

CITY OF DELAVAN
WATER & SEWAGE COMMISSION
Thursday, May 18, 2017 – 4:30 P.M.
Common Council Chambers
AGENDA

1. Call to Order and Roll Call
2. Approval of Minutes – April 20, 2017
3. Public Comments /Communications
4. Review of Financial Statements and Approval of Bills and Vendor Payments
5. Reports
 - a. City Administrator’s Report
 - b. Finance Director’s Report
 - c. Public Works Superintendent Report
 - d. Director of Public Works Report
6. WalCoMet
7. Review Compliance Maintenance Annual Report (CMAR) and Consider Resolution approving the CMAR Report.
8. Consider Delavan-Darien School District request to locate an Antenna and related equipment on the Autumn Drive Water Tower.
9. Suggested Future Agenda Items
10. Adjourn

Note: A quorum of the members of the City Common Council who are not also Commission Members may be in attendance to gather information and participate in discussion about an issue over which they have decision-making ability. This may constitute a meeting of the Council pursuant to State ex rel. Badke vs Greenfield Village Board, 173 Wis.2d 553, even though the Common Council will take no formal action at this meeting. This meeting must be noticed appropriately and is intended to comply with the requirements of Badke and the Wisconsin Open Meetings Law. If a person with a disability requires that the meeting be accessible or that materials at the meeting be in an accessible format, please call the City Clerk within 48 hours in advance of the meeting to request special accommodations. For assistance please call 728-5585 or the hearing impaired should call 1-800-947-3529.

CITY OF DELAVAN
WATER & SEWAGE COMMISSION
April 20, 2017

Call to Order: Commission President Rehak called the regular meeting of the City of Delavan Water & Sewage Commission to order at 4:30 pm in the Municipal Building Council Chambers.

Roll Call: Members Present: President Rehak, Vice-President Salitros, Ron Pippitt, Mayor Nieuwenhuis and Alderman Stebnitz. Also Present: City Administrator Pieroni, Finance Director Hayden, Director of Public Works Wendorf, Public Works Superintendent Piester and City Clerk Kitzman.

Approval of Minutes: Mr. Salitros moved to approve the minutes of March 14, 2017, seconded by Mr. Pippitt and unanimously carried.

Public Comments /Communications: None.

Review of Financial Statements and Approval of Bills and Vendor Payments: Ms. Hayden indicated she would provide a report on the Water and Sewer Department payroll that will be easier to understand. After review, Mr. Salitros moved to approve the Financial Statements and Bills in the amount of \$148,827.10, seconded by Mayor Nieuwenhuis and unanimously carried.

City Administrator's Report: In the absence of City Administrator Pieroni, Ms. Hayden noted the March bill from WalCoMet was higher than normal. Upon further review, it was determined that WalCoMet has had a problem obtaining readings on seven consecutive days for various reasons. They missed readings on Sunday and replaced it with a weekday reading. Typically, readings are very low on weekends. Staff believes this is the cause for the unusually high bills. After further review by Larry Thomas, staff will attempt to meet with WalCoMet and seek a reduction in the February and March services.

Finance Director's Report: Ms. Hayden noted positive pay is in effect. Every check that is written is copied to the bank. If an older check is attempted to clear, we will receive an email and have until 10 am to approve the exception. The p cards should be in process in June. In the review of the draft audit it is noted that we are at 31% infiltration and inflow. Staff will evaluate the I/I and bring proposals to the Commission.

Public Works Superintendent Report: Mr. Piester reported the Highway 50 project is moving along quickly.

Director of Public Works Report: Mr. Wendorf noted that during the work on Wright Street to relocate the fire hydrant, it was found that the existing water main is about 2 feet deep. This is not deep enough to protect the water main from damage or freezing. A plan and estimate for relaying the water main will be prepared for the Commission to review.

Mr. Pippitt moved to accept the reports. The motion was seconded by Mr. Salitros and carried

unanimously.

WalCoMet: Ms. Pieroni arrived, and confirmed staff feels we were overcharged approximately \$8,000 – 10,000 for February and March bill.

Suggested Future Agenda Items:

- Infiltration and inflow.
- In June a representative of Andes will request consideration for the final quarter in 2016 bill. (should be a joint meeting with the Finance Committee)

Adjourn: There being no further business to come before the Water & Sewage Commission, the meeting adjourned at 4:45 p.m. upon a motion by Mr. Pippitt, seconded by Mayor Nieuwenhuis and unanimously carried.

Susan Kitzman
City Clerk

These are not official minutes until approved by the Water & Sewage Commission.



Memorandum

To: Members of the Water and Sewer Commission

From: Denise Pieroni, City Administrator

Date: May 15, 2017

Subject: City Administrator's Report to the Commission for the May 18th Commission Meeting

WalCoMet Billing for February & March Service: Kelly and I meet with representatives of WalCoMet, Cindy and Dean, on Friday, May 12th regarding our concerns with the testing data used for the billing of February and March meetings. A copy of the discussion points as well as the information provided to WalCoMet is attached. I have also attached another copy of the calculation done by the Stanley Group on the results on using average Sunday data. This was a very positive meeting. It was indicated that they would be discussing it with other staff members to determine as to the best way to address the concern that has been raised. They felt that they should be able to get back to us within 30 days.

We also took this opportunity to advise them that we may also be requesting a future meeting to discuss connection fees. We advised them that if the proposed Bergamot Brass project is approved for tax credits (notification of which is anticipated this week), we will need to discuss the connection fees applicable to this project. They were advised that connection fees for this project, before the change in the methodology as to how residential units are charged, would have been under \$100,000; under the new methodology connection fees will be over \$300,000. Dean seems open to also discussing this issue.

Andes Candies 4th Quarter Billing: As you are aware, Andes Candies has a significantly high 4th quarter bill. Andes Candies has questioned the testing results. In talking to the testing company (EMT), they have indicated that there was flow and, as such, they are sticking by their test results. As we have discussed before, this testing methodology is a moving target and seems to regularly have winners and losers. We are trying to address this issue long term. To set a precedence to give a credit when Andes Candies is on the losing side but just move forward when the other utility customers are on the losing side, does not seem right. Andes Candies wishes to discuss the matter with the Commission. We were hoping to have them attend the joint meeting on June 8th but they have a conflict on that day. They would be available to meet on June 15th which would have been the normally meeting date for the Commission. I am hoping we can accommodate them on this date.

In terms of consideration of a credit, I would suggest that we discuss maybe options that would give them some potential adjustment once we agree and implement a new billing methodology. Larry has done a calculation as to what they would have been billed for the 4th quarter on the proposed change, this would have resulted in a billing that would have been just over \$32,000 less than what they have been billed. That being said, not sure what their bills would have been for January through April under the proposed change. We may want to discuss providing for a recalculation of the billings including 2016 4th quarter through the month of the approval of the change, and possibly giving them some consideration at that time, if warranted.

Discussion Points:

- When WalCoMet changed to billing based on 7 consecutive days of testing versus daily testing communities were advised that they would not be negatively impacted.
- Delavan is the only entity that has a user (Andes Candies) that discharges and is billed for their high strengths.
- Several years back WalCoMet did some testing to validate that in fact there was no impact. The only community that seemed to be somewhat impacted was Delavan; however, the flow meeting was not working properly during the period of this testing and as such it is was really difficult to determine the actual impact of this change. At that time, the City requested that WalCoMet consider doing daily reads for an additional time period. In conjunction with this, the City was going to try to get Andes to allow us to do daily testing during the same time period. They did not agree to this additional testing and so this additional testing did not occur.
- City retained Larry Thomas of Stanley Group to work with the City to develop alternative methodologies to bill Andes Candies. Currently working with them on an alternative under which they will pay for the excess strengths billed monthly by WalCoMet. For this to work we need to make sure that the we are being billed on a true representative sample.
- In 2017, we have had two billings that were based on 6 weekdays and 1 Saturday (no Sunday). We had the Stanley Group calculate the impact of using a weekday versus on Sunday in developing our bill and the cost was significant.
- Purpose of this meeting is to discuss these two billings and potential options as to how testing failures can be handled in the future to address this concern.

	Q1 2016	Q2 2016	Q3 2016	Q4 2016	Annual Summary
BOD Billing Considerations					
Total annual billing for BOD from WalCoMet to Delevan	\$ 102,828	\$ 110,397	\$ 101,926	\$ 107,299	\$ 422,450
Total annual billing for BOD from Delevan to Andes Candies	\$ 5,547	\$ 20,145	\$ 33,138	\$ 44,022	\$ 102,852
percent of WalCoMet BOD bill paid by Andes Candies	5%	18%	33%	41%	
APPLYING ALTERNATIVE 2 (bill Andes Candies if monthly Delevan data is above municipal datum):					
Quarterly average BOD loading from Delevan to WalCoMet (lb/mo)	53,522	57,462	53,053	55,850	55,455
Adjusted datum for BOD in municipal solid waste (lb/mo)	46,170	46,170	46,170	46,170	46,170
Quarterly average BOD loading over municipal datum (lb/mo)	7,352	11,292	6,883	9,680	
billing rate for BOD from WalCoMet to Delevan	\$ 0.6404	\$ 0.6404	\$ 0.6404	\$ 0.6404	
monthly cost to Delevan for BOD above adjusted datum	\$ 4,709	\$ 7,232	\$ 4,408	\$ 6,199	
months per quarter	3	3	3	3	
Quarterly cost to Delevan for BOD above adjusted datum	\$ 14,127	\$ 21,696	\$ 13,224	\$ 18,597	\$ 67,644
Actual quarterly BOD bill to Andes Candies	\$ 5,547	\$ 20,145	\$ 33,138	\$ 44,022	\$ 102,852
High strength waste cost (BOD) being subsidized by Delevan	\$ 8,580	\$ 1,551	\$ (19,914)	\$ (25,425)	\$ (35,208)
TSS Billing Considerations					
Total annual billing for TSS from WalCoMet to Delevan	\$ 56,195	\$ 61,491	\$ 57,666	\$ 55,293	\$ 230,645
Total annual billing for TSS from Delevan to Andes Candies	\$ 1,254	\$ 10,721	\$ 1,924	\$ 7,330	\$ 21,229
percent of WalCoMet TSS bill paid by Andes Candies	2%	17%	3%	13%	
APPLYING ALTERNATIVE 2 (bill Andes Candies if monthly Delevan data is above municipal datum):					
Quarterly average TSS loading from Delevan to WalCoMet (lb/mo)	45,300	49,569	46,486	44,573	46,876
Adjusted datum for TSS in municipal solid waste (lb/mo)	47,197	47,197	47,197	47,197	
Quarterly average TSS loading over municipal datum (lb/mo)	-1,897	2,372	-711	-2,624	
billing rate for TSS from WalCoMet to Delevan	\$ 0.4135	\$ 0.4135	\$ 0.4135	\$ 0.4135	
monthly cost to Delevan for TSS above adjusted datum	\$ -	\$ 981	\$ -	\$ -	
months per quarter	3	3	3	3	
Quarterly cost to Delevan for TSS above adjusted datum	\$ -	\$ 2,943	\$ -	\$ -	\$ 2,943
Actual quarterly TSS bill to Andes Candies	\$ 1,254	\$ 10,721	\$ 1,924	\$ 7,330	\$ 21,229
High strength waste cost (TSS) being subsidized by Delevan	\$ (1,254)	\$ (7,778)	\$ (1,924)	\$ (7,330)	\$ (18,286)

If Delevan had billed Andes Candies by the adjusted datum for the fourth quarter of 2016 (October, November, and December), Andes Candies would have saved a total of \$32,760.



Memorandum

To: Finance Committee, Common Council, and Water and Sewer Commission

From: Kelly E. Hayden

Thru: Denise Pieroni
City Administrator

Date: May 5, 2017

Subject: Finance Director's Report

MDA

The MDA draft has been completed and is being reviewed by the Auditors. We are still on track for our presentation on June 8th.

Positive Pay

This fraud protection system is now in effect and has been working great!

Delinquent Personal Property

Collection of our delinquent personal property taxes has improved greatly!! We have seen an increase in both our efforts to collect and payments. The delinquent list will be submitted to department head and it appears that withholding business has been a successful tool in collection.

Notices to landlord/owners regarding Meter Access

Last month we were unable to complete approximately 57% of our shut offs, because we did not have access to the meters. Many of these locations are properties that are in violation of our code, in that they are duplexes or multifamily living units that have multiple meters serviced off of one service, and they do not allow access to the meters in order for us to maintain, service, or shut them off. We sent the enclosed draft letter to the Public Service Commission and received their endorsement. We wanted to get in front of any potential complaints that could be filed. This letter will be mailed to those properties that we are aware of, and will be sent in the future to any new properties that we become aware of.

Private Well Renewal

We are in the process of reviewing our codes regarding the private well permit and will be sending out notices in the next week.

New Sewer Rates are in Effect

Just a reminder that May 1st was the day our new WalCoMet sewer rate went into effect and this was a rate decrease from \$4.52/100 cubic feet to \$4.41/100 cubic feet.

May 8, 2017

Robert Ryan
208 S. Third St
Delavan, WI 53115
Dear Mr. Ryan:

The City has had an increasingly difficult time regulating our monthly shut off procedures, due to some of our multi-family and duplexes not adhering to the municipal code in regards to access to meters.

Section 9-1-21 (c) (d) states the following:

- (c) The owner of a multi-dwelling has the option of being served by individual metered water service to each unit. The owner, by selecting this option, is required to provide interior plumbing and meter settings to enable individual metered service to each unit and individual disconnection without affecting service to other units. Each meter and meter connection will be treated as a separate water utility account for the purpose of the filed rules and regulations.
- (d) No division of the water service lateral to any lot or parcel of land shall be made for the extension and independent metering of the supply to an adjoining lot or parcel of land. Except for duplexes, no division of a water service lateral shall be made at the curb for separate supplies for two or more separate premises having frontage on any street or public service strip, whether owned by the same or different parties. Duplexes may be serviced by one lateral provided individual metered services and disconnection is provided and it is permitted by local ordinance.

Section 9-1-34 states the following:

Meters will be owned, furnished, and installed by the water utility or a utility-approved contractor and are not to be disconnected or tampered with by the customer. All meters shall be so located that they shall be protected from obstructions and permit ready access for reading, inspection, and servicing, such location to be designated or approved by the water utility. All piping within the building must be supplied by the owner. Where additional meters are desired by the owner, the owner shall pay for all piping.

The City is hereby providing you with notice that you must bring your property into compliance. Please contact our Public Works Superintendent, James Piester, no later than May 17, 2017 at 262-728-5585 x140 to discuss the different options for your property to become compliant. Not all properties will have the same solution. It will depend on your current plumbing and meter location. **All properties must be in full compliance no later than June 30, 2017.** The Utility will pursue disconnection for non-access and follow all provisions in the Public Service Commission Code 185.37 (2)(f) for those not in compliance by the designated date. Lisa

Sincerely,

Kelly E. Hayden
Finance Director



Public Works Superintendent Report

To: Water & Sewerage Commission
From: James Piester, Public Works Superintendent
Date: May 9, 2017
Subject: Public Works Superintendent Report

2017 Capital Water & Sewer Utility Construction Projects: The Geneva Street/Hwy "50" Water Main portion of the project is proceeding well with new water main installed from Wisconsin Street south on Seventh to Geneva Street and east on Geneva Street to Tyrell Avenue.

April/May Public Works Maintenance Projects: Projects in the **Water and Sewer Division** include bi-annual sanitary sewer flushing, maintenance work at the Water Treatment Facilities and safe bacteriological distribution water sampling.

Projects at the **Street Division** include tree work, stump grinding, cleaning of storm sewer catch basins, maintenance work on buildings and vehicles.

Public Works/Emergency Call Ins: Foreman Brotz responded to a pager call on 4/27/17 for a Scada communication alarm at the North Water Treatment Facility. Maintenance Worker Wilson responded to call in for a car that hit a fire hydrant at the corner of Ann Street and Harrison Street on 5/1/17. Maintenance Worker Wilson also responded to a pager call for a Scada Dialer alarm at 488 Richmond Road on 5/8/17.

In House Projects/Training: Street and Utility Divisions completed the Permit Required Confined Space Entry Training on May 2nd by Advanced Safety Technology Inc.

Maintenance Staff met with a representative from MSA (Mining Safety Appliances) to discuss and demo a new gas detector used during Confined Space Entries. Staff also met with Baxter & Woodman to discuss a GIS application to coincide with current mapping systems.

DNR correspondence work includes the May Water Pumpage Report.



Memorandum

To: Water & Sewerage Commission
From: James M. Piester, Public Works Superintendent
Thru: Denise Pieroni, City Administrator
Date: May 12, 2017

Subject: 2017 Resolution Relating to the 2016 Compliance Maintenance Annual Report

Executive Summary: The City of Delavan is required under its Wisconsin Pollution Discharge Elimination System permit issued by the Wisconsin Department of Natural Resources to file each year a Compliance Maintenance Annual Report (CMAR) for its wastewater collection system (Wisconsin Administrative Code NR208). The staff has completed the report for 2016, a copy of which is included in your packet. No items requiring action have been identified in the report.

Key Issues: As part of the process, this report must be submitted to and reviewed by the Delavan Water & Sewerage Commission and the Commission is required to officially acknowledge that it has reviewed said report.

Budget Impact: No direct impact to the 2017 Budget.

Recommendation: The Delavan Water & Sewerage Commission should review the report, acknowledge any problems in the wastewater collection system as identified in the CMAR and take necessary actions to correct deficiencies, if any, (as noted above no deficiencies have been identified).

Recommended Action: Motion to accept the 2016 CMAR and authorize Commission President Rehak to execute the 2017 CMAR Resolution.

CITY OF DELAVAN
DELAVAN WATER & SEWAGE COMMISSION
Wisconsin Department of Natural Resources
NR 208 – Compliance Maintenance Resolution
Approval of Year 2016 Compliance Maintenance Annual Report

RESOLUTION NO. 2017-01

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

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

WHEREAS, it is necessary to provide recommendations or an action response plan for all individual CMAR section grades (or “C” or less) and/or an overall grade point average (<3.00):

BE IT THEREFORE RESOLVED by the Delavan Water & Sewage Commission of the City of Delavan that the following recommendations or actions will be taken to address or correct problem/deficiencies of the wastewater collection system as identified in the Compliance Maintenance Annual Report (CMAR):

Not Applicable as CMAR results indicate a grade of “A” in both of the CMAR sections.

Adopted the 18th of May 2017.

City of Delavan
Walworth, Wisconsin

Signature: _____
Richard Rehak, Commission President

Attest: _____
Jim Piester, Public Works Superintendent

Date: May 18, 2017

Compliance Maintenance Annual Report

Delavan City

Last Updated: Reporting For:
5/10/2017 2016

Financial Management

<p>1. Provider of Financial Information Name: <input style="width: 150px;" type="text" value="James Piester"/> Telephone: <input style="width: 100px;" type="text" value="262-728-5585"/> (XXX) XXX-XXXX E-Mail Address (optional): <input style="width: 250px;" type="text" value="pwsuper@ci.delavan.wi.us"/></p>																
<p>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 ? <input checked="" type="radio"/> Yes (0 points) <input type="radio"/> No (40 points) If No, please explain: <input style="width: 750px; height: 20px;" type="text"/> 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="2017"/> <input checked="" type="radio"/> 0-2 years ago (0 points) <input type="radio"/> 3 or more years ago (20 points) <input type="radio"/> N/A (private facility) 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? <input checked="" type="radio"/> Yes (0 points) <input type="radio"/> No (40 points)</p>	0															
REPLACEMENT FUNDS [PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 3]																
<p>3. Equipment Replacement Funds 3.1 When was the Equipment Replacement Fund last reviewed and/or revised? Year: <input style="width: 100px;" type="text"/> <input type="radio"/> 1-2 years ago (0 points) <input type="radio"/> 3 or more years ago (20 points) <input checked="" type="radio"/> N/A If N/A, please explain: <input style="width: 750px; height: 30px;" type="text" value="No Treatment Facilities or Lift Stations. Collection system replacements are constructed with unrestricted cash."/></p>																
<p>3.2 Equipment Replacement Fund Activity</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">3.2.1 Ending Balance Reported on Last Year's CMAR</td> <td style="width: 5%; text-align: right;">\$</td> <td style="width: 35%; text-align: right;"><input style="width: 100%; height: 20px;" type="text" value="0.00"/></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;"><input style="width: 100%; height: 20px;" type="text" value="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;"><input style="width: 100%; height: 20px;" type="text" value="0.00"/></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;"><input style="width: 100%; height: 20px;" type="text" value="0.00"/></td> </tr> <tr> <td></td> <td style="text-align: right;">+</td> <td style="text-align: right;"><input style="width: 100%; height: 20px;" type="text" value="0.00"/></td> </tr> </table>	3.2.1 Ending Balance Reported on Last Year's CMAR	\$	<input style="width: 100%; height: 20px;" type="text" value="0.00"/>	3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)	\$	<input style="width: 100%; height: 20px;" type="text" value="0.00"/>	3.2.3 Adjusted January 1st Beginning Balance	\$	<input style="width: 100%; height: 20px;" type="text" value="0.00"/>	3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)	\$	<input style="width: 100%; height: 20px;" type="text" value="0.00"/>		+	<input style="width: 100%; height: 20px;" type="text" value="0.00"/>	
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	+	<input style="width: 100%; height: 20px;" type="text" value="0.00"/>														

Compliance Maintenance Annual Report

Delavan City

Last Updated: Reporting For:

5/10/2017

2016

	Electricity Consumed (kWh)	Natural Gas Consumed (therms)
January	0	0
February	0	0
March	0	0
April	0	0
May	0	0
June	0	0
July	0	0
August	0	0
September	0	0
October	0	0
November	0	0
December	0	0
Total	0	0
Average	0	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:

By Whom:

Describe and Comment:

Compliance Maintenance Annual Report

Delavan City

Last Updated: Reporting For:
5/10/2017 2016

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 reduce infiltration by addressing root problem areas and maintain the structural integrity of all sanitary sewer piping and manholes in the Utility collection 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?

Title 9 Chapter 3 Code of Ordinances of the City of Delavan

If you have a Sewer Use Ordinance or other similar document, when was it last reviewed and revised? (MM/DD/YYYY) 2017-03-21

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

Delavan City

Last Updated: Reporting For:

5/10/2017

2016

Private sewer inspections % of system/year
 Private sewer I/I removal % of private services
 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.

Total actual amount of precipitation last year in inches
 Annual average precipitation (for your location)
 Miles of sanitary sewer
 Number of lift stations
 Number of lift station failures
 Number of sewer pipe failures
 Number of basement backup occurrences
 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:

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

Compliance Maintenance Annual Report

Delavan City

Last Updated: Reporting For:
5/10/2017 2016

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)



Memorandum

To: Water & Sewerage Commission

From: Jim Piester, Public Works Superintendent

Thru: Denise Pieroni, City Administrator

Date: May 9, 2017

Subject: Delavan Darien School District Request to Locate an Antenna on the Railing and Repeater & Related Equipment in the Base of the Autumn Drive Water Tower

Executive Summary: The Delavan Darien School District delivered a letter to the City on April 25, 2017 inquiring as to whether they could install an antenna on the railing and a repeater and related equipment in the base of the Autumn Drive water tower to enhance their inter-facility communication system for maintenance and emergency purposes. A copy of the letter is attached for your reference.

Background: From 2001 through 2008, the City had leased space on the Autumn Drive Water Tower to Telecorp / AT& T. Since that time, the City has not been approached by any other communications companies relative to the leasing of space for communication equipment. If use of the water tower for this equipment is approved, staff would work with the School District to make sure this equipment is located in a manner that would allow it to coexist with any future communication antenna installations that may be requested.

Key Issues: An Intergovernmental Agreement should be drafted and executed to address, at minimum, cost of (1) removing the equipment permanently or in conjunction with the maintenance of the tower and (2) addressing any future issues that may arise relating to concurrent use of the water tower for communications systems proposed either by the City or other third parties. The City and the School District have other areas in which spaces and/or equipment is shared or used. It may be recommended to the Council that we try to address, longer term, these matters in one IGA.

Budget Impact: The proposed antenna and repeater at this site would be powered by a DC battery using 7 amps of power during radio transmissions so the impact of this installation on the electrical costs at the location should be minimal.

Recommendation: Staff suggests that the Water & Sewerage Commission recommend to the Common Council that an IGA for the use of the Autumn Drive water tower as outlined in the attached letter at no annual or monthly cost to the District be considered.

Recommended Action: Move to recommend to Common Council the approval of an IGA to allow for the use of the Autumn Drive water tower for the outlined communications equipment.



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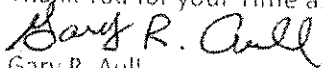
4-25-17

Delavan Water Department

Re: Delavan-Darien School District

Delavan Darien School District is looking to put up a repeater to cover their 5 schools and District office for Maintenance and School Emergencies. They are looking at putting a repeater on the Autumn Drive water tower as they previously got verbal permission to do so. On the water tower there would be a gain antenna attached to the railing and the coax would run down the middle to the bottom where a small cabinet would be placed with the repeater and power supply would be in and just 1 outlet would be needed to power the repeater. The antenna is a white fiberglass omnidirectional, which is 19.5' long and weighs about 24 pounds which blends into the background very easily. All work will be done and installed by Bandt Communications. Bandt has installed many of these same systems, with the same antenna if you would like to check them out. Darien water tower for Darien Fire & EMS, Sharon water Tower for Sharon Fire & EMS, Geneva National Water Tower for Delavan Township Fire & Elkhorn EMS, Williams Bay Water Tower for Williams Bay Fire & EMS. If you need more information please feel free to give us a call.

Thank You for your Time and consideration of this request .


Gary R. Aull

Delavan-Darien School District
Dir. Of Facilities and Grounds
262-233-6557