

**VILLAGE OF WINDSOR  
BOARD RESOLUTION 2018-44**

**2017 COMPLIANCE MAINTENANCE ANNUAL REPORT**

WHEREAS, Chapter NR 208, Wis. Admin Code is more commonly known as the Compliance Maintenance Annual Report (CMAR) rule for publicly and privately owned domestic wastewater treatment works; and

WHEREAS, the CMAR is a self-evaluation tool that promotes the owner's awareness and responsibility for wastewater collection and treatment needs, measures the performance of a wastewater treatment work during the year, and assesses its level of compliance with permit requirements; and

WHEREAS, the Village Utility Staff completed the 2017 CMAR for the Village of Windsor Sewer Utility; and

WHEREAS, the Village Utility Commission reviewed the completed 2017 CMAR and recommended approval to the Village Board on June 12, 2018; and

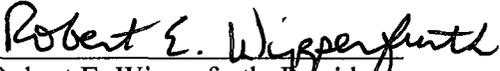
WHEREAS, the CMAR was submitted to the Wisconsin Department of Natural Resources; and

NOW, THEREFORE, BE IT RESOLVED by the Village Board of the Village of Windsor as follows:

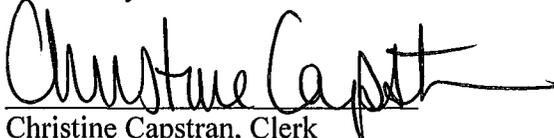
1. The Compliance Maintenance Annual Report for the Village of Windsor Sewer Utility is hereby confirmed as submitted and as shown on Exhibit A.

The above and foregoing resolution was duly adopted by the Village Board of the Village of Windsor, Dane County, Wisconsin at a meeting held on the June 21, 2018, by a vote of 5 in favor and 0 opposed.

**VILLAGE OF WINDSOR**

  
Robert E. Wipperfurth, President

*Attested by:*

  
Christine Capstran, Clerk

**INCORPORATED BY REFERENCE:**  
2017 Compliance Maintenance Annual Report (CMAR)

# Compliance Maintenance Annual Report

Village Of Windsor Sewer Utility

Last Updated: Reporting For:  
5/29/2018 2017

## Financial Management

<p>1. Provider of Financial Information</p> <p>Name: <input style="width: 300px;" type="text" value="JEFFREY BARTOSIAK"/></p> <p>Telephone: <input style="width: 150px;" type="text" value="608-888-0011"/> (XXX) XXX-XXXX</p> <p>E-Mail Address (optional): <input style="width: 300px;" type="text" value="JEFF@WINDSORWI.GOV"/></p>																
<p>2. Treatment Works Operating Revenues</p> <p>2.1 Are User Charges or other revenues sufficient to cover O&amp;M expenses for your wastewater treatment plant AND/OR collection system ?</p> <ul style="list-style-type: none"> <li><input checked="" type="radio"/> Yes (0 points)</li> <li><input type="radio"/> No (40 points)</li> </ul> <p>If No, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>2.2 When was the User Charge System or other revenue source(s) last reviewed and/or revised? Year: <input style="width: 100px;" type="text" value="2018"/></p> <ul style="list-style-type: none"> <li><input checked="" type="radio"/> 0-2 years ago (0 points)</li> <li><input type="radio"/> 3 or more years ago (20 points)</li> <li><input type="radio"/> N/A (private facility)</li> </ul> <p>2.3 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?</p> <ul style="list-style-type: none"> <li><input checked="" type="radio"/> Yes (0 points)</li> <li><input type="radio"/> No (40 points)</li> </ul>	0															
<b>REPLACEMENT FUNDS [PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 3]</b>																
<p>3. Equipment Replacement Funds</p> <p>3.1 When was the Equipment Replacement Fund last reviewed and/or revised? Year: <input style="width: 100px;" type="text" value="2018"/></p> <ul style="list-style-type: none"> <li><input checked="" type="radio"/> 1-2 years ago (0 points)</li> <li><input type="radio"/> 3 or more years ago (20 points)</li> <li><input type="radio"/> N/A</li> </ul> <p>If N/A, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>																
<p>3.2 Equipment Replacement Fund Activity</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"><b>3.2.1 Ending Balance Reported on Last Year's CMAR</b></td> <td style="width: 5%; text-align: right;">\$</td> <td style="width: 35%; text-align: right; border: 1px solid black;"><b>374,603.61</b></td> </tr> <tr> <td>3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)</td> <td style="text-align: right;">\$</td> <td style="text-align: right; border: 1px solid black;">0.00</td> </tr> <tr> <td>3.2.3 Adjusted January 1st Beginning Balance</td> <td style="text-align: right;">\$</td> <td style="text-align: right; border: 1px solid black;">374,603.61</td> </tr> <tr> <td>3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)</td> <td style="text-align: right;">\$</td> <td style="text-align: right; border: 1px solid black;">0.00</td> </tr> <tr> <td></td> <td style="text-align: right;">+</td> <td></td> </tr> </table>	<b>3.2.1 Ending Balance Reported on Last Year's CMAR</b>	\$	<b>374,603.61</b>	3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)	\$	0.00	3.2.3 Adjusted January 1st Beginning Balance	\$	374,603.61	3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)	\$	0.00		+		
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# Compliance Maintenance Annual Report

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<p>3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below*)</p> <p style="text-align: right;">\$ 0.00</p> <p>3.2.6 Ending Balance as of December 31st for CMAR Reporting Year</p> <p style="text-align: right;">\$ 374,603.61</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>3.2.6.1 Indicate adjustments, equipment purchases, and/or major repairs from 3.2.5 above.</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>3.3 What amount should be in your Replacement Fund? \$ 374,603.61</p> <p>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 SectionInstructions link under Info header in the left-side menu.</p> <p>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)?</p> <p><input checked="" type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p>If No, please explain.</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	0																				
<p>4. Future Planning</p> <p>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?</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;"> <thead> <tr> <th style="width: 10%;">Project #</th> <th style="width: 60%;">Project Description</th> <th style="width: 15%;">Estimated Cost</th> <th style="width: 15%;">Approximate Construction Year</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>County Trunk Highway DM Sanitary Sewer Improvements</td> <td>25,000.00</td> <td>2018</td> </tr> <tr> <td>2</td> <td>County Trunk Highway CV Sanitary Sewer Improvements</td> <td>167,000.00</td> <td>2018</td> </tr> <tr> <td>3</td> <td>Golf Drive and Fairway Circle Sanitary Sewer Improvements</td> <td>197,000.00</td> <td>2019</td> </tr> <tr> <td>4</td> <td>County Trunk Highway CV Sanitary Sewer Improvements</td> <td>590,000.00</td> <td>2020</td> </tr> </tbody> </table>		Project #	Project Description	Estimated Cost	Approximate Construction Year	1	County Trunk Highway DM Sanitary Sewer Improvements	25,000.00	2018	2	County Trunk Highway CV Sanitary Sewer Improvements	167,000.00	2018	3	Golf Drive and Fairway Circle Sanitary Sewer Improvements	197,000.00	2019	4	County Trunk Highway CV Sanitary Sewer Improvements	590,000.00	2020
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<p>5. Financial Management General Comments</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>																					
ENERGY EFFICIENCY AND USE																					
<p>6. Collection System</p> <p>6.1 Energy Usage</p> <p>6.1.1 Enter the monthly energy usage from the different energy sources:</p> <p><b>COLLECTION SYSTEM PUMPAGE: Total Power Consumed</b></p> <p>Number of Municipally Owned Pump/Lift Stations: <input style="width: 50px;" type="text" value="4"/></p>																					

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5/29/2018 **2017**

	Electricity Consumed (kWh)	Natural Gas Consumed (therms)
<b>January</b>	6,411	56
<b>February</b>	5,760	41
<b>March</b>	6,289	37
<b>April</b>	7,212	29
<b>May</b>	5,747	21
<b>June</b>	5,160	16
<b>July</b>	4,236	21
<b>August</b>	4,116	15
<b>September</b>	3,545	27
<b>October</b>	2,995	16
<b>November</b>	3,332	26
<b>December</b>	4,341	37
<b>Total</b>	<b>59,144</b>	<b>342</b>
<b>Average</b>	<b>4,929</b>	<b>29</b>

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?

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<b>Total Points Generated</b>	0
<b>Score (100 - Total Points Generated)</b>	100
<b>Section Grade</b>	<b>A</b>

# Compliance Maintenance Annual Report

Village Of Windsor Sewer Utility

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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:

#### 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:

TO MAINTAIN AN ADEQUATE SEWER SYSTEM AND TO MAINTAIN CUSTOMER SATISFACTION BY MAINTAINING ZERO BACKUPS OR SANITARY OVERFLOWS

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?

SEWER USE ORDINANCE

If you have a Sewer Use Ordinance or other similar document, when was it last reviewed and revised? (MM/DD/YYYY) 12/30/2016

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

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A management system (computer database and/or file system) for collection system information for O&M activities, investigation and rehabilitation

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 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  % of system/year

Root removal  % of system/year

Flow monitoring  % of system/year

Smoke testing  % of system/year

Sewer line televising  % of system/year

Manhole inspections  % of system/year

Lift station O&M  # per L.S./year

Manhole rehabilitation  % of manholes rehabbed

Mainline rehabilitation  % of sewer lines rehabbed

Private sewer inspections  % of system/year

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Private sewer I/I removal	<input type="text" value="0"/>	% of private services
River or water crossings	<input type="text" value="0"/>	% of pipe crossings evaluated or maintained
Please include additional comments about your sanitary sewer collection system below:		
<input style="width: 100%; height: 100%;" type="text"/>		

### 3. Performance Indicators

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

38.2	Total actual amount of precipitation last year in inches
34.4	Annual average precipitation (for your location)
30.82	Miles of sanitary sewer
4	Number of lift stations
0	Number of lift station failures
0	Number of sewer pipe failures
0	Number of basement backup occurrences
0	Number of complaints
0.444	Average daily flow in MGD (if available)
<input type="text"/>	Peak monthly flow in MGD (if available)
<input type="text"/>	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)
0.00	Basement backups (number/sewer mile)
0.00	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

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- No

If Yes, please describe:

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

(This is the first year that the CMAR combines data from the Morrisonville (E-25-FR), Lake Windsor (Q-007), and Oak Springs (Q-004) areas. We have done some manipulation of the data in an attempt to determine a more reasonable "apples to apples" comparison and it appears as though there has been an approximate 5% overall increase in sanitary sewer flow over comparable water sales from previous year.

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

A significant amount of sanitary sewer televising has been completed and planning in 2017 to identify sewers and manholes where "high priority" repairs have been noted. These improvements are planned for years 2018, 2019 and 2020 to match expected roadway improvements. Additionally we have recently identified areas where homeowners are suspected of having illegal sump pump connections. Letters to homeowners have been sent out and if needed basement inspections will be performed to help eliminate these noted clear water discharges to the sanitary system.

<b>Total Points Generated</b>	0
<b>Score (100 - Total Points Generated)</b>	100
<b>Section Grade</b>	<b>A</b>

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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
<b>TOTALS</b>			<b>4</b>	<b>16</b>
<b>GRADE POINT AVERAGE (GPA) = 4.00</b>				

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:	<input type="text" value="Village of Village Utility Commission"/>
Date of Resolution or Action Taken:	<input type="text"/>
Resolution Number:	<input type="text"/>
Date of Submittal:	<input type="text"/>
<b>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):</b>	
Financial Management: Grade = A	<input type="text"/>
Collection Systems: Grade = A (Regardless of grade, response required for Collection Systems if SSOs were reported)	<input type="text"/>
<b>ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO THE OVERALL GRADE POINT AVERAGE AND ANY GENERAL COMMENTS</b> (Optional for G.P.A. greater than or equal to 3.00, required for G.P.A. less than 3.00) <b>G.P.A. = 4.00</b>	
<input type="text"/>	