Meeting of the Commissioners of the
Madison Metropolitan Sewerage District

Thursday, January 16, 2020 8:00 a.m.
District Maintenance Facility Training Room, 1610 Moorland Road, Madison, WI  53713

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

Excused Absence:  Commissioner Brad Murphy

Commission Meeting

1. Opening
   A. Call to Order 8 a.m.
   B. Welcome Guests:  Mark Moder, City of Madison
   C. Announcements:  Introduction of new employee Nader Rezaei, Pretreatment Program Coordinator

2. Appearances by the Public:  None.

3. Consent Calendar
   A. Approval Meeting Minutes from 12-19-2019
   B. Approval of Cash Statement – Operating Fund
   C. Approval of Cash Statement – Capital Projects Fund
   D. Approval of Sewer Extension Plans
      • Western Addition to 1000 Oaks Phase 1 – Resolution (2020-01-16-R1)
      • Fish Hatchery Road Improvements – Resolution (2020-01-16-R2)

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

      Motion carried.

4. Approval of 4th Quarter Sewer Service Charges
   Presenter:  Todd Gebert, Capital Planning Engineer
   Description:  Service charges for each of the District’s community customers is calculated and invoiced on a quarterly basis to fund the District’s costs for conveying and treating wastewater. These charges require approval by the Commission before invoices are sent. Mr. Gebert requested the Commission approve resolution #2019-01-16-R3, which approves the sewer service charges for the fourth quarter of 2019.
Discussion: Mr. Gebert provided information on the quarterly bills to the Commission at the meeting. He then presented information on the loading trends, financial impact and a service charge summary for the fourth quarter of 2019.

Action: Commissioner Clark moved, seconded by Commissioner Eskrich to approve the fourth quarter sewer service charges.

Motion carried.

5. Study Session on Commission Interests Regarding Strategic Financial Planning
   Description: Informational presentation.
   Discussion: Mr. Walker presented information and engaged the Commission in an exercise to identify and rank Commission interests. The prioritized list of selected interests will be used to develop and adjust asset investment and capital planning work as needed. In addition, this information will provide staff with guidance as they continue to develop strategic financial forecasts for the Commission, and it will help to identify changes to Commission-level policies.
   Action: No action.

6. Chief Engineer and Director’s Report
   A. CED Update.
      Mr. Mucha gave a report on District happenings. He informed the Commission that he would be adding a closed session on permit reissuance to the 1-30-20 agenda. He informed the Commission that a 2020 budget amendment would be on the agenda for the next meeting related to biosolids dewatering and there would be subsequent topics that relate to this amendment around landfill and hauling fees. He mentioned work with Yahara WINS and informed the Commission that the District would be requesting a new FTE to support the program at an upcoming meeting. Finally, Mr. Mucha mentioned to the Commission that there will be a future training related to Commission policy governance that Mr. Mucha is currently coordinating.
   B. Regulatory/Legal Report: Mr. Kent, District Counsel, gave a brief update on regulatory and legal happenings.
   C. Future Meeting Schedule

7. Future Agenda Topics
   Action: None.

8. Other Business Allowed by Law
   Action: None.

9. Adjournment
   Action: Commissioner Wilson moved, seconded by Commissioner Swanson to adjourn the meeting.

Meeting adjourned at 9:54 a.m.
Regular Meeting of the Commissioners

Mary Swanson, Secretary

**Future Meetings:**
Thursday, January 30, 2020
Thursday, February 13, 2020
Thursday, February 27, 2020
WESTERN ADDITION TO 1000 OAKS PHASE 1
2020-01-16-R1

WHEREAS, plans for sanitary sewer extensions were submitted to the Madison Metropolitan Sewerage District ("the District") for Western Addition to 1000 Oaks Phase 1, in the City of Madison, on November 26, 2019, by Mark Moder, City Engineering Division, and

WHEREAS, the project consists of installing 1,791 feet of 8-inch diameter sanitary sewer on Sweet Willow Pass, Blue Crane Run, Old Timber Pass and within a sanitary sewer easement, and

WHEREAS, the lands which are included in the current phase are lots 347, 352-356, 361-372, 393, 406-412 and outlot 21 of the unrecorded plat of Western Addition to 1000 Oaks, and are hereinafter referred to as the Phase 1 Lots and

WHEREAS, lots 328-332 and 348-351 of the unrecorded plat of Western Addition to 1000 Oaks are adjacent to proposed sewers, but are not included within the city’s development agreement for the current phase. Said lots are not being developed and are not connecting to the public sanitary sewer system at this time, and are hereinafter referred to as the deferred lots, and

WHEREAS, the proposed sanitary sewer extension will connect to City of Madison’s sanitary sewerage facilities and is within the District’s Lower Badger Mill Creek Interceptor basin, and

WHEREAS, outlots 14, 15 and 16 of the plat of 1000 Oaks Replat No. 2 were approved by the District to receive sanitary sewer service on March 14, 2019 with sewer plan no. 2019-011 for First Addition to 1000 Oaks – Phase 7. Conveyance facility connection charges and treatment plant connection charges for said outlots were paid with said Phase 7, and are now being replatted with the current phase, and

WHEREAS, except for the aforementioned outlots 14, 15 and 16 of the plat of 1000 Oaks Replat No. 2, conveyance facility connection charges and treatment plant connection charges for the Phase 1 Lots have not been paid, and

WHEREAS, plan review fees are due, and
WHEREAS, the District has received a sewer extension review letter #6-19-52 from CARPC dated December 19, 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 the conditions of Resolutions DCRPC No. 1026 and CARPC No. 2015-11, 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 Western Addition to 1000 Oaks Phase 1, in the City of Madison, submitted on November 26, 2019, by Mark Moden, City Engineering Division, be approved subject to the following conditions:

1. That the City of Madison shall pay the plan review fee of $1,550 to the District within 30 days of receiving an invoice for the fee.

2. That the deferred lots within the unrecorded plat of Western Addition to 1000 Oaks may not be connected to the public sewerage system at this time. Prior to installation of the proposed sewers, the City of Madison shall record a document with the Dane County Register of Deeds, indicating that District connection charges for the deferred lots have not been paid. Said deferred lots are not to be connected to the public sewerage system until appropriate conveyance facility connection charges and treatment plant connection charges have been paid. If said document is not recorded within six months of approval of this resolution, conveyance facility and treatment plant connection charges on the deferred lots shall be due by the City of Madison.

3. That prior to installation of the proposed sewers, the City of Madison shall have paid to the District the sum of $79,644.52 for payment of $60,693.97 in Lower Badger Mill Creek conveyance facility connection charges and $18,950.55 in treatment plant connection charges for the lands to be served; said lands being the aforementioned Phase 1 Lots.

4. That if lot areas shown on the final, recorded plat of Western Addition to 1000 Oaks differ from the unrecorded plat submitted to the District for approval, additional conveyance facility and treatment plant connection charges may be due from the City of Madison.

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 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.

8. 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.

9. 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.

10. 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 January 16, 2020.

MADISON METROPOLITAN SEWERAGE DISTRICT

Attested by:

Thomas Hovel, President

Mary Swanson, Secretary
FISH HATCHERY ROAD IMPROVEMENTS
2020-01-16-R2

WHEREAS, plans for sanitary sewer extensions were submitted to the Madison Metropolitan Sewerage District ("the District") for Fish Hatchery Road Improvements, in the City of Fitchburg, on December 17, 2019, by Karl Jensen of Vierbicher Associates on behalf of the City of Fitchburg, and

WHEREAS, the project will replace 361 feet of 8-inch diameter sanitary sewer on Fish Hatchery Road. 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 Fitchburg's sanitary sewerage facilities, and is within the District's Nine Springs Valley Interceptor basin, 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 #6-19-53 from the Capital Area Regional Planning Commission (CARPC) dated December 23, 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 Fish Hatchery Road Improvements, in the City of Fitchburg, submitted on December 17, 2019, by Karl Jensen of Vierbicher Associates on behalf of the City of Fitchburg, be approved subject to the following conditions:

1. That the City of Fitchburg 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 January 16, 2020.

MADISON METROPOLITAN SEWERAGE DISTRICT

Attested by:

[Signatures]

Thomas Hovel, President

Mary Swanson, Secretary