

Public Utilities Committee

Tuesday, June 18, 2019

6:00 PM

McFarland Municipal Center
Conference Room A

AGENDA

1. CALL TO ORDER, ROLL CALL.
2. PUBLIC APPEARANCES.
3. APPROVAL OF MINUTES.
 - a. Discuss and action regarding the minutes from the regular meeting held on May 21, 2019
4. BUSINESS.
 - a. Discuss and recommend stenciling “Drains to Lake” on storm sewer inlets
 - b. Discussion and action to accept the Compliance Maintenance Annual Report (CMAR) for 2018
 - c. Discuss creating a policy for utility customer billing disputes
 - d. Presentation of the Public Works Monthly Report from the Director
5. SCHEDULE NEXT MEETING DATE.
6. ADJOURNMENT.

This meeting notice constitutes an official meeting of the above referenced group and was posted in accordance with all applicable laws related to Open Meetings Law. It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals. For additional information or to request this service, contact the McFarland Municipal Center at (608) 838-3153 or cassandra.suettinger@mcfarland.wi.us.

VILLAGE OF MCFARLAND
Public Utilities Committee Minutes

Tuesday, May 21, 2019 - 6:00 PM

1. CALL TO ORDER, ROLL CALL.

Members present: Chris Fredrick, Eric Kryzenske, Member Marc Nielsen, Village Trustee Mary Pat Lytle

Staff Present: Tim Stieve, (Town & Country Engineering) and Jim Hessling (Director Public Works/Utilities)

2. PUBLIC APPEARANCES.

Ryan Quam – to speak on items 4a and 4b.

3. APPROVAL OF MINUTES.

Discussion and action regarding the minutes of the joint Public Works and Public Utilities Committee meeting held on March 12, 2019.

Motion by Chris Fredrick to accept the minutes as presented with the spelling of Marc Nielsen's name to be changed. Seconded by Eric Kryzenske. Motion passed 3-1-1 with Nielsen abstaining

Discussion and action regarding the minutes from the regular meeting held on March 12, 2019.

Motion by Mary Pat Lytle to accept the minutes as presented with the spelling of Marc Nielsen's name to be changed. Seconded by Eric Kryzenske. Motion passed 3-1-1 with Nielsen abstaining

4. BUSINESS

a. Discussion and action regarding utility plan approved for the development of 4703 Terminal Drive by Ryan Quam.

Ryan Quam was present to discuss the utility plan for his property. It was the recommendation of the Village Attorney to have a public easement for the watermain. The sewer easements on the property will remain private.

Motion by Mary Pat Lytle to approve the utility plan for the development of 4703 Terminal Drive as presented.
Seconded by Chris Fredrick. Motion passed 4-0-0

- b. Discussion and action to make a recommendation to the Plan Commission regarding a proposed Certified Survey Map as part of the redevelopment of 4703 Terminal Drive by Ryan Quam.

Changes to the easement were made to accommodate the new public water easement (see item 4a above) and their various titles along with fire hydrant locations in order to be consistent.

Motion by Chris Fredrick to recommend to the Plan Commission regarding a proposed Certified Survey Map as part of the redevelopment of 4703 Terminal Drive by Ryan Quam and that access points be approved by staff.

Seconded by Marc Nielsen. Motion passed 4-0-0

- c. Discussion and action regarding utility plan approval for Phase 8 of Juniper Ridge Subdivision by Veridian Homes.

After a brief discussion on water main looping, its function and purpose, the committee was in agreement for looping.

Motion by Mary Pat Lytle to approve the utility plan for Phase 8 of Juniper Ridge Subdivision by Veridian Homes. Seconded by Chris Fredrick. Motion passed 4-0-0

- d. Discussion and action to make a recommendation regarding the hours of operation for the yard waste drop off site.

After a brief discussion, no action was taken.

- e. Discussion and action regarding a request for a sump pump discharge header pipe located at or around 5300 Marsh Woods

The committee discussed several items pertaining to this issue. It was decided that additional information and a standard of some kind needs to be established in order to apply this fairly to all residents. Staff will come back to the committee at a later time with additional information.

- f. Presentation by Public Works Director regarding monthly department report.

Hessling presented a report on activities that occurred in April 2019.

5. SCHEDULE NEXT MEETING DATE.

- a. Tuesday June 18, 2019

6. ADJOURNMENT.

Motion to adjourn at 7:05 p.m. was made by Chris Fredrick. Seconded by Marc Nielson. Motion passed 4-0-0



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Tuesday, June 18, 2019

SECTION: Business

DEPARTMENT: Public Works

CONTACT:

AGENDA ITEM: Discuss and recommend stenciling “Drains to Lake” on storm sewer inlets

PREVIOUS ACTION:

This item was discussed at the June 11, 2019 Public Works Committee meeting. It was the consensus of the committee to have a civic organization perform this work and not village staff. A motion was made and seconded to pass this on to the Public Utilities Committee for their input.

ISSUE SUMMARY:

This item was requested by Trustee Utter, from the May 28, 2019 Village Board meeting, to be discussed at a Public Works Committee meeting. His request is to have village wide stenciling of our storm water drains along the curb.

FINANCIAL/BUDGET IMPACT:

Environmental notices, for the most part, are a standard in the storm water casting industry. This requirement has been and still is a current village standard.

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

None



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Tuesday, June 18, 2019

SECTION: Business

DEPARTMENT: Public Works

CONTACT:

AGENDA ITEM: Discussion and action to accept the Compliance Maintenance Annual Report (CMAR) for 2018

PREVIOUS ACTION:

ISSUE SUMMARY:

The 2018 CMAR (Compliance Maintenance Annual Report) is an annual DNR report that indicates the health of the sewer utility in the area of maintenance and its equipment replacement fund.

The utility has again received the highest grade possible of an "A" in both the financial and collection system sections.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. CMAR FYE 2018

Compliance Maintenance Annual Report

Mcfarland Village

Last Updated: Reporting For:
6/13/2019 **2018**

Financial Management

1. Provider of Financial Information

Name:

Matt Schuenke

Telephone:

608-838-3153

(XXX) XXX-XXXX

E-Mail Address
(optional):

matt.schuenke@mcfarland.wi.us

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:

2017

● 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:

2017

● 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

\$ 371,392.00

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

\$ 371,392.00

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

+

\$ 25,800.00

Compliance Maintenance Annual Report

Mcfarland Village

Last Updated: Reporting For:

6/13/2019

2018

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

\$ 397,192.00

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.

3.3 What amount should be in your Replacement Fund? \$ 10,000.00

0

Please note: 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 SectionInstructions link under Info header 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.

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	Upgrade to Lift Station #2	800000	2023

5. Financial Management General Comments

ENERGY EFFICIENCY AND USE

6. Collection System

6.1 Energy Usage

6.1.1 Enter the monthly energy usage from the different energy sources:

COLLECTION SYSTEM PUMPAGE: Total Power Consumed

Number of Municipally Owned Pump/Lift Stations:

Compliance Maintenance Annual Report

Mcfarland Village

Last Updated: Reporting For:
6/13/2019 **2018**

	Electricity Consumed (kWh)	Natural Gas Consumed (therms)
January	4,336	
February	4,372	
March	4,271	
April	3,868	
May	4,332	
June	3,769	
July	3,833	
August	4,620	
September	5,004	
October	4,193	
November	4,617	
December	4,908	
Total	52,123	0
Average	4,344	0

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:

2017

By Whom:

Independent engineer

Describe and Comment:

Lift station #2 and the corresponding force main will need to be eventually upgraded along with energy efficiency upgrades to accommodate village growth.

Compliance Maintenance Annual Report

Mcfarland Village

Last Updated: Reporting For:
6/13/2019 2018

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?	
When practical, we plan on upgrading equipment to be more efficient.	

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

Compliance Maintenance Annual Report

Mcfarland Village

Last Updated: Reporting For:
6/13/2019 **2018**

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:

Clean and televise approximately 1/3 of our system.

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?

Village Ordinance Chapter 47, Article III-Sanitary Sewer System 47

If you have a Sewer Use Ordinance or other similar document, when was it last reviewed and revised? (MM/DD/YYYY) 2014-01-24

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

Compliance Maintenance Annual Report

Mcfarland Village

Last Updated: Reporting For:

6/13/2019

2018

☒ 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:

Planning for growth and the impact on our system

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

Private sewer I/I removal % of private services

Compliance Maintenance Annual Report

Mcfarland Village

Last Updated: Reporting For:
6/13/2019 **2018**

River or water crossings % of pipe crossings evaluated or maintained

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

3. Performance Indicators

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

50.64	Total actual amount of precipitation last year in inches
34.48	Annual average precipitation (for your location)
37.66	Miles of sanitary sewer
5	Number of lift stations
0	Number of lift station failures
0	Number of sewer pipe failures
0	Number of basement backup occurrences
2	Number of complaints
	Average daily flow in MGD (if available)
	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)
0.03	Sanitary sewer overflows (number/sewer mile/yr)
0.00	Basement backups (number/sewer mile)
0.05	Complaints (number/sewer mile)
	Peaking factor ratio (Peak Monthly:Annual Daily Avg)
	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)
0 5/10/2018 11:50:00 AM - 5/10/2018 1:00:00 PM	Gravity sewer pipe at intersection of Highland and Schneider		0.0002 - 0.0002

** If there were any SSOs or TFOs 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 or TFO occurrences in the future?

Contractor hit the pipe in this area. Spilled sewage (very little) was collected with a pump and and put back into the system. Contractor completed the repair in a very timely fashion.

5. Infiltration / Inflow (I/I)

5.1 Was infiltration/inflow (I/I) significant in your community last year?

☐ Yes

☒ No

If Yes, please describe:

Compliance Maintenance Annual Report

Mcfarland Village

Last Updated: Reporting For:

6/13/2019

2018

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:

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

None

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

Monitor flows and equipment operation to identify and correct and problems that may arise.

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

Compliance Maintenance Annual Report

Mcfarland Village

Last Updated: Reporting For:
6/13/2019 **2018**

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)

Compliance Maintenance Annual Report

Mcfarland Village

Last Updated: Reporting For:
6/13/2019 **2018**

Resolution or Owner's Statement

Name of Governing
Body or Owner:

Village of McFarland - Public Utilities Committee

Date of Resolution or
Action Taken:

Resolution Number:

Date of Submittal:

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

(Regardless of grade, response required for Collection Systems if SSOs were reported)

This SSO (sanitary sewer overflow) was caused by a contractor while working on a road reconstruction project. They accidentally hit the sewer main.

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. = 4.00



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Tuesday, June 18, 2019

SECTION: Business

DEPARTMENT: Public Works

CONTACT:

AGENDA ITEM: Discuss creating a policy for utility customer billing disputes

PREVIOUS ACTION:

None

ISSUE SUMMARY:

The Public Works Department requests the Utility Committee look at and create a policy/mechanism for staff to refer to, in the case of a disputed charge(s) on a customer's bill. The department has recently discovered several issues in regards to various bills, including some that have been under charged for utility services.

Having a policy in place will assist the department in applying consistent standards to all of our customers while at the same time providing our employees the guidance to carry out the obligations and operations of the utility. This policy should cover all three of our entities which include storm water, water and sanitary sewer.

The Public Service Commission (PSC) of Wisconsin regulates the McFarland Water Utility. We operate the utility by a set of rules called a rate file, which is governed by the PSC. These rules are explicit on how we charge for our water.

To my knowledge, there is no policy like this for our storm and sanitary sewer operations.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:



ATTACHMENTS:

None



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Tuesday, June 18, 2019

SECTION: Business

DEPARTMENT: Public Works

CONTACT:

AGENDA ITEM: Presentation of the Public Works Monthly Report from the Director

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. May 2019 directors report

PUBLIC WORKS COMMITTEE

May 14, 2019

PUBLIC UTILITIES COMMITTEE

May 21, 2019

PARKS, RECREATION & NATURAL RESOURCES COMMITTEE

May 16, 2019

**Public Works Directors Report
for
May 2019**

The following is information concerning events and activities of the Public Works Department along with the Water and Sewer Utilities for the previous month. This information is provided in brief to provide an overview of the highlights.

Street Sealing and Crack Filling

In preparation of the upcoming street work, the department has finished repairing water boxes and various street apparatuses. Crack filling and small area patching have been completed.

Consumer Confidence Report (CCR)

The annual Consumer Confidence Report has been filed with the WI DNR. This report, which is delivered to the public, is a synopsis of our waterworks system pertaining to various sampling parameters.

License Upgrade

Schulte has recently earned his Groundwater and Distribution License through the WI DNR. He will be classified in a training status until his license is upgraded with experience.

Public Works Week

The department held its annual open house on May 18. We had a great turn out despite other activities in the area along with rainy weather.

Meetings/Training/Seminars

Hessling participated in the following meetings:

APWA Spring Conference in Oshkosh

MMSD & Town of Dunn on chloride reductions (salts)