Meeting:	Village Board
Meeting Date:	06/11/2012
Agenda Item:	7h

Mission Statement
Delivering quality services in a courteous, cost-effective and efficient manner.

VILLAGE BOARD MEETING STAFF REPORT

REPORT TO: Burt R. McIntyre, President
Village Board of Trustees

REPORT FROM: Geoffrey S. Farr, PE, Director of Public Works

AGENDA ITEM: Review and take action on Resolution 2012-14 approving the 2011 Annual Compliance Maintenance Report (CMAR)

POLICY ISSUE
Should the Village Board approve Resolution 2012-14 approving the "A" rating on the annual CMAR report?

BACKGROUND INFORMATION
The DNR annually requires adoption of the Compliance Maintenance Annual Report (CMAR). This report grades the Village's sanitary sewer collection system and maintenance. The attached CMAR report grades the financial and maintenance aspects of the sanitary sewer collection system. The Village was scored with an "A" on the report. Pages 6 & 7 of 12 of the CMAR report show the amount of maintenance we do on a yearly basis to keep our collection system in good operating condition and the number of basement backups and other failures. It also contains some basic system flow information.

PRIOR ACTION/REVIEW
The Village has approved prior CMARs.

FISCAL IMPACT:

1. Is There A Fiscal Impact?	No
2. Is it Currently Budgeted?	No
3. If Budgeted, Which Line?	

RECOMMENDED ACTION
Staff recommends that the Village Board approve the attached resolution.

If the Village Board agrees with this action, the following motion could be used, ***"Motion to approve Resolution 2012-14 adopting Howard's 2011 Annual Compliance Maintenance Report."***

POLICY ALTERNATIVE(S)

The Village Board could take the following actions:

- Approve Resolution 2012-14
- Modify Resolution 2012-14
- Deny Resolution 2012-14 and decide how to proceed.

ATTACHED INFORMATION

I. Resolution 2012-14
II. 2011 CMAR

COPIES FORWARDED TO:

I. None

RESOLUTION NO. 2012 - 14

Village of Howard
Approval of the 2011
Annual Compliance Maintenance Report (CMAR)

WHEREAS, it is a 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 treatment / wastewater collection system under Wisconsin Administrative Code NR 208.

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

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

BE IT THEREFORE RESOLVED by the Village Board of the Village of Howard that the following recommendations or actions will be taken to address or correct deficiencies of the wastewater collection system as identified in the Compliance Maintenance Annual Report (CMAR):

(1) The Village received an "A" rating and no special recommendations or actions need to be taken

Adopted by the Board of Trustees of the Village of Howard, Brown County, Wisconsin, this 11th day of June, 2012.

APPROVED:

_____
Burt McIntyre, Village President

ATTEST:

_____
Christopher Haltom, Village Clerk

Published: ____|____|____

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Howard Water Utility	Last Updated: 6/7/2012	Reporting Year: 2011

Financial Management

	Questions	Points
1.	Person Providing This Financial Information	
	Name: Geoffrey Farr Telephone: (920) 434-4060 E-Mail Address(optional): gfarr@villageofhoward.com	
2.	Are User Charge or other Revenues sufficient to cover O&M Expenses for your wastewater treatment plant AND/OR collection system ?	0
	● Yes (0 points) ○ No (40 points) If No, please explain:	
3.	When was the User Charge System or other revenue source(s) last reviewed and/or revised? Year: 2010	0
	● 0-2 years ago (0 points) ○ 3 or more years ago (20 points) ○ Not Applicable (Private Facility)	
4.	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?	0
	● Yes ○ No (40 points)	
	REPLACEMENT FUNDS(PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 5)	
5.	Equipment Replacement Funds	
	5.1 When was the Equipment Replacement Fund last reviewed and/or revised? Year: 2010	0
	● 1-2 years ago (0 points) ○ 3 or more years ago (20 points) ○ Not Applicable Explain:	
	5.2 What amount is in your Replacement Fund?	
	Equipment Replacement Fund Activity	
	5.2.1 Ending Balance Reported on Last Year's CMAR: $274,824.00 **5.2.2** *Adjustments* + $0.00 if necessary (e.g., earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.) **5.2.3 Adjusted January 1st Beginning Balance** $274,824.00	

COMPLIANCE MAINTENANCE ANNUAL REPORT

Financial Management (Continued)

5.2.4	*Additions* to Fund (e.g., portion of User Fee, earned interest, etc.)	+	$380,868.00
5.2.5	*Subtractions* from Fund (e.g., equipment replacement, major repairs - use description box 5.2.5.1 below*.)	-	$405,692.00
5.2.6	**Ending Balance as of December 31st for CMAR Reporting Year**		$250,000.00

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

*5.2.5.1. Indicate adjustments, equipment purchases and/or major repairs from 5.2.5 above

None

5.3 What amount should be in your replacement fund? $250,000.00

(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 HELP option button.)

5.3.1 Is the Dec. 31 Ending Balance in your Replacement Fund above (#5.2.6) equal to or greater than the amount that should be in it(#5.3)?

- ● Yes
- ○ No Explain:

6. Future Planning

6.1 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 Description	Estimated Cost	Approximate Construction Year
Old Shawano Ave Relay	$1,600,000.00	2013
Spring Green Road	$165,000.00	2013
USH41 Crosssing	$150,000.00	2012
USH 41 at Velp	$50,000.00	2013
Velp at Island Court	$50,000.00	2014
Shawano Av Cathernie to Greenfield	$525,000.00	2013
Lakeview Lift Station	$425,000.00	2014

7. Financial Management General Comments:

None

Financial Management (Continued)

Financial Management (Continued)

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

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Howard Water Utility	Last Updated: 6/7/2012	Reporting Year: 2011

Sanitary Sewer Collection Systems

	Questions	Points
1.	Do you have a Capacity, Management, Operation & Maintenance(CMOM) requirement in your WPDES permit?	
	● Yes ○ No	
2.	Did you have a documented (written records/files, computer files, video tapes, etc.) sanitary sewer collection system operation & maintenance or CMOM program last calendar year?	0
	● Yes (go to question 3) ○ No (30 points) (go to question 4)	
3.	Check the elements listed below that are included in your Operation and Maintenance (O&M) or CMOM program.:	
	☒ **Goals:** Describe the specific goals you have for your collection system: Provide customers access to the sewage collection system and maintain capacity in facilities in a cost efficient manner. Replace facilities in accordance with established capital improvement budget and schedule. Clean and televise a portion of sewers annually to minimize the potential of service disruptions or blockages. Respond immediately to any backup complaints. ☒ **Organization:** Do you have the following written organizational elements (check only those that you have): ☒ Ownership and governing body description ☒ Organizational chart ☒ Personnel and position descriptions ☒ Internal communication procedures ☒ Public information and education program ☒ **Legal Authority:** Do you have the legal authority for the following (check only those that apply): ☒ Sewer use ordinance Last Revised MM/DD/YYYY 01/15/2009 ☒ Pretreatment/Industrial control Programs ☒ Fat, Oil and Grease control ☒ Illicit discharges (commercial, industrial) ☒ Private property clear water (sump pumps, roof or foundation drains, etc) ☐ Private lateral inspections/repairs ☐ Service and management agreements ☒ **Maintenance Activities: details in Question 4** ☒ **Design and Performance Provisions:** How do you ensure that your sewer system is designed and constructed properly? ☒ State plumbing code ☒ DNR NR 110 standards ☒ Local municipal code requirements ☒ Construction, inspection and testing ☐ Others:	

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Howard Water Utility	Last Updated: 6/7/2012	Reporting Year: 2011

Sanitary Sewer Collection Systems (Continued)

- [x] **Overflow Emergency Response Plan:** Does your emergency response capability include (check only those that you have):
  - [x] Alarm system and routine testing
  - [x] Emergency equipment
  - [x] Emergency procedures
  - [x] Communications/Notifications (DNR, Internal, Public, Media etc)
- [x] **Capacity Assurance:** How well do you know your sewer system? Do you have the following?
  - [x] Current and up-to-date sewer map
  - [x] Sewer system plans and specifications
  - [x] Manhole location map
  - [x] Lift station pump and wet well capacity information
  - [x] Lift station O&M manuals

  Within your sewer system have you identified the following?
  - [ ] Areas with flat sewers
  - [ ] Areas with surcharging
  - [ ] Areas with bottlenecks or constrictions
  - [ ] Areas with chronic basement backups or SSO's
  - [ ] Areas with excess debris, solids or grease accumulation
  - [x] Areas with heavy root growth
  - [ ] Areas with excessive infiltration/inflow (I/I)
  - [ ] Sewers with severe defects that affect flow capacity
  - [ ] Adequacy of capacity for new connections
  - [ ] Lift station capacity and/or pumping problems
- [x] **Annual Self-Auditing of your O&M/CMOM Program** to ensure above components are being implemented, evaluated, and re-prioritized as needed.
- [ ] **Special Studies Last Year(check only if applicable):**
  - [ ] Infiltration/Inflow (I/I) Analysis
  - [ ] Sewer System Evaluation Survey (SSES)
  - [ ] Sewer Evaluation and Capacity Managment Plan (SECAP)
  - [ ] Lift Station Evaluation Report
  - [ ] Others:

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

Cleaning	10	% of system/year
Root Removal	2	% of system/year
Flow Monitoring	0	% of system/year
Smoke Testing	0	% of system/year
Sewer Line Televising	5	% of system/year

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Howard Water Utility	Last Updated: 6/7/2012	Reporting Year: 2011

Sanitary Sewer Collection Systems (Continued)

Manhole Inspections	0	% of system/year
Lift Station O&M	5	# per L.S/year
Manhole Rehabilitation	0	% of manholes rehabed
Mainline Rehabilitation	0	% of sewer lines rehabed
Private Sewer Inspections	0	% of system/year
Private Sewer I/I Removal	0	% of private services

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

None

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

38	Total Actual Amount of Precipitation Last Year
29	Annual Average Precipitation (for your location)
90	Miles of Sanitary Sewer
4	Number of Lift Stations
0	Number of Lift Station Failure
0	Number of Sewer Pipe Failures
9	Number of Basement Backup Occurrences
15	Number of Complaints
2.2	Average Daily Flow in MGD
3.4	Peak Monthly Flow in MGD(if available)

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Howard Water Utility	Last Updated: 6/7/2012	Reporting Year: 2011

Sanitary Sewer Collection Systems (Continued)

	Peak Hourly Flow in MGD(if available)	

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Howard Water Utility	Last Updated: 6/7/2012	Reporting Year: 2011

Sanitary Sewer Collection Systems (Continued)

NUMBER OF SANITARY SEWER OVERFLOWS (SSO) REPORTED (10 POINTS PER OCCURRENCE) — 0

	Date	Location	Cause	Estimated Volume (MG)
NONE REPORTED				

Were there SSOs that occurred last year that are not listed above?

- ○ Yes
- ● No

If Yes, list the SSOs that occurred:

No SSO's occurred during the past year per the above instances.

PERFORMANCE INDICATORS

0.00	Lift Station Failures(failures/ps/year)
0.00	Sewer Pipe Failures(pipe failures/sewer mile/yr)
0.00	Sanitary Sewer Overflows (number/sewer mile/yr)
0.10	Basement Backups(number/sewer mile)
0.17	Complaints (number/sewer mile)
1.5	Peaking Factor Ratio (Peak Monthly:Annual Daily Average)
0.0	Peaking Factor Ratio(Peak Hourly:Annual daily Average)

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

- ○ Yes
- ● No

If Yes, please describe:

7. 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:

8. Explain any infiltration/inflow(I/I) changes this year from previous years?

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Howard Water Utility	Last Updated: 6/7/2012	Reporting Year: 2011

Sanitary Sewer Collection Systems (Continued)

	I & I was generally about the same as in previous years.	
9.	What is being done to address infiltration/inflow in your collection system?	
	Howard is participating in a Clear Water Reduction Program with our sewage treatment provider to reduce clear water discharging to the collection and treatment systems.	

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

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Howard Water Utility **Last Updated:** **Reporting Year: 2011**

WPDES No.0047341

GRADING SUMMARY				
SECTION	LETTER GRADE	GRADE POINTS	WEIGHTING FACTORS	SECTION POINTS
Financial Management	A	4.0	1	4
Collection Systems	A	4.0	3	12
TOTALS			4	16
GRADE POINT AVERAGE(GPA)=4.00		4.00		

Notes:

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

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Howard Water Utility **Last Updated:** **Reporting Year: 2011**

Resolution or Owner's Statement

NAME OF GOVERNING BODY OR OWNER	DATE OF RESOLUTION OR ACTION TAKEN
Village of Howard	06/11/2012
RESOLUTION NUMBER	
2012-15	
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=A	
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. = 4.00**	