

Memo

To: Village Board
Fr: Craig Berndt
Re: Compliance Maintenance Annual Report (CMAR)
Date: July 14, 2015

Attached is the 2014 Compliance Maintenance Annual Report (CMAR) for approval by the Village Board. This is the annual report on the maintenance of the Village sanitary sewer system. The CMAR must be approved by the governing body prior to submittal to the WDNR.

Comments about the 2014 CMAR:

1. Section 3.2: The financial report regarding the equipment replacement fund (for the two wastewater pumping stations) is adequately funded at this time. The annual budget contribution to the fund is \$15,000. This fund is intended to fund replacing the stations when it is required.
2. Section 4.1: Future estimated sanitary sewer replacement projects are listed. This is a preliminary schedule for sewer replacements and includes the Riverside Drive project.
3. Section 5: The GBMSD annual rate increases of 10% are expected to end with the 2016 rate increase. The last 10% rate increase will be 2016 per GBMSD.
4. Sanitary Sewer Collection Systems Section 1: This section describes the new CMOM program which Allouez must implement by mid-2016. The engineering and water departments are working on developing this program in a formal program and document.
5. Section 2.1: The maintenance aspects of the sanitary utility are listed in this section.
6. Section 3: Note that there were 3 basement backup occurrences in 2014. These are the 3 backups that are due to village sewer problems (one was high flow, two were roots in the main sewer). There were more basement backups but these were due to roots in the private sewer laterals.

The major goal of the CMAR and CMOM programs is to reduce infiltration and inflow (I/I) as this clearwater flow costs treatment charges at GBMSD.

The CMAR report is a grade point of 4. This means no corrective actions are required.

It is recommended that the CMAR be approved.

RESOLUTION 2015-22

VILLAGE OF ALLOUEZ

BE IT RESOLVED by the VILLAGE BOARD of the VILLAGE OF ALLOUEZ, County of Brown, State of Wisconsin, that the ALLOUEZ VILLAGE BOARD has reviewed and approved the “**Compliance Maintenance Report**” which is specifically referred to as “**CMAR**” relative to the village’s sanitary sewer collection system.

PASSED AND ADOPTED by the Village Board on the 21st day July, 2015.

Randall L. Gast, President

ATTEST:

Debra M. Baenen, Clerk-Treasurer

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Last Updated: Reporting For:

7/9/2015

2014

Financial Management

1. Provider of Financial Information

Name:

Craig Berndt

Telephone:

9204482800

(XXX) XXX-XXXX

E-Mail Address

(optional):

craig@villageofallouez.com

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: 2014

● 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., CWP 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: 2014

● 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

\$ 262,381.00

3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)

+

\$ 491.00

3.2.3 Adjusted January 1st Beginning Balance

\$ 262,872.00

3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)

+

\$ 15,000.00

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

\$ 277,872.00

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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.

None in 2014. The replacement fund is intended to repair or replace the two wastewater pumping stations when that becomes necessary.

3.3 What amount should be in your Replacement Fund? \$ 260,376.00

Please note: If you had a CWFPP 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 link under Info 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	Sanitary Relay-Reconstruction Miramar Drive-DuCharme to Webster Avenue	100000	2015
2	Sanitary Relay-Riverside Drive/Stambaugh/Brevort/Vista	750000	2017
3	Sanitary Relay-Taft/Bryan/Bordeaux Rue	500000	2020
4	Sanitary Relay-Oakwood/DuCharme/Longview/Briar Terrace	750000	2024

5. Financial Management General Comments

Allouez experiences a rate increase annually from the Green Bay Metro Sewerage District because of the solids handling project. This cost increase has been 10% per year. This requires the village to evaluate and adjust its sewer rate each year due to this cost increase. 2016 is expected to be the last GBMSD 10% rate increase for the solids handling project.

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

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Sanitary Sewer Collection Systems

1. CMOM Program

1.1 Do you have a Capacity, Management, Operation & Maintenance (CMOM) requirement in your WPDES permit?

- ☒ Yes
- ☐ No

1.2 Did you have a documented (written records/files, computer files, video tapes, etc.) sanitary sewer collection system operation & maintenance (O&M) or CMOM program last calendar year?

- ☒ Yes (Continue with question 1)
- ☐ No (30 points) (Go to question 2)

1.3 Check the elements listed below that are included in your O&M or CMOM program.

☒ Goals

Describe the specific goals you have for your collection system:

Reduce Infiltration and Inflow to the collection system by replacing sanitary sewers and sanitary laterals in poor condition, and eliminating cross-connected building drain sump pumps.
Initiate a program to reduce illegal connections to the sanitary system (clear water).
Inspect a portion of the sanitary sewer system each year and complete maintenance repairs to reduce I/I in these sections.

☒ Organization

Do you have the following written organizational elements (check only those that apply)?

- ☒ 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 Date (MM/DD/YYYY)
- ☒ 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 (provide details in question 2)

☒ 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:

☒ Overflow Emergency Response Plan:

Does your emergency response capability include (check only those that apply)?

- ☒ Alarm system and routine testing
- ☒ Emergency equipment
- ☒ Emergency procedures
- ☒ Communications/notifications (DNR, internal, public, media, etc.)

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☒ Capacity Assurance:

How well do you know your sewer system? Do you have the following?

- ☒ Current and up-to-date sewer map
- ☒ Sewer system plans and specifications
- ☒ Manhole location map
- ☒ Lift station pump and wet well capacity information
- ☒ 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 SSOs
- ☒ Areas with excess debris, solids, or grease accumulation
- ☒ 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

☒ 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 those that apply):

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

0

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	<input type="text" value="30"/>	% of system/year
Root removal	<input type="text" value="2.5"/>	% of system/year
Flow monitoring	<input type="text" value="0"/>	% of system/year
Smoke testing	<input type="text" value="0"/>	% of system/year
Sewer line televising	<input type="text" value="5"/>	% of system/year
Manhole inspections	<input type="text" value="2.5"/>	% of system/year
Lift station O&M	<input type="text" value="50"/>	# per L.S./year
Manhole rehabilitation	<input type="text" value="2.5"/>	% of manholes rehabbed
Mainline rehabilitation	<input type="text" value="5"/>	% of sewer lines rehabbed
Private sewer inspections	<input type="text" value="2.5"/>	% of system/year
Private sewer I/I removal	<input type="text" value="2.5"/>	% of private services

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

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A private property sanitary lateral replacement program is implemented, with financing provided by the village, to replace failing private laterals in poor condition (due to age). This program was begun in 2012. This program is applied to all construction projects, and is being used by residents (over 60% of residents on streets being reconstructed use the program).

3. Performance Indicators

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

32.12	Total actual amount of precipitation last year in inches
29.19	Annual average precipitation (for your location)
61.35	Miles of sanitary sewer
2	Number of lift stations
0	Number of lift station failures
0	Number of sewer pipe failures
3	Number of basement backup occurrences
0	Number of complaints
2.106	Average daily flow in MGD (if available)
3.304	Peak monthly flow in MGD (if available)
	Peak hourly flow in MGD (if available)

3.2 Performance ratios for the past year:

0.00	Lift station failures (failures/year)
0.00	Sewer pipe failures (pipe failures/sewer mile/yr)
0.00	Sanitary sewer overflows (number/sewer mile/yr)
0.05	Basement backups (number/sewer mile)
0.00	Complaints (number/sewer mile)
1.6	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:

The Village believes that excessive I/I flow exists and can be reduced by routing investigation and sewer/manhole repairs, and replacement of sanitary sewers in poor condition. This repair work is resulting in an operating cost savings due to the reduced wastewater flow. On this basis it is believed that the continuing program to locate and reduce I/I will continue to reduce operating cost. The Street and Utility Reconstruction Projects Phase 1 and Phase 2A have been completed. The next major project is sanitary sewer replacement on Riverside Drive.

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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:

While the village does experience excess I/I it has been reduced so that sanitary overflows and basement backups have not occurred in recent years.

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

The I/I flow is reduced from 2013 probably in large part to fewer peak rainfall events in 2014. The sanitary sewer and private lateral replacements in 2013 and 2014 also may have reduced the I/I by some small amount. It is encouraging that even though the I/I is likely excessive, the amount of Clearwater flow in the Allouez collection system is reduced from years ago when the monthly peaking factor was at or above 2.0.

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

An annual I/I leak detection program via televising and manhole inspections, and sewer joint grouting and sealing program was initiated in 2009. This is now the 7th year of this program. The work area is the south end of the village because this is the area of excess flow. The private sanitary sewer lateral replacement program will reduce I/I and has been done for 4 years now.

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

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Grading Summary

WPDES No: 0047341

SECTIONS	LETTER GRADE	GRADE POINTS	WEIGHTING FACTORS	SECTION POINTS
Financial	A	4	1	4
Collection	A	4	3	12
TOTALS			4	16
GRADE POINT AVERAGE (GPA) = 4				

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 Allouez

**Date of Resolution or
Action Taken:**

8/4/2015

Resolution Number:

2015-

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. Regardless of grade, required for Collection Systems if SSOs were reported):

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