VILLAGE OF WESTON, MARATHON COUNTY, WISCONSIN

RESOLUTION NO. 2018-034

A RESOLUTION TO
APPROVE THE COMPLIANCE MAINTENANCE ANNUAL REPORT (CMAR) FOR WESTON SEWER UTILITY AND SUBMIT TO THE WISCONSIN DEPARTMENT OF NATURAL RESOURCES

WHEREAS, it is requirement under a Wisconsin Pollutant Discharge Elimination System (WPDES) permit issued by the Wisconsin Department of Natural Resources to file a Compliance Maintenance Annual Report (CMAR) for its wastewater collection system under Wisconsin Administrative Code NR 208; and

WHEREAS, it is necessary to acknowledge that the governing body has reviewed the Compliance Maintenance Annual Report (CMAR); and

WHEREAS, it is necessary to provide recommendations or an action response plan for all individual Compliance Maintenance Annual Report (CMAR) section grades (of "C" or less) and/or an overall grade point average (<3.00); and

WHEREAS, the Weston Sewerage Utility has received an overall grade point of 1.75 and a grade of "D" in the area of "Sanitary Sewer Collection System," due to not having completed a formal Capacity, Management, Operation, and Maintenance document "CMOM" in 2017.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of the Village of Weston that to maintain a high level of service, the following recommendations or actions will be taken:

1. Adopt a CMOM document by December 31, 2018
2. Proceed with the sewer system engineering evaluation in 2018
3. Annually review utility rates and revenue requirements.
4. Continue the annual collection system maintenance program.
5. Update and implement the capital improvement program.

PASSED BY THE BOARD OF TRUSTEES OF THE VILLAGE OF WESTON, at a regular meeting thereof, this 18th day of the month of June, 2018.

VILLAGE OF WESTON, a Municipal Corporation of the State of Wisconsin.

By: Barbara Ermeling
BARBARA ERMELING, President

ATTEST

By: Keith Donner
KEITH DONNER, Director of Public Works

FILED:

By: Sherry Weinkauf
SHERRY WEINKAUF, Clerk

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Financial Management

1. Provider of Financial Information

Name: Donna Van Swol

Telephone: (715) 359-2876 (XXX) XXX-XXXX

E-Mail Address (optional): dvanswol@westonwi.gov

2. Treatment Works Operating Revenues

2.1 Are User Charges or other revenues sufficient to cover O&M expenses for your wastewater treatment plant AND/OR collection system ?

- ● Yes (0 points)
- ○ No (40 points)

If No, please explain:

2.2 When was the User Charge System or other revenue source(s) last reviewed and/or revised?

Year: 2016

- ● 0-2 years ago (0 points)
- ○ 3 or more years ago (20 points)
- ○ N/A (private facility)

2.3 Did you have a special account (e.g., CWFP required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system?

- ● Yes (0 points)
- ○ No (40 points)

0

REPLACEMENT FUNDS [PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 3]

3. Equipment Replacement Funds

3.1 When was the Equipment Replacement Fund last reviewed and/or revised?

Year: 2017

- ● 1-2 years ago (0 points)
- ○ 3 or more years ago (20 points)
- ○ N/A

If N/A, please explain:

3.2 Equipment Replacement Fund Activity

3.2.1 Ending Balance Reported on Last Year's CMAR		$ 567,157.26
3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)	+	$ 6,123.40
3.2.3 Adjusted January 1st Beginning Balance		$ 573,280.66
3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)	+	$ 27,750.00

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3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below*) - $ 0.00

3.2.6 Ending Balance as of December 31st for CMAR Reporting Year $ 601,030.66

All Sources: This ending balance should include all Equipment Replacement Funds whether held in a bank account(s), certificate(s) of deposit, etc.

3.2.6.1 Indicate adjustments, equipment purchases, and/or major repairs from 3.2.5 above.

3.3 What amount should be in your Replacement Fund? $ 601,030.66

Please note: If you had a CWFP loan, this amount was originally based on the Financial Assistance Agreement (FAA) and should be regularly updated as needed. Further calculation instructions and an example can be found by clicking the SectionInstructions link under Info header in the left-side menu.

3.3.1 Is the December 31 Ending Balance in your Replacement Fund above, (#3.2.6) equal to, or greater than the amount that should be in it (#3.3)?

- ● Yes
- ○ No

If No, please explain.

0

4. Future Planning

4.1 During the next ten years, will you be involved in formal planning for upgrading, rehabilitating, or new construction of your treatment facility or collection system?

- ● Yes - If Yes, please provide major project information, if not already listed below.
- ○ No

Project #	Project Description	Estimated Cost	Approximate Construction Year
1	Retained engineering firm for a system planning study - evaluating interceptor capacity, infiltration/inflow, capital improvements needs.	80000	2018
2	Began to systematically assess condition of a percentage of mains and manholes each year. Interceptor sewers were completed in 2017. Will resume for other parts of system based on engineering study.	100000	2017
3	Replaced 2 lift stations in 2016/2017 (Ross Avenue and Mesker/Colleen), converted to submersible design.	600000	2016
4	Replacement of Harlyn lift station.	300000	2019
5	Replacement of Tricia/Tanya lift station.	300000	2020

5. Financial Management General Comments

ENERGY EFFICIENCY AND USE

6. Collection System

6.1 Energy Usage

6.1.1 Enter the monthly energy usage from the different energy sources:

COLLECTION SYSTEM PUMPAGE: Total Power Consumed

Number of Municipally Owned Pump/Lift Stations: 13

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	Electricity Consumed (kWh)	Natural Gas Consumed (therms)
January	32,786	14
February	30,875	18
March	29,249	37
April	26,747	108
May	21,913	33
June	18,301	56
July	16,827	58
August	15,263	37
September	17,217	40
October	17,973	34
November	26,774	36
December	26,866	44
Total	**280,791**	**515**
Average	**23,399**	**43**

6.1.2 Comments:

6.2 Energy Related Processes and Equipment

6.2.1 Indicate equipment and practices utilized at your pump/lift stations (Check all that apply):

- ☐ Comminution or Screening
- ☐ Extended Shaft Pumps
- ☐ Flow Metering and Recording
- ☐ Pneumatic Pumping
- ☐ SCADA System
- ☐ Self-Priming Pumps
- ☒ Submersible Pumps
- ☒ Variable Speed Drives
- ☐ Other:

6.2.2 Comments:

6.3 Has an Energy Study been performed for your pump/lift stations?

- ● No
- ○ Yes

Year:

By Whom:

Describe and Comment:

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6.4 Future Energy Related Equipment

6.4.1 What energy efficient equipment or practices do you have planned for the future for your pump/lift stations?

Plan to incorporate SCADA for collection system into system for water utility dependent on recommendations in engineering study. An energy audit is currently being done on wastewater pumping stations.

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	**A**

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Sanitary Sewer Collection Systems

1. Capacity, Management, Operation, and Maintenance (CMOM) Program

1.1 Do you have a CMOM program that is being implemented?

- ● Yes
- ○ No

If No, explain:

1.2 Do you have a CMOM program that contains all the applicable components and items according to Wisc. Adm Code NR 210.23 (4)?

- ○ Yes
- ● No (30 points)
- ○ N/A

If No or N/A, explain:

Need to create written procedures for communication protocols and procedures for O & M.

1.3 Does your CMOM program contain the following components and items? (check the components and items that apply)

☒ Goals [NR 210.23 (4)(a)]

Describe the major goals you had for your collection system last year:

Condition assessment of interceptor sewers and manholes. Update of sewer use ordinance.

Did you accomplish them?

- ● Yes
- ○ No

If No, explain:

☐ Organization [NR 210.23 (4) (b)]

Does this chapter of your CMOM include:

- ☐ Organizational structure and positions (eg. organizational chart and position descriptions)
- ☐ Internal and external lines of communication responsibilities
- ☐ Person(s) responsible for reporting overflow events to the department and the public

☒ Legal Authority [NR 210.23 (4) (c)]

What is the legally binding document that regulates the use of your sewer system?

Ordinance

If you have a Sewer Use Ordinance or other similar document, when was it last reviewed and revised? (MM/DD/YYYY) 06/21/2017

Does your sewer use ordinance or other legally binding document address the following:

- ☒ Private property inflow and infiltration
- ☐ New sewer and building sewer design, construction, installation, testing and inspection
- ☐ Rehabilitated sewer and lift station installation, testing and inspection
- ☒ Sewage flows satellite system and large private users are monitored and controlled, as necessary
- ☒ Fat, oil and grease control
- ☒ Enforcement procedures for sewer use non-compliance

☒ Operation and Maintenance [NR 210.23 (4) (d)]

Does your operation and maintenance program and equipment include the following:

- ☐ Equipment and replacement part inventories
- ☒ Up-to-date sewer system map
- ☒ A management system (computer database and/or file system) for collection system information for O&M activities, investigation and rehabilitation

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- ☐ A description of routine operation and maintenance activities (see question 2 below)
- ☐ Capacity assessment program
- ☐ Basement back assessment and correction
- ☐ Regular O&M training

☒ Design and Performance Provisions [NR 210.23 (4) (e)]

What standards and procedures are established for the design, construction, and inspection of the sewer collection system, including building sewers and interceptor sewers on private property?

- ☒ State Plumbing Code, DNR NR 110 Standards and/or local Municipal Code Requirements
- ☒ Construction, Inspection, and Testing
- ☐ Others:

☒ Overflow Emergency Response Plan [NR 210.23 (4) (f)]

Does your emergency response capability include:

- ☒ Responsible personnel communication procedures
- ☐ Response order, timing and clean-up
- ☐ Public notification protocols
- ☐ Training
- ☒ Emergency operation protocols and implementation procedures

☐ Annual Self-Auditing of your CMOM Program [NR 210.23 (5)]

☐ Special Studies Last Year (check only those that apply):

- ☐ Infiltration/Inflow (I/I) Analysis
- ☐ Sewer System Evaluation Survey (SSES)
- ☐ Sewer Evaluation and Capacity Managment Plan (SECAP)
- ☐ Lift Station Evaluation Report
- ☐ Others:

30

2. Operation and Maintenance

2.1 Did your sanitary sewer collection system maintenance program include the following maintenance activities? Complete all that apply and indicate the amount maintained.

Cleaning	40	% of system/year
Root removal	0	% of system/year
Flow monitoring	0	% of system/year
Smoke testing	0	% of system/year
Sewer line televising	7.5	% of system/year
Manhole inspections	3.6	% of system/year
Lift station O&M	2	# per L.S./year
Manhole rehabilitation	0	% of manholes rehabbed
Mainline rehabilitation	0	% of sewer lines rehabbed
Private sewer inspections	0	% of system/year
Private sewer I/I removal	0	% of private services

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River or water crossings: 0 % of pipe crossings evaluated or maintained

Please include additional comments about your sanitary sewer collection system below:

3. Performance Indicators

3.1 Provide the following collection system and flow information for the past year.

36.98	Total actual amount of precipitation last year in inches
32.41	Annual average precipitation (for your location)
105	Miles of sanitary sewer
13	Number of lift stations
10	Number of lift station failures
1	Number of sewer pipe failures
2	Number of basement backup occurrences
2	Number of complaints
1.245	Average daily flow in MGD (if available)
	Peak monthly flow in MGD (if available)
	Peak hourly flow in MGD (if available)

3.2 Performance ratios for the past year:

0.77	Lift station failures (failures/year)
0.01	Sewer pipe failures (pipe failures/sewer mile/yr)
0.00	Sanitary sewer overflows (number/sewer mile/yr)
0.02	Basement backups (number/sewer mile)
0.02	Complaints (number/sewer mile)
0.0	Peaking factor ratio (Peak Monthly:Annual Daily Avg)
0.0	Peaking factor ratio (Peak Hourly:Annual Daily Avg)

4. Overflows

LIST OF SANITARY SEWER (SSO) AND TREATMENT FACILITY (TFO) OFERFLOWS REPORTED **

	Date	Location	Cause	Estimated Volume (MG)
None reported				

** If there were any SSOs or TFOs that are not listed above, please contact the DNR and stop work on this section until corrected.

5. Infiltration / Inflow (I/I)

5.1 Was infiltration/inflow (I/I) significant in your community last year?

- ○ Yes
- ● No

If Yes, please describe:

5.2 Has infiltration/inflow and resultant high flows affected performance or created problems in your collection system, lift stations, or treatment plant at any time in the past year?

- ○ Yes
- ● No

If Yes, please describe:

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5.3 Explain any infiltration/inflow (I/I) changes this year from previous years:

None known

5.4 What is being done to address infiltration/inflow in your collection system?

All residential water meters will have been replaced between November 2017 and August 2018. Part of process for change outs was for technicians to note the presence of obvious connections of clear water sources to sewer system. Inspection reports will be reviewed through the end of 2018. Also, engineering study will monitor flow in system at key locations to determine if I/I problems are evident.

Total Points Generated	30
Score (100 - Total Points Generated)	70
Section Grade	**D**

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Grading Summary

WPDES No: 0047341

SECTIONS	LETTER GRADE	GRADE POINTS	WEIGHTING FACTORS	SECTION POINTS
Financial	A	4	1	4
Collection	D	1	3	3
TOTALS			**4**	**7**
GRADE POINT AVERAGE (GPA) = 1.75				

Notes:
A = Voluntary Range (Response Optional)
B = Voluntary Range (Response Optional)
C = Recommendation Range (Response Required)
D = Action Range (Response Required)
F = Action Range (Response Required)

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Resolution or Owner's Statement

Name of Governing Body or Owner: Village of Weston

Date of Resolution or Action Taken: 2018-06-18

Resolution Number: 2018-034

Date of Submittal:

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO SPECIFIC CMAR SECTIONS (Optional for grade A or B. Required for grade C, D, or F):

Financial Management: Grade = A

Collection Systems: Grade = D

(Regardless of grade, response required for Collection Systems if SSOs were reported)

None.

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO THE OVERALL GRADE POINT AVERAGE AND ANY GENERAL COMMENTS

(Optional for G.P.A. greater than or equal to 3.00, required for G.P.A. less than 3.00)

G.P.A. = 1.75

In the resolution adopted by the Village Board 6/18/2018 it was stated a CMOM document will be adopted by 12/31/2018.