

**VILLAGE OF WINDSOR
VILLAGE BOARD RESOLUTION 2022-55**

2021 COMPLIANCE MAINTENANCE ANNUAL REPORT

WHEREAS, Wisconsin Administrative Code, Chapter NR208, implements the requirements of the Compliance Maintenance Annual Report (CMAR) 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 wastewater treatment work during the year, and assesses its level of compliance with permit requirements; and

WHEREAS, the Village Utility Staff completed the 2021 CMAR for the Village of Windsor Sewer Utility; and

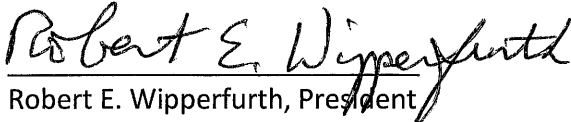
WHEREAS, the CMAR was submitted to the Wisconsin Department of Natural Resources.

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

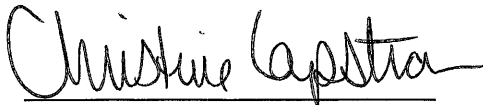
1. The Compliance Maintenance Annual Report for the Village of Windsor Sewer Utility is hereby confirmed as submitted and as shown on Exhibit A.

The above and foregoing Resolution was duly adopted at a meeting of the Village Board of the Village of Windsor on June 16, 2022, by a vote of 5 in favor and 0 opposed.

VILLAGE OF WINDSOR


Robert E. Wipperfurth, President

Attested by:


Christine Capstran, Clerk

Attachments:

Exhibit A: 2021 Compliance Maintenance Annual Report (CMAR)

Compliance Maintenance Annual Report

Windsor Sewage Collection System (North And South)

Last Updated: Reporting For:
6/13/2022 **2021**

Financial Management

1. Provider of Financial Information

Name:

Jon Claas

Telephone:

608-888-0011

(XXX) XXX-XXXX

E-Mail Address
(optional):

jon@windsorwi.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:

2020

● 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., CWF 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:

2020

● 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

\$ 469,803.61

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

\$ 469,803.61

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

+ \$ 0.00

Compliance Maintenance Annual Report

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6/13/2022 **2021**

<p>3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below*) - \$ 0.00</p> <p>3.2.6 Ending Balance as of December 31st for CMAR Reporting Year \$ 469,803.61</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? \$ 469,803.61</p> <p>Please note: If you had a CWF 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 <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. <input type="checkbox"/> <input type="checkbox"/></p> <p><input type="radio"/> No</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 5%;">Project #</th> <th style="width: 65%;">Project Description</th> <th style="width: 15%;">Estimated Cost</th> <th style="width: 15%;">Approximate Construction Year</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Golf Drive and Fairway Circle Sanitary Sewer Improvements</td> <td style="text-align: right;">237000</td> <td style="text-align: center;">2023</td> </tr> <tr> <td style="text-align: center;">2</td> <td>Windsor Rd. (West of Hwy CV) Sanitary Sewer Improvements (Reconstruction and force main replacement).</td> <td style="text-align: right;">453375</td> <td style="text-align: center;">2023</td> </tr> <tr> <td style="text-align: center;">3</td> <td>County Hwy CV Sanitary Sewer Improvements</td> <td style="text-align: right;">797000</td> <td style="text-align: center;">2024</td> </tr> <tr> <td style="text-align: center;">4</td> <td>Windsor Rd.(East of Hwy CV) and Duraform Ln. Sanitary Sewer Improvements</td> <td style="text-align: right;">201500</td> <td style="text-align: center;">2025</td> </tr> </tbody> </table>			Project #	Project Description	Estimated Cost	Approximate Construction Year	1	Golf Drive and Fairway Circle Sanitary Sewer Improvements	237000	2023	2	Windsor Rd. (West of Hwy CV) Sanitary Sewer Improvements (Reconstruction and force main replacement).	453375	2023	3	County Hwy CV Sanitary Sewer Improvements	797000	2024	4	Windsor Rd.(East of Hwy CV) and Duraform Ln. Sanitary Sewer Improvements	201500	2025
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<p>5. Financial Management General Comments</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>																						
<p>ENERGY EFFICIENCY AND USE</p>																						
<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>COLLECTION SYSTEM PUMPAGE: Total Power Consumed</p> <p>Number of Municipally Owned Pump/Lift Stations: <input style="width: 50px;" type="text" value="4"/></p>																						

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6/13/2022 **2021**

	Electricity Consumed (kWh)	Natural Gas Consumed (therms)
January	5,950	48
February	5,386	56
March	5,621	44
April	6,281	31
May	5,072	20
June	4,568	22
July	4,655	17
August	3,735	17
September	3,749	24
October	4,048	19
November	4,149	24
December	4,381	54
Total	57,595	376
Average	4,800	31

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:

Flow metering at Morrisonville lift station only

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

- No
- Yes

Year:

By Whom:

Describe and Comment:

Compliance Maintenance Annual Report

Windsor Sewage Collection System (North And South)

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6/13/2022 **2021**

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?
<input type="text"/>

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

Compliance Maintenance Annual Report

Windsor Sewage Collection System (North And South)

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6/13/2022 2021

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 OVERFLOWS.
TO REDUCE INFILTRATION THROUGH LINING AND MANHOLE LID REPLACEMENT.

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) 2016-12-30

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

Compliance Maintenance Annual Report

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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:

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="11.3"/>	% of system/year
Root removal	<input type="text" value="5.5"/>	% 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="6"/>	% of system/year
Manhole inspections	<input type="text" value="11"/>	% of system/year
Lift station O&M	<input type="text" value="2"/>	# per L.S./year
Manhole rehabilitation	<input type="text" value="0"/>	% of manholes rehabbed
Mainline rehabilitation	<input type="text" value="3"/>	% of sewer lines rehabbed
Private sewer inspections	<input type="text" value="0"/>	% of system/year

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Private sewer I/I removal	<input style="width: 90%;" type="text" value="0"/>	% of private services
River or water crossings	<input style="width: 90%;" 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%;" type="text"/>		

3. Performance Indicators

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

24.5	Total actual amount of precipitation last year in inches
34.5	Annual average precipitation (for your location)
32.5	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
.514	Average daily flow in MGD (if available)
<input style="width: 90%;" type="text"/>	Peak monthly flow in MGD (if available)
<input style="width: 90%;" 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) OVERFLOWS REPORTED **

	Date	Location	Cause	Estimated Volume
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

Compliance Maintenance Annual Report

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<ul style="list-style-type: none"> ● No <p>If Yes, please describe:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
<p>5.3 Explain any infiltration/inflow (I/I) changes this year from previous years:</p> <div style="border: 1px solid black; padding: 5px;"> <p>Total wastewater flow from all basins (with I/I) in 2021 decreased approximately 19% from total wastewater flow from all basins (with I/I) in 2020. During the same period, water sales increased by 6.7%. Based on this data alone, one could conclude that less I/I entered the sanitary collection system in 2021 on a percentage basis than entered the sanitary collection system in 2020. The reduction in I/I is likely reflective of improvements made in the system including the completion of sanitary sewer lining of the majority of the Q-97 basin.</p> </div>
<p>5.4 What is being done to address infiltration/inflow in your collection system?</p> <div style="border: 1px solid black; padding: 5px;"> <p>Additional work within the sanitary collection system will occur within Village over the next few years including Windsor Road, Charlie Grimm and CTH CV.</p> </div>

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

Compliance Maintenance Annual Report

Windsor Sewage Collection System (North And South)

Last Updated: Reporting For:
6/13/2022 2021

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) = 4.00				

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)



Windsor

Growing Forward

SUMMARY SHEET

Meeting Date:	June 16 th , 2022
Presenter & Contact Information:	Jon Claas Jon@windsorwi.gov 608-888-0011 x301
Title:	Resolution 2022-55 2021 Compliance Maintenance Annual Report
Previous Action:	N/A
Issue Summary:	The Sewer Utility is required to annually complete a Compliance Maintenance Annual Report (CMAR) for the WI DNR. 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 works during a calendar year, and assesses its level of compliance with permit requirements. The CMAR requirements have been in existence since 1987. Utility staff have completed the report for submission.
Budget Impact:	N/A
Staff Recommendation:	Village Staff recommends approval of the 2021 Compliance Maintenance Annual Report.
Sample Affirmative Motion:	Motion to approve Resolution 2022-55.
Attachments:	Resolution 2022-55 2021 Compliance Maintenance Annual Report