

Meeting of the Commissioners of the Madison Metropolitan Sewerage District

Thursday, April 25, 2019 8 a.m.

District Maintenance Facility Training Room, 1610 Moorland Road, Madison, WI 53713

Present: Commissioner Tom Hovel
Commissioner Ken Clark
Commissioner Sara Eskrich
Commissioner James Martin
Commissioner Ezra Meyer
Commissioner Brad Murphy
Commissioner Mary Swanson

Excused Absence:

Commissioner Angela James
Commissioner Tom Wilson

Commission Meeting

1. Opening

- A. Call to Order 8:01 a.m.
- B. Welcome Guests: Randy Wirtz, Strand and Associates and Mark Moder, City of Madison
- C. Announcements: Introduction of Brian Wills, Custodian

2. Appearances by the Public: None.

3. Consent Calendar

- A. Approval Meeting Minutes from 4-11-2019
- B. Review and Approval of Design Phase Engineering Services: Pumping Stations 13 and 14 Rehabilitation (2019-04-25-R1)
- C. Strategic Financial Plan Process Acceptance (2019-04-25-R2)
- D. Follow Up to Amendment of Commission Policy on Capital Projects Budget and Debt Service Budget Development and Approval
- E. Review and Approval of Sewer Extension Plans
 - New Construction Projects
 - Grandview Commons North Addition Phase 8, City of Madison (2019-04-25-R3)
 - 4202 Hoepker Road, City of Madison (2019-04-25-R4)
 - Re-construction Projects
 - Koster Street and North Rusk Avenue Assessment District - 2019, City of Madison (2019-04-25-R5)

Discussion: The 4-11-2019 minutes, review and approval of design phase engineering services: Pumping Stations 13 and 14 rehabilitation (2019-04-25-R1), strategic financial plan process acceptance (2019-04-25-R2) and sewer extension plans (2019-04-25-R3 – 2019-04-25-R5) were reviewed and placed on file.

Action: Commissioner Meyer moved, seconded by Commissioner Eskrich to approve A-E of the consent calendar.

Commissioner Clark abstained from the vote.

Motion carried.

4. [Nine Spring Liquid Processing Improvements-Phase 1: Project Update and Consolidation of Individual Capital Improvement Projects into a Single Project for Bidding Purposes.](#)

Presenter: Jeff Klawes, Project Engineer

Description: The commission is requested to approve resolution 2019-04-25-R6 consolidating the individual capital improvement plan (CIP) items associated with liquid processing improvements-phase one into a single project for bidding purposes.

Discussion: Mr. Klawes presented to the commission information on the liquid processing improvements – phase 1 project. After discussion the following action took place:

Action: After discussion Commissioner Murphy moved, seconded by Commissioner Martin to approve resolution 2019-04-25-R6 which consolidates the individual capital improvement plan (CIP) items associated with the project phase into a single project for bidding purposes.

Motion carried.

5. [Commission Strategic Planning Next Steps](#)

Presenter: Chief Engineer and Director, Michael Mucha

Description: A working session to refine priorities and direct staff to prepare final document for approval.

Discussion: Mr. Mucha reviewed the previous two strategic planning sessions and held a working session with commissioners to refine priorities and to direct staff to prepare final documentation for approval.

Action: No formal action taken.

6. [Chief Engineer and Director's Report](#)

A. CED Update: Mr. Mucha gave a brief update on discussions with the City of Oregon regarding facility planning, next steps for customer and community meetings, City of Madison's ordinance on district commission appointments and an update on PFAS.

Action: None.

B. Regulatory and Legal Review: Mr. Kent gave a brief regulatory/legal update.

Action: None.

C. Operations Report: Operations Manager Alan Grooms gave an update on the March plant performance and flow data.

Action: None.

D. Future Meeting Schedule

Action: None.

7. Future Agenda Topics

The commission requested a future update on the district's facility plan.

Action: No action.

8. Other Business by Law

Action: No action.

9. Adjournment

Action: Commission Clark moved, seconded by Commissioner Eskrich to adjourn the meeting.

Motion carried at 10:06 a.m.

Regular Meeting of the Commissioners

Thursday, May 16, 2019 at 8 a.m.

Thursday, May 30, 2019 at 8 a.m.

Thursday, June 13, 2019 at 8 a.m.

James L. Martin, Secretary



**AWARD OF DESIGN PHASE ENGINEERING SERVICES
FOR THE REHABILITATION OF PUMPING STATIONS 13 AND 14
2019-04-25-R1**

WHEREAS, the Madison Metropolitan Sewerage District (the “district”) has determined that improvements to Pumping Stations 13 and 14 are needed to ensure that each station continues to operate effectively and reliably, and

WHEREAS, potential improvements include installation of new pumps, enhancement of power system redundancy, replacement of major electrical and control equipment, installation of new HVAC system, replacement of manual valves and gates, installation of new flow metering equipment and major wet well improvements, and

WHEREAS, district staff does not have the expertise or resources to perform the work, and

WHEREAS, costs for the design phase engineering services were included in the district’s capital improvements plan and capital budget, and

WHEREAS, district staff prepared a request for proposals (RFP) for this work and distributed the RFP to consultants, and

WHEREAS, district staff advertised the work as required the district’s procurement policies, and

WHEREAS, the district received proposals from two interested consultants, and

WHEREAS, the recommended proposal is within budgetary limits.

NOW THEREFORE BE IT RESOLVED, by the Madison Metropolitan Sewerage District Commission, and following consideration of the above recitals which are incorporated by reference, as follows:


1. The commission awards the design engineering services for the rehabilitation of Pumping Stations 13 and 14 to Strand Associates at the proposed contract price of \$497,556.
 2. As set forth in the commission transaction approval authority policy, any amendments to the work that exceed 10 percent of the proposed price will require commission approval.
 3. The commission authorizes the chief engineer and director to execute a design phase engineering services agreement for this work on behalf of the district.
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Attachment 2

The above resolution was adopted by the Commissioners of the Madison Metropolitan Sewerage District at their meeting held in the district office on April 25, 2019.

MADISON METROPOLITAN SEWERAGE DISTRICT COMMISSION

Attested by:



Thomas D. Hovel, President



James L. Martin, Secretary

Incorporated by Reference:

Request for Proposal (RFP) for Pumping Stations 13 and 14 Rehabilitation Design Services
Proposal from Strand Associates



**ACCEPTANCE OF A PROCESS FOR STRATEGIC FINANCIAL PLANNING
2019-04-25-R2**

WHEREAS, the Commission of the Madison Metropolitan Sewerage District ("the district") has adopted a policy statement on strategic financial planning, the objective of which is to "...ensure that the district has developed an overall strategy for continued financial viability and integrity...", and

WHEREAS, district staff have proposed to the commission a process for strategic financial planning, and

NOW THEREFORE BE IT RESOLVED, by the Madison Metropolitan Sewerage District Commission, and following consideration of the above recitals which are incorporated by reference, as follows:

1. The attached process for strategic financial planning meets the requirements of the commission policy statement on strategic financial planning and is recognized as the current guideline.
2. The chief engineer and director may modify or improve the process as deemed beneficial based on changing circumstances or future commission direction.

The above resolution was adopted by the Commissioners of the Madison Metropolitan Sewerage District at their meeting held in the district office on April 25, 2019.

MADISON METROPOLITAN SEWERAGE DISTRICT

Attested by:



Thomas Hovel, President



James L. Martin, Secretary

Attachments incorporated by reference:
ATT-1: Strategic Financial Planning Process

ATT-1: Strategic Financial Planning Process

Strategic Financial Planning Process

1. Maintain a strategic financial planning document consisting of the following elements:
 - a. Background information.
 - b. Forecasts of future spending, revenue, debt and key performance indicators.
 - c. Alternative scenarios for spending and other long-term financial issues.
 - d. Policy statements or practices with a strong influence on the long-term financial direction of the district.
 2. Base forecasts and scenarios on known trends in areas like community growth rates, capital spending, asset conditions, asset criticality, climate change, flows to the plant and similar items. Take account of likely changes in trends.
 3. Present an updated version of the document to the commission in the spring of each year. Include in particular updated forecast and scenario information reflecting commission questions and instructions from the prior year.
 4. Include a small number of minor capital scenarios with the presentation of the draft capital improvements plan in the summer of each year. Limit such minor scenarios to issues that are relevant to the succeeding capital budget year.
 5. Present to the commission a review of the overall strategic financial planning process in the winter of each year. Identify changes to policies or practices that may be needed to maintain the long-term financial health of the district. Revise the strategic financial planning document accordingly prior to the succeeding year.
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**GRANDVIEW COMMONS NORTH PHASE 8
2019-04-25-R3**

WHEREAS, plans for sanitary sewer extensions were submitted to the Madison Metropolitan Sewerage District ("the district") for Grandview Commons North Phase 8, in the City of Madison, on April 5, 2019, by Mark Moder, City Engineering Division, and

WHEREAS, the project consists of installing 478 feet of 8-inch diameter sanitary sewer on Milky Way and Lydia Woods Lane, and

WHEREAS, the lands which can be served by the proposed sewers are lots 822-829, 833-842, 851 and 917-923 of the plat of North Addition to Grandview Commons, and are hereinafter referred to as the "phase 8 lots", and

WHEREAS, the proposed sanitary sewer extension will connect to City of Madison's sanitary sewerage facilities, and is within the district's Far East Interceptor/Door Creek extension basin, and

WHEREAS, plan review fees are due, and

WHEREAS, conveyance facility and treatment plant connection charges for the lands to be served have not been paid, and

WHEREAS, the district has received a sewer extension review letter #6-19-22 from the Capital Area Regional Planning Commission (CARPC) dated April 15, 2019 stating the CARPC staff has reviewed the proposed extension and determined that it is consistent with the urban service area provisions of the "Dane County Water Quality Plan" and the "Dane County Land Use and Transportation Plan", and is consistent with the conditions of DNR approval letter DC-0096, which added this area to the Central Urban Service Area, and

WHEREAS, the chief engineer and director of the district has recommended the approval of said plans,

THEREFORE, BE IT RESOLVED, that the plans for sanitary sewer extensions for Grandview Commons North Phase 8, in the City of Madison, submitted on April 5, 2019, by Mark Moder, City Engineering Division, be approved subject to the following conditions:

1. That the City of Madison shall pay the plan review fee of \$1,475 to the district within 30 days of receiving an invoice for the fee.
 2. That prior to connection of the proposed sewers serving said lands to the public sewerage system, the City of Madison shall have paid to the district the sum of \$26,446.34 for
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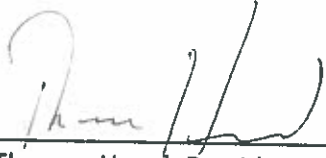
payment of \$19,056.93 in Far East Interceptor/Door Creek extension conveyance facility connection charges and \$7,389.41 in treatment plant connection charges; said lands being the aforementioned phase 8 lots.

3. That payment of the aforementioned connection charges shall be made to the district within six months of the date of approval. If payment in full is not received by the district within six months of approval, the approval shall become void and new plans shall be submitted.
4. That conveyance facility and treatment plant connection charges are adjusted from time to time, and said connection charges will be due based on the rate in place at the time at which the payment is made.
5. That if said connection charges for the lands to be served remain unpaid after construction of said sewer extensions, a late fee of 0.5 percent of the amount due shall be charged to the City of Madison for each month or partial month thereafter following connection. A one-time \$500 administrative fee shall also be charged.
6. That the City of Madison shall require the presence of an engineer or an inspector on the construction of said sewer extensions who shall make a record showing in detail the construction as built and shall furnish the district with as-built plans in the case of any significant deviations from the original design.
7. That the construction, operation, maintenance and use of said sewer extensions shall be in accordance with the lawful rules and regulations of the district and with the applicable State of Wisconsin plumbing and sewerage codes.
8. That if construction of the sewer extensions covered by said plans has not commenced within four years following the approval date of this resolution, this approval shall become void and new plans shall be submitted. If construction has commenced but has not been completed within the four-year approval period, the unbuilt portion must be submitted for reapproval if it is a significant portion of the project and would require DNR approval.

The above resolution was adopted by the Commissioners of the Madison Metropolitan Sewerage District at their meeting held at the district on April 25, 2019.

MADISON METROPOLITAN SEWERAGE DISTRICT

Attested by:



Thomas Hovel, President



James L. Martin, Secretary



**4202 HOEPKER ROAD
2019-04-25-R4**

WHEREAS, plans for sanitary sewer extensions were submitted to the Madison Metropolitan Sewerage District ("the district") for 4202 Hoepker Road, on March 26, 2019, by Mark Moder, City Engineering Division, and

WHEREAS, the project consists of installing 289 feet of 8-inch diameter sanitary sewer on Manufacturers Drive, and

WHEREAS, the lands which can be served are lots 1-2 of an unrecorded certified survey map (CSM), situated at the northeast quadrant of the intersection of US Highway 51 and Hoepker Road, north of the Dane County regional airport.

WHEREAS, said lands were formerly in the Town of Burke and were attached to the City of Madison on April 16, 2019, and

WHEREAS, the proposed sanitary sewer extension will connect to the City of Madison's sanitary sewerage facilities and is within the district's Northeast Interceptor/Waunakee-DeForest extension basin, and

WHEREAS, plan review fees are due, and

WHEREAS, the district has received a sewer extension review letter #6-19-19 from CARPC dated April 4, 2019 stating the CARPC staff has reviewed the proposed extension and determined that it is consistent with the urban service area provisions of the "Dane County Water Quality Plan" and the "Dane County Land Use and Transportation Plan" and is consistent with the conditions of resolution DCRPC #920, which added this area to the Central Urban Service Area, and

WHEREAS, the chief engineer and director of the district has recommended the approval of said plans,

THEREFORE, BE IT RESOLVED, that the plans for sanitary sewer extensions for 4202 Hoepker Road, in the City of Madison, submitted on March 26, 2019, by Mark Moder, City Engineering Division, be approved subject to the following conditions:

1. That the City of Madison shall pay the plan review fee of \$1,475 to the district within 30 days of receiving an invoice for the fee.
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2. That prior to connection of the proposed sewers serving said lands to the public sewerage system, the City of Madison shall have paid to the district the sum of \$356,621.45 for payment of \$241,661.18 in Northeast Interceptor/Waunakee-DeForest Extension conveyance facility connection charges and \$114,960.27 in treatment plant connection charges; said lands being lots 1 and 2 of an unrecorded certified survey map.
 3. That if said connection charges for the lands to be served remain unpaid after commencement of the construction of said sewer extensions, a late fee of 0.5 percent of the amount due shall be charged to the City of Madison for each month or partial month thereafter following connection. A one-time \$500 administrative fee shall also be charged.
 4. That payment of the aforementioned connection charges for the lands to be served shall be made to the district no later than six months from the date of approval of this resolution. If payment in full is not received by the district within six months of approval, the approval shall become void and new plans shall be submitted.
 5. That conveyance facility and treatment plant connection charges are adjusted from time to time and said connection charges will be due based on the rate in place at the time at which the payment is made.
 6. That the City of Madison shall require the presence of an engineer or an inspector on the construction of said sewer extensions who shall make a record showing in detail the construction as built and shall furnish the district with as-built plans in the case of any significant deviations from the original design.
 7. That the construction, operation, maintenance and use of said sewer extensions shall be in accordance with the lawful rules and regulations of the district and with the applicable State of Wisconsin plumbing and sewerage codes.
 8. That if construction of the sewer extensions covered by said plans has not commenced within four years following the approval date of this resolution, this approval shall become void and new plans shall be submitted. If construction has commenced but has not been completed within the four-year approval period, the unbuilt portion must be submitted for reapproval if it is a significant portion of the project and would require DNR approval.
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The above resolution was adopted by the Commissioners of the Madison Metropolitan Sewerage District at their meeting held at the district on April 25, 2019.

MADISON METROPOLITAN SEWERAGE DISTRICT

Attested by:



Thomas Hovel, President



James L. Martin, Secretary



**KOSTER STREET AND NORTH RUSK AVENUE ASSESSMENT DISTRICT - 2019
2019-04-25-R5**

WHEREAS, plans for sanitary sewer extensions were submitted to the Madison Metropolitan Sewerage District (“the district”) for Koster Street and North Rusk Avenue Assessment District - 2019, in the City of Madison, on March 26, 2019, by Matthew Allie, City Engineering Division, and

WHEREAS, the project will replace 1,868 feet of 8-inch diameter sanitary sewer on Koster Street, North Rusk Avenue, Sundstrom Street and Ardmore Drive, in the vicinity of the Dane County Coliseum. The sewers have been determined to be in poor condition and are being replaced in conjunction with the street reconstruction project, and

WHEREAS, no new lands will be served as part of this project, and

WHEREAS, the proposed sanitary sewer extension will connect to City of Madison’s sanitary sewerage facilities, and is within the district’s South Interceptor basin, and

WHEREAS, a variance is being requested by the City of Madison from DNR Chapter NR 110.13(2)(c) for some of the proposed sewers which do not meet minimum design standard for slope, and

WHEREAS, a variance is being requested from DNR Chapter NR 110.13(3)(b) by the City of Madison for some of the proposed sewers where manhole spacing exceeds 400 feet, and

WHEREAS, the Madison Sewer Utility has cleaning capability of 700 feet and is able to perform additional or more frequent cleaning that may result from decreased velocities in the proposed sanitary sewers which do not meet the minimum design standard for slope, and

WHEREAS, conveyance facility connection charges for the areas being served have been paid, and

WHEREAS, plan review fees are waived for street reconstruction projects, and

WHEREAS, the district has received a sewer extension review letter #6-19-20 from the Capital Area Regional Planning Commission (CARPC) dated April 11, 2019 stating the CARPC staff has reviewed the proposed extension and determined that it is consistent with the urban service area provisions of the “Dane County Water Quality Plan” and the “Dane County Land Use and Transportation Plan”, and

WHEREAS, the chief engineer and director of the district has recommended the approval of said plans,


THEREFORE, BE IT RESOLVED, that the plans for sanitary sewer extensions for Koster Street and North Rusk Avenue Assessment District - 2019, in the City of Madison, submitted on March 26, 2019, by Matthew Allie, City Engineering Division, be approved subject to the following conditions:

1. That the City of Madison shall require the presence of an engineer or an inspector on the construction of said sewer extensions who shall make a record showing in detail the construction as built and shall furnish the district with as-built plans in the case of any significant deviations from the original design.
2. That the construction, operation, maintenance and use of said sewer extensions shall be in accordance with the lawful rules and regulations of the district and with the applicable State of Wisconsin plumbing and sewerage codes.
3. That if construction of the sewer extensions covered by said plans has not commenced within four years following the approval date of this resolution, this approval shall become void and new plans shall be submitted. If construction has commenced but has not been completed within the four-year approval period, the unbuilt portion must be submitted for reapproval if it is a significant portion of the project and would require DNR approval.

The above resolution was adopted by the Commissioners of the Madison Metropolitan Sewerage District at their meeting held at the district on April 25, 2019.

MADISON METROPOLITAN SEWERAGE DISTRICT

Attested by:



Thomas Hovel, President



James L. Martin, Secretary



**NINE SPRINGS LIQUID PROCESSING IMPROVEMENTS-PHASE I: CONSOLIDATION OF INDIVIDUAL CAPITAL IMPROVEMENT PROJECTS INTO A SINGLE PROJECT FOR BIDDING PURPOSES
2019-04-25-R6**

WHEREAS, the 2016 liquid processing facility plan, completed in late 2017, recommended improvements to the liquid processing facilities at the Nine Springs Wastewater Treatment Plant, and

WHEREAS, the improvements were to be done in phases over a 10-year period, with the first phase recommended for implementation in the 2017-2022 timeframe, and

WHEREAS, the first phase includes peak flow management improvements, ultra-violet disinfection system replacement, process control system upgrades, electrical substation improvements, east side blower control replacement, primary tanks 1 and 2 rehabilitation, 54" primary influent pipeline rehabilitation and plant flow metering improvements, and

WHEREAS, the first phase is currently listed as individual projects in the 2019 capital improvements plan (CIP) and includes:

CIP No.	Project Name
A01.01	Plant Peak Capacity Improvements
A01.02	UV Disinfection System Replacement
A01.03	East Blower Controls
A01.04	Primary Tanks 1 & 2 Rehabilitation
A01.05	54" Primary Influent Pipe Rehabilitation
A01.06	East-West Plant Flow Metering
A01.08	Plant Unit Substation Improvements
A01.09	Process Control System Upgrade-Phase 2

and,

WHEREAS, staff wishes to formally consolidate these individual projects into one larger project named "Nine Springs Liquid Processing Improvements-Phase I", for bidding purposes, and

WHEREAS, the commission policy statement on "Capital Projects Budget and Debt Service Budget Development and Approval, Sections III.5 and VI", permit such consolidation and require commission approval to do so, and

WHEREAS, consolidating the subprojects is expected to lower overall costs by utilizing economies of scale, consolidating project administration and decreasing contractor mobilization, and

WHEREAS, this would change the financial control point from the individual subprojects to the sum of the subprojects, and

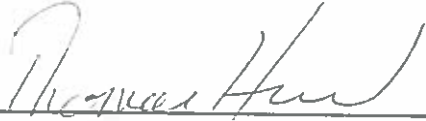
WHEREAS, consolidating the subprojects into one project does not change the total amount of spending authorized.

NOW, THEREFORE, BE IT RESOLVED by the Madison Metropolitan Sewerage District Commission, and following consideration of the above recitals which are incorporated by reference, as follows:


1. The commission consolidates projects A01.01, A01.02, A01.03, A01.04, A01.05, A01.06, A01.08, A01.09 listed in the 2019 CIP into one project, named "Nine Springs Liquid Processing Improvements-Phase I", for the purpose of bidding a single construction contract.
2. Consolidating the eight subprojects into one project results in a total project cost of \$16,659,000, which is the sum of the individual projects listed in the 2019 CIP.
3. Consolidating the projects does not change the total amount of spending authorized.

MADISON METROPOLITAN SEWERAGE DISTRICT

Attested by:



Thomas Hovel, President



James L. Martin, Secretary

The above resolution was adopted by the Commissioners of the Madison Metropolitan Sewerage District at their meeting held in the district office on April 25, 2019.
