

**City of Portage**  
**Municipal Services and Utilities Committee Meeting**  
**(This meeting will constitute a meeting of the Legislative and Regulatory**  
**Committee as a quorum of members will be present; but no business of that**  
**committee will be taken up.)**  
**Thursday June 7, 2012 6:00 p.m.**  
**Municipal Building, 115 West Pleasant Street, Conference Room One**  
**Agenda**

**Members:** Jeff Garetson, Chairperson; Carol Hamre, Doug Klapper, Frank Miller,  
Michael G. Oszman

1. Roll Call
2. Approval of meeting minutes from previous meeting
3. Discussion and possible action on Conant Street parking structure
4. Discussion and possible action on the Design Engineering for the West Haertel Street Improvement Project
5. Discussion and possible action on the request from Portage Curling Club for a credit on the sewer portion their water bill
6. Discussion and possible action on recommendation of concrete crushing for concrete pile which is located between Morgan Street and the railroad tracks
7. Discussion and possible action on Compliance Maintenance Annual Report
8. Discussion regarding the possible location of a traffic signal on East Wisconsin Street at Wauona Trail
9. Discussion on splash pad project
10. Discussion on skate park project
11. Updates on street and park projects
12. Adjournment

Jeff Garetson, Chairperson

**City of Portage**  
**Municipal Services and Utilities Committee Meeting**  
**(This meeting will constitute a meeting of the Legislative and Regulatory**  
**Committee as a quorum of members will be present; but no business of that**  
**committee will be taken up.)**  
**Thursday, May 3, 2012 6:30 p.m.**  
**Municipal Building, 115 West Pleasant Street, Conference Room One**  
**Minutes**

**Members:** Jeff Garetson, Chairperson; Carol Hamre, Doug Klapper, Frank Miller, Michael G. Oszman

**Others Present:** Bob Redelings, Scott Maass, Tim Raimer, Kory Anderson, Bill Tierney, Marianne Hanson, Gil Meisgeier, Rita Maass, Craig Sauer

1. **Roll Call**  
All present
2. **Approval of meeting minutes from previous meeting**  
Motion by Oszman to approve second by Klapper. Passed on roll call 5-0.
3. **Election of a Vice Chairperson**  
Klapper nominated Oszman second by Miller. Passed on roll call 5-0
4. **Election of a recording secretary**  
Klapper nominated Hamre second by Miller, Hamre nominated Klapper, died lack of second. Hamre nominated by call of roll. Passed 4-1 Hamre voting no.
5. **Discussion on day and time of meetings**  
Dates to stay the same times will change to 6 pm.
6. **Update on mosquito policy**  
Dir Redelings notified that brochures we be available at City Hall and on the website also will ask if Bill Welsh can air the presentation giving by Pellitri.
7. **Discussion and possible action on requests for in-kind services**
  - A. **Wavier of fee for street closure permit for Portage Area Chamber of Commerce for MDA Freedom Ride**  
A discussion about location of banners was brought up. The committee asked Tim Raimer to look at locations of banners and give recommendations on locations. Motion by Ozsman second by Klapper to approve. Passed on call of roll 5-0
  - B. **Canal Days Encampment**  
Motion Ozsman second Klapper to approve passed on call of roll. 5-0
8. **Discussion and possible action on storm water management at New Pinery Road and Collins St. (Richard Minnema) and Jefferson Street.**  
Collins St is still waiting for School board approval, they will meet on May 14,

no other updates.... Jefferson St , FEMA denied grant application for financial aid, however COE approved the use of smart ditch or some other device equivalent to. Which estimate cost of 90k. Motion by Oszman second by Klapper, for Dir Redelings to pursue purchase or gain easement of land just east of Hamilton St. (Councilmen Klapper wanted to remind residents not to blow grass clippings and leave into city streets, this can cause drainage issues.)

**9. Discussion and possible action on trees replacement plan for 100 blocks of east and west Cook Street**

Tim Raimer will do a walk through to look at locations and find out what type of vaults will be needed. Tim will come up with a plan for June meeting.

**10. Discussion and possible action on Conant Street parking structure**

Dir Redelings gave update that after study was completed shows that the costs of repairs would be 250k - 300k. No action was taken do that was just completed and Dir Redelings had not had a chance to review entire study. Dir Redelings will provide a copy of the study to full council.

**11. Discussion and possible action on change order for Silver Lake Beach Bathhouse**

Dir. Redelings reports that the original foundation is not sufficient and will require removal. A change order of \$8405 will be needed instead of putting it out for bid since the project is already close to being 5 weeks behind. Motion by Oszman second by Miller to approve change order. Passed on call of roll 5-0.

**12. Discussion on splash pad project**

Service clubs report they have raised \$62k, however there has not been a land transfer with the school district which has slowed down fund raising.

**13. Discussion on skate park project**

There is money in the budget but there has not been a whole lot of interest from community. Oszman suggests that if the pad was there it may spark more interest from the community.

**14. Discussion on vehicle replacement for one ton pickup and dump truck**

Trucks are in the budget and are spec out soon to go out for bids.

**15. Updates on street and park projects**

Dir Redelings gave reports on capital projects along with a schedule.

**16. Discussion and possible action on West Howard Street Sanitary Sewer Replacement Project**

There is a chronic sewer back up on West Howard St., immediately east of Lock St. The 2012 Underground Utility Project includes replacement of the 6" sewer on W. Howard St. from Lock St. to MacFarlane Rd. This requires adding 80 ft to the project. Motion by Oszman second by Klapper to approve the change of the project. Passed on call of roll 5-0.

**17. Adjournment**

Motion to adjourn by Ozsman second by Miller. Passed 5-0 8:25 pm

Jeff Garetson, Chairperson

**From:** [Bob Redelings](#)  
**To:** [Marie Moe](#); [Rebecca Ness](#)  
**Cc:** [Ruth Lohr](#)  
**Subject:** FW: Consultant ratings/recommendation  
**Date:** Friday, June 01, 2012 12:21:53 PM

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Marie,

Please see emails below for M.S. – Haertel St. Engineering recommendation. Ruth was also in agreement, primarily based on the cost for services.

Bob

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**From:** Jeff Garetson  
**Sent:** Thursday, May 24, 2012 6:55 AM  
**To:** Bob Redelings; Ruth Lohr  
**Subject:** RE: Consultant ratings/recommendation

I would agree with you.

Jeff Garetson, 2nd District Alderperson, (608) 697-9363

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**From:** Bob Redelings  
**Sent:** Wed 5/23/2012 2:24 PM  
**To:** Ruth Lohr; Jeff Garetson  
**Subject:** Consultant ratings/recommendation

The following are my opinions of how the two firms stacked up. Please let me know if you concur or have a different opinion. Your input is encouraged.

- On a scale of 0 to 10, both firms rated an average of 7.6 which is closer to excellent than above average. It is evident that both firms would do an excellent job with public involvement, problem identification and meeting the schedule. Both firms have the capacity to perform the work and have done many DOT type projects.
- A huge plus for MSA is their familiarity with the project and the City's experience with the firm(s) – Grothman is local and MSA did a yeoman's job with the 2011 street reconstruction projects. The converse is true - Jewell hasn't previously worked for the City and may not be as familiar with the project.
- A huge plus for Jewell is their recognition of key project elements – their team discussed more specifics of the project and is comprised of individuals that would address key issues such as environmental aspects (previous dump and wetland). Conversely, MSA's team consisted of Survey/ROW specialist, traffic signal engineer and local road P.M. w/ expertise in utilities. These items aren't considered to be major elements of this project.
- Because both teams were so evenly matched and touted their relationship w/ WisDOT's management consultant, their WisDOT ratings were obtained. Though both company's ratings were good, none of MSA's projects included Joe DeYoung - the proposed project manager for the Haertel St. project.
- Another distinguishing item is cost. Jewell's proposal included a cost of nearly 75% of MSA's cost.

- We recognize having Jim Grothman on the team brings some political persuasion to the table.

In conclusion, I'd recommend Jewell, but reserve the right to include Grothman in the mix if Jim agrees and right of way becomes an issue. If Jim wouldn't agree and political persuasion occurs, I'd like to approach MSA with a change in Project Manager, perhaps Mike Statz.

Bob

Robert G. Redelings, PE, DPW  
City of Portage, WI 53901  
[bob.redelings@ci.portage.wi.us](mailto:bob.redelings@ci.portage.wi.us)  
(w) 608.742.2176, ext. 325  
(f) 608.742.8623

**From:** [Marie Moe](#)  
**To:** [Rebecca Ness](#)  
**Subject:** FW: [BULK]  
**Date:** Friday, June 01, 2012 4:10:04 PM  
**Importance:** Low

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**From:** Bob Redelings  
**Sent:** Friday, June 01, 2012 12:37 PM  
**To:** Daniel Brunt  
**Cc:** Jeff Garetson; Marie Moe  
**Subject:** FW: [BULK]  
**Importance:** Low

Dan,

This item is coming before Municipal Services next week. Did you come across the photos I requested last week? Thanks.

Bob

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**From:** Jeff Garetson  
**Sent:** Thursday, May 17, 2012 6:08 PM  
**To:** Bob Redelings  
**Subject:** FW: [BULK]  
**Importance:** Low

Bob are you aware of this and can you investigate.

Jeff Garetson, 2nd District Alderperson, (608) 697-9363

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**From:** Vietta Kampen [<mailto:vkkampen@gmail.com>]  
**Sent:** Thu 5/17/2012 9:53 AM  
**To:** Jeff Garetson  
**Cc:** Dan Brunt  
**Subject:** [BULK]

Jeff,

I understand that you are the chairperson of the Municipal Services Committee. During Mixed Nationals which were held from March 17-24, we had to run water through our cooling tower to maintain the ice. We are asking the city to dismiss the sewer portion (\$207.51) of our bill because the warm water was discharged onto the lawn and not back into the sewer system. If you have any questions, please give me a call at 697-6510.

Sincerely,

Vietta Kampen  
Treasurer Portage Curling Club

# COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Portage Wastewater Treatment Facility

Last Updated:  
5/23/2012

Reporting Year: 2011

## Influent Flow and Loading

### Questions

1. Monthly average flows and (C)BOD loadings.

InFluent No.701	Influent Monthly Average Flow, MGD	X	Influent Monthly Average (C)BOD Concentration mg.l	X	8.34	=	Influent Monthly Average(C) BOD Loading, pounds/day
January	1.161	X	274	X	8.34	=	2651
February	1.296	X	277	X	8.34	=	2997
March	1.389	X	251	X	8.34	=	2902
April	1.599	X	265	X	8.34	=	3530
May	1.542	X	308	X	8.34	=	3958
June	1.592	X	284	X	8.34	=	3766
July	1.588	X	283	X	8.34	=	3749
August	1.533	X	303	X	8.34	=	3873
September	1.373	X	299	X	8.34	=	3424
October	1.282	X	281	X	8.34	=	3008
November	1.254	X	283	X	8.34	=	2959
December	1.242	X	277	X	8.34	=	2873

2. Maximum month design flow and design (C)BOD loading.

	Design	X	%	=	% of Design
Max Month Design Flow, MGD	2	x	90	=	1.8
		x	100	=	2
Design (C)BOD, lbs./day	5000	x	90	=	4500
		x	100	=	5000

# COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Portage Wastewater Treatment Facility

Last Updated:  
5/23/2012

Reporting Year: 2011

Influent Flow and Loading (Continued)

3. Number of times the flow and (C)BOD exceeded 90% or 100% of design, points earned, and score:

	Months of Influent Flow	Number of times flow was greater than 90% of design	Number of times flow was greater than 100% of design	Number of times (C)BOD was greater than 90% of design	Number of times (C)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 exceedance		2	1	3	2
Exceedances		0	0	0	0
Points		0	0	0	0
Total Number of Points					0

4. Was the influent flow meter calibrated in the last year?

- Yes Enter last calibration date, MM/DD/YYYY 08/17/2011
- No -explain

5. Sewer Use Ordinance

5.1 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 describe:

# COMPLIANCE MAINTENANCE ANNUAL REPORT

**Facility Name:** Portage Wastewater Treatment Facility

**Last Updated:**  
5/23/2012

**Reporting Year:** 2011

**Influent Flow and Loading (Continued)**

5.2 Was it necessary to enforce?

- Yes  
 No

If Yes, please describe:

**6. Septage Receiving**

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

Septic Tanks	Holding Tanks	Grease Traps
<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No

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

Septic Tanks	Holding Tanks	Grease Traps
<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
68,400 gal	2,121,600 gal	gal

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

A slight increase in BOD and Suspended solids.

**7. Pretreatment**

7.1 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:

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

- Yes  
 No

If yes, describe the types of wastes received and any procedures or other restrictions that were in place to protect the plant from the discharge of hauled industrial wastes.

<b>Total Points Generated</b>	0
<b>Score (100 - Total Points Generated)</b>	100
<b>Section Grade</b>	A

# COMPLIANCE MAINTENANCE ANNUAL REPORT

<b>Facility Name: Portage Wastewater Treatment Facility</b>	<b>Last Updated: 5/23/2012</b>	<b>Reporting Year: 2011</b>
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## Effluent Quality and Plant Performance ((C)BOD)

### Questions

1. Monthly average effluent values, exceedances, and points for (C)BOD:

Outfall No.001	Monthly Average C(BOD) Limit (mg/L)	90% of Permit Limit >10 (mg/L)*	Effluent Monthly Average C(BOD) (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance	90% Permit Limit Exceedance
January	25	22.5	5	1	0	0
February	25	22.5	6	1	0	0
March	25	22.5	4	1	0	0
April	25	22.5	5	1	0	0
May	25	22.5	5	1	0	0
June	25	22.5	3	1	0	0
July	25	22.5	3	1	0	0
August	25	22.5	3	1	0	0
September	25	22.5	2	1	0	0
October	25	22.5	3	1	0	0
November	25	22.5	3	1	0	0
December	25	22.5	4	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
Total Number of Points			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

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

3. Was the effluent flow meter calibrated in the last year?

- Yes - enter last calibration date, MM/DD/YYYY: 08/17/2011
- No - explain:

# COMPLIANCE MAINTENANCE ANNUAL REPORT

**Facility Name: Portage Wastewater Treatment Facility**

**Last Updated:  
5/23/2012**

**Reporting Year: 2011**

Effluent Quality and Plant Performance ((C)BOD) (Continued)

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

5. Other Monitoring and Limits

5.1 At any time in the past year was there an exceedance of a permit limit for any other pollutants such as metals, pH, residual chlorine, or fecal coliform?  
 Yes  
 No

If Yes, please describe:

5.2 At any time in the past year was there an effluent acute or chronic whole effluent toxicity (WET) test?  
 Yes  
 No

If Yes, please describe:

5.3 If the biomonitoring (WET) test did not pass, were steps taken to identify and/or reduce source(s) of toxicity?  
 Yes  
 No  
 NA

Please explain unless not applicable:

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

# COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Portage Wastewater Treatment Facility

Last Updated:  
5/23/2012

Reporting Year: 2011

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

Questions							
1.	Monthly average effluent values, exceedances, and points for TSS:						
	Outfall No.001	Monthly Average TSS Limit (mg/L)	90% of Permit Limit >10 (mg/L)*	Effluent Monthly Average TSS (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance	90% Permit Limit Exceedance
	January	30	27	8	1	0	0
	February	30	27	9	1	0	0
	March	30	27	8	1	0	0
	April	30	27	8	1	0	0
	May	30	27	10	1	0	0
	June	30	27	6	1	0	0
	July	30	27	6	1	0	0
	August	30	27	6	1	0	0
	September	30	27	6	1	0	0
	October	30	27	6	1	0	0
	November	30	27	6	1	0	0
	December	30	27	7	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
	Total Number of Points						0
	<p><b>NOTE:</b> 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 <math>12/6 = 2.0</math></p>						
2.	If any violations occurred, what action was taken to regain compliance?						

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

# COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Portage Wastewater Treatment Facility

Last Updated:  
5/23/2012

Reporting Year: 2011

## Effluent Quality and Plant Performance (Phosphorus)

Questions																																																																																						
1.	<p>Monthly average effluent values, exceedances, and points for Phosphorus:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Outfall No.001</th> <th style="width: 15%;">Monthly Average phosphorus Limit (mg/L)</th> <th style="width: 15%;">Effluent Monthly Average phosphorus (mg/L)</th> <th style="width: 15%;">Months of Discharge with a Limit</th> <th style="width: 15%;">Permit Limit Exceedance</th> </tr> </thead> <tbody> <tr><td>January</td><td>1</td><td>0.7</td><td>1</td><td>0</td></tr> <tr><td>February</td><td>1</td><td>0.6</td><td>1</td><td>0</td></tr> <tr><td>March</td><td>1</td><td>0.7</td><td>1</td><td>0</td></tr> <tr><td>April</td><td>1</td><td>0.5</td><td>1</td><td>0</td></tr> <tr><td>May</td><td>1</td><td>0.4</td><td>1</td><td>0</td></tr> <tr><td>June</td><td>1</td><td>0.3</td><td>1</td><td>0</td></tr> <tr><td>July</td><td>1</td><td>0.3</td><td>1</td><td>0</td></tr> <tr><td>August</td><td>1</td><td>0.3</td><td>1</td><td>0</td></tr> <tr><td>September</td><td>1</td><td>0.4</td><td>1</td><td>0</td></tr> <tr><td>October</td><td>1</td><td>0.4</td><td>1</td><td>0</td></tr> <tr><td>November</td><td>1</td><td>0.4</td><td>1</td><td>0</td></tr> <tr><td>December</td><td>1</td><td>0.5</td><td>1</td><td>0</td></tr> <tr> <td colspan="3">Months of Discharge/yr</td> <td style="text-align: center;">12</td> <td></td> </tr> <tr> <td colspan="4">Points per each exceedance with 12 months of discharge:</td> <td style="text-align: center;">10</td> </tr> <tr> <td colspan="4">Exceedances</td> <td style="text-align: center;">0</td> </tr> <tr> <td colspan="4">Total Number of Points</td> <td style="text-align: center;">0</td> </tr> </tbody> </table> <p><b>NOTE:</b> 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 <math>12/6 = 2.0</math></p>	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	1	0.7	1	0	February	1	0.6	1	0	March	1	0.7	1	0	April	1	0.5	1	0	May	1	0.4	1	0	June	1	0.3	1	0	July	1	0.3	1	0	August	1	0.3	1	0	September	1	0.4	1	0	October	1	0.4	1	0	November	1	0.4	1	0	December	1	0.5	1	0	Months of Discharge/yr			12		Points per each exceedance with 12 months of discharge:				10	Exceedances				0	Total Number of Points				0
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Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

# COMPLIANCE MAINTENANCE ANNUAL REPORT

**Facility Name: Portage Wastewater Treatment Facility**

**Last Updated:  
5/23/2012**

**Reporting Year: 2011**

**Biosolids Quality and Management**

	Questions	Points						
1.	<p><b>Biosolids Use/Disposal:</b></p> <p><b>1.1 How did you use or dispose of your biosolids?(Check all that apply)</b></p> <p> <input checked="" type="checkbox"/> Land Applied Under Your Permit  <input type="checkbox"/> Publicly Distributed Exceptional Quality Biosolids  <input type="checkbox"/> Hauled to Another Permitted Facility  <input type="checkbox"/> Landfilled  <input type="checkbox"/> Incinerated  <input type="checkbox"/> Other                 </p> <p>NOTE:If you do not remove biosolids from your system annually, please describe your system type such as lagoons, reed beds, recirculating sand filters, etc, and if biosolids were land applied last year, please also check top box above.</p> <p>1.1.1 If you checked Other, Please describe:  <input style="width: 300px; height: 20px;" type="text"/></p>							
2.	<p><b>Land Application Site:</b></p> <table border="1" style="width: 100%; margin-top: 10px;"> <tr> <td colspan="2" style="text-align: center;">Last Year's Approved and Active Land Application Sites</td> </tr> <tr> <td style="width: 50%;">2.1.1 How many acres did you have?</td> <td style="width: 50%;">2.1.2 How many acres did you use?</td> </tr> <tr> <td style="text-align: center;">953.20 acres</td> <td style="text-align: center;">108.5 acres</td> </tr> </table> <p>2.2 If you did not have enough acres for your land application needs, what action was taken?  <input style="width: 300px; height: 20px;" type="text"/></p>	Last Year's Approved and Active Land Application Sites		2.1.1 How many acres did you have?	2.1.2 How many acres did you use?	953.20 acres	108.5 acres	
Last Year's Approved and Active Land Application Sites								
2.1.1 How many acres did you have?	2.1.2 How many acres did you use?							
953.20 acres	108.5 acres							
	<p><b>2.3 Did you overapply nitrogen on any of your approved land application sites you used last year?</b></p> <p> <input type="radio"/> Yes(30 points)  <input checked="" type="radio"/> No                 </p>	0						
	<p><b>2.4 Have all the sites you used last year for land application been soil tested in the previous 4 years?</b></p> <p> <input checked="" type="radio"/> Yes  <input type="radio"/> No (10 points)  <input type="radio"/> N/A                 </p>	0						
3.	<p><b>Biosolids Metals</b></p> <p>Number of biosolids outfalls in your WPDES permit = 1</p> <p><b>3.1 For each outfall tested, verify the biosolids metal quality values for your facility during the last calendar year</b></p>							
<b>BIOSOLIDS METALS CHARACTERISTICS</b>								
Outfall:003 - SLUDGE								

# COMPLIANCE MAINTENANCE ANNUAL REPORT

**Facility Name: Portage Wastewater Treatment Facility**

**Last Updated:  
5/23/2012**

**Reporting Year: 2011**

**Biosolids Quality and Management (Continued)**

Parameter	80% of Limit	H.Q. Limit	Ceiling Limit	mg/kg on a dry weight basis												Times Exceeded			
				Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	80% Value	High Quality	Ceiling	
arsenic		41	75			12.2												0	0
cadmium		39	85			4.6												0	0
copper		1500	4300			1010												0	0
lead		300	840			25.1												0	0
mercury		17	57			1.1												0	0
molybdenum	60		75			22.2											0		0
nickel	336		420			13.5											0		0
selenium	80		100			<1.3											0		0
zinc		2800	7500			1090												0	0

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	<p><b>3.1.1</b> Number of times any of the metals exceeded the high quality limits OR 80% of the limit for molybdenum, nickel or selenium = 0</p>	0
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	<table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th colspan="3">Exceedance Points</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input checked="" type="radio"/></td> <td style="text-align: center;">0</td> <td style="text-align: center;">0 Points</td> </tr> <tr> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;">1-2</td> <td style="text-align: center;">10 Points</td> </tr> <tr> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;">&gt; 2</td> <td style="text-align: center;">15 Points</td> </tr> </tbody> </table>	Exceedance Points			<input checked="" type="radio"/>	0	0 Points	<input type="radio"/>	1-2	10 Points	<input type="radio"/>	> 2	15 Points	
Exceedance Points														
<input checked="" type="radio"/>	0	0 Points												
<input type="radio"/>	1-2	10 Points												
<input type="radio"/>	> 2	15 Points												

	<p><b>3.1.2</b> If you exceeded the high quality limits, did you cumulatively track the metals loadings at each land application site? (check applicable box)</p>	0
--	-------------------------------------------------------------------------------------------------------------------------------------------------------------------	---

	<p> <input type="radio"/> Yes  <input type="radio"/> No (10 points)  <input checked="" type="radio"/> NA. Did not exceed limits or no HQ limit applies (0 points)  <input type="radio"/> NA. Did not land apply biosolids until limit was met(0 points)         </p>	
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	<p><b>3.1.3</b> Number of times any of the metals exceeded the ceiling limits = 0</p>	0
--	---------------------------------------------------------------------------------------	---

	<table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th colspan="3">Exceedance Points</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input checked="" type="radio"/></td> <td style="text-align: center;">0</td> <td style="text-align: center;">0 Points</td> </tr> <tr> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;">1</td> <td style="text-align: center;">10 Points</td> </tr> <tr> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;">&gt; 1</td> <td style="text-align: center;">15 Points</td> </tr> </tbody> </table>	Exceedance Points			<input checked="" type="radio"/>	0	0 Points	<input type="radio"/>	1	10 Points	<input type="radio"/>	> 1	15 Points	
Exceedance Points														
<input checked="" type="radio"/>	0	0 Points												
<input type="radio"/>	1	10 Points												
<input type="radio"/>	> 1	15 Points												

	<p><b>3.1.4</b> Were biosolids land applied which exceeded the ceiling limit?</p>	0
--	-----------------------------------------------------------------------------------	---

	<p> <input type="radio"/> Yes(20 points)  <input checked="" type="radio"/> No (0 points)         </p>	
--	-----------------------------------------------------------------------------------------------------------	--

	<p><b>3.1.5</b> 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>	
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# COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Portage Wastewater Treatment Facility

Last Updated:  
5/23/2012

Reporting Year: 2011

Biosolids Quality and Management (Continued)

	None																	
<b>4.</b>	<b>Pathogen Control(per outfall):</b>																	
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 45%;">Outfall Number:</td> <td>003</td> </tr> <tr> <td>Biosolids Class:</td> <td>B</td> </tr> <tr> <td>Bacteria Type and Limit</td> <td></td> </tr> <tr> <td>Sample Dates:</td> <td>01/01/2011 12:00:00 AM - 12/31/2011 12:00:00 AM</td> </tr> <tr> <td>Density:</td> <td></td> </tr> <tr> <td>Sample Concentrator Amount:</td> <td></td> </tr> <tr> <td>Process:</td> <td>ANAER</td> </tr> <tr> <td>Process Description:</td> <td>ANAEROBIC DIGESTION AT 35 DEGREES C</td> </tr> </table>	Outfall Number:	003	Biosolids Class:	B	Bacteria Type and Limit		Sample Dates:	01/01/2011 12:00:00 AM - 12/31/2011 12:00:00 AM	Density:		Sample Concentrator Amount:		Process:	ANAER	Process Description:	ANAEROBIC DIGESTION AT 35 DEGREES C	
Outfall Number:	003																	
Biosolids Class:	B																	
Bacteria Type and Limit																		
Sample Dates:	01/01/2011 12:00:00 AM - 12/31/2011 12:00:00 AM																	
Density:																		
Sample Concentrator Amount:																		
Process:	ANAER																	
Process Description:	ANAEROBIC DIGESTION AT 35 DEGREES C																	
	<b>4.1 If exceeded Class B limit or did not meet the process criteria at the time of land application(40 Points)</b>																	
	<p>4.1.1 Was the limit exceeded or the process criteria not met at any time?</p> <p> <input type="radio"/> Yes  <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>																	
<b>5.</b>	<b>Vector Attraction Reduction(per outfall):0</b>																	
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 45%;">Outfall Number:</td> <td>003</td> </tr> <tr> <td>Method Date:</td> <td>03/17/2011 12:00:00 AM</td> </tr> <tr> <td>Option Used To Satisfy Requirement:</td> <td>VSR</td> </tr> <tr> <td>Limit (if applicable):</td> <td>38</td> </tr> <tr> <td>Results (if applicable):</td> <td>58</td> </tr> </table>	Outfall Number:	003	Method Date:	03/17/2011 12:00:00 AM	Option Used To Satisfy Requirement:	VSR	Limit (if applicable):	38	Results (if applicable):	58							
Outfall Number:	003																	
Method Date:	03/17/2011 12:00:00 AM																	
Option Used To Satisfy Requirement:	VSR																	
Limit (if applicable):	38																	
Results (if applicable):	58																	
	<b>5.1 If the limit or criteria was exceeded at the time of land application, 40 point</b>	0																
	<p>5.1.1 Was the limit exceeded or the process criteria not met at any time?</p> <p> <input type="radio"/> Yes  <input checked="" type="radio"/> No         </p>																	

# COMPLIANCE MAINTENANCE ANNUAL REPORT

<b>Facility Name: Portage Wastewater Treatment Facility</b>	<b>Last Updated: 5/23/2012</b>	<b>Reporting Year: 2011</b>
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Biosolids Quality and Management (Continued)

	If yes, what action was taken? <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
6.	Biosolids Storage:0	
	<b>6.1</b> How many days of actual, current biosolids storage capacity did your wastewater treatment facility have either on-site or off-site?	0
	<ul style="list-style-type: none"> <li><input checked="" type="radio"/> &gt;+ 180 days (0 points)</li> <li><input type="radio"/> 150 - 179 days (10 points)</li> <li><input type="radio"/> 120 - 149 days (20 points)</li> <li><input type="radio"/> 90 - 119 days (30 points)</li> <li><input type="radio"/> &lt; 90 days (40 points)</li> <li><input type="radio"/> Not Applicable (0 points)</li> </ul>	
	<b>6.2</b> If you check Not Applicable above, explain why. <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
7.	Issues:	
	<b>7.1</b> Describe any outstanding biosolids issues with treatment, use or overall mgt? <div style="border: 1px solid black; padding: 2px;">None</div>	

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

# COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Portage Wastewater Treatment Facility

Last Updated:  
5/23/2012

Reporting Year: 2011

## Staffing and Preventative Maintenance (All Treatment Plants)

	Questions	Points
1.	Was your wastewater treatment plant adequately staffed last year?  <input checked="" type="radio"/> Yes <input type="radio"/> No If No, please describe: <input style="width: 50%; height: 20px;" type="text"/> Could use more help/staff for: <input style="width: 50%; height: 20px;" type="text"/>	
2.	Did your wastewater staff have adequate time to properly operate and maintain the plant and fulfill all wastewater management tasks including recordkeeping?  <input checked="" type="radio"/> Yes <input type="radio"/> No. Explain <input style="width: 50%; height: 20px;" type="text"/>	
3.	Did your plant have a <u>documented AND implemented</u> plan for preventative maintenance on major equipment items?  <input checked="" type="radio"/> Yes (Continue with questions below) <input type="radio"/> No (40 points and go to question 6) If No, explain: <input style="width: 50%; height: 20px;" type="text"/>	0
4.	Did this preventative maintenance program depict frequency of intervals, types of lubrication, and other tasks necessary for each piece of equipment?  <input checked="" type="radio"/> Yes <input type="radio"/> No (10 points)	0
5.	Were these preventative maintenance tasks, as well as major equipment repairs, recorded and filed so future maintenance problems can be assessed properly?  <input checked="" type="radio"/> Yes <input type="radio"/> (Paper file system) <input type="radio"/> (Computer program) <input checked="" type="radio"/> (Both Paper and Computer) <input type="radio"/> No (10 points)	0
6.	Did your plant have a detailed O&M Manual that was used as a reference when needed?  <input checked="" type="radio"/> Yes <input type="radio"/> No	
7.	Rate the overall maintenance of your wastewater plant.  <input checked="" type="radio"/> Excellent	

# COMPLIANCE MAINTENANCE ANNUAL REPORT

**Facility Name: Portage Wastewater Treatment Facility**

**Last Updated:  
5/23/2012**

**Reporting Year: 2011**

Staffing and Preventative Maintenance (All Treatment Plants) (Continued)

	<p> <input type="radio"/> Very Good  <input type="radio"/> Good  <input type="radio"/> Fair  <input type="radio"/> Poor         </p> <p>Describe your rating:</p> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p>Employees are trained in maintaining plant equipment and are able to perform maintenance tasks at regular intervals. The OPS maintenance program is used to keep track of plant equipment, plus maintenance needs for each piece of listed equipment.</p> </div>	
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Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

# COMPLIANCE MAINTENANCE ANNUAL REPORT

**Facility Name: Portage Wastewater Treatment Facility**

**Last Updated:  
5/23/2012**

**Reporting Year: 2011**

## Operator Certification and Education

Questions		Points
1.	Did you have a designated operator-in-charge during the report year?	0
	<p> <input checked="" type="radio"/> Yes (0 point)  <input type="radio"/> No (20 points)                 </p> <p>Name: <input type="text" value="DAVID HORNISCHER"/></p> <p>Certification No: <input type="text" value="11458"/></p>	
2.	In accordance with Chapter NR 114.08 and 114.09, Wisconsin Administrative Code, what grade and subclass(es) were required for the operator-in-charge to operate the wastewater treatment plant and what grade and subclass(es) were held by the operator-in-charge?	
	<p>Required: <input type="text" value="4 - ABEFGIJ; A - PRIMARY SETTLING; B - TRICKLING FILTER/RBC; E - DISINFECTION; F - ANAEROBIC DIGESTION; G - MECHANICAL SLUDGE; I - PHOSPHORUS REMOVAL; J - LABORATORY"/></p> <p>Held: <input type="text" value="4 - ABEFGIJ; 2 - C; 4 - A=PRIMARY SETTLING GRADE 4; B=TRICKLING FILTER/RBC GRADE 4; E=DISINFECTION GRADE 4; F=ANAEROBIC DIGESTION GRADE 4; G=MECHANICAL SLUDGE GRADE 4; I=PHOSPHORUS REMOVAL GRADE 4; J=LABORATORY GRADE 4; 2 - C=ACTIVATED SLUDGE GRADE 2"/></p>	
3.	Was the operator-in-charge certified at the appropriate level to operate this plant?	0
	<p> <input checked="" type="radio"/> Yes (0 point)  <input type="radio"/> No (20 points)                 </p>	
4.	In the event of the loss of your designated operator-in-charge, did you have a contingency plan to ensure the continued proper operation & maintenance of the plant that includes one or more of the following options (check all that apply):	0
	<p>                     4.1 <input checked="" type="checkbox"/> one or more additional certified operators on staff                      4.2 <input checked="" type="checkbox"/> an arrangement with another certified operator                      4.3 <input type="checkbox"/> an arrangement with another community with a certified operator                      4.4 <input type="checkbox"/> an operator on staff who has an operator-in-training certificate for your plant and is expected be certified within one year                      4.5 <input checked="" type="checkbox"/> a consultant to serve as your certified operator                      4.6 <input type="checkbox"/> None of the above (20 points)                 </p> <p>Explain: <input type="text" value="We have 2 operators that are at grade 2. Each operator is capable of obtaining their grade 4 certification. The retired Chief operator stated he would come back and help out. Our engineering firm can act as a consultant for the treatment plant till the City hires a new grade 4 operator, or one of the other operators obtain their grade 4."/></p>	

# COMPLIANCE MAINTENANCE ANNUAL REPORT

**Facility Name: Portage Wastewater Treatment Facility**

**Last Updated:  
5/23/2012**

**Reporting Year: 2011**

Operator Certification and Education (Continued)

5.	If you had a designated operator-in-charge, was the operator-in-charge earning continuing education credits at the following rates?	
	Grades T, 1, and 2: <ul style="list-style-type: none"> <li><input checked="" type="radio"/> Averaging 6 or more CEUs per year</li> <li><input type="radio"/> Averaging less than 6 CEUs per year</li> </ul> Grades 3 and 4: <ul style="list-style-type: none"> <li><input checked="" type="radio"/> Averaging 8 or more CEUs per year</li> <li><input type="radio"/> Averaging less than 8 CEUs per year</li> </ul> Not applicable: <ul style="list-style-type: none"> <li><input type="radio"/> See Question 1.</li> </ul>	

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

# COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Portage Wastewater Treatment Facility

Last Updated:  
5/29/2012

Reporting Year: 2011

## Financial Management

	Questions	Points												
1.	Person Providing This Financial Information													
	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Name:</td> <td style="border: 1px solid black; padding: 2px;">Ruth Lohr, Treasurer</td> </tr> <tr> <td>Telephone:</td> <td style="border: 1px solid black; padding: 2px;">(608) 742-2176</td> </tr> <tr> <td>E-Mail Address(optional):</td> <td style="border: 1px solid black; padding: 2px;">ruth.lohr@ci.portage.wi.us</td> </tr> </table>	Name:	Ruth Lohr, Treasurer	Telephone:	(608) 742-2176	E-Mail Address(optional):	ruth.lohr@ci.portage.wi.us							
Name:	Ruth Lohr, Treasurer													
Telephone:	(608) 742-2176													
E-Mail Address(optional):	ruth.lohr@ci.portage.wi.us													
2.	Are User Charge or other Revenues sufficient to cover O&M Expenses for your wastewater treatment plant AND/OR collection system ?	0												
	<p> <input checked="" type="radio"/> Yes (0 points)  <input type="radio"/> No (40 points)                 </p> <p>If No, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>													
3.	When was the User Charge System or other revenue source(s) last reviewed and/or revised? Year: 2011	0												
	<p> <input checked="" type="radio"/> 0-2 years ago (0 points)  <input type="radio"/> 3 or more years ago (20 points)  <input type="radio"/> Not Applicable (Private Facility)                 </p>													
4.	Did you have a special account (e.g., CWFP required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system?	0												
	<p> <input checked="" type="radio"/> Yes  <input type="radio"/> No (40 points)                 </p>													
<b>REPLACEMENT FUNDS(PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 5)</b>														
5.	Equipment Replacement Funds													
	5.1 When was the Equipment Replacement Fund last reviewed and/or revised? Year: 2011	0												
	<p> <input checked="" type="radio"/> 1-2 years ago (0 points)  <input type="radio"/> 3 or more years ago (20 points)  <input type="radio"/> Not Applicable Explain:                 </p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>													
	5.2 What amount is in your Replacement Fund?													
	<b>Equipment Replacement Fund Activity</b>													
	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">5.2.1 Ending Balance Reported on Last Year's CMAR:</td> <td style="width: 10%;"></td> <td style="width: 30%; text-align: right;">\$1,353,230.91</td> </tr> <tr> <td>5.2.2 Adjustments</td> <td style="text-align: center;">+</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td colspan="3">if necessary (e.g., earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)</td> </tr> <tr> <td>5.2.3 Adjusted January 1st Beginning Balance</td> <td></td> <td style="text-align: right;">\$1,353,230.91</td> </tr> </table>	5.2.1 Ending Balance Reported on Last Year's CMAR:		\$1,353,230.91	5.2.2 Adjustments	+	\$0.00	if necessary (e.g., earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)			5.2.3 Adjusted January 1st Beginning Balance		\$1,353,230.91	
5.2.1 Ending Balance Reported on Last Year's CMAR:		\$1,353,230.91												
5.2.2 Adjustments	+	\$0.00												
if necessary (e.g., earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)														
5.2.3 Adjusted January 1st Beginning Balance		\$1,353,230.91												

# COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Portage Wastewater Treatment Facility

Last Updated:  
5/29/2012

Reporting Year: 2011

Financial Management (Continued)

	<p><b>5.2.4</b> Additions to Fund (e.g., portion of User Fee, earned interest, etc.) + \$234,752.09</p> <p><b>5.2.5</b> Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 5.2.5.1 below*) - \$0.00</p> <p><b>5.2.6</b> Ending Balance as of December 31st for CMAR Reporting Year \$1,587,983.00</p> <p>(All Sources: This ending balance should include all Equipment Replacement Funds whether held in a bank account(s), certificate(s) of deposit, etc.)</p> <p>*5.2.5.1. Indicate adjustments, equipment purchases and/or major repairs from 5.2.5 above</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
	<p><b>5.3</b> What amount <u>should</u> be in your replacement fund? \$1,587,983.00</p> <p>(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 HELP option button.)</p>	
	<p>5.3.1 Is the Dec. 31 Ending Balance in your Replacement Fund above (#5.2.6) equal to or greater than the amount that should be in it(#5.3)?</p> <p><input checked="" type="radio"/> Yes</p> <p><input type="radio"/> No Explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
6.	Future Planning	
	<p>6.1 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?</p> <p><input type="radio"/> Yes (If yes, please provide major project information, if not already listed below)</p> <p><input checked="" type="radio"/> No</p>	
7.	Financial Management General Comments:	
	<div style="border: 1px solid black; padding: 5px;">None</div>	

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

# COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Portage Wastewater Treatment Facility

Last Updated:  
5/23/2012

Reporting Year: 2011

## Sanitary Sewer Collection Systems

	Questions	Points
1.	Do you have a Capacity, Management, Operation & Maintenance (CMOM) requirement in your WPDES permit?	
	<input type="radio"/> Yes <input checked="" type="radio"/> No	
2.	Did you have a <u>documented</u> (written records/files, computer files, video tapes, etc.) sanitary sewer collection system operation & maintenance or CMOM program last calendar year?	0
	<input checked="" type="radio"/> Yes (go to question 3) <input type="radio"/> No (30 points) (go to question 4)	
3.	Check the elements listed below that are included in your Operation and Maintenance (O&M) or CMOM program.:	
	<div style="margin-bottom: 10px;"> <input checked="" type="checkbox"/> <b>Goals:</b> Describe the specific goals you have for your collection system:  <div style="border: 1px solid black; padding: 2px; width: 500px; margin-left: 20px;">Implement the CMOM Program.</div> </div> <div style="margin-bottom: 10px;"> <input checked="" type="checkbox"/> <b>Organization:</b> Do you have the following written organizational elements (check only those that you have):                     <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Ownership and governing body description</li> <li><input type="checkbox"/> Organizational chart</li> <li><input checked="" type="checkbox"/> Personnel and position descriptions</li> <li><input checked="" type="checkbox"/> Internal communication procedures</li> <li><input type="checkbox"/> Public information and education program</li> </ul> </div> <div style="margin-bottom: 10px;"> <input checked="" type="checkbox"/> <b>Legal Authority:</b> Do you have the legal authority for the following (check only those that apply):                     <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Sewer use ordinance    Last Revised MM/DD/YYYY    <div style="border: 1px solid black; padding: 2px; width: 80px; margin-left: 20px;">03/27/2007</div></li> <li><input checked="" type="checkbox"/> Pretreatment/Industrial control Programs</li> <li><input checked="" type="checkbox"/> Fat, Oil and Grease control</li> <li><input checked="" type="checkbox"/> Illicit discharges (commercial, industrial)</li> <li><input checked="" type="checkbox"/> Private property clear water (sump pumps, roof or foundation drains, etc)</li> <li><input type="checkbox"/> Private lateral inspections/repairs</li> <li><input checked="" type="checkbox"/> Service and management agreements</li> </ul> </div> <div style="margin-bottom: 10px;"> <input checked="" type="checkbox"/> <b>Maintenance Activities: details in Question 4</b> </div> <div style="margin-bottom: 10px;"> <input checked="" type="checkbox"/> <b>Design and Performance Provisions:</b> How do you ensure that your sewer system is designed and constructed properly?                     <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> State plumbing code</li> <li><input checked="" type="checkbox"/> DNR NR 110 standards</li> <li><input checked="" type="checkbox"/> Local municipal code requirements</li> <li><input checked="" type="checkbox"/> Construction, inspection and testing</li> <li><input type="checkbox"/> Others:</li> </ul> </div>	

# COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Portage Wastewater Treatment Facility

Last Updated:  
5/23/2012

Reporting Year: 2011

## Sanitary Sewer Collection Systems (Continued)

	<p><input checked="" type="checkbox"/> <b>Overflow Emergency Response Plan:</b> Does your emergency response capability include (check only those that you have):</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Alarm system and routine testing</li> <li><input checked="" type="checkbox"/> Emergency equipment</li> <li><input checked="" type="checkbox"/> Emergency procedures</li> <li><input checked="" type="checkbox"/> Communications/Notifications (DNR, Internal, Public, Media etc)</li> </ul> <p><input checked="" type="checkbox"/> <b>Capacity Assurance:</b> How well do you know your sewer system? Do you have the following?</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Current and up-to-date sewer map</li> <li><input checked="" type="checkbox"/> Sewer system plans and specifications</li> <li><input checked="" type="checkbox"/> Manhole location map</li> <li><input checked="" type="checkbox"/> Lift station pump and wet well capacity information</li> <li><input checked="" type="checkbox"/> Lift station O&amp;M manuals</li> </ul> <p>Within your sewer system have you identified the following?</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Areas with flat sewers</li> <li><input checked="" type="checkbox"/> Areas with surcharging</li> <li><input type="checkbox"/> Areas with bottlenecks or constrictions</li> <li><input checked="" type="checkbox"/> Areas with chronic basement backups or SSO's</li> <li><input checked="" type="checkbox"/> Areas with excess debris, solids or grease accumulation</li> <li><input checked="" type="checkbox"/> Areas with heavy root growth</li> <li><input checked="" type="checkbox"/> Areas with excessive infiltration/inflow (I/I)</li> <li><input checked="" type="checkbox"/> Sewers with severe defects that affect flow capacity</li> <li><input checked="" type="checkbox"/> Adequacy of capacity for new connections</li> <li><input checked="" type="checkbox"/> Lift station capacity and/or pumping problems</li> </ul> <p><input checked="" type="checkbox"/> <b>Annual Self-Auditing of your O&amp;M/CMOM Program</b> to ensure above components are being implemented, evaluated, and re-prioritized as needed.</p> <p><input checked="" type="checkbox"/> <b>Special Studies Last Year (check only if applicable):</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Infiltration/Inflow (I/I) Analysis</li> <li><input type="checkbox"/> Sewer System Evaluation Survey (SSES)</li> <li><input type="checkbox"/> Sewer Evaluation and Capacity Management Plan (SECAP)</li> <li><input type="checkbox"/> Lift Station Evaluation Report</li> <li><input checked="" type="checkbox"/> Others:</li> </ul> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;">Lift Station Emergency Operation Plan.</div>													
4.	<p>Did your sanitary sewer collection system maintenance program include the following maintenance activities? Complete all that apply and indicate the amount maintained:</p>													
	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Cleaning</td> <td style="width: 10%; text-align: center;">90</td> <td style="width: 60%;">% of system/year</td> </tr> <tr> <td>Root Removal</td> <td style="text-align: center;">90</td> <td>% of system/year</td> </tr> <tr> <td>Flow Monitoring</td> <td style="text-align: center;">0</td> <td>% of system/year</td> </tr> <tr> <td>Smoke Testing</td> <td style="text-align: center;">0</td> <td>% of system/year</td> </tr> </table>	Cleaning	90	% of system/year	Root Removal	90	% of system/year	Flow Monitoring	0	% of system/year	Smoke Testing	0	% of system/year	
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# COMPLIANCE MAINTENANCE ANNUAL REPORT

**Facility Name: Portage Wastewater Treatment Facility**

**Last Updated:  
5/23/2012**

**Reporting Year: 2011**

Sanitary Sewer Collection Systems (Continued)

Sewer Line Televising	<input style="width: 50px;" type="text" value="2"/>	% of system/year
Manhole Inspections	<input style="width: 50px;" type="text" value="90"/>	% of system/year
Lift Station O&M	<input style="width: 50px;" type="text" value="10"/>	# per L.S./year
Manhole Rehabilitation	<input style="width: 50px;" type="text" value="5"/>	% of manholes rehabed
Mainline Rehabilitation	<input style="width: 50px;" type="text" value="5"/>	% of sewer lines rehabed
Private Sewer Inspections	<input style="width: 50px;" type="text" value="0"/>	% of system/year
Private Sewer I/I Removal	<input style="width: 50px;" type="text" value="0"/>	% of private services
Please include additional comments about your sanitary sewer collection system below:		
<div style="border: 1px solid black; padding: 5px; min-height: 20px;">Very old system(&gt; 100 years) with many 6 inch clay pipes.</div>		

**5. Provide the following collection system and flow information for the past year:**

<input style="width: 80px;" type="text" value="37.49"/>	Total Actual Amount of Precipitation Last Year
<input style="width: 80px;" type="text" value="34.55"/>	Annual Average Precipitation (for your location)
<input style="width: 80px;" type="text" value="58"/>	Miles of Sanitary Sewer
<input style="width: 80px;" type="text" value="10"/>	Number of Lift Stations
<input style="width: 80px;" type="text" value="6"/>	Number of Lift Station Failure
<input style="width: 80px;" type="text" value="4"/>	Number of Sewer Pipe Failures
<input style="width: 80px;" type="text" value="15"/>	Number of Basement Backup Occurrences
<input style="width: 80px;" type="text" value="39"/>	Number of Complaints
<input style="width: 80px;" type="text" value="1.404"/>	Average Daily Flow in MGD

# COMPLIANCE MAINTENANCE ANNUAL REPORT

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## Sanitary Sewer Collection Systems (Continued)

	<input type="text" value="2.152"/>	Peak Monthly Flow in MGD(if available)	
	<input type="text"/>	Peak Hourly Flow in MGD(if available)	

# COMPLIANCE MAINTENANCE ANNUAL REPORT

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Sanitary Sewer Collection Systems (Continued)

	NUMBER OF SANITARY SEWER OVERFLOWS (SSO) REPORTED (10 POINTS PER OCCURRENCE)	0															
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Date</th> <th style="width: 40%;">Location</th> <th style="width: 25%;">Cause</th> <th style="width: 20%;">Estimated Volume (MG)</th> </tr> </thead> <tbody> <tr> <td colspan="4" style="text-align: center;">NONE REPORTED</td> </tr> </tbody> </table>	Date	Location	Cause	Estimated Volume (MG)	NONE REPORTED											
Date	Location	Cause	Estimated Volume (MG)														
NONE REPORTED																	
	Were there SSOs that occurred last year that are not listed above? <input type="radio"/> Yes <input checked="" type="radio"/> No If Yes, list the SSOs that occurred: <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>																
	<b>PERFORMANCE INDICATORS</b>  <table style="width: 100%;"> <tr> <td style="border: 1px solid black; width: 15%; text-align: center;">0.60</td> <td>Lift Station Failures(failures/ps/year)</td> </tr> <tr> <td style="border: 1px solid black; text-align: center;">0.07</td> <td>Sewer Pipe Failures(pipe failures/sewer mile/yr)</td> </tr> <tr> <td style="border: 1px solid black; text-align: center;">0.00</td> <td>Sanitary Sewer Overflows (number/sewer mile/yr)</td> </tr> <tr> <td style="border: 1px solid black; text-align: center;">0.26</td> <td>Basement Backups(number/sewer mile)</td> </tr> <tr> <td style="border: 1px solid black; text-align: center;">0.67</td> <td>Complaints (number/sewer mile)</td> </tr> <tr> <td style="border: 1px solid black; text-align: center;">1.5</td> <td>Peaking Factor Ratio (Peak Monthly:Annual Daily Average)</td> </tr> <tr> <td style="border: 1px solid black; text-align: center;">0.0</td> <td>Peaking Factor Ratio(Peak Hourly:Annual daily Average)</td> </tr> </table>		0.60	Lift Station Failures(failures/ps/year)	0.07	Sewer Pipe Failures(pipe failures/sewer mile/yr)	0.00	Sanitary Sewer Overflows (number/sewer mile/yr)	0.26	Basement Backups(number/sewer mile)	0.67	Complaints (number/sewer mile)	1.5	Peaking Factor Ratio (Peak Monthly:Annual Daily Average)	0.0	Peaking Factor Ratio(Peak Hourly:Annual daily Average)	
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6.	Was infiltration/inflow(I/I) significant in your community last year?  <input type="radio"/> Yes <input checked="" type="radio"/> No If Yes, please describe: <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>																
7.	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?  <input type="radio"/> Yes <input checked="" type="radio"/> No If Yes, please describe: <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>																
8.	Explain any infiltration/inflow(I/I) changes this year from previous years?  <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>																

# COMPLIANCE MAINTENANCE ANNUAL REPORT

<b>Facility Name: Portage Wastewater Treatment Facility</b>	<b>Last Updated: 5/23/2012</b>	<b>Reporting Year: 2011</b>
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Sanitary Sewer Collection Systems (Continued)

9.	What is being done to address infiltration/inflow in your collection system?	
	Identifying and eliminating illegal clear water connections, plugging open pick holes and relaying defective sewers.	

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

# COMPLIANCE MAINTENANCE ANNUAL REPORT

**Facility Name: Portage Wastewater Treatment Facility      Last Updated:      Reporting Year: 2011**

WPDES No.0020427

GRADING SUMMARY				
SECTION	LETTER GRADE	GRADE POINTS	WEIGHTING FACTORS	SECTION POINTS
Influent Loadings	A	4.0	3	12
Effluent Quality:BOD	A	4.0	10	40
Effluent Quality:TSS	A	4.0	5	20
Effluent Quality:P	A	4.0	3	12
Biosolids Mgt.	A	4.0	5	20
Prev. Maintenance Staffing	A	4.0	1	4
Operator Certification	A	4.0	1	4
Financial Management	A	4.0	1	4
Collection Systems	A	4.0	3	12
TOTALS			32	128
GRADE POINT AVERAGE(GPA)=4.00		4.00		

Notes:

- A = Voluntary Range
- B = Voluntary Range
- C = Recommendation Range (Response Required)
- D = Action Range (Response Required)
- F = Action Range (Response Required)

# COMPLIANCE MAINTENANCE ANNUAL REPORT

<b>Facility Name: Portage Wastewater Treatment Facility</b>	<b>Last Updated:</b>	<b>Reporting Year: 2011</b>
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Resolution or Owner's Statement

NAME OF GOVERNING BODY OR OWNER	DATE OF RESOLUTION OR ACTION TAKEN
RESOLUTION NUMBER	
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	
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) <b>G.P.A. = 4.00</b>	