Capacity, Management, Operations, Maintenance (CMOM) Plan

Town of Herman
Sanitary District #1,
Dodge County
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Prepared:
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Section 1

Goals

1.1 GOALS

1. Prevent public health hazards
2. Protect the environment
3. Comply with regulations
4. Create informational materials to educate users
5. Clean 25% of the sewer system on a yearly basis
6. Identify illegal sump pump hookups
7. Locate specific areas of blockages, identify/control source
8. Design and implement a sewer televising schedule

The Herman Sanitary District contracts with the Village of Iron Ridge. Within the Herman Sanitary District is a collection system and pumping station. The Village of Iron Ridge is an independent department responsible for the management, operations and maintenance of wastewater collection and treatment facilities. Contractors are used in the case of manhole or main replacements or repairs. Contractors may also be called upon for emergency support.

Section 2

Staffing and Hierarchy

2.1 Organizational Chart
2.2 Decision Making

The decision making process is performed by the Herman Town Board at their meeting of the Herman Sanitary District. Meetings are held before the Town Board meeting on a monthly basis. Sewer operations may be reported by the Sanity District resident member. All applicable matters involved in a decision making process are handled by the Herman Town Board.

Section 3

Legal Authority

3.1 Legal Authority and Controls

The Town of Herman Sanitary District maintains through the Sewer Use Ordinance, service agreements, local and state regulations the legal authority over the following:

- Control the sources of infiltration and inflow
- Control and regulate sources of fats, oil, and grease
- Require inspection of private laterals and repairs as needed reducing the risk of basement backups for the homeowner
- Prohibit sump pumps or drains that contribute excess clear water to the sewer systems is important in reducing inflow
- Access all components of the collection system

Sewer Use Ordinance

The Town of Herman Sanitary District has established and implemented regulations regarding the use of the wastewater collection system. A sewer use ordinance has been in place since January 21, 1988. As new regulations and requirements arise, the Town of Herman will adopt additional ordinances to address those issues.

Items addressed in our sewer use ordinance are not limited to but may include; sewer use and standards, service connection requirements, sewer user rates, permitting of flows into the collection system, inflow and infiltration standards, proper design enforcement, and requirements for new and rehabilitated sewers.
3.2 Service Area

3.3 Lateral Responsibility

1. SEWER LATERALS. Sewer laterals shall be installed by the property owner upon obtaining a plumbing permit. The property owner is responsible for contracting with a qualified contractor.

The Town of Herman Sanitary District does not own or maintain any portion of the sewer laterals that collect from each privately owned parcel or property beyond the property line. However, it is standard practice to work with homeowners to prevent backups into their homes.

3.4 Customer Service

Complaint Management

Complaints are managed by the Town of Herman Clerk, who may delegate responsibility to staff to resolve. Complaints may be received by e-mail, telephone, or in person.

The following information is received for any complaint:
1. Receiver of complaint
2. Time and date of request
3. Complainant information (Name, address, call back information)
4. Location of the problem
5. Type of complaint (back-up, odor, manhole overflow)

Once a complaint is assigned to staff, personnel will evaluate the problem. If it cannot be resolved immediately, a plan of action will be established. If the Town of Herman Sanitary District is not responsible for corrective actions, guidance or a recommendation on an action plan may be provided.

**Section 4**

**Operation and Maintenance Activities**

<table>
<thead>
<tr>
<th>Activity</th>
<th>% of System Last Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cleaning</td>
<td>25%</td>
</tr>
<tr>
<td>Root Removal</td>
<td>0</td>
</tr>
<tr>
<td>Flow Monitoring</td>
<td>100%</td>
</tr>
<tr>
<td>Smoke testing</td>
<td>0</td>
</tr>
<tr>
<td>Sewer Line Televising</td>
<td>25%</td>
</tr>
<tr>
<td>Manhole Inspections</td>
<td>25%</td>
</tr>
<tr>
<td>Lift Station O&amp;M</td>
<td>1 # per L.S./year</td>
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<tr>
<td>Manhole Rehabilitation</td>
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</tr>
<tr>
<td>Mainline Rehabilitation</td>
<td>0</td>
</tr>
<tr>
<td>Private Sewer Inspections</td>
<td>0</td>
</tr>
<tr>
<td>Private Sewer I/I removal</td>
<td>0</td>
</tr>
</tbody>
</table>

**Section 5**

**Design and Performance Standards**

The Town of Herman Sanitary District Board will when required contract with a registered professional engineer to perform the services required for design and performance standards. The competitive bidding law for construction projects will be followed for constructing sewers.

When applicable the State Plumbing Code shall be followed. The Department of Commerce COMM 82, Wisconsin Administrative Code_ Design, Construction, Installation, Supervision, Maintenance and Inspection of Plumbing must be followed when designing and constructing residential and commercial plumbing and pipes. An important installation is the connection of
the private laterals to the sewer main. These connections need to be installed properly to prevent infiltration. Proper construction will control infiltration.

In addition, the State Sewerage System Code shall also be followed. The Department of Natural Resources Chapter NR 110, Wisconsin Administrative Code-Sewerage Systems must be followed when designing and constructing sewage conveyance systems.

Section 6

Emergency Overflow Response Plan

This chapter outlines the process used by the Town of Herman Sanitary District to handle unanticipated collection system events. This is an Overflow Emergency Response Plan with written procedures for responding to various collection system emergencies. Detailed records of emergencies and responses should be documented. The plan should be regularly reviewed and revised in response to the adequacy of past emergency actions.

Sewer overflow response is treated as a priority situation. Responsibility for this type of reactive maintenance is assigned by the Sanitary District Board. Contact information is as follows:

Iron Ridge Department of Public Works 920-387-2676  
Dennis Kaul, Maintenance 920-625-3732  
Alison Pescha, Clerk 920-387-9322  
Joel Christ, Chairman 920-387-9605  
Stephanie Justmann, Supervisor 920-387-4497  
Dale Ravanelli, Supervisor Police Dept. 920-387-2375  
Kathy Twardokus, Treasurer 920-387-4461

After hours calls should be directed to Dennis Kaul or members of Town of Herman Sanitary Board.

a. Alarm system and routine testing

When equipment failure or high wastewater flows occur, especially at the lift station, there is an adequate alarm system in place to notify the proper collection system personnel of the problem. The alarm systems visual, audible and dialer are working properly. There is also in place a quick response. The alarm system is regularly tested to ensure reliability and is telemetered.

b. Emergency Equipment

Emergency equipment such as back-up generators, portable pumps, alternative power sources, and pump trucks, can be on-site and readily available for emergency operations.
c. Emergency procedures

As part of an Emergency Response Plan, written detailed procedures will be established for all known emergencies.

d. Mutual Aid Agreements

The Herman Sanitary District is working on a Mutual Aid Agreement with the Village of Iron Ridge. This agreement will aid in facilitating planning and prioritizing responding requests in an emergency.

e. Communications/Notification (WDNR, Internal, Public Media)

The Town Clerk for the Town of Herman, Dodge County will be the contact person for internal communication procedures as well as notifying and communication with external agencies, the public and media.

f. Lessons Learned

After an emergency the emergency plan shall be reviewed and updated according to mistakes made and procedures improved. The gathered information shall revise procedures for future emergencies.

Section 7

Capacity Assurance Review

A CMOM Program includes an assessment of the adequacy of the collection system to convey wastewater for new connections. It also reviews the sanitary system to determine where your trouble spots are located. Identifying problem areas allows the Town of Herman Sanitary District to make the necessary repairs and improvements, or identify areas that need to be cleaned and maintained on a specific schedule so that flow capacity is maximized.

Capacity assurance documents on hand:

- Current and up-to-date sewer maps
- Sewer system plans and specifications
- Manhole location maps with numbered manholes
- Lift station pump and wet well capacity information
- Generator manuals

Items identified within the Herman Sanitary District:
- Areas with flat sewers
- Areas with surcharging
- Areas with chronic basement backups or sanitary sewer overflows (SSOs)
- Areas with excess debris, solids or grease accumulation
- Areas with infiltration/inflow (I/I)
- Sewers and manholes with severe corrosion
- Adequacy of capacity for new connections
- Lift station capacity and/or pumping problems
- Wet weather relief points or overflow structures (if any)

Section 8/9

Annual Self-Audit/Special Studies

The success of the CMOM Program depends upon the careful review of the program annually. Things to consider are the areas of improvements and successes. The areas where budgeted money can most effectively make the program better.

The Compliance Maintenance Annual Report (CMAR) Collection System section is an annual self-evaluation or audit or the collection system CMOM Program. Once the CMAR is completed it will create trend graphs. These graphs will be indicators to help determine if the CMOM Program is effective. An effective O&M Program over time will result in a reduction in I/I (peaking factors), SSOs, basement backups, complaints, and equipment and pipe failures. These graphs should be observed to make progress is being made toward an optimum performing collection system.

Special Studies:

The following studies have been completed and the corresponding year:

Infiltration/Inflow (I/I) Analysis: Identify specific infiltration and inflow components

Sewer System Evaluation Survey (SSES): Identifies a cost effective collection system rehabilitation program to remove excess I/I

System Evaluation and Capacity Assurance Plan (SECAP): Focused on SSO occurrences and developing recommendations to abate or eliminate SSOs, as it relates to capacity issues.

Lift Station Evacuation Report: Lift station conditions, capacity limitations, and recommendations for improvements

Others:

Maintenance History Log

Televising is performed on a yearly basis, manholes are inspected and mains are being cleaned accordingly.
Compliance Maintenance Annual Report

The Compliance Maintenance Program is one of the successful cornerstones of the Wisconsin Department of Natural Resources regulatory Wisconsin Pollutant Discharge Elimination System (WPDES Program). The web-based Compliance Maintenance Annual Report (CMAR) is a self-evaluation report and grading system for Wisconsin's domestic wastewater treatment plants and sanitary sewer system. Since its beginning in 1987, the Compliance Maintenance Program has been extremely successful in achieving its purpose of encouraging and where necessary, requiring owner of publicly and privately owned domestic wastewater treatment work to take necessary actions to avoid water quality degradation, and prevent violations of WPDES permit effluent limits and conditions.

Owners of a wastewater treatment facilities, as well as collection systems, including satellite systems, are required by Wisconsin Administrative Code Chapter NR 208-Compliance Maintenance to electronically submit an annual report. Electronic reporting began in 2005. Collection systems complete two sections of the CMAR, Sanitary Sewer Collection Systems and Financial Management. The questions in the CMAR are to guide operators in developing a CMOM Program, and in the operation and maintenance and financial management of their collection system.