the Technology Committee this was more of an information session and a chance for the members to make recommendations to the Utility Committee. The Members made recommendations regarding radio frequencies and transmission wattage be transparent and making the Technology Committee aware of several things that the Utility Committee will be also aware of.

Motion by Hoeft to adjourn the Technology Committee meeting; second by Powell. Motion carried 4-0. The meeting adjourned at 4:39 PM. (The Utility Committee did not adjourn)

Utility Committee Motions:

Motion by Kowieski to amend the document to include the frequency and wattage associated with warning labels; second by Mulder. Motion carried 3-0.

Motion by Zapfel to approve Oconomowoc Utilities License Agreement for wireless attachments to poles including associated Appendices and Specifications Drawings 1-3 with the amendments to include the frequency and wattage associated with the warning labels; second by Mulder. Motion carried 3-0.

Minutes taken by
Tina Wallace, Administrative Assistant
Ald. Spiegelberg, Secretary (Technology)
Ald. Mulder, Secretary (Utility)

**City of Oconomowoc
Utility Committee Meeting Minutes – July 28, 2020**

When the Joint Technology and Utility Committee meeting adjourned (4:39 PM), the Utility Committee meeting continued.

Members Present: Aids. Kowieski, Zapfel and Mulder

Staff Present: Kevin Freber, Scott Osborn, John Schuh, Joe Pickart, Ellen Schmidt, Laurie Sullivan and Tina Wallace

2. Minutes of June 23 & July 7, 2020: Motion by Zapfel to approve the June 23 and July 7, 2020 minutes as presented; second by Mulder. Motion carried 3-0.

3a. Consider/act on Ferric Chloride Pumps Replacement at Wastewater Treatment Plant: Freber stated part of the 2020 capital budget he purchased an ortho phosphate analyzer. 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 take back to SCADA where a control schedule will increase and decrease the ferric chloride feed. The present pumps are not compatible with this system and will need to be updated to a new style. Following the City's purchasing policy, three quotes were received. Staff recommends awarding the contract to Mulcahy Shaw Water Inc. in the amount of \$11,2800.

Motion by Mulder to approve the Ferric Chloride Pumps replacement at Wastewater treatment Plant; second by Zapfel. Motion carried 3-0.

4. Review Committee Reports: Utility Billing – Schuh referred to his report included in the packet. He noted recently the PSC voted to extend the moratorium on residential disconnections. This will be reevaluated in late August. **Electric –** Pickart referred to his report included in the packet. He noted there were 8 outages in July and 7 were due to cable failures. He will email the outage information to the members. **Water –** Osborn referred to his report included in the packet. **Wastewater Report –** Freber referred to his report included in the packet. He noted one of the flow meters in the Silver Lake Sanitary District needed replacement. As part of the replacement it was found the setting was calibrated incorrectly since 2017. The Silver Lake Sanitary district will receive a credit of \$64,000. In order to avoid this in the future, staff will be changing the annual calibration procedures.

5. Staff and Committee Comments: Sullivan stated there will be an updated report on the ESRI GIS project at the next meeting. Kowieski stated there have been some issues with monitoring and metering processes and he would like to see some review processes. Pickart stated the errors are not a lot. Sullivan stated staff looks at readings every month and occasionally things get missed. Zapfel thanked the Utility staff for the tours. He agreed with Kowieski on looking at the Capital Improvement Projects.

6. Adjourn: Motion made by Mulder to adjourn at 5:12 pm; second by Zapfel. Motion carried 3-0.

Tina Wallace, Deputy City Clerk

**City of Oconomowoc
Utility Committee Meeting Minutes – August 4, 2020**

Alderman Kowieski called the meeting to order at 6:40 pm.

Members Present: Aids. Zapfel, Mulder and Kowieski

Staff Present: Kevin Freber, Joe Pickart, Mark Frye, Laurie Sullivan, Jason Gallo, Craig Hoepfner, Diane Coenen, Ivan Lam and Chris Dehnert

Others Present: Mayor Magnus, Aids. Rogers, Rosek, Spiegelberg and Ellis

2. Consider/act on Symbiont Geospatial Services for GIS Program and Support Services: Pickart reported staff followed the City purchasing policy and requested quotes for geospatial services. Four quotes were received and after review, staff recommends Symbiont Geospatial Services who has the most experience with data migration. Pickart said they will be charging an hourly rate because they will be doing such a broad scope of services, and staff will make sure the amount stays within budget. Pickart listed other communities they have done work for including the City of Watertown for all GIS mapping when Freber worked there.

Motion by Mulder to approve contracting with Symbiont Geospatial Services for GIS Program and Support Services; second by Zapfel. Motion carried 3-0.

3. Adjourn: Motion by Mulder to adjourn at 6:43 pm; second by Zapfel. Motion carried 3-0.

Chris Dehnert, Deputy City Clerk



MEMORANDUM

ELECTRIC UTILITY

Date: September 16, 2020
To: Utility Committee
From: Joe Pickart, Electric and Water Utility Manager
Re: Discussion Item – Plan Cable Replacement

RELATES TO THE STRATEGIC PLAN

Improve and Maintain our Infrastructure

BACKGROUND

In July of 2020, there were seven (7) cable failures that occurred within our underground system, due to age and cable degradation. The long term financial plan outlines areas we would like to replace based on age, projected street projects or re-development, but with the recent and increased amount of failures we are experiencing, a plan should be discussed as to the best way to approach the issue in a timely manner.

ADDITIONAL ANALYSIS

Should cable fail at a higher rate than expected than the long term financial plan allows for, a contingency may need to be considered to ensure power reliability. City crews are currently focused on new developments and coordinating with street projects, leaving the cable replacement program at a lower priority.

FINANCIAL IMPACT

Estimated cost to replace all the identified cables using a contractor, should that be the contingency direction, amounts to about \$2,500,000. See attached grid for breakdown by year and area.

RECOMMENDATION

Staff recommends attempting to replace the cable with City crews aligning with current long term financial plan, with a contingency allowing for a contractor to assist should the cable fail at a higher rate than can be managed internally.

SUGGESTED MOTION

No motion necessary at this time.

OCONOMOWOC UTILITIES - VOLUME STATISTICS

	Current Month				Year To Date			
ELECTRIC	kWh Sold Aug-20	kWh Sold Aug-19	Volume Increase (Decrease)	Percent Increase (Decrease)	kWh Sold Aug-20	kWh Sold Aug-19	Volume Increase (Decrease)	Percent Increase (Decrease)
Residential	9,342,677	9,054,081	288,596	3.2%	53,879,704	50,587,130	3,292,574	6.5%
Commercial	2,276,679	2,351,714	(75,035)	-3.2%	15,843,927	16,153,970	(310,043)	-1.9%
Large Power	11,783,777	11,362,586	421,191	3.7%	81,449,838	83,542,246	(2,092,408)	-2.5%
Public Street/Hwy Ltg.	52,360	54,146	(1,786)	-3.3%	437,342	445,384	(8,042)	-1.8%
Private Yard Lighting	2,108	3,485	(1,377)	-39.5%	19,478	33,400	(13,922)	-41.7%
Total Electric Sales	23,457,601	22,826,012	631,589	2.8%	151,630,289	150,762,130	868,159	0.6%
WATER	Gallons Sold (Thousands) Aug-20	Gallons Sold (Thousands) Aug-19	Volume Increase (Decrease)	Percent Increase (Decrease)	Gallons Sold (Thousands) Aug-20	Gallons Sold (Thousands) Aug-19	Volume Increase (Decrease)	Percent Increase (Decrease)
Residential	39,773	35,370	4,403	12.4%	217,973	187,507	30,466	16.2%
Multi Family	4,712	4,599	113	2.5%	35,241	32,752	2,489	7.6%
Commercial	17,183	17,351	(168)	-1.0%	91,229	92,830	(1,601)	-1.7%
Industrial	4,528	3,595	933	26.0%	25,316	24,117	1,199	5.0%
Total Water Sales	66,196	60,915	5,281	8.7%	369,759	337,206	32,553	9.7%
WASTEWATER	Gallons Sold (Thousands) Aug-20	Gallons Sold (Thousands) Aug-19	Volume Increase (Decrease)	Percent Increase (Decrease)	Gallons Sold (Thousands) Aug-20	Gallons Sold (Thousands) Aug-19	Volume Increase (Decrease)	Percent Increase (Decrease)
Residential	21,127	19,631	1,496	7.6%	172,982	160,278	12,704	7.9%
Commercial A	14,092	13,992	100	0.7%	98,598	98,258	340	0.3%
Commercial B	1,176	1,326	(150)	-11.3%	7,885	10,314	(2,429)	-23.6%
Industrial A	3,039	2,331	708	30.4%	16,500	14,723	1,777	12.1%
Industrial B	778	614	164	26.7%	6,028	5,426	602	11.1%
Total Gallons Treated	40,212	38,316	1,896	4.9%	301,993	288,999	12,994	4.5%

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.

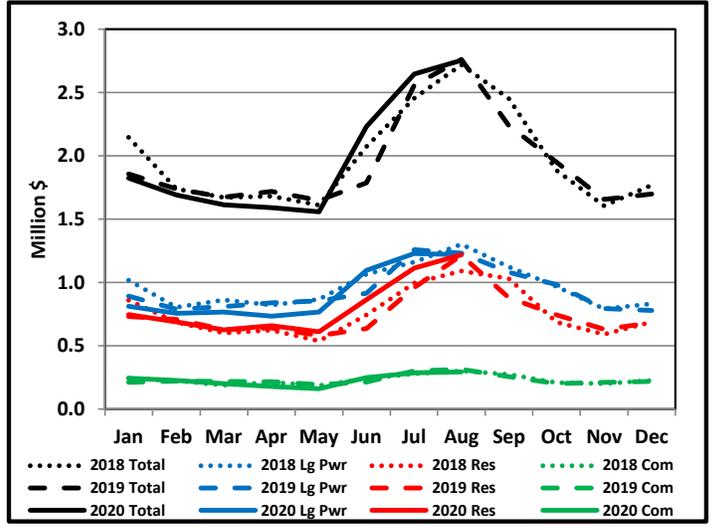
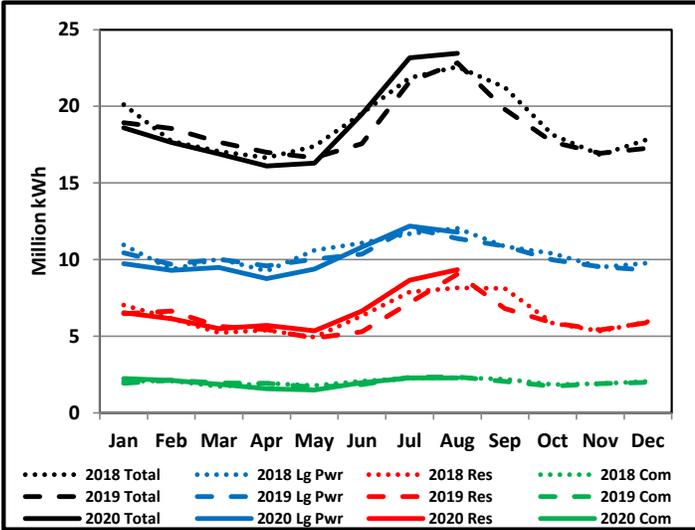
Y:\Utility Billing\[Sales for Committee.xlsx]Aug 2020

Oconomowoc Utilities: Monthly Volume & Revenue Summary

Metered Volume Units

Metered Revenue Dollars

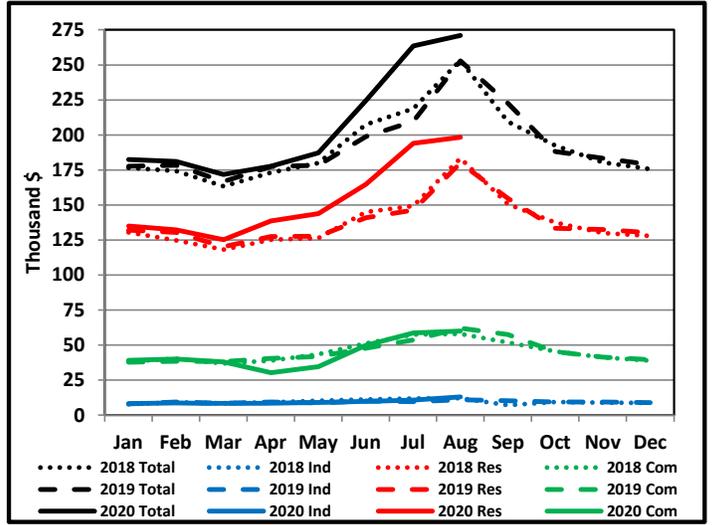
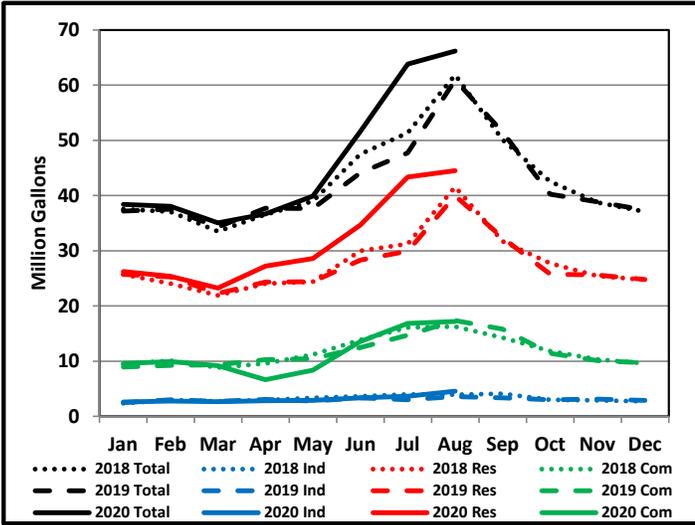
Electric



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.

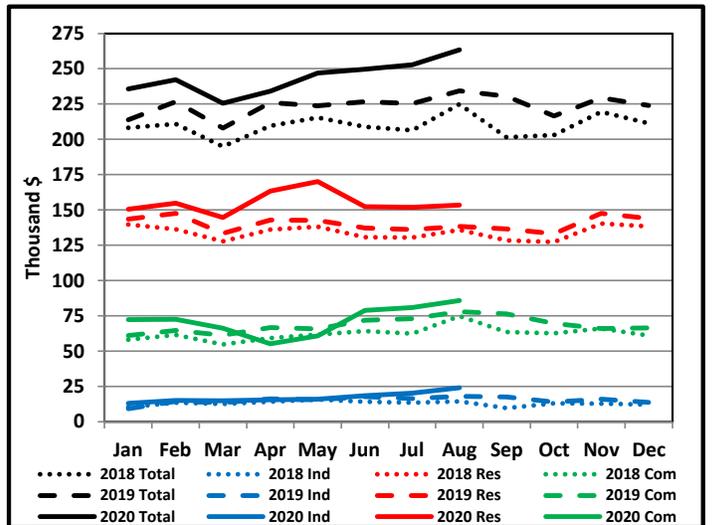
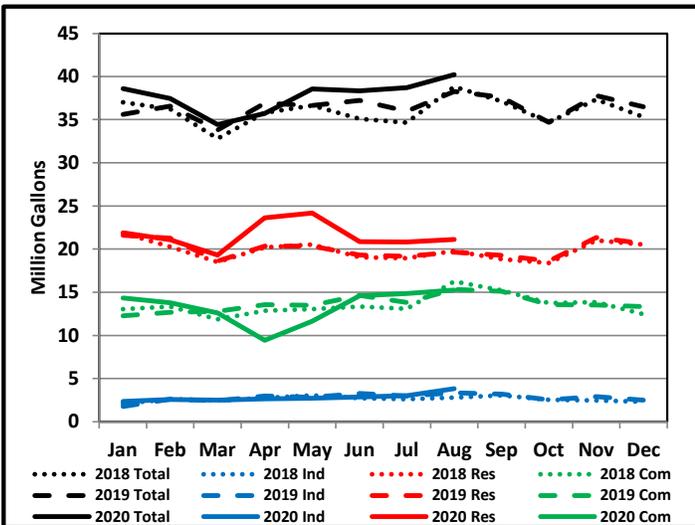
Water



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 – September 2020
Utility Billing



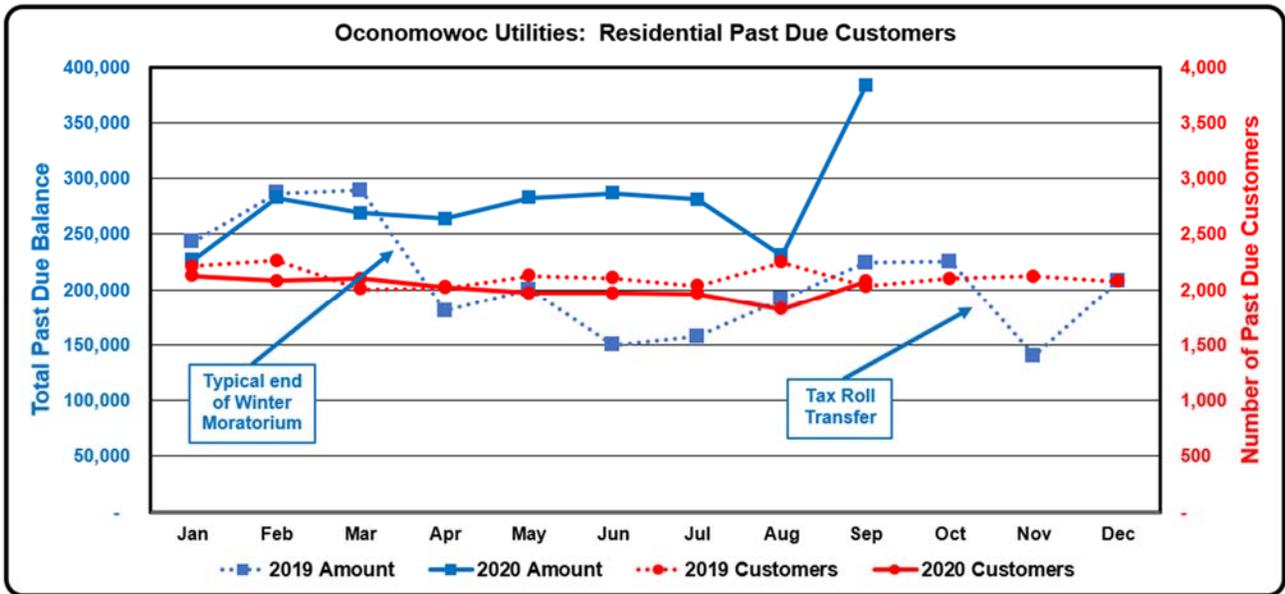
- **Water Rate Increase Application** – We are currently working on completing the details of the PSC water rate change application. The water utility has not increased rates since 2011. Operational efficiencies have helped the utility avoid rate increases since then. However, inflationary cost increases and other items like the new tower maintenance agreement have added to annual operating expenses. In addition, capital project costs have increased. This includes the faster pace of water main replacements that has increased with the city’s expanded street maintenance program since 2018. The cost of a new water source (Well #8) to be constructed in 2021 and operational in 2022 will also be incorporated into the rate change application.

The rate change will also incorporate moving the public fire protection charge from the general fund tax levy to the monthly customer utility bills. This amount represents the cost to maintain fire hydrants and higher water pressure for fire flow.

Unlike the electric rate change process two years ago, the detail rate design is completed by the PSC (instead of us) and occurs after the application is filed. The proposed 2021 budget will incorporate the anticipated incremental revenue from the adjusted rates. After the application is filed, customers will receive notification of the process with a billing insert that will provide details of the opportunity for public comment and input.

- **COVID-19 Impact: Delinquent Customers** – The PSC has continued to extend the moratorium on residential disconnections, which now will last until at least October 1st. That only leaves one month before the beginning of the standard winter moratorium on November 1st. There is a considerable chance that disconnections may not be resumed until April of next year. The following chart shows that for most of this year, the residential balance past due (blue lines) has been higher than last year, with a significant increase this month. However, the number of residential customers past due (red lines) remains similar last year. This is important, because the area of concern is not customers that are newly unable to pay this unique year, but customers that are consistently past due and will not make payments until a pending disconnection requires them to. We continue to work with our advocates at WPPI and MEUW to appeal to the PSC to allow us to take action to collect the required revenue from our customers.

The annual tax roll process provides us financial protection. All customers (business and residential) with a past due balance as of October 15th and remaining past due as of November 15th will be transferred to the property tax roll of the parcel owner. A 10% penalty is added to the amount transferred. To keep property owners aware of this potential liability, each month during throughout the year that a tenant is past due, the owner is mailed a notice listing the tenants names and amounts due.



John Schuh, CPA,
Utility Accounting Manager

COMMITTEE REPORT – September 2020 Electric Utility



The following **projects** have been completed by September 16, 2020

- Street project- Forest Street new underground energized, still need to tear down overhead service
- Cable injection replacement on Westover St., Fredrick Ct, Bolson Dr., and Forest Ct. This work was done in conjunction with the Forest Street project
- Wisconsin Avenue Substation transformer removed and placed in the old Armour Substation for dismantling

Services:

- Crews completed 10 new service tickets.
- Customer calls: (*tickets that are not planned and affect scheduled work.*) 5, to include DC/RC, miscellaneous problems, service relocates, trouble calls that are not OMU's
- Crews were called out for three power outages
 - Two primary faults one by Shorehaven, the crews replaced an old section of cable.
 - Roosevelt Park cable was going to be abandoned as part of Forest Street project and replaced with new cable
- **Training:** MEUW in class
- **Street Light Tickets:** 4

Traffic control lights:

- Two traffic lights hit and have been repaired

Major projects that have been started:

- Relocate electric cable at Vespara II for new condo units
- Install new three phase service for Bubble Car Wash on Summit Avenue
- Install new electric cable and services for Venture Space on Capital Drive
- Street Project- Collins street parking lot reconstruction of electric system
- Wisconsin Avenue Substation decommissioning
- Breakers and batteries need to be removed from the building

GIS/Outage Management Update:

Water Dept:

- Water GIS maps are built, current and ready for interactive use during the fall flushing season (second week of October). Training to occur Sept 25 and the week of Sept 28th.
- Automated 811/Locating services is 50% complete. Anticipated roll out for water locates by first week in October to coincide with flushing map training.

Electric Dept:

- Inventory upload with costs, quantities, asset IDs, manufacturers uploaded to Elements to be incorporated into integration with GeoDigital for engineering/staking

Parks Dept:

- Finalizing creation of Park GIS Layer templates including Trees, Parks, Equipment and Amenities, Playgrounds, Recreational Facilities, Trails, Conservancy, Environmental Management Areas, Parking
- Next- Review updates with Parks and Integrate into City GIS Database and make layers available via portal

Public Works Dept:

- Finalizing Storm Layer Schema
- Finished reviewing the remaining assets - Outfalls, End of Pipes, BMPS, Ponds, Basin Lines, Sub Basins and Street Signs
- Working on BMP inspections and sign layers
- Next- Integrate into City GIS Database and make layers available via portal

Sanitary Sewer:

- Have access to Sanitary GIS databases and began evaluating R&M data structure to the Utility Network data structure, and Sewer Department Needs
- Internal review and proposed recommendations underway

Economic Development:

- GIS Vision meeting scheduled for 9/16 with Bob, Jason and Symbiont

General: High level overview of Elements Asset Management introduced to Symbiont as first point of integration of data. Next, meet with Power System Engineering/Jim to discuss overall integration



COMMITTEE REPORT- September - 2020

Water Utility

The following are updates for ongoing projects:

- Well 8 Pumping Station – engineering design and bid services (Strand Assoc)
 - Anticipating WDNR review and approval of the preliminary engineering report by early October

- Powerhouse Building
 - Electric transformer removed successfully
 - Roof replacement RFQ sent to three qualified firms

- GIS Conversion – Water
 - Water map is usable and Operators utilizing new GIS
 - Set-up Valve Turning documentation
 - Continue Asset Management set-up (using Elements XS)
 - Continue set-up of Diggers Hotline 811 requests to iPads

- Well 7 Pumping Station
 - Booster pump replacement & reservoir concrete repairs complete

- Street Project
 - Follow-up investigative lead samples for lead lateral homes on Forest and Elizabeth Streets

Customer Interactions:

- 10 new meters were installed and 5 meter issues were addressed

Training:

- MEUW – Confined space entry field exercise at Well #7 reservoir

Specialty Work:

- Lead & Copper water sampling
 - Collected Lead & Copper compliance water sampling from 30 homes

Respectfully submitted:

Scott Osborn P.E.

Water Superintendent

Wastewater Operations Summary

September 2020

Precipitation for August 2020 was 2.2" and as of September 16, 2020 we had .246". The influent flow average for August was 2.539 MGD. The average flow for September 2020 is 2.46 MGD.

Permit parameters for July are as follows:

Parameter	Influent	Effluent	Permit Limits	% Reduction
BOD - mg/l	239	1.9	15	99.2%
TSS - mg/l	242	1.3	15	99.5%
Phos. - mg/l	5.63	.70	0.66	88.0%
Fecal - col/100ml	X	3.0	400#/100ml	X
Amm. N - mg/l	23.9	.2	N/A	99.8

George Street sanitary sewer CIPP liner has been installed for the emergency repair.

The WWTF is participating in the State Lab of Hygiene testing of treatment plant influent for the RNA of the Covid-19 virus. This is a 1-year study that has proven that wastewater can predict a major breakout of virus at least a week in advance.

The Ortho Phosphate analyzer was installed and started up the week of August 17th, we have begun the process of creating the schedule for ferric chloride automatic control by adding on to the existing PLC in the final building. New Ferric chloride pumps have been ordered and are due to arrive in October.

Thackery Trail extension sanitary sewer has been CIPP and manhole rehabilitations will start soon.

We haven't heard anything regarding the issuing of our new WPDES permit that was scheduled to go into effect October 1st.