RESOLUTION R-18-14

A RESOLUTION ACKNOWLEDGING REVIEW OF CITY OF MENASHA 2013 COMPLIANCE MAINTENANCE ANNUAL REPORT UNDER WISCONSIN ADMINISTRATIVE CODE NR 208

Introduced by Ald. Sevenich

WHEREAS, it is a requirement under a Wisconsin Pollutant Discharge Elimination System (WPDES) permit issued by the Wisconsin Department of Natural Resources to file Compliance Maintenance Annual Report (CMAR) for its wastewater collection system under Wisconsin Administrative Code NR 208; and

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

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;

NOW, THEREFORE BE IT RESOLVED by the Mayor and the Common Council of the City of Menasha concurring, that no recommendations or corrective actions are necessary at this time because the City has achieved CMAR grades of "A" for its individual sections for its 2013 CMAR reporting year.

Passed and approved this ___ day of July 2014.

_____
Donald J. Merkes, Mayor

ATTEST: _____
Deborah A. Galeazzi, City Clerk

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Menasha City	Last Updated: 6/12/2014	Reporting Year: 2013

Financial Management

	Questions	Points
1.	Person Providing This Financial Information	
	Name: Jennifer Sassman Telephone: (920) 967-3620 E-Mail Address(optional): jsassman@ci.menasha.wi.us	
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: 2013	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: 2013	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: $80000	

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Menasha City | Last Updated: 6/12/2014 | Reporting Year: 2013

Financial Management (Continued)

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**		$80,000.00
5.2.4	*Additions* to Fund (e.g., portion of User Fee, earned interest, etc.)	+	$10,000.00
5.2.5	*Subtractions* from Fund (e.g., equipment replacement, major repairs - use description box 5.2.5.1 below*.)	-	$0.00
5.2.6	**Ending Balance as of December 31st for CMAR Reporting Year**		$90,000.00

(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

5.3 What amount should be in your replacement fund? $90,000.00

(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

7. Financial Management General Comments:

The City has a CWFP recommendation of $10,000 deposits to our replacement fund. These payments started in 2005 and reflect funds necessary to replace, or make major repairs to, our four lift stations in the system. Also, we are awaiting verification of a judicial disposition of the Fox River PCB lawsuit. There is the potential for the outcome to render our current user charge insufficient to cover possible additional costs assessed via the judgement.

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: Menasha City	Last Updated: 6/12/2014	Reporting Year: 2013

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: ☒ **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 11/01/2004 ☐ 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: Menasha City	Last Updated: 6/12/2014	Reporting Year: 2013

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?
  - [x] Areas with flat sewers
  - [x] Areas with surcharging
  - [x] Areas with bottlenecks or constrictions
  - [x] Areas with chronic basement backups or SSO's
  - [x] Areas with excess debris, solids or grease accumulation
  - [ ] Areas with heavy root growth
  - [x] Areas with excessive infiltration/inflow (I/I)
  - [x] Sewers with severe defects that affect flow capacity
  - [x] Adequacy of capacity for new connections
  - [x] 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.
- [x] **Special Studies Last Year(check only if applicable):**
  - [ ] Infiltration/Inflow (I/I) Analysis
  - [x] Sewer System Evaluation Survey (SSES)
  - [ ] Sewer Evaluation and Capacity Managment Plan (SECAP)
  - [x] Lift Station Evaluation Report
  - [x] Others:

  We continued with Phase 4 (of 4) of our citywide SSES program and performed flow monitoring in Phases 1 and 2 to identify I/I sources.

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

Cleaning	75	% of system/year
Root Removal	0	% of system/year
Flow Monitoring	1	% of system/year
Smoke Testing	0	% of system/year
Sewer Line Televising	4	% of system/year

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Sanitary Sewer Collection Systems (Continued)

Manhole Inspections	2	% of system/year
Lift Station O&M	1	# per L.S/year
Manhole Rehabilitation	1	% of manholes rehabed
Mainline Rehabilitation	1	% of sewer lines rehabed
Private Sewer Inspections	1	% of system/year
Private Sewer I/I Removal	1	% of private services

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

We completed the replacement of the Ninth Street Lift Station and force main.

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

35.56	Total Actual Amount of Precipitation Last Year
31	Annual Average Precipitation (for your location)
54.3	Miles of Sanitary Sewer
4	Number of Lift Stations
0	Number of Lift Station Failure
0	Number of Sewer Pipe Failures
0	Number of Basement Backup Occurrences
0	Number of Complaints
2.61	Average Daily Flow in MGD
5.58	Peak Monthly Flow in MGD(if available)
	Peak Hourly Flow in MGD(if available)

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Menasha City	Last Updated: 6/12/2014	Reporting Year: 2013

Sanitary Sewer Collection Systems (Continued)

LIST OF SANITARY SEWER OVERFLOWS (SSO) REPORTED

	Date	Location	Cause	Estimated Volume (MG)
NONE REPORTE				

**** If there were any SSO's that are not listed above, please contact the DNR and stop work on this section until corrected.**

What actions were taken, or are underway, to reduce or eliminate SSO occurences in the future?

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)
0.00	Basement Backups(number/sewer mile)
0.00	Complaints (number/sewer mile)
2.1	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:

Until we address private sewer lateral leaks, I/I will continue to be significant in our system. The City intends to target private sewer lateral defects through adoption of an ordinance in 2014.

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?

2013 was 15% wetter than 2012 which is reflected in our higher annual flow and peaking factor ratio.

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

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Sanitary Sewer Collection Systems (Continued)

	We continue to address defects in our public sewer system through manhole and sewer improvements. We anticipate starting a private sewer lateral inspection and correction program this year, pending Council approval.	

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

COMPLIANCE MAINTENANCE ANNUAL REPORT

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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)