

**City of Oconomowoc  
Utility Committee**

**Aldermen: Kowieski, Chairman / Mulder, Secy / Zapfel**

**Tuesday, May 26, 2020 - 4:00 PM  
City Hall - Conference Room 3**



**Notice:** If a person with a disability requires that the meeting be accessible or that materials at the meeting be in an accessible format, call the City Clerk's office at least 48 hours in advance to request adequate accommodations. Tel: 569-2186

- 1. Call to Order, Roll Call and Confirmation of appropriate Meeting Notification**
- 2. Approve Minutes**
  - a. Minutes of April 28, 2020
- 3. Committee Business**
  - a. Consider/recommend 2019 Compliance Maintenance Annual Report for the Wastewater Utility
- 4. Review Committee Reports**
  - a. UC Utility Billing Report - May 2020
  - b. UC Electric Report - May 2020
  - c. UC Water Report May 2020
  - d. UC Wastewater Report May 2020
- 5. Staff and Committee Comments**
- 6. Adjourn**

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Diane Coenen, City Clerk  
City of Oconomowoc

Members of other City governmental bodies (boards, commissions, committees, council, etc.) may attend the above noticed meeting of the Utility Committee to gather information. The only action to be taken at the above noticed meeting will be action by the Utility Committee. Utility Committee members should notify the City Clerk's Office at 569-2186 if they are unable to attend.

**City of Oconomowoc  
Utility Committee Meeting Minutes – April 28, 2020**

Alderman Kowieski called the virtual meeting to order at 4:00 pm.

**Members Present:** Aids. Kowieski, Zaphel and Mulder

**Staff Present:** Kevin Freber, Scott Osborn, John Schuh, Laurie Sullivan, Joe Pickart, Ellen Schmidt, Sarah Kitsembel and Chris Dehnert

**2. Minutes of December 17, 2019, February 18 and February 25, 2020:** Motion by Zaphel to approve the December 17, 2019, February 18 and 25, 2020 minutes as presented; second by Mulder. Motion carried 3-0.

**3a. Consider/recommend Pole Attachment License Agreement between the City of Oconomowoc and Midwest Fiber Networks, LLC:** Pickart explained this is a standard agreement which covers wired lines only and will affect 35 to 40 poles. The document was prepared by Attorney Gullicci who works with the utility on these types of agreements. Currently the Utility has a similar agreement with Spectrum. Attorney Riffle also reviewed the agreement and the Certificate of Insurance. If recommended, this agreement will then move on to Council for approval. Pickart noted the utility's biggest concern which was going from overhead lines to underground has been addressed in the agreement. It was also noted this has nothing to do with 5G. Motion by Mulder to recommend the Pole Attachment License Agreement to Council; second by Zaphel. Motion carried 3-0.

**4. Review Committee Reports: Electric (March/April) –** Pickart referred to his report included in the packet and explained training was held in Sun Prairie and at the Waukesha County Technical College on leading a multi-generational workforce. **Water (March/April) –** Osborn referred to his report included in the packet and said hydrant flushing will begin on Monday. They will keep the City website updated along with publishing a notice in the newspaper. Osborn provided background on how and why they flush the hydrants. **Wastewater Report (March/April) –** Freber referred to his report included in the packet and said the numbers are still looking good for their WPDES permit. Design engineering of the digester and HVAC project have been postponed because the facility is closed due to the pandemic. As soon as everything reopens, they should be able to move forward with the design work so that it can be bid in December with a January bid opening. Freber noted he will be happy to give the new aldermen tours of the facility and provide an update to the watershed program. **Utility Billing (March/April) –** Schuh referred to his report included in the packet. He recently filed the annual report with the PSC. He also provided charts of the electric and water utilities which covered the past 30 years.

**5. Staff and Committee Comments:** Members requested an analysis going back to 2008-09 on how utilities have been affected by Covid 19 and a note be included on utility bills on how to register to vote and get an absentee ballot. Kitsembel will give a report at the May 5, 2020 Council meeting on the effects of Covid 19 on City operations.

**6. Adjourn:** Motion made by Zaphel to adjourn at 4:38 pm; second by Mulder. Motion carried 3-0.

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Chris Dehnert, Deputy City Clerk



# MEMORANDUM

## WASTEWATER

Date: 05/26/2020  
 To: Utility Committee  
 From: Kevin L Freber  
 Re: Consider/Recommend 2019 Compliance Maintenance Annual Report for the Wastewater Utility

## RELATES TO THE STRATEGIC PLAN

Strategic Goal-

## BACKGROUND

The Compliance Maintenance Annual Report (CMAR) is a yearly report required by the Wisconsin Department of Natural Resources (WDNR) who promulgate the discharge values in compliance with the Environmental Protection Agency. The purpose of the (CMAR) is to evaluate the wastewater treatment system for problems or deficiencies. Management, Operation and Maintenance activities are described. Owners identify proposed actions to prevent violations of WPDES permits and water quality degradation. The CMAR program also encourages actions that:

- Promote the owners’ awareness and responsibility for wastewater collection and treatment needs.
- Maximize the useful life of wastewater treatment systems through improved operation & maintenance.
- Initiate formal planning, design and construction for system upgrades.

Attached is the 2019 CMAR for your review. You will note on the Summary Page (2nd from the last) our grade value is an A or 4.0 for the year. The nine categories of the report and their grade values are as follows:

Influent	A or 4.0
BOD/CBOD	A or 4.0
TSS	A or 4.0
Phosphorus	A or 4.0
Biosolids	A or 4.0
Staffing/PM	A or 4.0
Operator Certification	A or 4.0
Financial	A or 4.0
Collection	A or 4.0

The report indicates perfect scores in all categories, reflecting the continuing, consistent, and very commendable efforts of Wastewater Utility and City staff. This is our 10th consecutive year with a perfect score of 4.0.

## ADDITIONAL ANALYSIS

## FINANCIAL IMPACT

## RECOMMENDATION

Recommend the CMAR Resolution to council. This report must be approved by the City Council to fulfill the requirements of the DNR.

## SUGGESTED MOTION

Motion to recommend the CMAR Resolution to council. This report must be approved by the City Council to fulfill the requirements of the DNR.

RESOLUTION No. 20-R2879

RESOLUTION FOR THE WISCONSIN DNR COMPLIANCE MAINTENANCE ANNUAL REPORT  
(CMAR) FOR 2019 WASTEWATER OPERATIONS

**RESOLVED**, that the City of Oconomowoc informs the Department of Natural Resources that the following actions were taken by the Common Council:

Reviewed the 2019 Compliance Maintenance Annual Report which is attached to the Resolution.

DATED: \_\_\_\_\_

CITY OF OCONOMOWOC

By: \_\_\_\_\_  
Robert P. Magnus, Mayor

ATTEST:

\_\_\_\_\_  
Diane Coenen, Clerk

# Compliance Maintenance Annual Report

Oconomowoc Wastewater Treatment Plant

Last Updated: Reporting For:  
5/11/2020 **2019**

## Influent Flow and Loading

### 1. Monthly Average Flows and BOD Loadings

1.1 Verify the following monthly flows and BOD loadings to your facility.

Influent No. 701	Influent Monthly Average Flow, MGD	x	Influent Monthly Average BOD Concentration mg/L	x	8.34	=	Influent Monthly Average BOD Loading, lbs/day
January	2.5895	x	190	x	8.34	=	4,107
February	2.8943	x	184	x	8.34	=	4,451
March	3.1532	x	184	x	8.34	=	4,832
April	2.7744	x	187	x	8.34	=	4,330
May	3.4859	x	173	x	8.34	=	5,034
June	2.7689	x	208	x	8.34	=	4,801
July	2.8240	x	209	x	8.34	=	4,921
August	2.4805	x	206	x	8.34	=	4,267
September	2.5920	x	188	x	8.34	=	4,071
October	3.1587	x	155	x	8.34	=	4,076
November	3.2589	x	175	x	8.34	=	4,754
December	3.0464	x	197	x	8.34	=	4,997

### 2. Maximum Monthly Design Flow and Design BOD Loading

2.1 Verify the design flow and loading for your facility.

Design	Design Factor	x	%	=	% of Design
Max Month Design Flow, MGD	4.02	x	90	=	3.618
		x	100	=	4.02
Design BOD, lbs/day	8340	x	90	=	7506
		x	100	=	8340

2.2 Verify the number of times the flow and BOD exceeded 90% or 100% of design, points earned, and score:

	Months of Influent	Number of times flow was greater than 90% of	Number of times flow was greater than 100% of	Number of times BOD was greater than 90% of design	Number of times BOD was greater than 100% of design
January	1	0	0	0	0
February	1	0	0	0	0
March	1	0	0	0	0
April	1	0	0	0	0
May	1	0	0	0	0
June	1	0	0	0	0
July	1	0	0	0	0
August	1	0	0	0	0
September	1	0	0	0	0
October	1	0	0	0	0
November	1	0	0	0	0
December	1	0	0	0	0
Points per each		2	1	3	2
Exceedances		0	0	0	0
Points		0	0	0	0
<b>Total Number of Points</b>					<b>0</b>

0

# Compliance Maintenance Annual Report

Oconomowoc Wastewater Treatment Plant

Last Updated: Reporting For:  
5/11/2020 **2019**

## 3. Flow Meter

3.1 Was the influent flow meter calibrated in the last year?  
● Yes Enter last calibration date (MM/DD/YYYY)

2019-09-20

○ No

If No, please explain:

## 4. Sewer Use Ordinance

4.1 Did your community have a sewer use ordinance that limited or prohibited the discharge of excessive conventional pollutants ((C)BOD, SS, or pH) or toxic substances to the sewer from industries, commercial users, hauled waste, or residences?

● Yes

○ No

If No, please explain:

4.2 Was it necessary to enforce the ordinance?

○ Yes

● No

If Yes, please explain:

## 5. Septage Receiving

5.1 Did you have requests to receive septage at your facility?

Septic Tanks

Holding Tanks

Grease Traps

● Yes

● Yes

● Yes

○ No

○ No

○ No

5.2 Did you receive septage at your facility? If yes, indicate volume in gallons.

Septic Tanks

● Yes

2316395

gallons

○ No

Holding Tanks

● Yes

4287340

gallons

○ No

Grease Traps

○ Yes

gallons

● No

5.2.1 If yes to any of the above, please explain if plant performance is affected when receiving any of these wastes.

No Plant Plant Performance issues

## 6. Pretreatment

6.1 Did your facility experience operational problems, permit violations, biosolids quality concerns, or hazardous situations in the sewer system or treatment plant that were attributable to commercial or industrial discharges in the last year?

○ Yes

● No

If yes, describe the situation and your community's response.

6.2 Did your facility accept hauled industrial wastes, landfill leachate, etc.?

# Compliance Maintenance Annual Report

Oconomowoc Wastewater Treatment Plnt

Last Updated: Reporting For:  
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<p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p> <p>If yes, describe the types of wastes received and any procedures or other restrictions that were in place to protect the facility from the discharge of hauled industrial wastes.</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
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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

Oconomowoc Wastewater Treatment Plant

Last Updated: Reporting For:  
5/11/2020 **2019**

## Effluent Quality and Plant Performance (BOD/CBOD)

### 1. Effluent (C)BOD Results

1.1 Verify the following monthly average effluent values, exceedances, and points for BOD or CBOD

Outfall No. 001	Monthly Average Limit (mg/L)	90% of Permit Limit > 10 (mg/L)	Effluent Monthly Average (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance	90% Permit Limit Exceedance
January	15	13.5	2	1	0	0
February	15	13.5	1	1	0	0
March	15	13.5	5	1	0	0
April	15	13.5	2	1	0	0
May	10	10	1	1	0	0
June	10	10	2	1	0	0
July	10	10	1	1	0	0
August	10	10	2	1	0	0
September	10	10	0	1	0	0
October	10	10	2	1	0	0
November	15	13.5	0	1	0	0
December	15	13.5	1	1	0	0

\* Equals limit if limit is <= 10

Months of discharge/yr	12		
Points per each exceedance with 12 months of discharge		7	3
Exceedances		0	0
Points		0	0
<b>Total number of points</b>			<b>0</b>

NOTE: For systems that discharge intermittently to state waters, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge. Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is  $12/6 = 2.0$

1.2 If any violations occurred, what action was taken to regain compliance?

### 2. Flow Meter Calibration

2.1 Was the effluent flow meter calibrated in the last year?

Yes Enter last calibration date (MM/DD/YYYY)

No

If No, please explain:

No Effluent Flow Meter

### 3. Treatment Problems

3.1 What problems, if any, were experienced over the last year that threatened treatment?

No Treatment Plant Issues

### 4. Other Monitoring and Limits

4.1 At any time in the past year was there an exceedance of a permit limit for any other pollutants such as chlorides, pH, residual chlorine, fecal coliform, or metals?

Yes

No

# Compliance Maintenance Annual Report

Oconomowoc Wastewater Treatment Plnt

Last Updated: Reporting For:  
5/11/2020 **2019**

<p>If Yes, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
<p>4.2 At any time in the past year was there a failure of an effluent acute or chronic whole effluent toxicity (WET) test?</p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p> <p>If Yes, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
<p>4.3 If the biomonitoring (WET) test did not pass, were steps taken to identify and/or reduce source(s) of toxicity?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input checked="" type="radio"/> N/A</p> <p>Please explain unless not applicable:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>

<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

Oconomowoc Wastewater Treatment Plnt

Last Updated: Reporting For:  
5/11/2020 **2019**

## Effluent Quality and Plant Performance (Total Suspended Solids)

### 1. Effluent Total Suspended Solids Results

1.1 Verify the following monthly average effluent values, exceedances, and points for TSS:

Outfall No. 001	Monthly Average Limit (mg/L)	90% of Permit Limit >10 (mg/L)	Effluent Monthly Average (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance	90% Permit Limit Exceedance
January	15	13.5	1	1	0	0
February	15	13.5	0	1	0	0
March	15	13.5	2	1	0	0
April	15	13.5	0	1	0	0
May	10	10	0	1	0	0
June	10	10	0	1	0	0
July	10	10	1	1	0	0
August	10	10	0	1	0	0
September	10	10	0	1	0	0
October	10	10	0	1	0	0
November	15	13.5	0	1	0	0
December	15	13.5	0	1	0	0
* Equals limit if limit is <= 10						
Months of Discharge/yr				12		
<b>Points per each exceedance with 12 months of discharge:</b>					<b>7</b>	<b>3</b>
Exceedances					0	0
Points					0	0
<b>Total Number of Points</b>						<b>0</b>

0

NOTE: For systems that discharge intermittently to state waters, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge.

Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is  $12/6 = 2.0$

1.2 If any violations occurred, what action was taken to regain compliance?

<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

Oconomowoc Wastewater Treatment Plnt

Last Updated: Reporting For:  
5/11/2020 **2019**

## Effluent Quality and Plant Performance (Phosphorus)

### 1. Effluent Phosphorus Results

#### 1.1 Verify the following monthly average effluent values, exceedances, and points for Phosphorus

Outfall No. 001	Monthly Average phosphorus Limit (mg/L)	Effluent Monthly Average phosphorus (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance
January	.95	0.716	1	0
February	.95	0.711	1	0
March	.95	0.656	1	0
April	.95	0.848	1	0
May	.95	0.821	1	0
June	.95	0.777	1	0
July	.95	0.835	1	0
August	.95	0.854	1	0
September	.95	0.629	1	0
October	.95	0.561	1	0
November	.95	0.605	1	0
December	.95	0.696	1	0
Months of Discharge/yr			12	
<b>Points per each exceedance with 12 months of discharge:</b>				<b>10</b>
Exceedances				0
<b>Total Number of Points</b>				<b>0</b>

0

NOTE: For systems that discharge intermittently to waters of the state, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge.

Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is  $12/6 = 2.0$

#### 1.2 If any violations occurred, what action was taken to regain compliance?

<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

Oconomowoc Wastewater Treatment Plnt

Last Updated: Reporting For:  
5/11/2020 **2019**

## Biosolids Quality and Management

### 1. Biosolids Use/Disposal

1.1 How did you use or dispose of your biosolids? (Check all that apply)

- Land applied under your permit
- Publicly Distributed Exceptional Quality Biosolids
- Hauled to another permitted facility
- Landfilled
- Incinerated
- Other

NOTE: If you did not remove biosolids from your system, please describe your system type such as lagoons, reed beds, recirculating sand filters, etc.

1.1.1 If you checked Other, please describe:

### 2. Land Application Site

2.1 Last Year's Approved and Active Land Application Sites

2.1.1 How many acres did you have?

1509.70 acres

2.1.2 How many acres did you use?

186.4 acres

2.2 If you did not have enough acres for your land application needs, what action was taken?

2.3 Did you overapply nitrogen on any of your approved land application sites you used last year?  
o Yes (30 points)

- No

2.4 Have all the sites you used last year for land application been soil tested in the previous 4 years?

- Yes
- o No (10 points)
- o N/A

### 3. Biosolids Metals

Number of biosolids outfalls in your WPDES permit:

3.1 For each outfall tested, verify the biosolids metal quality values for your facility during the last calendar year.

Outfall No. 003 - Anaerobic liquid sludge

Parameter	80% of Limit	H.Q. Limit	Ceiling Limit	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	80% Value	High Quality	Ceiling
Arsenic		41	75				9.6			8.4			6				0	0
Cadmium		39	85				.71			.82			.97				0	0
Copper		1500	4300				820			890			920				0	0
Lead		300	840				19			17			16				0	0
Mercury		17	57				0			.77			1.7				0	0
Molybdenum	60		75				10			11			13			0		0
Nickel	336		420				28			31			28			0		0
Selenium	80		100				0			<5.6			8.6			0		0
Zinc		2800	7500				690			800			960				0	0

3.1.1 Number of times any of the metals exceeded the high quality limits OR 80% of the limit for molybdenum, nickel, or selenium = 0

Exceedence Points

- 0 (0 Points)

# Compliance Maintenance Annual Report

Oconomowoc Wastewater Treatment Plnt

Last Updated: Reporting For:  
5/11/2020 **2019**

<ul style="list-style-type: none"> <li>○ 1-2 (10 Points)</li> <li>○ &gt; 2 (15 Points)</li> </ul> <p>3.1.2 If you exceeded the high quality limits, did you cumulatively track the metals loading at each land application site? (check applicable box)</p> <ul style="list-style-type: none"> <li>○ Yes</li> <li>○ No (10 points)</li> <li>● N/A - Did not exceed limits or no HQ limit applies (0 points)</li> <li>○ N/A - Did not land apply biosolids until limit was met (0 points)</li> </ul> <p>3.1.3 Number of times any of the metals exceeded the ceiling limits = 0</p> <p>Exceedence Points</p> <ul style="list-style-type: none"> <li>● 0 (0 Points)</li> <li>○ 1 (10 Points)</li> <li>○ &gt; 1 (15 Points)</li> </ul> <p>3.1.4 Were biosolids land applied which exceeded the ceiling limit?</p> <ul style="list-style-type: none"> <li>○ Yes (20 Points)</li> <li>● No (0 Points)</li> </ul> <p>3.1.5 If any metal limit (high quality or ceiling) was exceeded at any time, what action was taken? Has the source of the metals been identified?</p> <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>	0
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4. Pathogen Control (per outfall):

4.1 Verify the following information. If any information is incorrect, use the Report Issue button under the Options header in the left-side menu.

Outfall Number:	<b>003</b>
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	04/01/2019 - 06/30/2019
Density:	5,600
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	Yes
Process:	Anaerobic Digestion
Process Description:	Anaerobic digesters ran at 95-98 degrees F.

Outfall Number:	<b>003</b>
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	04/01/2019 - 06/30/2019
Density:	9,500
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	Yes
Process:	Anaerobic Digestion
Process Description:	Anaerobic digesters ran at 95-98 degrees F.

# Compliance Maintenance Annual Report

Oconomowoc Wastewater Treatment Plnt

Last Updated: Reporting For:  
5/11/2020 **2019**

Outfall Number:	<b>003</b>
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	04/01/2019 - 06/30/2019
Density:	3,500
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	Yes
Process:	Anaerobic Digestion
Process Description:	Anaerobic digesters ran at 95-98 degrees F.

Outfall Number:	<b>003</b>
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	04/01/2019 - 06/30/2019
Density:	12,000
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	Yes
Process:	Anaerobic Digestion
Process Description:	Anaerobic digesters ran at 95-98 degrees F.

Outfall Number:	<b>003</b>
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	04/01/2019 - 06/30/2019
Density:	6,900
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	Yes
Process:	Anaerobic Digestion
Process Description:	Anaerobic digesters ran at 95-98 degrees F.

Outfall Number:	<b>003</b>
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	04/01/2019 - 06/30/2019
Density:	13,000
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	Yes
Process:	Anaerobic Digestion
Process Description:	Anaerobic digesters ran at 95-98 degrees F.

# Compliance Maintenance Annual Report

Oconomowoc Wastewater Treatment Plnt

Last Updated: Reporting For:  
5/11/2020 **2019**

Outfall Number:	<b>003</b>
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	04/01/2019 - 06/30/2019
Density:	19,000
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	Yes
Process:	Anaerobic Digestion
Process Description:	Anaerobic digesters ran at 95-98 degrees F.

Outfall Number:	<b>003</b>
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	07/01/2019 - 09/30/2019
Density:	32,000
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	Yes
Process:	Anaerobic Digestion
Process Description:	Anaerobic digesters ran at 95-98 degrees F.

Outfall Number:	<b>003</b>
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	07/01/2019 - 09/30/2019
Density:	30,000
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	Yes
Process:	Anaerobic Digestion
Process Description:	Anaerobic digesters ran at 95-98 degrees F.

Outfall Number:	<b>003</b>
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	07/01/2019 - 09/30/2019
Density:	33,000
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	Yes
Process:	Anaerobic Digestion
Process Description:	Anaerobic digesters ran at 95-98 degrees F.

# Compliance Maintenance Annual Report

Oconomowoc Wastewater Treatment Plnt

Last Updated: Reporting For:  
5/11/2020 **2019**

Outfall Number:	<b>003</b>
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	07/01/2019 - 09/30/2019
Density:	46,000
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	Yes
Process:	Anaerobic Digestion
Process Description:	Anaerobic digesters ran at 95-98 degrees F.

Outfall Number:	<b>003</b>
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	07/01/2019 - 09/30/2019
Density:	60,000
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	Yes
Process:	Anaerobic Digestion
Process Description:	Anaerobic digesters ran at 95-98 degrees F.

Outfall Number:	<b>003</b>
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	07/01/2019 - 09/30/2019
Density:	21,000
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	Yes
Process:	Anaerobic Digestion
Process Description:	Anaerobic digesters ran at 95-98 degrees F.

Outfall Number:	<b>003</b>
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	07/01/2019 - 09/30/2019
Density:	61,000
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	Yes
Process:	Anaerobic Digestion
Process Description:	Anaerobic digesters ran at 95-98 degrees F.

# Compliance Maintenance Annual Report

Oconomowoc Wastewater Treatment Plnt

Last Updated: Reporting For:  
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Outfall Number:	<b>003</b>
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	10/01/2019 - 12/31/2019
Density:	7,200
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	Yes
Process:	Anaerobic Digestion
Process Description:	Anaerobic digesters ran at 95-98 degrees F.

Outfall Number:	<b>003</b>
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	10/01/2019 - 12/31/2019
Density:	2,200
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	Yes
Process:	Anaerobic Digestion
Process Description:	Anaerobic digesters ran at 95-98 degrees F.

Outfall Number:	<b>003</b>
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	10/01/2019 - 12/31/2019
Density:	5,400
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	Yes
Process:	Anaerobic Digestion
Process Description:	Anaerobic digesters ran at 95-98 degrees F.

Outfall Number:	<b>003</b>
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	10/01/2019 - 12/31/2019
Density:	2,600
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	Yes
Process:	Anaerobic Digestion
Process Description:	Anaerobic digesters ran at 95-98 degrees F.

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Outfall Number:	<b>003</b>
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	10/01/2019 - 12/31/2019
Density:	3,000
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	Yes
Process:	Anaerobic Digestion
Process Description:	Anaerobic digesters ran at 95-98 degrees F.

Outfall Number:	<b>003</b>
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	10/01/2019 - 12/31/2019
Density:	4,100
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	Yes
Process:	Anaerobic Digestion
Process Description:	Anaerobic digesters ran at 95-98 degrees F.

Outfall Number:	<b>003</b>
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	10/01/2019 - 12/31/2019
Density:	4,200
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	Yes
Process:	Anaerobic Digestion
Process Description:	Anaerobic digesters ran at 95-98 degrees F.

4.2 If exceeded Class B limit or did not meet the process criteria at the time of land application.

4.2.1 Was the limit exceeded or the process criteria not met at the time of land application?

Yes (40 Points)

No

If yes, what action was taken?

5. Vector Attraction Reduction (per outfall):

5.1 Verify the following information. If any of the information is incorrect, use the Report Issue button under the Options header in the left-side menu.

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Oconomowoc Wastewater Treatment Plant

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Outfall Number:	<b>003</b>		
Method Date:	06/30/2019		
Option Used To Satisfy Requirement:	Injection when land apply		
Requirement Met:	Yes		
Land Applied:	Yes		
Limit (if applicable):			
Results (if applicable):			
Outfall Number:	<b>003</b>	<b>0</b>	
Method Date:	09/30/2019		
Option Used To Satisfy Requirement:	Incorporation when land apply		
Requirement Met:	Yes		
Land Applied:	Yes		
Limit (if applicable):			
Results (if applicable):			
Outfall Number:	<b>003</b>		
Method Date:	12/31/2019		
Option Used To Satisfy Requirement:	Injection when land apply		
Requirement Met:	Yes		
Land Applied:	Yes		
Limit (if applicable):			
Results (if applicable):			
<p>5.2 Was the limit exceeded or the process criteria not met at the time of land application?</p> <p><input type="radio"/> Yes (40 Points)</p> <p><input checked="" type="radio"/> No</p> <p>If yes, what action was taken?</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>			
<p>6. Biosolids Storage</p> <p>6.1 How many days of actual, current biosolids storage capacity did your wastewater treatment facility have either on-site or off-site?</p> <p><input checked="" type="radio"/> &gt;= 180 days (0 Points)</p> <p><input type="radio"/> 150 - 179 days (10 Points)</p> <p><input type="radio"/> 120 - 149 days (20 Points)</p> <p><input type="radio"/> 90 - 119 days (30 Points)</p> <p><input type="radio"/> &lt; 90 days (40 Points)</p> <p><input type="radio"/> N/A (0 Points)</p> <p>6.2 If you checked N/A above, explain why.</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>			<b>0</b>
<p>7. Issues</p> <p>7.1 Describe any outstanding biosolids issues with treatment, use or overall management:</p> <div style="border: 1px solid black; padding: 5px;">No outstanding biosolids issues</div>			

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Oconomowoc Wastewater Treatment Plnt

Last Updated: Reporting For:  
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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

Oconomowoc Wastewater Treatment Plnt

Last Updated: Reporting For:  
5/11/2020 **2019**

## Staffing and Preventative Maintenance (All Treatment Plants)

<p>1. Plant Staffing</p> <p>1.1 Was your wastewater treatment plant adequately staffed last year?</p> <ul style="list-style-type: none"><li>● Yes</li><li>○ No</li></ul> <p>If No, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>Could use more help/staff for:</p> <div style="border: 1px solid black; padding: 2px;">In 2019 we were one staff member short but in February of 2020 we hired a Utility Technician.</div> <p>1.2 Did your wastewater staff have adequate time to properly operate and maintain the plant and fulfill all wastewater management tasks including recordkeeping?</p> <ul style="list-style-type: none"><li>● Yes</li><li>○ No</li></ul> <p>If No, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
<p>2. Preventative Maintenance</p> <p>2.1 Did your plant have a documented AND implemented plan for preventative maintenance on major equipment items?</p> <ul style="list-style-type: none"><li>● Yes (Continue with question 2) <input type="checkbox"/><input type="checkbox"/></li><li>○ No (40 points) <input type="checkbox"/><input type="checkbox"/></li></ul> <p>If No, please explain, then go to question 3:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>2.2 Did this preventative maintenance program depict frequency of intervals, types of lubrication, and other tasks necessary for each piece of equipment?</p> <ul style="list-style-type: none"><li>● Yes</li><li>○ No (10 points)</li></ul> <p>2.3 Were these preventative maintenance tasks, as well as major equipment repairs, recorded and filed so future maintenance problems can be assessed properly?</p> <ul style="list-style-type: none"><li>● Yes<ul style="list-style-type: none"><li>○ Paper file system</li><li>○ Computer system</li><li>● Both paper and computer system</li></ul></li><li>○ No (10 points)</li></ul>	<b>0</b>
<p>3. O&amp;M Manual</p> <p>3.1 Does your plant have a detailed O&amp;M and Manufacturer Equipment Manuals that can be used as a reference when needed?</p> <ul style="list-style-type: none"><li>● Yes</li><li>○ No</li></ul>	
<p>4. Overall Maintenance /Repairs</p> <p>4.1 Rate the overall maintenance of your wastewater plant.</p> <ul style="list-style-type: none"><li>○ Excellent</li><li>● Very good</li><li>○ Good</li><li>○ Fair</li><li>○ Poor</li></ul> <p>Describe your rating:</p>	

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The Utilities has purchased a new computerized software package for work orders and asset management to work with the new ESRI GIS system
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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>

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## Operator Certification and Education

<p>1. Operator-In-Charge</p> <p>1.1 Did you have a designated operator-in-charge during the report year?</p> <ul style="list-style-type: none"> <li>● Yes (0 points)</li> <li>○ No (20 points)</li> </ul> <p>Name: <input style="width: 150px;" type="text" value="KEVIN FREBER"/></p> <p>Certification No: <input style="width: 150px;" type="text" value="10738"/></p>	<b>0</b>																																																																																							
<p>2. Certification Requirements</p> <p>2.1 In accordance with Chapter NR 114.56 and 114.57, Wisconsin Administrative Code, what level and subclass(es) were required for the operator-in-charge (OIC) to operate the wastewater treatment plant and what level and subclass(es) were held by the operator-in-charge?</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th rowspan="2">Sub Class</th> <th rowspan="2">SubClass Description</th> <th>WWTP</th> <th colspan="2">OIC</th> </tr> <tr> <th>Advanced</th> <th>OIT</th> <th>Basic</th> <th>Advanced</th> </tr> </thead> <tbody> <tr><td>A1</td><td>Suspended Growth Processes</td><td>X</td><td></td><td></td><td>X</td></tr> <tr><td>A2</td><td>Attached Growth Processes</td><td></td><td></td><td></td><td>X</td></tr> <tr><td>A3</td><td>Recirculating Media Filters</td><td></td><td></td><td></td><td></td></tr> <tr><td>A4</td><td>Ponds, Lagoons and Natural</td><td></td><td>X</td><td></td><td></td></tr> <tr><td>A5</td><td>Anaerobic Treatment Of Liquid</td><td></td><td></td><td></td><td></td></tr> <tr><td>B</td><td>Solids Separation</td><td>X</td><td></td><td></td><td>X</td></tr> <tr><td>C</td><td>Biological Solids/Sludges</td><td>X</td><td></td><td></td><td>X</td></tr> <tr><td>P</td><td>Total Phosphorus</td><td>X</td><td></td><td></td><td>X</td></tr> <tr><td>N</td><td>Total Nitrogen</td><td></td><td></td><td></td><td></td></tr> <tr><td>D</td><td>Disinfection</td><td>X</td><td></td><td></td><td>X</td></tr> <tr><td>L</td><td>Laboratory</td><td>X</td><td></td><td></td><td>X</td></tr> <tr><td>U</td><td>Unique Treatment Systems</td><td></td><td></td><td></td><td></td></tr> <tr><td>SS</td><td>Sanitary Sewage Collection</td><td>X</td><td>NA</td><td>X</td><td>NA</td></tr> </tbody> </table> <p>2.2 Was the operator-in-charge certified at the appropriate level and subclass(es) to operate this plant? (Note: Certification in subclass SS, N and A5 not required in 2019; subclass SS is basic level only.)</p> <ul style="list-style-type: none"> <li>● Yes (0 points)</li> <li>○ No (20 points)</li> </ul>	Sub Class	SubClass Description	WWTP	OIC		Advanced	OIT	Basic	Advanced	A1	Suspended Growth Processes	X			X	A2	Attached Growth Processes				X	A3	Recirculating Media Filters					A4	Ponds, Lagoons and Natural		X			A5	Anaerobic Treatment Of Liquid					B	Solids Separation	X			X	C	Biological Solids/Sludges	X			X	P	Total Phosphorus	X			X	N	Total Nitrogen					D	Disinfection	X			X	L	Laboratory	X			X	U	Unique Treatment Systems					SS	Sanitary Sewage Collection	X	NA	X	NA	<b>0</b>
Sub Class			SubClass Description	WWTP	OIC																																																																																			
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SS	Sanitary Sewage Collection	X	NA	X	NA																																																																																			
<p>3. Succession Planning</p> <p>3.1 In the event of the loss of your designated operator-in-charge, did you have a contingency plan to ensure the continued proper operation and maintenance of the plant that includes one or more of the following options (check all that apply)?</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> One or more additional certified operators on staff</li> <li><input type="checkbox"/> An arrangement with another certified operator</li> <li><input type="checkbox"/> An arrangement with another community with a certified operator</li> <li><input type="checkbox"/> An operator on staff who has an operator-in-training certificate for your plant and is expected to be certified within one year</li> <li><input type="checkbox"/> A consultant to serve as your certified operator</li> <li><input type="checkbox"/> None of the above (20 points)</li> </ul> <p>If "None of the above" is selected, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<b>0</b>																																																																																							
<p>4. Continuing Education Credits</p>																																																																																								

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Oconomowoc Wastewater Treatment Plnt

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4.1 If you had a designated operator-in-charge, was the operator-in-charge earning Continuing Education Credits at the following rates?

OIT and Basic Certification:

- Averaging 6 or more CECs per year.
- Averaging less than 6 CECs per year.

Advanced Certification:

- Averaging 8 or more CECs per year.
- Averaging less than 8 CECs per year.

<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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## Financial Management

<p>1. Provider of Financial Information          Name: <input style="width: 150px;" type="text" value="John Schuh"/>          Telephone: <input style="width: 150px;" type="text" value="262-569-3226"/> (XXX) XXX-XXXX          E-Mail Address (optional): <input style="width: 300px;" type="text" value="jschuh@oconomowoc-wi.gov"/></p>													
<p>2. Treatment Works Operating Revenues          2.1 Are User Charges or other revenues sufficient to cover O&amp;M expenses for your wastewater treatment plant AND/OR collection system ?  <input checked="" type="radio"/> Yes (0 points) <input type="checkbox"/><input type="checkbox"/>  <input type="radio"/> No (40 points)          If No, please explain:  <input style="width: 800px; 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: 150px;" type="text" value="2019"/>  <input checked="" type="radio"/> 0-2 years ago (0 points) <input type="checkbox"/><input type="checkbox"/>  <input type="radio"/> 3 or more years ago (20 points) <input type="checkbox"/><input type="checkbox"/>  <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												
<b>REPLACEMENT FUNDS [PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 3]</b>													
<p>3. Equipment Replacement Funds          3.1 When was the Equipment Replacement Fund last reviewed and/or revised?          Year: <input style="width: 150px;" type="text" value="2019"/>  <input checked="" type="radio"/> 1-2 years ago (0 points) <input type="checkbox"/><input type="checkbox"/>  <input type="radio"/> 3 or more years ago (20 points) <input type="checkbox"/><input type="checkbox"/>  <input type="radio"/> N/A          If N/A, please explain:  <input style="width: 800px; height: 20px;" type="text"/></p>													
<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: center;"><input style="width: 150px;" type="text" value="274,106.59"/></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: center;"><input style="width: 150px;" 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: center;"><input style="width: 150px;" type="text" value="274,106.59"/></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: center;"><input style="width: 150px;" type="text" value="57,719.59"/></td> </tr> </table>	<b>3.2.1 Ending Balance Reported on Last Year's CMAR</b>	\$	<input style="width: 150px;" type="text" value="274,106.59"/>	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: 150px;" type="text" value="0.00"/>	3.2.3 Adjusted January 1st Beginning Balance	\$	<input style="width: 150px;" type="text" value="274,106.59"/>	3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)	+	<input style="width: 150px;" type="text" value="57,719.59"/>	
<b>3.2.1 Ending Balance Reported on Last Year's CMAR</b>	\$	<input style="width: 150px;" type="text" value="274,106.59"/>											
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: 150px;" type="text" value="0.00"/>											
3.2.3 Adjusted January 1st Beginning Balance	\$	<input style="width: 150px;" type="text" value="274,106.59"/>											
3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)	+	<input style="width: 150px;" type="text" value="57,719.59"/>											

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3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below\*)

- \$ 46,147.82

3.2.6 Ending Balance as of December 31st for CMAR Reporting Year

\$ 285,678.36

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.

Collection System Repairs, membrane disc diffusers and base plates

3.3 What amount should be in your Replacement Fund? \$ 150,000.00

0

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.

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	Primary Digester cover replacement	1500000	2021
2	Secondary Digester Cover Replacement	1700000	2022
3	Sanitary Collection system Rehab	200000	2020

## 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:

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	Electricity Consumed (kWh)	Natural Gas Consumed (therms)
<b>January</b>	24,622	103
<b>February</b>	27,944	137
<b>March</b>	22,111	99
<b>April</b>	20,028	20
<b>May</b>	18,468	12
<b>June</b>	17,349	10
<b>July</b>	15,742	43
<b>August</b>	15,531	7
<b>September</b>	16,405	3
<b>October</b>	17,133	7
<b>November</b>	21,760	28
<b>December</b>	22,908	62
<b>Total</b>	<b>240,001</b>	<b>531</b>
<b>Average</b>	<b>20,000</b>	<b>44</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?

Continue present monitoring of energy usage using monthly billing and SCADA system daily reports. We will add VFD's and energy saving pumps when systems upgrades are needed

## 7. Treatment Facility

### 7.1 Energy Usage

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

#### TREATMENT PLANT: Total Power Consumed/Month

	Electricity Consumed (kWh)	Total Influent Flow (MG)	Electricity Consumed/Flow (kWh/MG)	Total Influent BOD (1000 lbs)	Electricity Consumed/Total Influent BOD (kWh/1000lbs)	Natural Gas Consumed (therms)
<b>January</b>	120,315	80.27	1,499	127.32	945	3,699
<b>February</b>	113,094	81.04	1,396	124.63	907	3,114
<b>March</b>	140,395	97.75	1,436	149.79	937	1,713
<b>April</b>	132,546	83.23	1,593	129.90	1,020	1,148
<b>May</b>	153,090	108.06	1,417	156.05	981	961
<b>June</b>	147,306	83.07	1,773	144.03	1,023	739
<b>July</b>	150,701	87.54	1,722	152.55	988	673
<b>August</b>	140,613	76.90	1,829	132.28	1,063	782
<b>September</b>	132,060	77.76	1,698	122.13	1,081	958
<b>October</b>	130,447	97.92	1,332	126.36	1,032	1,895
<b>November</b>	124,857	97.77	1,277	142.62	875	2,301
<b>December</b>	118,762	94.44	1,258	154.91	767	2,677
<b>Total</b>	<b>1,604,186</b>	<b>1,065.75</b>		<b>1,662.57</b>		<b>20,660</b>
<b>Average</b>	<b>133,682</b>	<b>88.81</b>	<b>1,519</b>	<b>138.55</b>	<b>968</b>	<b>1,722</b>

7.1.2 Comments:

### 7.2 Energy Related Processes and Equipment

7.2.1 Indicate equipment and practices utilized at your treatment facility (Check all that apply):

- Aerobic Digestion
- Anaerobic Digestion
- Biological Phosphorus Removal
- Coarse Bubble Diffusers
- Dissolved O2 Monitoring and Aeration Control
- Effluent Pumping
- Fine Bubble Diffusers
- Influent Pumping
- Mechanical Sludge Processing
- Nitrification
- SCADA System
- UV Disinfection
- Variable Speed Drives

# Compliance Maintenance Annual Report

Oconomowoc Wastewater Treatment Plnt

Last Updated: Reporting For:  
5/11/2020 **2019**

Other:

7.2.2 Comments:

Methane gas produced is used to heat the anaerobic digester, solids handling building and biosolids pumping building

7.3 Future Energy Related Equipment

7.3.1 What energy efficient equipment or practices do you have planned for the future for your treatment facility?

Add VFD's and energy saving equipment as equipment is being replaced. We are replacing our lights with LED lighting

8. Biogas Generation

8.1 Do you generate/produce biogas at your facility?

No

Yes

If Yes, how is the biogas used (Check all that apply):

Flared Off

Building Heat

Process Heat

Generate Electricity

Other:

9. Energy Efficiency Study

9.1 Has an Energy Study been performed for your treatment facility?

No

Yes

Entire facility

Year:

2019

By Whom:

SAIC

Describe and Comment:

study of treatment plant was done by Joe Cantwell

Part of the facility

Year:

2016

By Whom:

MSOE

Describe and Comment:

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A MSOE graduate program study was performed on the anaerobic digestion process to determine how we could optimize our digester gas.
-------------------------------------------------------------------------------------------------------------------------------------

<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

Oconomowoc Wastewater Treatment Plnt

Last Updated: Reporting For:  
5/11/2020 2019

## 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 1/3 of our collection system yearly and TV any sanitary sewer that is in the next years street program or any that warrant it.

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 Chapter 13

If you have a Sewer Use Ordinance or other similar document, when was it last reviewed and revised? (MM/DD/YYYY) 2017-01-15

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

Oconomowoc Wastewater Treatment Plnt

Last Updated: Reporting For:  
5/11/2020 **2019**

- 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:

The City of Oconomowoc maintains a Specifications Manual for all infrastructure construction in the City.

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:

We track our I/I on a monthly basis, in 2019 we are having a hydraulic capacity study and model created of our sanitary collection 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	33.3	% of system/year
Root removal	0	% of system/year
Flow monitoring	.5	% of system/year
Smoke testing	0	% of system/year
Sewer line televising	4.6	% of system/year
Manhole inspections	33.3	% of system/year
Lift station O&M	64	# per L.S./year
Manhole rehabilitation	1.13	% of manholes rehabbed
Mainline rehabilitation	.57	% of sewer lines rehabbed
Private sewer inspections		

# Compliance Maintenance Annual Report

Oconomowoc Wastewater Treatment Plnt

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

### 3. Performance Indicators

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

<input type="text" value="41.96"/>	Total actual amount of precipitation last year in inches
<input type="text" value="35.58"/>	Annual average precipitation (for your location)
<input type="text" value="116"/>	Miles of sanitary sewer
<input type="text" value="20"/>	Number of lift stations
<input type="text" value="0"/>	Number of lift station failures
<input type="text" value="0"/>	Number of sewer pipe failures
<input type="text" value="0"/>	Number of basement backup occurrences
<input type="text" value="17"/>	Number of complaints
<input type="text" value="2.72"/>	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:

<input type="text" value="0.00"/>	Lift station failures (failures/year)
<input type="text" value="0.00"/>	Sewer pipe failures (pipe failures/sewer mile/yr)
<input type="text" value="0.00"/>	Sanitary sewer overflows (number/sewer mile/yr)
<input type="text" value="0.00"/>	Basement backups (number/sewer mile)
<input type="text" value="0.15"/>	Complaints (number/sewer mile)
<input type="text" value="0.0"/>	Peaking factor ratio (Peak Monthly:Annual Daily Avg)
<input type="text" value="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 (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

Oconomowoc Wastewater Treatment Plnt

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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:

No changes

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

Collection system flows are monitored daily through our SCADA system. Any leaks found in the collection system are fixed immediately. Monthly reports track our I/I using customer water sales data, large customer usage and sanitary districts billed volume. Sewer mains and manholes are inspected when we perform our sanitary collection system main cleaning.

<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

Oconomowoc Wastewater Treatment Plnt

Last Updated: Reporting For:  
5/11/2020 **2019**

## Grading Summary

WPDES No: 0021181

SECTIONS	LETTER GRADE	GRADE POINTS	WEIGHTING FACTORS	SECTION POINTS
Influent	A	4	3	12
BOD/CBOD	A	4	10	40
TSS	A	4	5	20
Phosphorus	A	4	3	12
Biosolids	A	4	5	20
Staffing/PM	A	4	1	4
OpCert	A	4	1	4
Financial	A	4	1	4
Collection	A	4	3	12
<b>TOTALS</b>			<b>32</b>	<b>128</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)

# Compliance Maintenance Annual Report

Oconomowoc Wastewater Treatment Plnt

Last Updated: Reporting For:  
5/11/2020 2019

## Resolution or Owner's Statement

Name of Governing  
Body or Owner:

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):**

Influent Flow and Loadings: Grade = A

Effluent Quality: BOD: Grade = A

Effluent Quality: TSS: Grade = A

Effluent Quality: Phosphorus: Grade = A

Biosolids Quality and Management: Grade = A

Staffing: Grade = A

Operator Certification: Grade = A

Financial Management: Grade = A

Collection Systems: Grade = A

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

### **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)

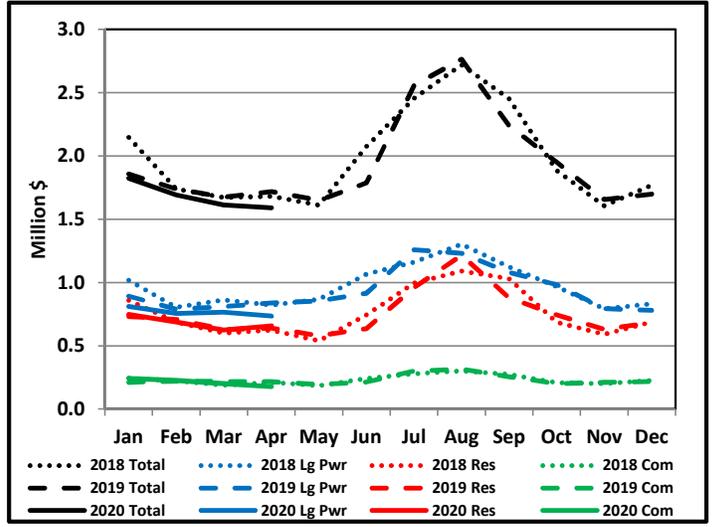
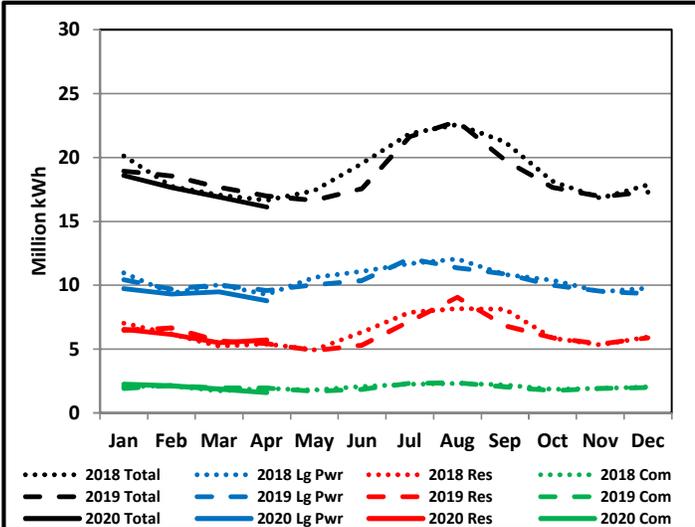
**G.P.A. = 4.00**

# Oconomowoc Utilities: Monthly Volume & Revenue Summary

## Metered Volume Units

## Metered Revenue Dollars

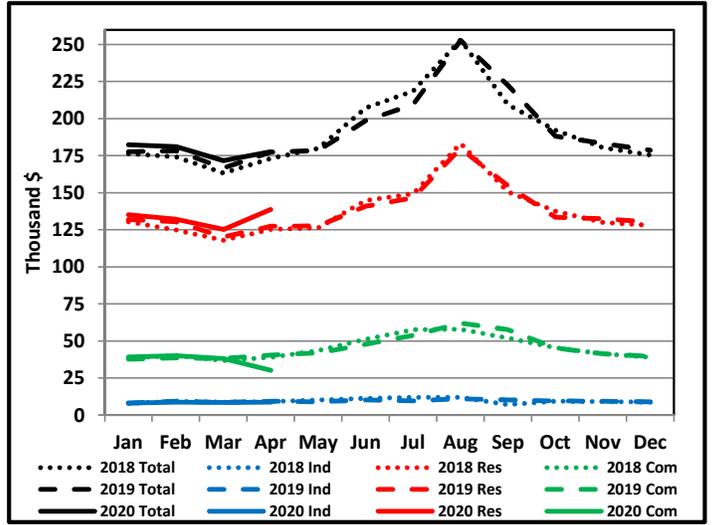
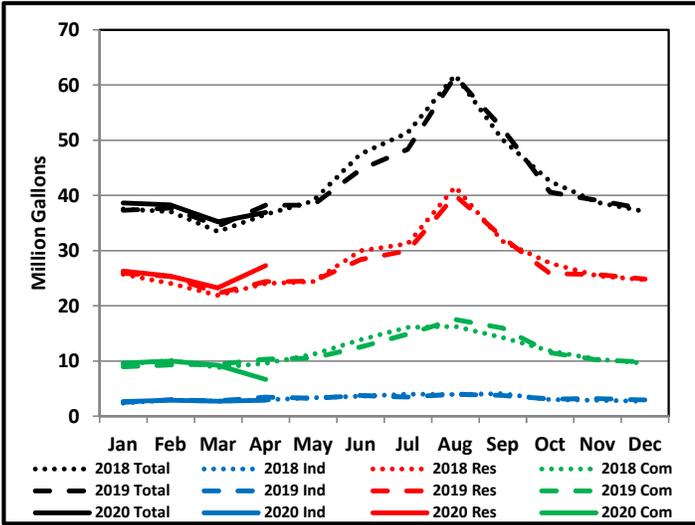
Electric



Note: Charts exclude non-metered revenue (pole attachments, etc.)

Note: Quantities represent amounts invoiced. Due to timing of mid-month billing cycles, line-loss, etc., amounts will differ from volume purchased from WPPI.

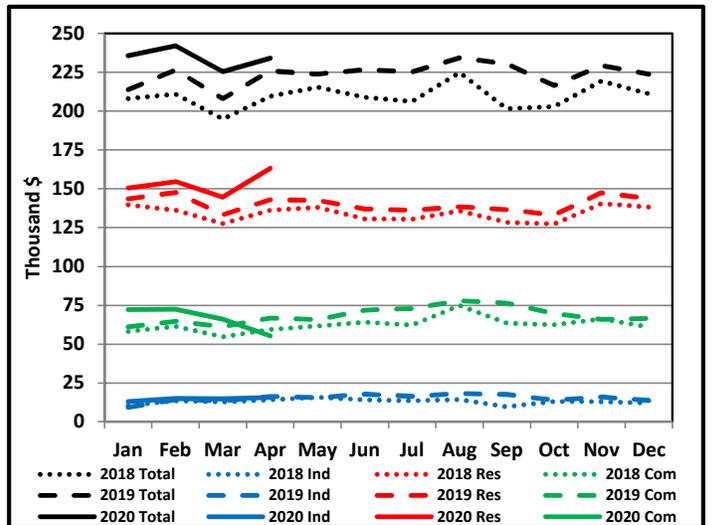
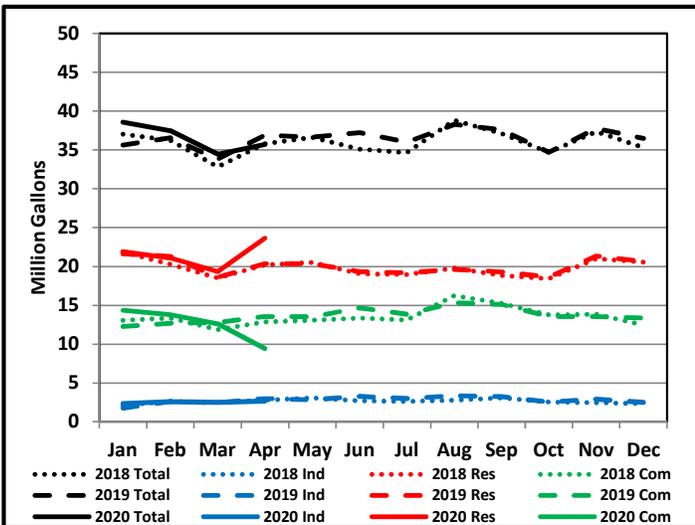
Water



Note: Charts exclude non-metered revenue (fire protection, etc.)

Note: Quantities represent amounts invoiced. Due to timing of mid-month billing cycles, main-breaks, etc., amounts will differ from volume pumped at well sites.

Wastewater



Note: Charts exclude adjoining sanitary districts and non-metered revenue (septic disposal, etc.)

Note: Quantities represent amounts invoiced. Due to timing of mid-month billing cycles, external sanitary districts, rain-seepage, etc., amounts will differ from volume received at treatment facility.

# OCONOMOWOC UTILITIES - VOLUME STATISTICS

	Current Month				Year To Date			
<b>ELECTRIC</b>	kWh Sold Apr-20	kWh Sold Apr-19	Volume Increase (Decrease)	Percent Increase (Decrease)	kWh Sold Apr-20	kWh Sold Apr-19	Volume Increase (Decrease)	Percent Increase (Decrease)
Residential	5,705,854	5,427,517	278,337	5.1%	23,883,186	24,189,153	(305,967)	-1.3%
Commercial	1,585,537	1,932,225	(346,688)	-17.9%	7,813,342	7,950,321	(136,979)	-1.7%
Large Power	8,769,588	9,577,135	(807,547)	-8.4%	37,288,589	39,723,496	(2,434,907)	-6.1%
Public Street/Hwy Ltg.	53,093	52,601	492	0.9%	249,043	250,330	(1,287)	-0.5%
Private Yard Lighting	2,375	4,643	(2,268)	-48.8%	11,543	20,817	(9,274)	-44.6%
<b>Total Electric Sales</b>	<b>16,116,447</b>	<b>16,994,121</b>	<b>(877,674)</b>	<b>-5.2%</b>	<b>69,245,703</b>	<b>72,134,117</b>	<b>(2,888,414)</b>	<b>-4.0%</b>
<b>WATER</b>	Gallons Sold (Thousands) Apr-20	Gallons Sold (Thousands) Apr-19	Volume Increase (Decrease)	Percent Increase (Decrease)	Gallons Sold (Thousands) Apr-20	Gallons Sold (Thousands) Apr-19	Volume Increase (Decrease)	Percent Increase (Decrease)
Residential	22,802	20,452	2,350	11.5%	85,304	82,320	2,984	3.6%
Multi Family	4,490	3,962	528	13.3%	16,972	15,567	1,405	9.0%
Commercial	6,681	10,345	(3,664)	-35.4%	35,559	38,062	(2,503)	-6.6%
Industrial	2,919	3,492	(573)	-16.4%	11,241	11,783	(542)	-4.6%
<b>Total Water Sales</b>	<b>36,892</b>	<b>38,251</b>	<b>(1,359)</b>	<b>-3.6%</b>	<b>149,076</b>	<b>147,732</b>	<b>1,344</b>	<b>0.9%</b>
<b>WASTEWATER</b>	Gallons Sold (Thousands) Apr-20	Gallons Sold (Thousands) Apr-19	Volume Increase (Decrease)	Percent Increase (Decrease)	Gallons Sold (Thousands) Apr-20	Gallons Sold (Thousands) Apr-19	Volume Increase (Decrease)	Percent Increase (Decrease)
Residential	23,628	20,354	3,274	16.1%	85,947	81,837	4,110	5.0%
Commercial A	8,839	12,292	(3,453)	-28.1%	46,292	46,037	255	0.6%
Commercial B	582	1,277	(695)	-54.4%	3,877	5,252	(1,375)	-26.2%
Industrial A	1,749	1,857	(108)	-5.8%	6,810	6,651	159	2.4%
Industrial B	909	734	175	23.8%	3,273	3,111	162	5.2%
<b>Total Gallons Treated</b>	<b>35,707</b>	<b>36,514</b>	<b>(807)</b>	<b>-2.2%</b>	<b>146,199</b>	<b>142,888</b>	<b>3,311</b>	<b>2.3%</b>

Note: Quantities sold are amounts invoiced during the month. Due to the timing of billing cycles, the amounts may not match consumption during the calendar month.  
 Y:\Utility Billing\Sales for Committee.xlsx\Apr 2020

## COMMITTEE REPORT – April 2020 Utility Billing



- **COVID-19 Impact: Utility Consumption** – As expected, the volume table and accompanying charts are beginning to reflect the impact of the pandemic. I thought it would be worthwhile to expand on the details presented. Specifically, with the water and wastewater charts, a noticeable shift appears in consumption toward residential customers (red lines) and away from commercial customers (green lines).

When looking at the increase/decrease details of the volume table report, it is important to consider not just the percent change, but also the units relative to the total. An example is electric commercial kWh sales down 17.9% vs April last year. The YTD variance is only 1.7%. This tells us that there was a noticeable recent change with these small business customers. Our bigger “Large Power” customers have a larger kWh decrease, but a smaller percentage decrease compared to April 2019. Looking to the right, we see these customers usage is down a similar 6.1% YTD. This is the source of the majority of our YTD total decrease, and these customers have been using slightly less power all year, even before the pandemic impact. Private yard lighting appears to have the largest percentage decrease, 48.8% in April and 44.6% YTD. However, this usage is not significant relative to the total. (The PSC requires lighting be in a separate category.) This decrease is entirely unrelated to the pandemic; many of these lights were recently converted from HPS to more efficient LED.

The water utility charges all customers the same volume rate per gallon. (Fixed charges vary based on the meter size.) For the wastewater utility, most customers including residential produce standard “Class A” waste flow. Some customers pay “Class B” rates for more concentrated waste flow. These are primarily restaurants and other specifically identified businesses. Again, while not a large component of total treatment plant volume, the impact on Commercial B customers is very significant, down more than half at 54.4% in April. Industrial B customers, which include some food related businesses, has a noticeable increase over the same month last year.

The charts and tables for all three utilities show increased usage from residential customers. There is no individual “average” customer. However, to put this in perspective, I divided the increases by the number of customers and then multiplied by our billing rates. Using these very rough numbers, the average April residential bill increased \$8.17.

The fine print of the charts and table state that the quantities reflect the amounts invoiced during the month. During a typical year, this is not significant. This year, it could reflect some timing differences in usage between customer groups. Residential customers have their meter read early in the month and are invoiced mid-month. Therefore, the April sales actually represent residential consumption from early March through early April. Commercial customers have meter readings taken closer to the end of the month. April commercial sales are therefore closer to the calendar month of consumption. This difference may partially explain why the commercial decrease is larger than the residential increase. As we move forward, we will learn more about having either a net decrease in consumption, or a shift between customer groups with total usage relatively staying relatively constant.

- **COVID-19 Impact: Delinquent Customers** – We are continuing to follow the required guidance from the Public Service Commission. We have discontinued late fees for all customers. In addition, we typically would have been able to start disconnecting residential customers after the winter moratorium ends on

April 15<sup>th</sup>. We currently are not allowed to disconnect any customers for non-payment. We are closely monitoring the impact of removing these incentives for customers to make payments. A detail review was done of the unpaid residential balances just prior to issuing new mid-May invoices. This was compared to the prior year. As expected, the total unpaid balance carried forward significantly increased \$83k or 41%. However, the number of customers with an open balance actually decreased by 7%. Of the increase in residential past due balances, the large majority was more than 60 days past due. Therefore, these balances were past due prior to the declared state of emergency. Some of our customers are aware of the winter disconnection moratorium rules and routinely do not pay until receiving a disconnect notice in April. These customers are more likely to be aware of recent PSC rule changes and continue not paying until they have to. Each individual customer is impacted by the pandemic in a unique manner. It appears that so far most of our customers that pay on a regular basis are continuing to do so.

- **“MyAccount” implementation** – About ten years ago our utilities switched away from walking around writing down monthly meter readings and installed “smart” meters. Ever since, we have implemented a continuous process of improvements to take advantage of the technology and data available. Instead of twelve meter readings per year, the hourly readings provide almost 9,000 data points annually. Among the large list of benefits, this system has allowed us to identify the scope of outages as they occur, and also notify customers of possible water leaks inside their house. Several of our computer systems have and continue to be upgraded accordingly. However, most of these features are only visible internally to our utility staff.

In mid-July, our billing staff will collaborate with WPPI to implement the “MyAccount” customer website portal. Customers will be able to view charts and details of their own hourly meter readings through a user-friendly interface. It will also include convenient links to make payments, view copies of past invoices, and includes the option to discontinue receiving paper invoices in the mail. Invoice messages and a billing insert will provide enrollment instructions for customers.

- **PSC Billing Procedures Audit** - We have been recently selected for a detail billing procedures audit by the Public Service Commission. The PSC has been conducting a few of these each year for the past several years. We were expecting to be chosen in the near future. The audit is conducted remotely by responding to questions and providing process documentation with customer invoice examples. No one enjoys being audited. However, the purpose is to ensure we are appropriately serving our customers and providing them with all required information. Through this collaborative learning process in the coming months the recommendations will help us further improve our internal processes.

John Schuh, CPA  
Utility Accounting Manager

**COMMITTEE REPORT – May 2020**  
**Electric Utility**



The following **projects** have been completed by May 18, 2020

- Three phase service at Tower Ridge Apartments
- Installed core flow (13) winter services
- Installed new switchgear for better reliability on the corner of Lisbon Road & Hwy P
- Cooney Substation Transformer 8 replaced Load tap changer, and repaired Circuit switcher
- Substation distribution and switching procedures have been updated

**Services:**

- Crews completed 5 new service tickets.
- Customer calls: (*tickets that are not planned and affect scheduled work.*) 8, to include DC/RC, miscellaneous problems, service relocates, trouble calls that are not OMU's
- Crews repaired two underground service faults (breaks)
- Change out of leaking transformers on Elm Street
- Street Light Tickets: 6

**Traffic control lights:**

- None

**Assist Other Departments:**

**Training:**

**Major projects that have been started:**

- Voltage conversion on Thompson Street and new Police Station
- Street lighting on Celtic Pass for West Meadows Subdivision
- Injected cable replacement on 2nd Street in the area of Industrial Park on west end of city
- Obtaining bids on Wisconsin Avenue Substation decommissioning



## COMMITTEE REPORT- May - 2020 Water Utility

The following are updates for ongoing projects:

- Well 8 Pumping Station – engineering design and bid services (Strand Assoc)
  - Strand continues progress on preliminary engineering and well design
  
- Water Tower Maintenance Program
  - Painting complete, restoration at site remains
  
- Cross Connection Control Program
  - Preparing RFQ to renew annual contract
  
- Powerhouse Building
  - Roof replacement RFQ being prepared
  - Coordinate transformer removal with OU staff

### Customer Interactions:

- 24 new meters were installed and 8 meter issues were addressed

### Training:

- MEUW – virtual topics
  - Excavation Safety

### Specialty Work:

- Lead & Copper water sampling prep
- Hydrant flushing continues until June 5
- Annual Water Quality Report (CCR) – draft

Respectfully submitted:

Scott Osborn P.E.

Water Superintendent

## Wastewater Operations Summary

### May 2020

Precipitation for April 2020 was 2.48" and as of May 18, 2020 we had 3.13" with 1.50" falling on May 17. The Influent flow average for April was 2.831 MGD. The average flow for May 2020 is 2.876 MGD. The flow at the WWTP went up by approximately 1.5 MGD which means we still need to look for Infiltration/Inflow (I/I) into the sanitary collection system.

Permit parameters for February are as follows:

Parameter	Influent	Effluent	Permit Limits	% Reduction
BOD - mg/l	193	2.5	15	98.6%
TSS - mg/l	184	1.2	15	99.3%
Phos. - mg/l	4.39	.72	0.95	84.0%
Fecal - col/100ml	X	X	400#/100ml	Not run till spring
Amm. N - mg/l	20.0	.31	N/A	97.8%

SCADA system upgrade has started and on May 13<sup>th</sup> the upgrade is 92% complete with minor issues to finish.

Plant Effluent UV disinfection started around April 27 to meet WPDES permit requirements of May 1.

COVID-19 WWTP Operations:

As of May 4<sup>th</sup> the plant was at full staff with staggered shift start times.

- The Team practices social distancing and avoids groups of 5 or more.
- The Team separates breaks and lunch times (breaks 8:30 and 9:00 - Lunch 11:30 and 12:00) to minimize more than 4 in one location.
- The Team sanitizes the lunch room (table, microwave, sink etc.) after every use.
- The Team wears masks, gloves or safety glasses when 6 feet of separation can't be maintained.
- The Team sanitizes computers, equipment and vehicles after use.
- The Team sanitizes all buildings twice a week and offices and door handles daily.
- The Team wears facemasks when more than one person is in a vehicle. The preferred method is one person to a vehicle.
- Lab is sanitized at the end of every day.

Discussion on George Street repair.