Village of Mason Sewer System
Wisconsin CMOM Program
7/14/2026

Step 1: Set Your Goals

Describe the specific goals you have for your collection system:

1. The Sewer Use Ordinance will be reviewed every year.
2. CMOM will be reviewed annually.
3. The sewer system will be flushed 100% at least once a year.
4. Video 10% of sewer lines.
5. Maintenance on streets right-of-way between Humbird and Northern Lights Blvd., behind John Roberts to Cty Hwy E, and the north end of Northern Lights Blvd. past the Brenda Redwing property.

Step 2: Organization

1. Ownership and Governing Body Description

The Village of Mason is the owner and the Village of Mason Board is the governing body of the wastewater utility. The Village of Mason Sewer System covers approximately 50 residences and businesses with a total population of about 101 residents. The Village Board is made up of three members: one Village President and two Trustees. The Village Board oversees all aspects of running the sewer system.

2. Organizational Chart

A. Village Board President (David Larson)
B. Village Board Members (Robert Miller and Savannah Marshall)
C. Sewer Supervisor/Operator (David Larson)
D. Sewer Operator (Robert Miller and Douglas Johnson)

3. Personnel and Position Descriptions

A. Sewer Supervisor/Operator: Performs all duties for the operation of the sanitary sewer and submits reports to the Wisconsin DNR and the USDA Rural Development.
B. Sewer Operator: Performs duties for the operation for the sanitary sewer.
C. The Sewer Operator will submit SSO (sanitary sewer overflow) report to the DNR.

4. Internal Communication Procedures

Communications shall be conducted verbally or by phone for operations and emergencies.

5. Public Information and Education Program

Any needed information is furnished to residents through the Village Newsletter or verbally.

Step 3 Legal Authority

*1. Sewer Use Ordinance

The Village Board reviewed the Sewer Use Ordinance and finalized changes on July 14, 2026. (CMOM Appendix A).

2. Fat, Oil, and Grease (FOG) Control

Disposal reports of fat, oil, and grease disposal from bar/restaurants will occur. Reports will be submitted quarterly. (CMOM Appendix B).

3. Enforcement Actions

According to the Sewer Use Ordinance 9-98, Section 6.05, property owners can be penalized with special assessments for illegal use of the sewer system.

Step 4 Operation and Maintenance - during the past 12 months

1. Flushing - 100%
2. Flow Monitoring - 100%
3. Sewer Line Televising - 0%
4. Manhole Inspections - 10%
5. Lift Station O&M - one station

Routine maintenance schedule checklists are completed as per Village requirements on the Sewer Lift Station (CMOM Appendix C), Generator Station (CMOM Appendix D), and Standby Pump Station (CMOM Appendix E).

Step 5 Design and Performance Standards

Any design and performance extensions will follow the Wis. State Plumbing Code SPS-381-391 which can be found at the website: dsps.wi.gov, and the DNR Chapter NR110 Sewerage Systems Standards found at the website docs.legis.wisconsin.gov

Performance Indicators for lift station failures, sewer pipe failures, sanitary sewer overflows, basement backups, and complaints will be monitored annually. (CMOM Appendix F.)

Step 6 Emergency Plan

1. Emergency Response Center

The Emergency Response Center for the Mason wastewater treatment facility is located in the Village Hall. The operator is responsible for the center. If an emergency situation arises at the treatment facility or somewhere in the collections system, the operator should notify the Village immediately. The operator shall have a procedure to be certain that all pertinent information surrounding the emergency is accurately recorded.

2. Spills Management Plan

The Village of Mason will use a standby pump and portable tank to clean up spill and haul to the treatment plant. If needed, they will call a septic hauler to clean up spill and haul to treatment plant.

3. Alarm System and Routine Testing

The lift station alarm is visual and audible and shall be tested once every month.

4. Emergency Equipment

An emergency portable pump is on-site at the treatment plant, and readily available at all times. This equipment shall be tested once every month.

5. Emergency Procedures

Emergency written procedures are available in the Operations & Maintenance Manual of the Wastewater Treatment Facility, Vol. 1 Book 1, Section 8 at the Wastewater Treatment Plant.

6. Communications/Notifications

Emergency phone numbers (CMOM Appendix G) and procedures (CMOM Appendix H) and press release (CMOM Appendix I) are posted at the Village Hall and the Sewer Treatment Plant.

7. Lessons Learned

After an emergency, the Village Board and sewer operators will evaluate how the procedures worked and what to change.

Step 7 Capacity Assurance

1. Current and up-to-date sewer maps

Current and up-to-date sewer maps are posted at the Village Hall and the Sewage Treatment Plant.

2. Sewer System plans and specifications

Sewer System plans and specifications are located at the Sewage Treatment Plant.

3. Manhole location maps

Manhole (#107-203) maps are located at the Village Hall and the Sewage Treatment Plant.

4. Lift-station pump and wet well capacity information. The lift-station pump and wet well capacity information is located at the Sewage Treatment Plant.

5. Lift Station O&M manuals

The lift station O&M manuals are located at the Sewage Treatment Plant.

6. Flushing Main Line

Scheduled maintenance includes 100% flushing main line every year.

Step 8 Annual Self-Audit

The Village of Mason CMOM Program will use the annual CMAR as a self-audit.

Step 9 Special Studies

We intend to have an Infiltration & Inflow analysis in the next two years.

Step 10 Compliance Maintenance Annual Report

The CMAR self-evaluation report is completed annually.

Village of Mason Sanitary Sewer System Profile

Population: 101

Annual Precipitation: 30 inches

WPDES Permit #: WI-0049832 permit expires 9/30/2024 New permit expires 9/30/2029

Sewer System: 2 ponds, 2 spray irrigation systems, and 3 sprinkler heads
2.1 miles of 8" gravity sewer line
500 feet of 1 1/2" pressure line
3,300 feet of 4" force main line

Originally Constructed: 1999

Modified and Updated: 2022 - additional spray irrigation, additional vertical turbine pump with new controls

Employees: 2

Average Daily Flow: 11,000 gallons/day

Number of Lift Stations: 1

Number of Manholes: 100