



## OFFICIAL NOTICE AND AGENDA

Notice is hereby given that a public meeting will be held on the date, time and location shown below. Upon attaining a quorum of members, all items listed on the agenda shown below may be considered (discussed and/or acted upon).

**Regular/Special Meeting:**     **Public Works Committee**

**Date and Time:**                      **Monday, May 12, 2025 at 6:00 pm**

**Location:**                              **Deerfield Village Hall, 23 West Nelson St., Deerfield, WI 53531**

**Members:**                              **Kerri Hewitt, Scott Tebon, Gary Wieczorek**  
(Number of Members needed to meet quorum requirements: 2)

1. Roll Call
2. Announcements
  - a. The next regularly scheduled meeting is June 9, 2025 at 6:00 pm
3. Approval of the May 12, 2025 Public Works Committee Agenda
4. Minutes of the March 10, 2025 meeting
5. Public Works Update
  - a. Discuss/Possible Action on Resolution 2025-04 Approving the Submittal of the Wisconsin Department of Natural Resources NR 208 Compliance Maintenance Annual Report
6. Adjournment

Maggie Darr  
Village Administrator  
Notice Posted: May 9, 2025

ANY PERSON WHO HAS A QUALIFYING DISABILITY AS DEFINED BY THE AMERICANS WITH DISABILITY ACT THAT REQUIRES THE MEETING OR MATERIALS TO BE IN AN ACCESSIBLE LOCATION OR FORMAT, MAY CONTACT THE VILLAGE CLERK AT (608) 764-5404 OR 23 W NELSON ST., FOR ACCOMMODATIONS. REQUESTS FOR ACCOMMODATIONS FOR MEETINGS SHOULD BE MADE AT LEAST THREE (3) BUSINESS DAYS IN ADVANCE OF THE MEETING. EVERY EFFORT WILL BE MADE TO ARRANGE ACCOMMODATIONS FOR ALL MEETINGS.

*Note: It is possible that members of and possibly 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 governmental body at the above stated meeting other than the governmental body specifically referred to in this notice.*





## MINUTES OF AN OFFICIAL MEETING:

Notice is hereby given that a public meeting will be held on the date, time and location shown below. Upon attaining a quorum of members, all items listed on the agenda shown below may be considered (discussed and/or acted upon).

**Regular/Special Meeting:**     **Public Works Committee**

**Date and Time:**                     **Monday, March 10, 2025 at 6:00 pm**

**Location:**                             **Deerfield Village Hall, 23 West Nelson St., Deerfield, WI 53531**

**Members Present:**                     **Greg Frutiger, Scott Tebon**

**Members Excused:**                     **Gary Wieczorek**

**Others Present**                             **Maggie Darr, Village Administrator**  
    **Nathan Paoli, Director of Public Works**  
    **Greg Droessler & Billie Kershaw, Town & Country Engineering**

### 1. Roll Call

***The Public Works Committee meeting was called to order at 6:00 p.m. Frutiger & Tebon present; Wieczorek absent.***

### 2. Announcements

- a. The next regularly scheduled meeting is April 14, 2025 at 6:00 pm

### 3. Approval of the March 10, 2025 Public Works Committee Agenda

***Motion by Tebon, second by Frutiger to approve the agenda of the March 10, 2025 Public Works Committee. Motion carried unanimously (2 – 0).***

### 4. Minutes of the February 10, 2024 Meeting.

***Motion by Tebon, second by Frutiger to approve the minutes of the February 10, 2025 Public Works Committee meeting. Motion carried unanimously (2 – 0).***

### 5. Public Works Update

- a. Discuss/Possible Action recommending approval of Task Order No. 3, Wastewater Treatment Facility Upgrades Design, with Town & Country Engineering, Inc. to the Village Board

***Mr. Droessler summarized the request to approve Task Order No. 3 and next steps of the design process. Tebon requested structuring the contract as a “not to exceed” rather than a lump sum payment. The contract for construction quality assurance (CQA) will come back before the Village Board along with the construction contract.***

***Motion by Tebon, second by Frutiger to recommend approval of Task Order No. 3, Wastewater Treatment Facility Upgrades Design, with Town & Country Engineering, Inc. to the Village Board, subject to the contract payment terms being changed to a “not to exceed” rather than lump sum. Motion carried unanimously (2 – 0).***

6. Adjournment

***Motion by Tebon, second by Frutiger to adjourn the Public Works Committee meeting at 6:05 p.m. Motion carried unanimously (2 – 0).***

Respectfully submitted by:  
Maggie Darr, Village Administrator

**VILLAGE OF DEERFIELD  
RESOLUTION NO. 2025-04**

Committee: Public Works Committee  
Committee Date: May 12, 2025  
Committee Recommendation: \_\_\_\_\_

Public Hearing: n/a  
Board Date: May 12, 2025  
Board Action: \_\_\_\_\_

***A RESOLUTION APPROVING THE SUBMITTAL OF THE  
WISCONSIN DEPARTMENT OF NATURAL RESOURCES NR  
208 COMPLIANCE MAINTENANCE ANNUAL REPORT***

***WHEREAS***, it is a requirement under a Wisconsin Pollutant Discharge Elimination System (WPDES) permit issued by the Wisconsin Department of Natural Resources for Sewer Utilities to file a Compliance Maintenance Annual Report (CMAR) for its wastewater collection system under Wisconsin Administrative Code NR 208; and

***WHEREAS***, it is necessary to acknowledge that the governing body has reviewed the Compliance Maintenance Annual Report (CMAR); and

***WHEREAS***, it is necessary to provide recommendations or an action response plan for all individual CMAR section grades (of "C" or less) and/or an overall grade point average (< 3.00);

***NOW, THEREFORE, BE IT RESOLVED***, by the Village Board of the Village of Deerfield that the Compliance Maintenance Annual Report has been reviewed and approved by the Village Board for the fiscal year ending December 31, 2024.

***BE IT FURTHER RESOLVED***, that since the Village Sewer Utility received a grade point average of 3.51 (total grade point of 4.00) there is no need to develop, submit and implement a corrective action plan.

*Adopted this 12th day of May, 2025.*

Approved:

Village President Kerri Hewitt

Attested:

Village Administrator Maggie Darr

# Compliance Maintenance Annual Report

Deerfield Wastewater Treatment Facility

Last Updated: Reporting For:

5/5/2025

2024

## Influent Flow and Loading

### 1. Monthly Average Flows and BOD Loadings

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

Influent No. 701	Influent Monthly Average Flow, MGD	x	Influent Monthly Average BOD Concentration mg/L	x	8.34	=	Influent Monthly Average BOD Loading, lbs/day
January	0.1593	x	263	x	8.34	=	349
February	0.1502	x	306	x	8.34	=	383
March	0.1498	x	349	x	8.34	=	436
April	0.1744	x	222	x	8.34	=	322
May	0.1546	x	230	x	8.34	=	296
June	0.1787	x	328	x	8.34	=	488
July	0.1745	x	297	x	8.34	=	433
August	0.1592	x	213	x	8.34	=	282
September	0.1488	x	243	x	8.34	=	302
October	0.1403	x	261	x	8.34	=	305
November	0.1467	x	313	x	8.34	=	383
December	0.1469	x	346	x	8.34	=	424

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

2.1 Verify the design flow and loading for your facility.

Design	Design Factor	x	%	=	% of Design
Max Month Design Flow, MGD	.393	x	90	=	0.3537
		x	100	=	.393
Design BOD, lbs/day	1060	x	90	=	954
		x	100	=	1060

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

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

0

# Compliance Maintenance Annual Report

Deerfield Wastewater Treatment Facility

Last Updated: Reporting For:

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2024

## 3. Flow Meter

3.1 Was the Influent flow meter calibrated in the last year?

☒ Yes

Enter last calibration date (MM/DD/YYYY)

2024-02-12

☐ No

If No, please explain:

## 4. Sewer Use Ordinance

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

☒ Yes

☐ No

If No, please explain:

4.2 Was it necessary to enforce the ordinance?

☐ Yes

☒ No

If Yes, please explain:

## 5. Septage Receiving

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

Septic Tanks

Holding Tanks

Grease Traps

☐ Yes

☐ Yes

☐ Yes

☒ No

☒ No

☒ No

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

Septic Tanks

☐ Yes

gallons

☒ No

Holding Tanks

☐ Yes

gallons

☒ No

Grease Traps

☐ Yes

gallons

☒ No

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

## 6. Pretreatment

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

☐ Yes

☒ No

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

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

# Compliance Maintenance Annual Report

Deerfield Wastewater Treatment Facility

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☐ Yes

☒ No

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

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



# Compliance Maintenance Annual Report

Deerfield Wastewater Treatment Facility

Last Updated: Reporting For:

5/5/2025

2024

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

### 1. Effluent (C)BOD Results

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

Outfall No. 001	Monthly Average Limit (mg/L)	90% of Permit Limit > 10 (mg/L)	Effluent Monthly Average (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance	90% Permit Limit Exceedance
January	20	18	9	1	0	0
February	20	18	8	1	0	0
March	20	18	9	1	0	0
April	20	18	11	1	0	0
May	20	18	6	1	0	0
June	20	18	6	1	0	0
July	20	18	9	1	0	0
August	20	18	10	1	0	0
September	20	18	13	1	0	0
October	20	18	5	1	0	0
November	20	18	6	1	0	0
December	20	18	20	1	1	1

\* Equals limit if limit is  $\leq 10$

Months of discharge/yr	12		
Points per each exceedance with 12 months of discharge		7	3
Exceedances		1	1
Points		7	3
<b>Total number of points</b>			<b>10</b>

10

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

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

The exceedance in December was due to a grit system failure. The piece of equipment was repair and back in working order.

### 2. Flow Meter Calibration

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

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

2024-02-12

o No

If No, please explain:

### 3. Treatment Problems

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

NONE

### 4. Other Monitoring and Limits

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

o Yes

# Compliance Maintenance Annual Report

Deerfield Wastewater Treatment Facility

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- No

If Yes, please explain:

4.2 At any time in the past year was there a failure of an effluent acute or chronic whole effluent toxicity (WET) test?

- Yes

- No

If Yes, please explain:

4.3 If the biomonitoring (WET) test did not pass, were steps taken to identify and/or reduce source(s) of toxicity?

- Yes

- No

- N/A

Please explain unless not applicable:

<b>Total Points Generated</b>	10
<b>Score (100 - Total Points Generated)</b>	90
<b>Section Grade</b>	<b>B</b>

# Compliance Maintenance Annual Report

Deerfield Wastewater Treatment Facility

Last Updated: Reporting For:

5/5/2025

2024

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

### 1. Effluent Total Suspended Solids Results

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

Outfall No. 001	Monthly Average Limit (mg/L)	90% of Permit Limit >10 (mg/L)	Effluent Monthly Average (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance	90% Permit Limit Exceedance
January	20	18	12	1	0	0
February	20	18	6	1	0	0
March	20	18	10	1	0	0
April	20	18	7	1	0	0
May	20	18	7	1	0	0
June	20	18	3	1	0	0
July	20	18	4	1	0	0
August	20	18	5	1	0	0
September	20	18	9	1	0	0
October	20	18	2	1	0	0
November	20	18	3	1	0	0
December	20	18	13	1	0	0

\* Equals limit if limit is  $\leq 10$

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

0

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

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

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

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

# Compliance Maintenance Annual Report

Deerfield Wastewater Treatment Facility

Last Updated: Reporting For:

5/5/2025

2024

## Effluent Quality and Plant Performance (Ammonia - NH3)

### 1. Effluent Ammonia Results

1.1 Verify the following monthly and weekly average effluent values, exceedances and points for ammonia

Outfall No. 001	Monthly Average NH3 Limit (mg/L)	Weekly Average NH3 Limit (mg/L)	Effluent Monthly Average NH3 (mg/L)	Monthly Permit Limit Exceed ance	Effluent Weekly Average for Week 1	Effluent Weekly Average for Week 2	Effluent Weekly Average for Week 3	Effluent Weekly Average for Week 4	Weekly Permit Limit Exceed ance
January	9	17	.2	0	.2	.2	.2	.2	0
February	9	17	.2	0	.2	.2	.2	.2	0
March	9	17	.2	0	.2	.2	.2	.2	0
April	7	14	.513	0	.2	.565	1.085	.2	0
May	7	14	.2	0	.2	.2	.2	.2	0
June	9.5	15	.43	0	.2	.2	.967	.2	0
July	9.5	15	.2	0	.2	.2	.2	.2	0
August	9.5	15	14.175	1	.2	20.5	21.5	14.5	2
September	9.5	15	1.475	0	5.3	.2	.2	.2	0
October	9	17	.202	0	.2	.2	.207	.2	0
November	9	17	.2	0	.2	.2	.2	.2	0
December	9	17	1.361	0	.44	.475	1.73	2.8	0
Points per each exceedance of Monthly average:									10
Exceedances, Monthly:									1
Points:									10
Points per each exceedance of weekly average (when there is no monthly average):									2.5
Exceedances, Weekly:									2
Points:									0
<b>Total Number of Points</b>									<b>10</b>

10

NOTE: Limit exceedances are considered for monthly OR weekly averages but not both. When a monthly average limit exists it will be used to determine exceedances and generate points. This will be true even if a weekly limit also exists. When a weekly average limit exists and a monthly limit does not exist, the weekly limit will be used to determine exceedances and generate points.

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

The effluent ammonia weekly limit for week 3 exceedance was due to the DO system not communicating the correct reading of the DO probe. System was cleaned and recalibrated.

<b>Total Points Generated</b>	10
<b>Score (100 - Total Points Generated)</b>	90
<b>Section Grade</b>	<b>B</b>

# Compliance Maintenance Annual Report

Deerfield Wastewater Treatment Facility

Last Updated: Reporting For:

5/5/2025

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## Effluent Quality and Plant Performance (Phosphorus)

### 1. Effluent Phosphorus Results

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

Outfall No. 001	Monthly Average phosphorus Limit (mg/L)	Effluent Monthly Average phosphorus (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance
January	1	0.153	1	0
February	1	0.122	1	0
March	1	0.135	1	0
April	1	0.072	1	0
May	1	0.141	1	0
June	1	0.250	1	0
July	1	0.368	1	0
August	1	0.175	1	0
September	1	0.250	1	0
October	1	0.127	1	0
November	1	0.449	1	0
December	1	1.804	1	1
Months of Discharge/yr			12	
<b>Points per each exceedance with 12 months of discharge:</b>				<b>10</b>
Exceedances				1
<b>Total Number of Points</b>				<b>10</b>

10

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

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

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

The exceedance in December was due to a grit system failure. The piece of equipment was repair and back in working order.

<b>Total Points Generated</b>	10
<b>Score (100 - Total Points Generated)</b>	90
<b>Section Grade</b>	<b>B</b>

# Compliance Maintenance Annual Report

Deerfield Wastewater Treatment Facility

Last Updated: Reporting For:

5/5/2025

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## Biosolids Quality and Management

### 1. Biosolids Use/Disposal

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

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

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

1.1.1 If you checked Other, please describe:

### 2. Land Application Site

2.1 Last Year's Approved and Active Land Application Sites

2.1.1 How many acres did you have?

367.5 acres

2.1.2 How many acres did you use?

26 acres

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

2.3 Did you overapply nitrogen on any of your approved land application sites you used last year?

☐ Yes (30 points)

☒ No

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

☒ Yes

☐ No (10 points)

☐ N/A

### 3. Biosolids Metals

Number of biosolids outfalls in your WPDES permit:

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

Outfall No. 002 - SLUDGE																		
Parameter	80% of Limit	H.Q. Limit	Ceiling Limit	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	80% Value	High Quality	Ceiling
Arsenic		41	75								9.1						0	0
Cadmium		39	85								.98						0	0
Copper		1500	4300								850						0	0
Lead		300	840								13						0	0
Mercury		17	57								.21						0	0
Molybdenum	60		75								9.5					0		0
Nickel	336		420								27					0		0
Selenium	80		100								9.1					0		0
Zinc		2800	7500								820						0	0

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

Exceedence Points

☒ 0 (0 Points)

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☐ 1-2 (10 Points)

☐ > 2 (15 Points)

3.1.2 If you exceeded the high quality limits, did you cumulatively track the metals loading at each land application site? (check applicable box)

☐ Yes

☐ No (10 points)

● N/A - Did not exceed limits or no HQ limit applies (0 points)

☐ N/A - Did not land apply biosolids until limit was met (0 points)

3.1.3 Number of times any of the metals exceeded the ceiling limits = 0

Exceedence Points

● 0 (0 Points)

☐ 1 (10 Points)

☐ > 1 (15 Points)

3.1.4 Were biosolids land applied which exceeded the ceiling limit?

☐ Yes (20 Points)

● No (0 Points)

3.1.5 If any metal limit (high quality or ceiling) was exceeded at any time, what action was taken? Has the source of the metals been identified?

0

## 4. Pathogen Control (per outfall):

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

Outfall Number:	002
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	01/01/2024 - 12/31/2024
Density:	28,800
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	Yes
Process:	Aerobic Digestion
Process Description:	Digesters are being aerated 24hrs a day seven days a week.

0

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

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

☐ Yes (40 Points)

● No

If yes, what action was taken?

## 5. Vector Attraction Reduction (per outfall):

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

# Compliance Maintenance Annual Report

Deerfield Wastewater Treatment Facility

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Outfall Number:	002	0
Method Date:	12/31/2024	
Option Used To Satisfy Requirement:	Injection when land apply	
Requirement Met:	Yes	
Land Applied:	Yes	
Limit (if applicable):		
Results (if applicable):		
5.2 Was the limit exceeded or the process criteria not met at the time of land application? <input type="radio"/> Yes (40 Points) <input checked="" type="radio"/> No If yes, what action was taken? <div></div>		
6. Biosolids Storage 6.1 How many days of actual, current biosolids storage capacity did your wastewater treatment facility have either on-site or off-site? <input checked="" type="radio"/> >= 180 days (0 Points) <input type="radio"/> 150 - 179 days (10 Points) <input type="radio"/> 120 - 149 days (20 Points) <input type="radio"/> 90 - 119 days (30 Points) <input type="radio"/> < 90 days (40 Points) <input type="radio"/> N/A (0 Points) 6.2 If you checked N/A above, explain why. <div></div>		0
7. Issues 7.1 Describe any outstanding biosolids issues with treatment, use or overall management: <div>NONE</div>		

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



# Compliance Maintenance Annual Report

Deerfield Wastewater Treatment Facility

Last Updated: Reporting For:

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## Staffing and Preventative Maintenance (All Treatment Plants)

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

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

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## Operator Certification and Education

<p>1. Operator-In-Charge</p> <p>1.1 Did you have a designated operator-in-charge during the report year?</p> <ul style="list-style-type: none"><li>● Yes (0 points)</li><li>○ No (20 points)</li></ul> <p>Name: <input type="text" value="NATHAN L PAOLI"/></p> <p>Certification No: <input type="text" value="31701"/></p>	0																																																																																								
<p>2. Certification Requirements</p> <p>2.1 In accordance with Chapter NR 114.56 and 114.57, Wisconsin Administrative Code, what level and subclass(es) were required for the operator-in-charge (OIC) to operate the wastewater treatment plant and what level and subclass(es) were held by the operator-in-charge?</p> <table border="1"><thead><tr><th rowspan="2">Sub Class</th><th rowspan="2">SubClass Description</th><th>WWTP</th><th colspan="3">OIC</th></tr><tr><th>Advanced</th><th>OIT</th><th>Basic</th><th>Advanced</th></tr></thead><tbody><tr><td>A1</td><td>Suspended Growth Processes</td><td>X</td><td></td><td></td><td>X</td></tr><tr><td>A2</td><td>Attached Growth Processes</td><td></td><td></td><td></td><td></td></tr><tr><td>A3</td><td>Recirculating Media Filters</td><td></td><td></td><td></td><td></td></tr><tr><td>A4</td><td>Ponds, Lagoons and Natural</td><td></td><td></td><td></td><td></td></tr><tr><td>A5</td><td>Anaerobic Treatment Of Liquid</td><td></td><td></td><td></td><td></td></tr><tr><td>B</td><td>Solids Separation</td><td>X</td><td></td><td></td><td>X</td></tr><tr><td>C</td><td>Biological Solids/Sludges</td><td>X</td><td></td><td></td><td>X</td></tr><tr><td>P</td><td>Total Phosphorus</td><td>X</td><td></td><td></td><td>X</td></tr><tr><td>N</td><td>Total Nitrogen</td><td></td><td></td><td></td><td></td></tr><tr><td>D</td><td>Disinfection</td><td></td><td></td><td></td><td></td></tr><tr><td>L</td><td>Laboratory</td><td></td><td></td><td></td><td>X</td></tr><tr><td>U</td><td>Unique Treatment Systems</td><td></td><td></td><td></td><td></td></tr><tr><td>SS</td><td>Sanitary Sewage Collection</td><td>X</td><td>NA</td><td>X</td><td>NA</td></tr></tbody></table> <p>2.2 Was the operator-in-charge certified at the appropriate level and subclass(es) to operate this plant? (Note: Certification in subclass SS is required 5 years after permit reissuance.)</p> <ul style="list-style-type: none"><li>● Yes (0 points)</li><li>○ No (20 points)</li></ul> <p>2.3 For wastewater treatment facilities with a registered or certified laboratory, is at least one operator that works in the laboratory certified at the basic level in the laboratory (L) subclass?</p> <ul style="list-style-type: none"><li>○ Yes</li><li>○ No</li><li>● N/A – Wastewater treatment facility does not have a registered or certified laboratory</li></ul> <p>2.4 For wastewater treatment facilities that own and operate a sanitary sewage collection system, has at least one operator been designated the OIC for sanitary sewage collection system and certified at the basic level in the sanitary sewage collection system (SS) subclass?</p> <ul style="list-style-type: none"><li>● Yes</li><li>○ No</li><li>○ N/A – Owner of the Wastewater treatment facility does not own and operate a sanitary sewage collection system</li></ul>	Sub Class	SubClass Description	WWTP	OIC			Advanced	OIT	Basic	Advanced	A1	Suspended Growth Processes	X			X	A2	Attached Growth Processes					A3	Recirculating Media Filters					A4	Ponds, Lagoons and Natural					A5	Anaerobic Treatment Of Liquid					B	Solids Separation	X			X	C	Biological Solids/Sludges	X			X	P	Total Phosphorus	X			X	N	Total Nitrogen					D	Disinfection					L	Laboratory				X	U	Unique Treatment Systems					SS	Sanitary Sewage Collection	X	NA	X	NA	0
Sub Class			SubClass Description	WWTP	OIC																																																																																				
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SS	Sanitary Sewage Collection	X	NA	X	NA																																																																																				
<p>3. Succession Planning</p> <p>3.1 In the event of the loss of your designated operator-in-charge, did you have a contingency plan to ensure the continued proper operation and maintenance of the plant that includes one or more of the following options (check all that apply)?</p> <p><input type="checkbox"/> One or more additional certified operators on staff</p>																																																																																									

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<input type="checkbox"/> An arrangement with another certified operator <input type="checkbox"/> An arrangement with another community with a certified operator <input type="checkbox"/> An operator on staff who has an operator-in-training certificate for your plant and is expected to be certified within one year <input checked="" type="checkbox"/> A consultant to serve as your certified operator <input type="checkbox"/> None of the above (20 points) If "None of the above" is selected, please explain: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<b>0</b>
<b>4. Continuing Education Credits</b> 4.1 If you had a designated operator-in-charge, was the operator-in-charge earning Continuing Education Credits at the following rates? OIT and Basic Certification: <input type="radio"/> Averaging 6 or more CECs per year. <input type="radio"/> Averaging less than 6 CECs per year. Advanced Certification: <input checked="" type="radio"/> Averaging 8 or more CECs per year. <input type="radio"/> Averaging less than 8 CECs per year.	

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

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## Financial Management

<b>1. Provider of Financial Information</b> Name: <input type="text" value="Maggie Darr"/> Telephone: <input type="text" value="608-764-5404"/> (XXX) XXX-XXXX E-Mail Address (optional): <input type="text" value="mdarr@deerfieldwi.com"/>		
<b>2. Treatment Works Operating Revenues</b> <b>2.1</b> 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"/> <b>2.2</b> When was the User Charge System or other revenue source(s) last reviewed and/or revised? Year: <input type="text" value="2024"/> ● 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) <b>2.3</b> Did you have a special account (e.g., CWFPP required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system? ● Yes (0 points) ○ No (40 points)		0
<b>REPLACEMENT FUNDS [PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 3]</b>		
<b>3. Equipment Replacement Funds</b> <b>3.1</b> When was the Equipment Replacement Fund last reviewed and/or revised? Year: <input type="text" value="2024"/> ● 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"/> <b>3.2 Equipment Replacement Fund Activity</b> <b>3.2.1 Ending Balance Reported on Last Year's CMAR</b> <b>3.2.2</b> Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.) <b>3.2.3</b> Adjusted January 1st Beginning Balance <b>3.2.4</b> Additions to Fund (e.g. portion of User Fee, earned interest, etc.)		<div>\$ <input type="text" value="747,942.53"/></div> <div>\$ <input type="text" value="0.00"/></div> <div>\$ <input type="text" value="747,942.53"/></div> <div>\$ <input type="text" value="26,626.49"/></div>

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

- \$ 24,568.84

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

\$ 750,000.18

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.

Purchased make-up air unit for Wastewater Treatment Plant to ensure continuity of operations: \$24,568.84.

3.3 What amount should be in your Replacement Fund? \$ 750,000.00

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
1	Wastewater Treatment Facility Upgrades	\$5,187,800	2026

## 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: 3

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	Electricity Consumed (kWh)	Natural Gas Consumed (therms)
January	696	
February	598	
March	783	
April	859	
May	733	
June	762	
July	732	
August	915	
September	745	
October	728	
November	626	
December	798	
Total	8,975	0
Average	748	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?

## 7. Treatment Facility

### 7.1 Energy Usage

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

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

	Electricity Consumed (kWh)	Total Influent Flow (MG)	Electricity Consumed/ Flow (kWh/MG)	Total Influent BOD (1000 lbs)	Electricity Consumed/ Total Influent BOD (kWh/1000lbs)	Natural Gas Consumed (therms)
January	39,200	4.94	7,935	10.82	3,623	776
February	29,200	4.36	6,697	11.11	2,628	605
March	20,000	4.64	4,310	13.52	1,479	449
April	20,000	5.23	3,824	9.66	2,070	385
May	15,600	4.79	3,257	9.18	1,699	98
June	16,000	5.36	2,985	14.64	1,093	8
July	13,200	5.41	2,440	13.42	984	2
August	13,600	4.94	2,753	8.74	1,556	2
September	16,800	4.46	3,767	9.06	1,854	9
October	14,000	4.35	3,218	9.46	1,480	11
November	15,600	4.40	3,545	11.49	1,358	56
December	27,600	4.55	6,066	13.14	2,100	737
Total	240,800	57.43		134.24		3,138
Average	20,067	4.79	4,233	11.19	1,827	262

7.1.2 Comments:

### 7.2 Energy Related Processes and Equipment

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

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



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7.2.2 Comments:

7.3 Future Energy Related Equipment

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

8. Biogas Generation

8.1 Do you generate/produce biogas at your facility?

☒ No

☐ Yes

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

☐ Flared Off

☐ Building Heat

☐ Process Heat

☐ Generate Electricity

☐ Other:

9. Energy Efficiency Study

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

☒ No

☐ Yes

☐ Entire facility

Year:

By Whom:

Describe and Comment:

☐ Part of the facility

Year:

By Whom:

Describe and Comment:

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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:

To maintain collection system with annual cleaning and vector work. Rehab of Manholes including inner seals and Covers

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?

Village of Deerfield Sewer Use Ordinance

If you have a Sewer Use Ordinance or other similar document, when was it last reviewed and revised? (MM/DD/YYYY) 2024-01-02

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

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- ☒ 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:

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	<input type="text" value="25"/>	% of system/year
Root removal	<input type="text" value="25"/>	% of system/year
Flow monitoring	<input type="text" value="0"/>	% of system/year
Smoke testing	<input type="text" value="0"/>	% of system/year
Sewer line televising	<input type="text" value="1"/>	% of system/year
Manhole inspections	<input type="text" value="10"/>	% of system/year
Lift station O&M	<input type="text" value="3"/>	# per L.S./year
Manhole rehabilitation	<input type="text" value="2"/>	% of manholes rehabbed
Mainline rehabilitation	<input type="text" value="0"/>	% of sewer lines rehabbed
Private sewer inspections	<input type="text" value="0"/>	% of system/year

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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.

Total actual amount of precipitation last year in inches

Annual average precipitation (for your location)

Miles of sanitary sewer

Number of lift stations

Number of lift station failures

Number of sewer pipe failures

Number of basement backup occurrences

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:

Lift station failures (failures/year)

Sewer pipe failures (pipe failures/sewer mile/yr)

Sanitary sewer overflows (number/sewer mile/yr)

Basement backups (number/sewer mile)

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

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● No

If Yes, please describe:

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?

Replacing of manhole lids and inner and outer seals

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

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## Grading Summary

WPDES No: 0023744

SECTIONS	LETTER GRADE	GRADE POINTS	WEIGHTING FACTORS	SECTION POINTS
Influent	A	4	3	12
BOD/CBOD	B	3	10	30
TSS	A	4	5	20
Ammonia	B	3	5	15
Phosphorus	B	3	3	9
Biosolids	A	4	5	20
Staffing/PM	A	4	1	4
OpCert	A	4	1	4
Financial	A	4	1	4
Collection	A	4	3	12
<b>TOTALS</b>			<b>37</b>	<b>130</b>
<b>GRADE POINT AVERAGE (GPA) = 3.51</b>				

### Notes:

A = Voluntary Range (Response Optional)

B = Voluntary Range (Response Optional)

C = Recommendation Range (Response Required)

D = Action Range (Response Required)

F = Action Range (Response Required)

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## Resolution or Owner's Statement

Name of Governing  
Body or Owner:

Date of Resolution or  
Action Taken:

Resolution Number:

Date of Submittal:

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

Influent Flow and Loadings: Grade = A

Effluent Quality: BOD: Grade = B

Effluent Quality: TSS: Grade = A

Effluent Quality: Ammonia: Grade = B

Effluent Quality: Phosphorus: Grade = B

Biosolids Quality and Management: Grade = A

Staffing: Grade = A

Operator Certification: Grade = A

Financial Management: Grade = A

Collection Systems: Grade = A

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

### ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO THE OVERALL GRADE POINT AVERAGE AND ANY GENERAL COMMENTS

(Optional for G.P.A. greater than or equal to 3.00, required for G.P.A. less than 3.00)

G.P.A. = 3.51