

TOWN OF LIBERTY GROVE PUBLIC MEETINGS

Sanitary District #1

DATE: May 18, 2022

TIME: 6:45 pm, or immediately following conclusion of the Initial Board of Review meeting

PLACE: Liberty Grove Town Hall, 11161 Old Stage Road

AGENDA:

1. Call to order
2. Roll call
3. Approve Agenda
4. Approve Minutes 4-20-22
5. Public Input
6. Utility District Financial Report
7. Payment of bills
8. 2021 eCMAR Report
9. Correspondence
10. Future meetings
11. Adjourn

****All agenda items will include discussion and possible action. Deviation from listed order may occur****

****Audience members must ask for permission, during public input, to speak on agenda items ****

Anastasia Bell, Clerk/Treasurer

Members of the Town Board or any other Town Committee, who are not members of the body whose meeting agenda is published in this notice, are entitled, as any other citizen of the Town of Liberty Grove, to attend this meeting in an unofficial capacity. It is possible the attendance of one or more non-members may create a quorum of the membership of another body. Such a quorum is unintended, and the non-members are not meeting for the purpose of exercising the powers or duties attendant upon their membership on any Town Committee or Board.

Town of Liberty Grove
Minutes of the Sanitary District #1 Committee meeting on April 20, 2022

(This meeting was correctly posted)

Agenda:

1. Call to order
2. Roll call
3. Approve Agenda
4. Approve Minutes 3-16-22
5. Public Input
6. Sister Bay Utility meeting
7. Utility District Financial Report
8. Payment of bills
9. Cross Connection Inspections
10. Correspondence
11. Future meetings
12. Adjourn

Chairman John Lowry called the meeting to order at 6:48pm. Committee members Janet Johnson, and Cathy Ward were present along with Clerk/Treasurer Anastasia Bell and 3 members of the public.

Ward moved, Johnson second to approve the agenda as posted. Carried 3-0.

Johnson moved, Ward second to approve the 3/16/2022 minutes as corrected. Carried 3-0.

Public Input – None.

Sister Bay Utility meeting – None.

Utility District Financial Report – Bell reported the following balances in the district accounts for March 2022.

Utility District Checking	81,029.61
Utility District Savings	290,931.45
Utility District Restricted Savings	78,160.14
District Replacement CD 00-134	<u>149,963.56</u>
Total	600,084.76

Johnson moved, Lowry second to approve the financial report for March 2022 as presented. Carried. 3-0. Committee member Nancy Goss arrived.

Payment of Bills – **Lowry moved, Johnson second** to approve the payment of bills as presented totaling \$40,649.90. Carried 4-0. Administrator Walter Kalms and Committee member Dan Watts arrived.

Cross Connection Inspections – Kalms indicated he is waiting for a respond from the Village. It was the consensus to confirm with the lawyer if this would be part of the agreement.

Correspondence – None.

The next meeting will be Wednesday, May 18, 2022 at 6:45pm, or immediately following the conclusion of the Initial Board of Review meeting which begins at 6:30pm.

Lowry moved, Goss second to adjourn at 6:57pm. Carried 5-0.

Respectfully submitted,
Anastasia Bell, Clerk/Treasurer

Liberty Grove Utility District #1

	2022	2021
1. Checking account		
Balance as of March 31,	\$ 81,029.61	\$ 79,404.51
Add Deposits	\$ 38,959.23	\$ 24,229.80
Less Disbursements	(\$36,750.57)	(\$4,942.13)
Add Interest	\$ 2.03	\$ 2.07
Balance as of April 49,	\$ 83,240.30	\$ 98,694.25
2. Savings account		
Balance as of March 31,	\$290,931.45	\$290,786.04
Add deposits	\$ -	\$ -
Less Disbursements	\$ -	\$ -
Add Interest	\$ 11.56	\$ 11.95
Balance as of April 49,	\$ 290,943.01	\$ 290,797.99
3. Savings Restricted account		
Balance as of March 31,	\$ 78,160.14	\$ 58,854.45
Add Deposits	\$ 2,803.75	\$ 1,726.58
Less Withdrawals	\$ -	\$ -
Add Interest	\$ 1.87	\$ 1.47
Balance as of April 49,	\$ 80,965.76	\$ 60,582.50
4. North Shore Bank CD (23 months ending 6/30/2022)	\$ 149,963.56	\$ 149,248.04
5. Nicolet CD 00-135 (closed 10/23/2020)	\$ -	\$ -
Balance as of April 49,	\$ 605,112.63	\$ 599,322.78

Liberty Grove Sanitary District

5/18/2022 Meeting

Name of Payee	Description of bill	Amount	
WPS	Lift Station electric	\$	183.21
Sister Bay Utilities	Monthly Lift Station Flushing, Electric, Meter software, billing software	\$	486.77
		TOTAL \$	669.98

TOWN OF LIBERTY GROVE
RESOLUTION 2-22
APPROVING ELECTRONIC COMPLIANCE MAINTENANCE ANNUAL REPORT
(eCMAR) FOR LIBERTY GROVE UTILITY DISTRICT #1

The Liberty Grove Town Board, the governing body of the Liberty Grove Sanitary District and Liberty Grove Utility District, hereby approves the eCMAR as formulated for the Liberty Grove Utility District.

Motion to adopt: _____ Second: _____
Vote: Aye: _____ Nay: _____

I, Anastasia Bell, Clerk/Treasurer of the Town of Liberty Grove, hereby certify that the above resolution was passed at a properly noticed meeting of the Liberty Grove Town Board on May 18, 2022.

Anastasia Bell, Clerk/Treasurer
Town of Liberty Grove

Compliance Maintenance Annual Report

Liberty Grove Utility District 1

Last Updated: Reporting For:
5/9/2022 2021

Financial Management

1. Provider of Financial Information

Name:

Anastasia Bell

Telephone:

920-854-2934

(XXX) XXX-XXXX

E-Mail Address
(optional):

tlibertygrove@gmail.com

2. Treatment Works Operating Revenues

2.1 Are User Charges or other revenues sufficient to cover O&M expenses for your wastewater treatment plant AND/OR collection system ?

● Yes (0 points) ☐

○ No (40 points)

If No, please explain:

2.2 When was the User Charge System or other revenue source(s) last reviewed and/or revised?
Year:

2020

● 0-2 years ago (0 points) ☐

○ 3 or more years ago (20 points) ☐

○ N/A (private facility)

2.3 Did you have a special account (e.g., CWF required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system?

● Yes (0 points)

○ No (40 points)

REPLACEMENT FUNDS [PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 3]

3. Equipment Replacement Funds

3.1 When was the Equipment Replacement Fund last reviewed and/or revised?

Year:

2020

● 1-2 years ago (0 points) ☐

○ 3 or more years ago (20 points) ☐

○ N/A

If N/A, please explain:

3.2 Equipment Replacement Fund Activity

3.2.1 Ending Balance Reported on Last Year's CMAR

\$ 338,917.91

3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)

\$ 0.00

3.2.3 Adjusted January 1st Beginning Balance

\$ 338,917.91

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

+

\$ 715.52

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

\$ 0.00

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

\$ 339,633.43

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.

N/A

3.3 What amount should be in your Replacement Fund? \$ 339,633.43

0

Please note: If you had a CWFP loan, this amount was originally based on the Financial Assistance Agreement (FAA) and should be regularly updated as needed. Further calculation instructions and an example can be found by clicking the SectionInstructions link under Info header in the left-side menu.

3.3.1 Is the December 31 Ending Balance in your Replacement Fund above, (#3.2.6) equal to, or greater than the amount that should be in it (#3.3)?

☒ Yes

☐ No

If No, please explain.

4. Future Planning

4.1 During the next ten years, will you be involved in formal planning for upgrading, rehabilitating, or new construction of your treatment facility or collection system?

☐ Yes - If Yes, please provide major project information, if not already listed below. ☐

☒ No

Project #	Project Description	Estimated Cost	Approximate Construction Year
None reported			

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: 1

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	Electricity Consumed (kWh)	Natural Gas Consumed (therms)
January	709	
February	659	
March	665	
April	634	
May	579	
June	460	
July	576	
August	518	
September	477	
October	479	
November	436	
December	653	
Total	6,845	0
Average	570	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:

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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?

The current 5 hp pumps are very efficient running on three phase power.

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

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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:

Inspect and repair manholes and mains during televising.

Did you accomplish them?

- ☒ Yes
- ☐ No

If No, explain:

☐ Organization [NR 210.23 (4) (b)] ☐

Does this chapter of your CMOM include:

- ☒ Organizational structure and positions (eg. organizational chart and position descriptions)
- ☒ Internal and external lines of communication responsibilities
- ☒ Person(s) responsible for reporting overflow events to the department and the public

☒ Legal Authority [NR 210.23 (4) (c)]

What is the legally binding document that regulates the use of your sewer system?

Sewer use ordinance

If you have a Sewer Use Ordinance or other similar document, when was it last reviewed and revised? (MM/DD/YYYY) 2021-02-25

Does your sewer use ordinance or other legally binding document address the following:

- ☒ Private property inflow and infiltration
 - ☒ New sewer and building sewer design, construction, installation, testing and inspection
 - ☒ Rehabilitated sewer and lift station installation, testing and inspection
 - ☒ Sewage flows satellite system and large private users are monitored and controlled, as necessary
 - ☒ Fat, oil and grease control
 - ☒ Enforcement procedures for sewer use non-compliance
 - ☒ Operation and Maintenance [NR 210.23 (4) (d)]
- Does your operation and maintenance program and equipment include the following:
- ☒ Equipment and replacement part inventories
 - ☒ Up-to-date sewer system map
 - ☒ A management system (computer database and/or file system) for collection system information for O&M activities, investigation and rehabilitation

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- ☒ A description of routine operation and maintenance activities (see question 2 below)
- ☒ Capacity assessment program
- ☒ Basement back assessment and correction
- ☒ Regular O&M training

☒ Design and Performance Provisions [NR 210.23 (4) (e)] ☐ ☐

What standards and procedures are established for the design, construction, and inspection of the sewer collection system, including building sewers and interceptor sewers on private property?

- ☒ State Plumbing Code, DNR NR 110 Standards and/or local Municipal Code Requirements
- ☒ Construction, Inspection, and Testing
- ☐ Others:

☒ Overflow Emergency Response Plan [NR 210.23 (4) (f)] ☐ ☐

Does your emergency response capability include:

- ☒ Responsible personnel communication procedures
- ☒ Response order, timing and clean-up
- ☒ Public notification protocols
- ☒ Training
- ☒ Emergency operation protocols and implementation procedures

☒ Annual Self-Auditing of your CMOM Program [NR 210.23 (5)] ☐ ☐

☒ Special Studies Last Year (check only those that apply):

- ☐ Infiltration/Inflow (I/I) Analysis
- ☐ Sewer System Evaluation Survey (SSES)
- ☐ Sewer Evaluation and Capacity Management Plan (SECAP)
- ☒ Lift Station Evaluation Report
- ☐ Others:

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	25	% of system/year
Root removal	0	% of system/year
Flow monitoring	100	% of system/year
Smoke testing	0	% of system/year
Sewer line televising	25	% of system/year
Manhole inspections	25	% of system/year
Lift station O&M	1	# per L.S./year
Manhole rehabilitation	0	% of manholes rehabbed
Mainline rehabilitation	0	% of sewer lines rehabbed
Private sewer inspections	0	% of system/year
Private sewer I/I removal	0	% of private services

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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.

29.4	Total actual amount of precipitation last year in inches
30	Annual average precipitation (for your location)
4.4	Miles of sanitary sewer
1	Number of lift stations
0	Number of lift station failures
0	Number of sewer pipe failures
0	Number of basement backup occurrences
0	Number of complaints
	Average daily flow in MGD (if available)
	Peak monthly flow in MGD (if available)
	Peak hourly flow in MGD (if available)

3.2 Performance ratios for the past year:

0.00	Lift station failures (failures/year)
0.00	Sewer pipe failures (pipe failures/sewer mile/yr)
0.00	Sanitary sewer overflows (number/sewer mile/yr)
0.00	Basement backups (number/sewer mile)
0.00	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) OVERFLOWS REPORTED **

Date	Location	Cause	Estimated Volume
None reported			

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

5. Infiltration / Inflow (I/I)

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

☐ Yes

☒ No

If Yes, please describe:

5.2 Has infiltration/inflow and resultant high flows affected performance or created problems in your collection system, lift stations, or treatment plant at any time in the past year?

☐ Yes

☒ No

If Yes, please describe:

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5.3 Explain any infiltration/inflow (I/I) changes this year from previous years:	
None	
5.4 What is being done to address infiltration/inflow in your collection system?	
During televising leaking laterals are repaired. Inspections are now updated on the GIS	

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

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Grading Summary

WPDES No: 0047341

SECTIONS	LETTER GRADE	GRADE POINTS	WEIGHTING FACTORS	SECTION POINTS
Financial				
Collection				
TOTALS			0	0
GRADE POINT AVERAGE (GPA) =				

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)

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Resolution or Owner's Statement

Name of Governing Body or Owner:	Liberty Grove Utility District 1
Date of Resolution or Action Taken:	2022-05-17
Resolution Number:	5-17
Date of Submittal:	

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO SPECIFIC CMAR SECTIONS (Optional for grade A or B. Required for grade C, D, or F):
Financial Management: Grade =

Collection Systems: Grade =
(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. =