

**Meeting of the Commissioners of the
Madison Metropolitan Sewerage District**

Thursday, July 25, 2019 8 a.m.

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

Present: Commissioner Tom Hovel
Commissioner Ken Clark
Commissioner Grant Foster
Commissioner Ezra Meyer
Commissioner Brad Murphy
Commissioner Mary Swanson
Commissioner Tom Wilson
Commissioner Sara Eskrich

Commission Meeting

1. Opening

- A.** Call to Order 8:01 a.m.
- B.** Welcome Guests: Greg Fries, City of Madison
- C.** Announcements: Introduction of Kayce Board, Health and Safety Director and Matt Schuman, Asset and Maintenance Management System Administrator.

2. Appearances by the Public

None.

3. Consent Calendar

- A.** Approval Meeting Minutes from 07-10-2019
- B.** Review and Award of Contract of Annual Boiler Preventative Maintenance Services
- C.** Review and Approval of Sewer Extension Plan

New Construction Projects

Pope Farms Estates Phase 1 & Phase 2, City of Madison

Discussion: The 7-10-2019 minutes, award of contract for annual boiler preventative maintenance services (2019-07-25-R1) and sewer extension plan (2019-07-25-R2) were reviewed and placed on file.

Action: Commissioner Wilson moved, seconded by Commissioner Meyer to approve items A-C of the consent calendar.

Motion carried.

4. **Commission Authorization of Public Records Custodian, Storage of Records in Electronic Format and District Records Retention Schedule**

Presenter: William Walker, Director of Planning and Strategy

Description: Informational presentation and request for approval of resolution (2019-07-25-R3) which designates the chief engineer and director as the district records custodian, authorizes electronic storage of records and approval of a district records retention schedule.

Discussion: Mr. Walker presented to the commission background on the district's current records management system, analysis and options and next steps. After discussion the following action took place:

Action: Commissioner Wilson moved, seconded by Commissioner Eskrich to approve resolution (2019-07-25-R3).

Motion carried.

5. **Review and Acceptance of the Draft 2020 Capital Improvements Plan for Planning Purposes**

Presenter: Todd Gebert, Capital Planning Engineer

Description: Review and acceptance of the draft 2020 capital improvements plan for planning purposes.

Discussion: Mr. Gebert presented information on recent history and projections for the capital projects fund, the debt service fund and several financing scenarios. He then requested the commission adopt resolution 2019-07-25-R4 accepting the draft plan for planning purposes and directing staff to prepare the 2020 capital projects budget using the base alternative presented.

Action: Commission Clark moved and seconded by Commissioner Eskrich second to approve resolution 2019-07-25-R4.

Motion carried.

6. **Yahara WINS Annual Report**

Presenter: Kathy Lake, Pollution Prevention Manager

Description: Presentation of the 2018 Yahara WINS annual report.

Discussion: Ms. Lake presented the highlights of the 2018 Yahara WINS annual report to the commission for informational purposes.

Action: None.

7. **Chief Engineer and Director's Report**

A. CED Update

Assistant Chief Engineer Jeff Brochtrup gave an update on the MGE power outage and the district's response to the event. He also informed the commission of a request from the Alliant Energy Center to place a building over a district force main.

Action: None.

B. Regulatory and Legal Review

Mr. Kent gave a brief update on legal happenings. Mr. Kent noted that the commission resolution at the July 10 meeting regarding the sale of land at Pumping Station 1 included a condition that the district's attorney confirm there were no issues with setback requirements. He informed the commission that he had checked into the matter and that there were no issues with the setback requirements.

Action: None.

- C. Operations Report
Mr. Brochtrup gave a brief update on plant operations.
Action: None.
- D. Future Meeting Schedule
Action: None.

8. **Other Business by Law**

Action: None.

9. **Future Agenda Topics**

Action: None.

10. **Adjournment**

Action: Commissioner Wilson moved, seconded by Commissioner Clark to adjourn the meeting at 9:09 a.m.

Motion carried.

Regular Meeting of the Commissioners
July 25, 2019

Mary Swanson, Secretary

Future Meetings:

Wednesday, August 15, 2019
Thursday, August 29, 2019
Thursday, September 12, 2019



**REVIEW AND AWARD OF CONTRACT
FOR ANNUAL BOILER PREVENTATIVE MAINTENANCE SERVICES
2019-07-25-R1**

WHEREAS, The Madison Metropolitan Sewerage District (“the district”) owns, operates and maintains hot water and steam boilers for wastewater treatment plant heating purposes, and

WHEREAS, there are nine hot water boilers and 4 steam boilers, and

WHEREAS, on an annual basis both types of boilers require preventative maintenance to find and repair and/or any outstanding functionality issues to prolong equipment life, and

WHEREAS, the boilers are regulated by the state of Wisconsin as pressure vessels that require annual maintenance and inspection, and

WHEREAS, district staff prepared bidding documents and specifications for the services, and

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

WHEREAS, two competitive bids were received on June 2, 2019, and

WHEREAS, the lowest responsible bidder was PBBS Equipment Corp, and

WHEREAS, the annual contract can be extended for up to two additional years if mutually agreed upon by both parties.

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

1. The commission awards the contract for annual boiler preventative maintenance services to PBBS Equipment Corp. which includes the option to extend the contract for up to two additional one-year contracts and subject to the following transaction limits:

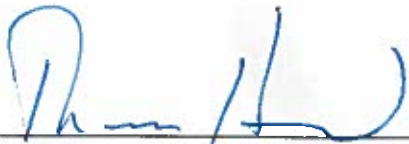
Vendor/Supplier	Product	Maximum Transaction Amount
PBBS Equipment Corp.	Annual boiler preventative maintenance services	\$17,390 for 2019
		<u>\$50,000 for 2020 and 2021</u>
		\$67,390 total for 2019 to 2021

-
2. Following completion of all required conditions, the commission authorizes the chief engineer and director to execute the contract on behalf of the district.

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

MADISON METROPOLITAN SEWERAGE DISTRICT

Attested by:



Thomas Hovel, President



Mary Swanson, Secretary



**POPE FARM ESTATES PHASE 1 & PHASE 2
2019-07-25-R2**

WHEREAS, plans for sanitary sewer extensions were submitted to the Madison Metropolitan Sewerage District (“the district”) for Pope Farm Estates Phase 1 & Phase 2, in the City of Madison, on July 2, 2019, by Mark Moder, City Engineering Division, and

WHEREAS, the project consists of installing 2,724 feet of 8-inch and 10-inch diameter sanitary sewer on Schewe Road, River Birch Road, Shadow Ridge Trail and Old Sauk Road, and

WHEREAS, sanitary sewers are being installed on Old Sauk Road for future development, as required by the City of Madison as part of the current development agreement. Said sewers will be connected to downstream facilities in the future when Old Sauk Road is reconstructed, and

WHEREAS, the lands to be immediately served are lots 1-17 and outlot 2 of the plat of Pope Farm Estates, and are hereinafter referred to as the “phased lots”, and

WHEREAS, outlot 1, outlot 3 and outlot 4 of the plat of Pope Farm Estates have been dedicated to the public for stormwater management purposes, and are recognized by the Capital Area Regional Planning Commission (CARPC) as being within an environmental corridor. Said outlot 1, outlot 3 and outlot 4 will not receive sanitary sewer service and are hereinafter referred to as the “exempt outlots”, and

WHEREAS, the proposed sanitary sewer extension will connect to the City of Madison’s sanitary sewerage facilities, and is within the district’s Nine Springs Valley Interceptor/Essex Pond extension basin, and

WHEREAS, conveyance facility connection charges and treatment plant connection charges for the aforementioned phased lots have not been paid, and

WHEREAS, plan review fees are due, and

WHEREAS, the district has received a sewer extension review letter #6-19-40 from CARPC dated July 18, 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 CARPCS resolutions No. 2009-7, 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 Pope Farm Estates Phase 1 & Phase 2, in the City of Madison, submitted on July 2, 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 outlot 1, outlot 3 and outlot 4 of the plat of Pope Farm Estates are exempted from conveyance facility and treatment plant connection charges.
 3. That prior to connection of the proposed sewers serving the phased lots to the public sewerage system, the City of Madison shall have paid to the district the sum of \$147,573.49 for payment of \$91,396.72 in Nine Springs Valley Interceptor/Essex Pond extension conveyance facility connection charges and \$56,176.77 in treatment plant connection charges.
 4. 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.
 5. 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.
 6. 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.
 7. 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.
 8. 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.
 9. 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 July 25, 2019.

MADISON METROPOLITAN SEWERAGE DISTRICT

Attested by:



Thomas Hovel, President



Mary Swanson, Secretary



**COMMISSION POLICY ON RECORDS MANAGEMENT, DISTRICT RECORDS RETENTION
SCHEDULE AND DESTRUCTION OF OBSOLETE RECORDS
2019-07-25-R3**

WHEREAS, Madison Metropolitan Sewerage District (the district) is a public body subject to state public records law under Wis. Stat. §§ 19.21-19.39, and

WHEREAS, the commission may designate a legal custodian to fulfill the duties required by state law,

WHEREAS, State law requires public bodies to keep and preserve records for certain periods of time,

WHEREAS, many district records are created and stored in electronic format, and

WHEREAS, State law allows local governments to provide for the keeping and preservation of public records in electronic format, and

WHEREAS, Wis. Stat. §§ 16.61 and 16.612 and Wis. Admin Code ch. Adm 12 impose certain standards for reproduction and storage of electronic records,

WHEREAS, the Public Records Board has created a municipal records schedule for specific records, and

WHEREAS, the commission has determined that the municipal records schedule is generally appropriate for the specific categories of records set forth in that schedule, but that there are some records for which indefinite retention is warranted, such as those pertaining to infrastructure, assets, property and similar matters, and

WHEREAS, State law requires governmental bodies to provide notice to the Wisconsin Historical Society in certain circumstances prior to destroying certain records, and

WHEREAS, the district has developed and made available to the commission a records retention and disposal schedule that follows the municipal records schedule and that provides for indefinite retention of certain records,

WHEREAS, the designation of custodian, provision for electronic records and adoption of a records schedule are matters for commission policy,

THEREFORE, BE IT RESOLVED that the commission adopts CER — 2D regarding records management included in attachment 1, and

FURTHER, BE IT RESOLVED that the commission will incorporate the new policy into the policy book of the Madison Metropolitan Sewerage District Commission.

FURTHER, BE IT RESOLVED that:

1. The commission adopts the above named schedule as the district's records retention schedule.
2. District staff should retain designated records indefinitely.
3. District staff may destroy obsolete records in accordance with the district record retention schedule and Wisconsin Historical Society notice requirements.

Incorporated by reference:

Attachment 1 CER — 2D regarding Records Management


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

MADISON METROPOLITAN SEWERAGE DISTRICT

Attested by:



Thomas Hovel, President



Mary Swanson, Secretary



**ACCEPTANCE OF
DRAFT 2020 CAPITAL IMPROVEMENTS PLAN (CIP)
FOR PLANNING PURPOSES
2019-07-25-R4**

WHEREAS, the Madison Metropolitan Sewerage District (the “district”) seeks to minimize the life cycle costs of owning, operating and maintaining its various assets at an acceptable level of risk while continuously providing to its customers a high level of service, and

WHEREAS, district staff prepares a draft capital improvements plan each year to evaluate needs of district assets and identify required capital projects for the subsequent six year planning period, and

WHEREAS, the draft capital improvements plan proposes debt financing and transfers from the operating fund to the capital fund that are consistent with past commission direction and the best professional judgement of staff regarding fund and project management, and

WHEREAS, the commission has considered four financing alternatives for the 2020 draft capital improvements plan, which are summarized in the plan and in the attached table, and

WHEREAS, the annual capital projects fund budget is based on the draft capital improvements plan, and

WHEREAS, staff members present to the commission each year the draft capital improvements plan in advance of the annual budgeting process so that the commission may provide comments and direction to staff for preparation of the capital projects fund budget.

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 accepts the 2020 draft capital improvements plan for planning purposes.
 2. The commission directs staff to prepare the 2020 capital budget using the base alternative shown in the attached table.
-

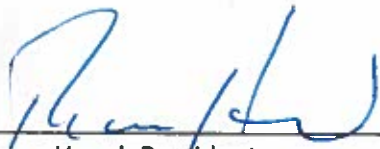
Incorporated by reference:

Attachment 2 – Summary of Financing Alternatives for 2020 Capital Improvements Plan
(2020-2025)

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

MADISON METROPOLITAN SEWERAGE DISTRICT

Attested by:



Thomas Hovel, President



Mary Swanson, Secretary
