



Meeting: Village Board
Meeting Date: 6/13/2011
Agenda Item: 5k

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

REVIEWED BY:

psb

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

AGENDA ITEM: Review and take action on Resolution 2011-13 approving the 2011 Compliance Maintenance Annual Report (CMAR)

POLICY ISSUE

Should the Village Board approve Resolution 2011-13 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. The attached CMAR report grades the financial and maintenance aspects of the sanitary sewer collection system. The Village was scored with an "A" in both sections. One interesting part of the CMAR is on page 5 and shows the type of maintenance we do on a yearly basis to keep our system in good operating condition.

PRIOR ACTION/REVIEW

The Village Board has annually approved CMARs.

FISCAL IMPACT:

- | | |
|------------------------------|-----------|
| 1. Is There A Fiscal Impact? | <u>No</u> |
| 2. Is it Currently Budgeted? | <u>No</u> |

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 2011-13 adopting Howard's 2010 Annual Compliance Maintenance Report.***"

POLICY ALTERNATIVE(S)

The Village Board could take the following actions:

- Approve Resolution 2011-13

ATTACHED INFORMATION

- I. Resolution 2011-13
- II. 2011 CMAR

Resolution No. 2011 - 13

Village of Howard
Approval of the 2010
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 13th day of June, 2011.

APPROVED:

Burt McIntyre, Village President

ATTEST:

Robert Bartelt, Village Administrator/Clerk

Published: _____

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Howard Village

Last Updated:
6/9/2011

Reporting Year: 2010

Financial Management

Questions		Points						
1.	Person Providing This Financial Information							
	<table border="1" style="width: 100%;"> <tr> <td style="width: 30%;">Name:</td> <td>Geoffrey Farr</td> </tr> <tr> <td>Telephone:</td> <td>(920) 434-4060</td> </tr> <tr> <td>E-Mail Address(optional):</td> <td>gfarr@villageofhoward.com</td> </tr> </table>	Name:	Geoffrey Farr	Telephone:	(920) 434-4060	E-Mail Address(optional):	gfarr@villageofhoward.com	
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						
	<p> <input checked="" type="radio"/> Yes (0 points) <input type="radio"/> No (40 points) </p> <p>If No, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>							
3.	When was the User Charge System or other revenue source(s) last reviewed and/or revised? Year: 2010	0						
	<p> <input checked="" type="radio"/> 0-2 years ago (0 points) <input type="radio"/> 3 or more years ago (20 points) <input type="radio"/> Not Applicable (Private Facility) </p>							
4.	Did you have a special account (e.g., CWFPP required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system?	0						
	<p> <input checked="" type="radio"/> Yes <input type="radio"/> No (40 points) </p>							
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						
	<p> <input checked="" type="radio"/> 1-2 years ago (0 points) <input type="radio"/> 3 or more years ago (20 points) <input type="radio"/> Not Applicable Explain: </p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>							
	5.2 What amount is in your Replacement Fund?							
Equipment Replacement Fund Activity								
	5.2.1 Ending Balance Reported on Last Year's CMAR:	\$465,065.00						
	5.2.2 Adjustments if necessary (e.g., earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)	+ \$0.00						
	5.2.3 Adjusted January 1st Beginning Balance	\$465,065.00						

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Howard Village

Last Updated:
6/9/2011

Reporting Year: 2010

Financial Management (Continued)

	<p>5.2.4 Additions to Fund (e.g., portion of User Fee, earned interest, etc.) + \$499,064.00</p> <p>5.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 5.2.5.1 below*) - \$689,305.00</p> <p>5.2.6 Ending Balance as of December 31st for CMAR Reporting Year \$274,824.00</p> <p>(All Sources: This ending balance should include all Equipment Replacement Funds whether held in a bank account(s), certificate(s) of deposit, etc.)</p> <p>*5.2.5.1. Indicate adjustments, equipment purchases and/or major repairs from 5.2.5 above</p> <div style="border: 1px solid black; padding: 2px; width: fit-content;">None</div>																															
	<p>5.3 What amount <u>should</u> be in your replacement fund? \$250,000.00</p> <p>(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.)</p>																															
	<p>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)?</p> <p><input checked="" type="radio"/> Yes</p> <p><input type="radio"/> No Explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>																															
6.	Future Planning																															
	<p>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?</p> <p><input checked="" type="radio"/> Yes (If yes, please provide major project information, if not already listed below)</p> <p><input type="radio"/> No</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 60%;">Project Description</th> <th style="width: 20%;">Estimated Cost</th> <th style="width: 20%;">Approximate Construction Year</th> </tr> </thead> <tbody> <tr> <td>Taylor Relay</td> <td style="text-align: right;">\$25,000.00</td> <td style="text-align: center;">2010</td> </tr> <tr> <td>Old Shawano Ave Relay</td> <td style="text-align: right;">\$1,600,000.00</td> <td style="text-align: center;">2011</td> </tr> <tr> <td>Hwy 29 @ Riverdale</td> <td style="text-align: right;">\$230,000.00</td> <td style="text-align: center;">2011</td> </tr> <tr> <td>Spring Green Road</td> <td style="text-align: right;">\$165,000.00</td> <td style="text-align: center;">2012</td> </tr> <tr> <td>Parkside Ct Relay</td> <td style="text-align: right;">\$135,000.00</td> <td style="text-align: center;">2011</td> </tr> <tr> <td>USH41 Crosssing</td> <td style="text-align: right;">\$150,000.00</td> <td style="text-align: center;">2012</td> </tr> <tr> <td>USH 41 at Velp</td> <td style="text-align: right;">\$50,000.00</td> <td style="text-align: center;">2013</td> </tr> <tr> <td>Velp at Island Court</td> <td style="text-align: right;">\$50,000.00</td> <td style="text-align: center;">2014</td> </tr> <tr> <td>Shawano Av Cathernie to Greenfield</td> <td style="text-align: right;">\$525,000.00</td> <td style="text-align: center;">2015</td> </tr> </tbody> </table>	Project Description	Estimated Cost	Approximate Construction Year	Taylor Relay	\$25,000.00	2010	Old Shawano Ave Relay	\$1,600,000.00	2011	Hwy 29 @ Riverdale	\$230,000.00	2011	Spring Green Road	\$165,000.00	2012	Parkside Ct Relay	\$135,000.00	2011	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	2015	
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7.	Financial Management General Comments:																															

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Howard Village

Last Updated:
6/9/2011

Reporting Year: 2010

Financial Management (Continued)

	none	
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Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Howard Village

Last Updated:
6/9/2011

Reporting Year: 2010

Sanitary Sewer Collection Systems

Questions		Points
1.	Do you have a Capacity, Management, Operation & Maintenance (CMOM) requirement in your WPDES permit?	
	<input type="radio"/> Yes <input type="radio"/> No	
2.	Did you have a <u>documented</u> (written records/files, computer files, video tapes, etc.) sanitary sewer collection system operation & maintenance or CMOM program last calendar year?	0
	<input type="radio"/> Yes (go to question 3) <input type="radio"/> 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.:	
	<div style="border: 1px solid black; padding: 5px;"> <input checked="" type="checkbox"/> Goals: Describe the specific goals you have for your collection system: Provide customers access to and maintain flow of sewerage facilities in a cost efficient manner. Relace facilities in accordance with the capital replacement schedule and clean and inspect sewers annully. Respond immediately to any backup complaints. </div> <input checked="" type="checkbox"/> Organization: Do you have the following written organizational elements (check only those that you have): <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Ownership and governing body description <input checked="" type="checkbox"/> Organizational chart <input checked="" type="checkbox"/> Personnel and position descriptions <input checked="" type="checkbox"/> Internal communication procedures <input checked="" type="checkbox"/> Public information and education program 	
	<input checked="" type="checkbox"/> Legal Authority: Do you have the legal authority for the following (check only those that apply): <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Sewer use ordinance Last Revised MM/DD/YYYY 01/15/2009 <input checked="" type="checkbox"/> Pretreatment/Industrial control Programs <input checked="" type="checkbox"/> Fat, Oil and Grease control <input checked="" type="checkbox"/> Illicit discharges (commercial, industrial) <input checked="" type="checkbox"/> Private property clear water (sump pumps, roof or foundation drains, etc) <input type="checkbox"/> Private lateral inspections/repairs <input type="checkbox"/> Service and management agreements 	
	<input checked="" type="checkbox"/> Maintenance Activities: details in Question 4	
	<input checked="" type="checkbox"/> Design and Performance Provisions: How do you ensure that your sewer system is designed and constructed properly? <ul style="list-style-type: none"> <input checked="" type="checkbox"/> State plumbing code <input checked="" type="checkbox"/> DNR NR 110 standards <input checked="" type="checkbox"/> Local municipal code requirements <input checked="" type="checkbox"/> Construction, inspection and testing <input type="checkbox"/> Others: 	

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Howard Village

Last Updated:
6/9/2011

Reporting Year: 2010

Sanitary Sewer Collection Systems (Continued)

	<p><input checked="" type="checkbox"/> Overflow Emergency Response Plan: Does your emergency response capability include (check only those that you have):</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Alarm system and routine testing <input checked="" type="checkbox"/> Emergency equipment <input checked="" type="checkbox"/> Emergency procedures <input checked="" type="checkbox"/> Communications/Notifications (DNR, Internal, Public, Media etc) <p><input checked="" type="checkbox"/> Capacity Assurance: How well do you know your sewer system? Do you have the following?</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Current and up-to-date sewer map <input checked="" type="checkbox"/> Sewer system plans and specifications <input checked="" type="checkbox"/> Manhole location map <input checked="" type="checkbox"/> Lift station pump and wet well capacity information <input checked="" type="checkbox"/> Lift station O&M manuals <p>Within your sewer system have you identified the following?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Areas with flat sewers <input type="checkbox"/> Areas with surcharging <input type="checkbox"/> Areas with bottlenecks or constrictions <input type="checkbox"/> Areas with chronic basement backups or SSO's <input type="checkbox"/> Areas with excess debris, solids or grease accumulation <input type="checkbox"/> Areas with heavy root growth <input type="checkbox"/> Areas with excessive infiltration/inflow (I/I) <input type="checkbox"/> Sewers with severe defects that affect flow capacity <input checked="" type="checkbox"/> Adequacy of capacity for new connections <input type="checkbox"/> Lift station capacity and/or pumping problems <p><input checked="" type="checkbox"/> Annual Self-Auditing of your O&M/CMOM Program to ensure above components are being implemented, evaluated, and re-prioritized as needed.</p> <p><input type="checkbox"/> Special Studies Last Year (check only if applicable):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Infiltration/Inflow (I/I) Analysis <input type="checkbox"/> Sewer System Evaluation Survey (SSES) <input type="checkbox"/> Sewer Evaluation and Capacity Management Plan (SECAP) <input type="checkbox"/> Lift Station Evaluation Report <input type="checkbox"/> Others: 	
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4. Did your sanitary sewer collection system maintenance program include the following maintenance activities? Complete all that apply and indicate the amount maintained:

Cleaning	9	% of system/year
Root Removal	5	% 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 Village

Last Updated:
6/9/2011

Reporting Year: 2010

Sanitary Sewer Collection Systems (Continued)

Manhole Inspections	<input style="width: 50px;" type="text" value="5"/>	% of system/year
Lift Station O&M	<input style="width: 50px;" type="text" value="8"/>	# per L.S./year
Manhole Rehabilitation	<input style="width: 50px;" type="text" value="1"/>	% of manholes rehabed
Mainline Rehabilitation	<input style="width: 50px;" type="text" value="1"/>	% of sewer lines rehabed
Private Sewer Inspections	<input style="width: 50px;" type="text" value="1"/>	% of system/year
Private Sewer I/I Removal	<input style="width: 50px;" type="text" value="0"/>	% of private services
Please include additional comments about your sanitary sewer collection system below:		
<input style="width: 100%; height: 20px;" type="text"/>		

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

<input style="width: 50px;" type="text" value="38"/>	Total Actual Amount of Precipitation Last Year
<input style="width: 50px;" type="text" value="29"/>	Annual Average Precipitation (for your location)
<input style="width: 50px;" type="text" value="89.5"/>	Miles of Sanitary Sewer
<input style="width: 50px;" type="text" value="4"/>	Number of Lift Stations
<input style="width: 50px;" type="text" value="1"/>	Number of Lift Station Failure
<input style="width: 50px;" type="text" value="0"/>	Number of Sewer Pipe Failures
<input style="width: 50px;" type="text" value="1"/>	Number of Basement Backup Occurrences
<input style="width: 50px;" type="text" value="15"/>	Number of Complaints
<input style="width: 50px;" type="text"/>	Average Daily Flow in MGD
<input style="width: 50px;" type="text"/>	Peak Monthly Flow in MGD(if available)

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Howard Village

Last Updated:
6/9/2011

Reporting Year: 2010

Sanitary Sewer Collection Systems (Continued)

	NUMBER OF SANITARY SEWER OVERFLOWS (SSO) REPORTED (10 POINTS PER OCCURRENCE)	0														
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Date</th> <th style="width: 40%;">Location</th> <th style="width: 20%;">Cause</th> <th style="width: 30%;">Estimated Volume (MG)</th> </tr> </thead> <tbody> <tr> <td colspan="4" style="text-align: center;">NONE REPORTED</td> </tr> </tbody> </table>	Date	Location	Cause	Estimated Volume (MG)	NONE REPORTED										
Date	Location	Cause	Estimated Volume (MG)													
NONE REPORTED																
	Were there SSOs that occurred last year that are not listed above? <input type="radio"/> Yes <input checked="" type="radio"/> No If Yes, list the SSOs that occurred: <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>															
	PERFORMANCE INDICATORS <table style="width: 100%;"> <tr> <td style="border: 1px solid black; width: 10%; text-align: center;">0.25</td> <td>Lift Station Failures(failures/ps/year)</td> </tr> <tr> <td style="border: 1px solid black; text-align: center;">0.00</td> <td>Sewer Pipe Failures(pipe failures/sewer mile/yr)</td> </tr> <tr> <td style="border: 1px solid black; text-align: center;">0.00</td> <td>Sanitary Sewer Overflows (number/sewer mile/yr)</td> </tr> <tr> <td style="border: 1px solid black; text-align: center;">0.01</td> <td>Basement Backups(number/sewer mile)</td> </tr> <tr> <td style="border: 1px solid black; text-align: center;">0.17</td> <td>Complaints (number/sewer mile)</td> </tr> <tr> <td style="border: 1px solid black; width: 10%;"></td> <td>Peaking Factor Ratio (Peak Monthly:Annual Daily Average)</td> </tr> <tr> <td style="border: 1px solid black; width: 10%;"></td> <td>Peaking Factor Ratio(Peak Hourly:Annual daily Average)</td> </tr> </table>	0.25	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)	0.01	Basement Backups(number/sewer mile)	0.17	Complaints (number/sewer mile)		Peaking Factor Ratio (Peak Monthly:Annual Daily Average)		Peaking Factor Ratio(Peak Hourly:Annual daily Average)	
0.25	Lift Station Failures(failures/ps/year)															
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0.17	Complaints (number/sewer mile)															
	Peaking Factor Ratio (Peak Monthly:Annual Daily Average)															
	Peaking Factor Ratio(Peak Hourly:Annual daily Average)															
6.	Was infiltration/inflow(I/I) significant in your community last year? <input type="radio"/> Yes <input checked="" type="radio"/> No If Yes, please describe: <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>															
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? <input type="radio"/> Yes <input checked="" type="radio"/> No If Yes, please describe: <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>															
8.	Explain any infiltration/inflow(I/I) changes this year from previous years?															

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Howard Village

Last Updated:
6/9/2011

Reporting Year: 2010

Sanitary Sewer Collection Systems (Continued)

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

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

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Howard Village

Last Updated:

Reporting Year: 2010

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				
GRADE POINT AVERAGE(GPA)=				

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 Village

Last Updated:

Reporting Year: 2010

Resolution or Owner's Statement

NAME OF GOVERNING BODY OR OWNER	DATE OF RESOLUTION OR ACTION TAKEN
Village of Howard	06/13/2011
RESOLUTION NUMBER	
2011-13	
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. =	