



Village Hall, 262-567-2757
Fax, 262-567-4115
Public Works Dept., 262-567-2422
Police Dept., 262-567-1134
Building Inspector, 262-490-4141
www.villageofsummitwi.gov

Summit Village Hall • 37100 Delafield Road • Summit, WI 53066

AGENDA

Summit Utility District #2 Special Commission Meeting Tuesday, June 30, 2026, at 8:55 a.m.

At Summit Village Hall, 37100 Delafield Road, Summit, WI

1. CALL TO ORDER
2. ROLL CALL AND CONFIRM POSTING
3. Discussion and action on Resolution #2026-01 approving the Compliance Maintenance Annual Report (CMAR) for 2025
4. ADJOURN SPECIAL UTILITY COMMISSION MEETING

Respectfully Submitted,

Debra J Michael, WCMC
Village Administrator-Clerk/Treasurer

Next Regular Meeting: July 9, 2026

Posted: June 25, 2026

**** Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service contact the Village Hall at 567-2757.

It is possible that members of and possible a quorum of members of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; no action will be taken by any other governmental body except by the Utility Commission noticed above.



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MEMORANDUM

To: Summit Utility District No. 2 Commission

From: Kamron Nash, P.E., Village Public Works Director

Date: June 24, 2026

Re: Discussion and Action on 2025 Compliance Maintenance Annual Report

PURPOSE:

To provide a draft copy of the 2025 Compliance Maintenance Annual Report (CMAR) for Summit Utility District No. 2 (SUD2) for review and approval.

BACKGROUND:

The CMAR is a self-evaluation tool that promotes the District's awareness and responsibility for wastewater collection and treatment needs, measures the performance of a wastewater treatment operations during a calendar year, and assesses its level of compliance with permit requirements. Annual CMARs are due to the Wisconsin Department of Natural Resources (WDNR) no later than June 30th of each year for the previous calendar year.

SEH has prepared the annual CMAR for submittal to WDNR, and a resolution accepting the report has been prepared for Commission approval.

RECOMMENDATION:

Village staff and the District Engineer, SEH, recommend that the SUD2 Commission approve the proposed resolution

ATTACHMENTS:

Resolution No. 2026-1 of the Village of Summit Utility District No. 2 to Accept the 2025 Compliance Maintenance Annual Report
2025 Compliance Maintenance Annual Report (Draft)

FISCAL IMPACT:

No financial impacts will result from approval of this CMAR.

RECOMMENDED MOTION:

Motion to adopt Resolution No. 2026-1 accepting the 2025 Compliance Maintenance Annual Report for Summit Utility District No. 2.

RESOLUTION NO. 2026-01

RESOLUTION OF THE VILLAGE OF SUMMIT UTILITY DISTRICT #2

BE IT RESOLVED by the Village of Summit Utility District #2 as follows:

1. That the Compliance Maintenance Annual Report (CMAR) for the 2025 year, required by the Wisconsin Department of Natural Resources (WDNR) and compiled and prepared by Short Elliott Hendrickson, Inc. (S.E.H.) on behalf of the Village of Summit Utility District No. 2 is hereby approved. A representative from S.E.H. is hereby authorized and directed to submit this CMAR to the WDNR on behalf of the District.
2. This Resolution shall take effect immediately on passage and posting and/or publication as required by law.

Members Voting:

Chairperson Riley	aye _____	nay _____	absent _____
Trustee Arenz	aye _____	nay _____	absent _____
Trustee Henrickson	aye _____	nay _____	absent _____
Trustee Mellone	aye _____	nay _____	absent _____
Trustee Phillips	aye _____	nay _____	absent _____

Passed and adopted on June 30, 2026.

 Jack Riley, Chairperson

ATTEST:

 Debra J. Michael
 Village Administrator-Clerk/Treasurer

Compliance Maintenance Annual Report

Summit Utility District 2

Last Updated: Reporting For:
6/24/2026 **2025**

Financial Management

1. Provider of Financial Information Name: <input type="text" value="Sarah Lavalliere"/> Telephone: <input type="text" value="2625672757"/> (XXX) XXX-XXXX E-Mail Address (optional): <input type="text" value="deputyclerk@villageofsummitwi.gov"/>		
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) <input type="checkbox"/> <input type="checkbox"/> ○ No (40 points) If No, please explain: <input type="text"/> 2.2 When was the User Charge System or other revenue source(s) last reviewed and/or revised? Year: <input type="text" value="2025"/> ● 0-2 years ago (0 points) <input type="checkbox"/> <input type="checkbox"/> ○ 3 or more years ago (20 points) <input type="checkbox"/> <input type="checkbox"/> ○ N/A (private facility) 2.3 Did you have a special account (e.g., CFWP required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system? ● Yes (0 points) ○ No (40 points)		0
REPLACEMENT FUNDS [PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 3]		
3. Equipment Replacement Funds 3.1 When was the Equipment Replacement Fund last reviewed and/or revised? Year: <input type="text" value="2025"/> ● 1-2 years ago (0 points) <input type="checkbox"/> <input type="checkbox"/> ○ 3 or more years ago (20 points) <input type="checkbox"/> <input type="checkbox"/> ○ N/A If N/A, please explain: <input type="text"/>		
3.2 Equipment Replacement Fund Activity		
3.2.1 Ending Balance Reported on Last Year's CMAR	\$ <input type="text" value="5,000.00"/>	
3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)	\$ <input type="text" value="0.00"/>	
3.2.3 Adjusted January 1st Beginning Balance	\$ <input type="text" value="5,000.00"/>	
3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)	\$ <input type="text" value="20,790.92"/>	
	+	

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

\$ 20,790.92

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

\$ 5,000.00

All Sources: This ending balance should include all Equipment Replacement Funds whether held in a bank account(s), certificate(s) of deposit, etc.

3.2.6.1 Indicate adjustments, equipment purchases, and/or major repairs from 3.2.5 above.

The Summit Utility District No. 2 (SUD2) replaced transducers at LS 1, 4, 5, and 6, and repaired sewer lateral efforts for an emergency sewer repair at 2326 N 2nd Lane.

3.3 What amount should be in your Replacement Fund?

\$ 0.00

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.

SUD2 funds improvements on an annual basis.

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:

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	Electricity Consumed (kWh)	Natural Gas Consumed (therms)
January	11,422	165
February	9,907	459
March	10,252	80
April	10,931	21
May	8,189	9
June	9,152	256
July	7,835	493
August	7,712	85
September	7,107	6
October	7,020	7
November	9,223	14
December	10,485	75
Total	109,235	1,670
Average	9,103	139

6.1.2 Comments:

6-Lift Stations and 6-Generators

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:

Soft starters and Bioxide injection pumps.

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?

SUD2 considers increasing energy efficiency when performing equipment upgrades.

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

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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:

Short Term Goals include: Flow monitoring, minimizing inflow and infiltration, maintenance of lift stations and force main components, optimizing Bioxide injection, and cleaning and televising of sewer and wet wells. On-Going Goals include: Prevention of SSO and basement backups, prevention of lift station failure, upgrading aging equipment, and maintaining financial responsibility and equitable billing to customers.

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?

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

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:

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- 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
- 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:

Manhole condition inspection with sewer televising program.

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	6.7	% of system/year
Root removal	0	% of system/year
Flow monitoring	0	% of system/year
Smoke testing	0	% of system/year
Sewer line televising	6.7	% of system/year
Manhole inspections	20.6	% of system/year
Lift station O&M	52	# per L.S./year
Manhole rehabilitation	0	% of manholes rehabbed
Mainline rehabilitation	0	% of sewer lines rehabbed

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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.

<input type="text" value="45.53"/>	Total actual amount of precipitation last year in inches
<input type="text" value="36.81"/>	Annual average precipitation (for your location)
<input type="text" value="16.4"/>	Miles of sanitary sewer
<input type="text" value="6"/>	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="0"/>	Number of complaints
<input type="text" value="0.115"/>	Average daily flow in MGD (if available)
<input type="text" value="0.149"/>	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="0.00"/>	Complaints (number/sewer mile)
<input type="text" value="1.3"/>	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
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:

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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 change.

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

Continued monitoring of pump station cycles during rainfall events and snow melt.

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

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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)

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Resolution or Owner's Statement

Name of Governing
Body or Owner:

Village of Summit Utility District No. 2

Date of Resolution or
Action Taken:

2026-06-30

Resolution Number:

2026-01

Date of Submittal:

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

Financial Management: Grade = A

None.

Collection Systems: Grade = A

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

SUD2 continues to be proactive in performing preventative maintenance in order to minimize inflow/infiltration and maximize longevity of system components.

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

None.