NOTICE OF PUBLIC HEARING AND REGULAR COMMISSION MEETING

PLEASE TAKE NOTICE that there will be a regular meeting of the Commission of the Madison Metropolitan Sewerage District at 8 a.m. on Thursday, April 16, 2020.

This meeting will take place virtually via GoToMeeting. Please join the meeting from your computer, tablet or smartphone by visiting https://global.gotomeeting.com/join/376638981. You can also participate by phone by dialing 872-240-3412 and use access code: 376-638-981. If you are a guest attending the meeting, please fill out the following form: https://docs.google.com/forms/d/e/1FAIpQLSe5ogeCjDtDhZ0HIAdEYWf0xX09bS9XcjwQHihTxkwxfM23zg/viewform?usp=sf_link

If you wish to participate and do not have telephone or internet access, please contact Janelle Werner at janellew@madsewer.org or 608-222-1201 to see whether an accommodation can be made.

REGULAR MEETING
The Commission will consider, and may take action, on the matters set forth on the attached agenda. If any matter on the agenda is to be considered in closed session of the Commission, please be advised that following the closed session the Commission will reconvene into open session for purposes of taking any action based on the closed session and concluding its agenda.

PUBLIC HEARING
There will be a public hearing beginning at 8 a.m., on Thursday, April 16, 2020. In accordance with the requirements set forth in Wis. Stat. 200-200.15, a public hearing will be held before the commission to receive public comment on the proposed petition for annexation 2020-02 Pioneer Pointe (Town of Middleton).

The Commission will consider and may take action on the matters set forth on the attached agenda. If any matter on the agenda is to be considered in closed session of the Commission, please be advised that following the closed session, the Commission will reconvene into open session for purposes of taking any action based on the closed session and concluding its agenda.

Date: April 14, 2020
D. Michael Mucha, P.E.
Chief Engineer and Director

Any person who has a qualifying disability as defined by the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format must contact the chief engineer and director at 608-222-1201, 1610 Moorland Road, Madison, Wis., at least 24 hours prior to the commencement of the meeting so that any necessary arrangements can be made to accommodate each request.
1. Opening
   A. Call to Order
   B. Welcome Guests – Amanda Wegner
   C. Virtual Meeting Guidance – Janelle Werner
   D. Announcements

2.Appearances by the Public

3. Convene Public Hearing on Petitioned Boundary Annexation 2020-02 Pioneer Pointe (Town of Middleton) – Curt Sauser
   *Note all annexation supporting documentation can be found at:
   http://www.madsewer.org/About-Us/Commission
   Commission Agenda Report
   Attachment 1: Map
   Attachment 2: Link to MMSD Exhibits

4. Close Public Hearing

5. Action on Annexation Request to Add Lands in the Town of Middleton

6. Consent Calendar
   A. Approval Meeting Minutes from 3-26-2020
   B. Approval of Cash Statement – Operating Fund
   C. Approval of Cash Statement – Capital Projects Fund
   D. Expedited Boundary Annexation – 2020-05 Whispering Coves (City of Verona) – Curt Sauser
   Commission Agenda Report
   Attachment 1: Whispering Coves Resolution (2020-04-16-R1), Map and Legal Description
   Attachment 2: Whispering Coves Order of Annexation and Exhibits
   (https://www.madsewer.org/About-Us/Commission)
   E. Review and Approval of Sewer Extension Plans – Curt Sauser
   Commission Agenda Report
   Attachment 1: Sewer Extension Vicinity Map
   Attachment 2: Sewer Extension Financial Summary
   New Construction Projects
   Attachment 3: Rockstream Drive Assessment District – Resolution 2020-04-16-R2 & Map
   Attachment 4: Stoner Prairie Phase 3 – Resolution 2020-04-16-R3 & Map
   Attachment 5: Juniper Ridge Phase 9 – Resolution 2020-04-16-R4 & Map
   Reconstruction Projects
   Attachment 6: Rimrock Interceptor - Industrial Dr Extension – Resolution 2020-04-16-R5 & Map
   Attachment 7: Toepfer Ave, Holly Ave, Euclid Ave & St Clair St Reconstruction – Resolution 2020-04-16-R6 & Map
   Attachment 8: SSM Fish Hatchery Road Clinic – Resolution 2020-04-16-R7 & Map
F. Review of Bids and Approval of 2020 Televising and Cleaning Contract – Jen Hurlebaus
Commission Agenda Report
Attachment 1: Map of Proposed 2020 Televising and Cleaning
Attachment 2: Summary of Proposed Televising and Cleaning - 2020
Attachment 3: Bid Tabulation
Attachment 4: Resolution (2020-04-16-R8)

G. Review of Bids and Award of Contract for Sodium Hydroxide – Eric Dundee
Commission Agenda Report
Attachment 1: Bid Tabulation
Attachment 2: Resolution (2020-04-16-R9)

H. Approval of New Company for 2020 Metrogro Hauling Contracts and Authorization for the Chief Engineer and Director to Add New Contractors as Needed – Martin Griffin
Commission Agenda Report
Attachment 1: Contracted Companies (revised 4-8-2020)
Attachment 2: Resolution (2020-04-16-R10)

7. Approval of 1st Quarter Sewer Service Charges – Todd Gebert
Commission Agenda Report
Attachment 1: Resolution (2020-04-16-R11)
*Note: Summary reports emailed to Commission members the day before the meeting.

8. Approval of Joint Funding Agreement with Yahara WINS for District Watershed Position – Martye Griffin
Commission Agenda Report
Attachment 1: Service Agreement between Yahara WINS and the District
Attachment 2: New Work Justification and Implementation Plan
Attachment 3: Resolution (2020-04-16-R12)

9. Policy Governance Study Session - Commission-Michael Mucha
Commission Agenda Report
Attachment 1: Policy CP-2A, Governing Style
Attachment 2: General Articles and Resources

10. Chief Engineer and Director’s Report
Items to be covered include but are not limited to:
A. CED Update – Michael Mucha
   Attachment 1: 2019 District Performance Report
B. Regulatory/Legal Review – Paul Kent
   Regulatory Review Report
C. Future Meeting Schedule
   Future Meeting Schedule as of 04-14-2020

11. Future Agenda Topics

12. Other Business allowed by Law

13. Adjournment
COMMISSION AGENDA REPORT
Meeting of April 16, 2020
Petitioned Boundary Annexation
2020-02 Pioneer Pointe (Town of Middleton)

Lead Staff: Curt Sauser, Engineering Technician

Requested Action: Convene the public hearing and direct staff to prepare a resolution and order of annexation for Commission approval at a subsequent Commission meeting, to be conditional on execution of a sewer service agreement between the City of Madison and Town of Middleton.

Attachments:
Attachment 1: Affidavit of publication
Attachment 2: Notification of mailing
Attachment 3: Annexation petition
Attachment 4: Letter from CARPC to MMSD
Attachment 5: MMSD map of petitioned area
Attachment 6: MMSD Guidelines for Orderly and Efficient Addition of Territory
Attachment 7: MMSD Sewer Use Ordinance, Section 3.4.1, Annexation Charge
Attachment 8: MMSD Regulations on District Connection Charges
Attachment 9: Agreement for the provision of sanitary sewer service
Attachment 10: MMSD Connection Charge Rates – 2020
Attachment 11: Wisconsin Statutes Chapter 200-200.15

Financial Impact:
The 2020 fee for a petitioned annexation is $3,375. Appropriate conveyance facility and treatment plant connection charges will be due at a later date, prior to connection to the public sanitary sewer system.

Background:
The Town of Middleton has petitioned the district to annex approximately 127.70 acres to the District’s service area. The lands are located south of Mineral Point Road and West of Pioneer Road and are generally referred to as the former Tumbledown Trails golf course. It is intended that the City of Madison Sewer Utility will own and operate the public sewerage system that will provide service to the lands to be annexed under a formal agreement between the City and the Town.
The lands to be annexed are within the Lower Badger Mill Creek drainage basin and were included in the pipe sizing for the district’s Lower Badger Mill Creek interceptor, which will ultimately extend from Pumping Station 17 in the City of Verona to Midtown Road.

The public hearing will proceed as follows:

1. The Chief Engineer and Director will serve as a quasi-hearing examiner and will facilitate the public hearing.
2. District staff, typically Mr. Sauser will present on behalf of the District. He will describe:
   - All required exhibits, which will be attached to the Commission Agenda Report and are part of the record including the petition, boundary map and CARPC 208 letter.
   - The petition for annexation, including the boundaries, location.
   - If the parcel can be served by the District.
   - If the District has capacity to serve the parcel(s).
   - Conditions of approval such as paying appropriate fees.
   - Confirm that the CARPC letter states the development is consistent with adopted regional plans.
   - If the proposed annexation would promote efficiency and economy in sewer management.
   - If the proposed annexation would be conducive to the fiscal and physical management of a unified sewer system.
3. District legal counsel will ask staff any questions to expand on items that deserve more clarification.
4. Applicant will be asked to provide comments.
5. The podium will be opened to the public for comments
6. Commissioners ask questions and take appropriate action.

**Analysis and Options:**

An unusual feature of the requested annexation is that the lands to be annexed would be served not by the Town of Middleton in which they are located, but by the City of Madison. An agreement for provision of sanitary sewer service between the Town of Middleton and City of Madison for the Pioneer Pointe Development has been drafted and agreed to in principle, but not yet executed.

In reviewing an annexation request, the Commission is to consider the standards in s. 200.05 (4) (b), Wis. Stats, including that the request will “...be consistent with adopted plans of municipal, regional and state agencies.” The Capital Area Regional Planning Commission’s and Wisconsin Department of Natural Resources’ approvals include conditions for execution of the agreement. The recommended option below would similarly make annexation conditional on execution of the agreement. If the agreement were not executed, the annexation would not be consistent with the planning
Commission’s action. Failure to execute the agreement would furthermore leave the lands in question with no means of obtaining sewer service.

Under the recommendation, the annexation would be conditional on the execution of the agreement. No sewer extensions for the area would be reviewed or approved prior to execution of the service agreement. The conditional approval would expire five years after the Commission’s action in the absence of an executed agreement. This is intended to ensure that the status of the lands would not be unclear in the future.

Regarding other district annexation standards, the proposed annexation is not contiguous to existing District boundaries. The annexation parcel is contiguous to an intergovernmental agreement boundary along Pioneer Road which was agreed upon by the City of Madison and Town of Middleton. In 2042, when the agreement expires, nearby lands which lie east of Pioneer Road will become attached to the City of Madison if not developed sooner. Until the lands east of Pioneer Road develop, a gap in the District’s service area boundary will exist.

| Annexation Name: **Pioneer Pointe** |  |  
| Annexation No.: 2020-02 |  |  
|  | YES | GENERALLY | NO | Comments |
| Contiguous to District Boundaries |  |  | X |  |
| Prevents gaps (islands) in District Boundaries |  |  | X | A gap between the current District boundary (Birchwood Point plat) and Pioneer Road will exist until future development occurs. |
| Includes nearby lands within USA |  | X |  | Lands east of Pioneer Rd are within the USA but are not being annexed at this time |
| Regular boundaries (follows section lines) |  | X |  | Follows plat boundary and area of service agreement |
| Adjacent parklands included (if possible) |  | X |  |  |

**Recommendation:**
Convene the public hearing and direct staff to prepare a resolution and order of annexation for Commission approval at a subsequent Commission meeting, to be conditional on execution of a sewer service agreement between the City of Madison and Town of Middleton.
Key considerations:

- Annexation to the District’s service area would be consistent with adopted regional plans if served by public sanitary sewer, as proposed.
- The District has sufficient design capacity to serve the lands to be annexed.
- The order would specify that annexation is conditional on execution of the sewer service agreement between the City of Madison and Town of Middleton.
- The order would specify that the conditional approval expires five years after the hearing, April 16, 2025, if the agreement has not been executed by that date.
- No further Commission action would be required to complete the annexation.

Option 1:
Convene the public hearing and direct staff to prepare a resolution and order of annexation for Commission approval at a subsequent Commission meeting. Direct that the order not be conditional on execution of the agreement between the City of Madison and the Town of Middleton.

Key considerations:

- Annexation of the lands in question without an executed service agreement would not be fully consistent with regional plans.
- It is possible that future land use changes and municipal boundaries will eventually cause the lands in question to be served consistent with future regional plans.

Option 2:
Convene the public hearing but take no action on the requested annexation.

Key considerations:

- In taking no action, the annexation would not be approved.
- Petitioners could re-petition at a future date if circumstances change or seek review of the Commission’s inaction as authorized by state statute.

Next Steps:
Staff will follow the Commission’s action after the hearing. Under the recommendation, staff will present a resolution to the Commission at the meeting of April 30, 2020 for consent approval. Staff will also prepare an order to formally annex the territory to the District. The order would then be executed by the Commission president and Chief Engineer and Director. The annexation would be conditional on execution of an agreement between the City of Madison and Town of Middleton. No public sanitary sewer extension request would be approved until the sewer service agreement is executed. Any sanitary sewer extension request would have to be submitted and appropriate connection fees paid prior to the lands being connected to the public sewerage system.
Town of Middleton - City of Madison
Agreement Boundary
Expires in 2042

Pioneer Pointe
Town of Middleton
Annexation 2020-02
127.7 Acres
Meeting of the Commissioners of the Madison Metropolitan Sewerage District

Thursday, March 26 8:00 a.m.
Via GoToMeeting

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

Commission Meeting

1. Opening
   A. Call to Order 8:00 a.m.
   B. Welcome Guests: Steven Weber, Mike DuPont and Patrick Haney, Stantek; Greg Fries, City of Madison
   C. Virtual Meeting Guidance
   D. Announcements: None.

2. Appearances by the Public

3. Consent Calendar
   A. Approval Meeting Minutes from 3-12-2020
   B. Review and Approval of Sewer Extension Plans
      • Dairy Drive Assessment District – 2019, City of Madison (2020-03-26-R1)
      • Crescent Crossing Phase 1, City of Fitchburg (2020-03-26-R2)
      • Village at Autumn Lake Phase 10, City of Madison (2020-03-26-R3)
      • Commerce Park Drive Extension, City of Fitchburg (2020-03-26-R4)
      • Woodland Crest Lot 2, Village of Waunakee (2020-03-26-R5)
      • Gregory Street, Cross Street, Copeland Street and Western Avenue Reconstruction Assessment District – 2020, City of Madison (2020-03-26-R6)
   C. Expedited Boundary Annexation 2020-03 Welton Family LP (City of Madison) (2020-03-26-R7)
   D. Acceptance of Work and Close-out of 2019 Televising and Cleaning (2020-03-26-R8)
   E. Acceptance of the Nine Springs Wastewater Treatment Plant Asset Management Plan (2020-03-26-R9)

Discussion: The 3-12-20 minutes, sewer extension plans (2020-03-26-R1 thru 2020-03-26-R6), expedited boundary annexation 2020-03 Welton Family LP, City of Madison (2020-03-26-R7), acceptance of work and close-out of the 2019 televising and cleaning
(2020-03-26-R8) and acceptance of the Nine Springs Wastewater Treatment Plant asset management plan (2020-03-26-R9) were reviewed and placed on file.

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

Motion carried.

4. **Approval of Resolution Making Adjustments to District 2020 Paid Administrative Leave and Undesirable Work Compensation Due to COVID-19**

   **Presenter:** Jenni Peters, Human Resources Manager

   **Description:** Ms. Peters requested approval of resolution 2020-03-26-R10 which would make adjustments to the District 2020 paid administrative leave and undesirable work compensation.

   **Discussion:** Ms. Peters provided an update to the Commission on employees performing essential work during the pandemic and requested that the Commission approve resolution 2020-03-26-R10. After discussion, the following action ensued:

   **Action:** Commissioner Meyer moved, seconded by Commissioner Swanson to approve resolution 2020-03-26-R10.

   Motion carried.

5. **Review and Approval of Bid for Class B Land Spreading Contract**

   **Presenter:** Martye Griffin, Directory of Ecosystem Services

   **Description:** Review and approval of resolution 2020-03-26-R11, awarding a contract to Synagro for land applying biosolids at a cost not to exceed $115,000.

   **Discussion:** Mr. Griffin presented information on the financial impact, background, analysis and options and next steps to the Commission.

   **Action:** Commissioner Foster moved, seconded by Commissioner Clark to approve resolution 2020-03-26-R11.

   Motion carried.

6. **Chief Engineer and Director’s Report**

   A. **CED Update:** Mr. Mucha provided a general update to the Commission and reminded them of upcoming policy governance training on April 16, 2020.

   **Action:** None.

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

   **Action:** None.

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

   **Action:** None.

   D. **Future Meeting Schedule:**

   **Action:** None.
7. **Future Agenda Topics**  
   *Action*: None.

8. **Other Business Allowed by Law**  
   *Action*: None.

9. **Adjournment**  
   *Action*: Commissioner Wilson moved, seconded by Commissioner Clark to adjourn.

   Meeting adjourned at 8:49 a.m.

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**Regular Meeting of the Commissioners**  
Thursday, March 26, 2020

Mary Swanson, Secretary

**Future Meetings:**  
Thursday, April 16, 2020  
Thursday, April 30, 2020  
Thursday, May 14, 2020
DAIRY DRIVE ASSESSMENT DISTRICT - 2019  
2020-03-26-R1

WHEREAS, plans for sanitary sewer extensions were submitted to the Madison Metropolitan Sewerage District (the “District”) for Dairy Drive Assessment District - 2019, in the City of Madison, on February 26, 2020, by Kyle Frank, City Engineering Division, and

WHEREAS, the project consists of installing 877 feet of 8-inch diameter sanitary sewer on Dairy Drive in conjunction with a street reconstruction project. There are no immediate plans for development, however the proposed sewers will serve an area which has been difficult to provide service to, and

WHEREAS, the proposed sanitary sewer extension will connect to City of Madison’s sanitary sewerage facilities and is within the District’s Southeast Interceptor/Blooming Grove extension basin, and

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

WHEREAS, plan review fees are due, and

WHEREAS, the District has received a sewer extension review letter #6-20-8 from CARPC dated March 12, 2020 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

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 Dairy Drive Assessment District - 2019, in the City of Madison, submitted on February 26, 2020, by Kyle Frank, 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 City of Madison shall submit plans to the District for any future development to determine if a redevelopment charge is due on the lands being served.
3. 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.

4. 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.

5. 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 March 26, 2020.

MADISON METROPOLITAN SEWERAGE DISTRICT

Attested by:

[Signature]
Thomas Hovel, President

[Signature]
Mary Swanson, Secretary
CRESCENT CROSSING PHASE 1
2020-03-26-R2

WHEREAS, plans for sanitary sewer extensions were submitted to the Madison Metropolitan Sewerage District for Crescent Crossing Phase 1, in the City of Fitchburg, on February 27, 2020, by Nathan Oswald D’Onofrio Kottke & Associates, and

WHEREAS, the project consists of installing 2,018 feet of 8-inch diameter sanitary sewer on Minong Lane, Spark Street, Wildcat Drive, South Seminole Highway, and within a public sanitary sewer easement. Phase 1 will provide service to lots 1-2, 48-58, 83-117, and outlots 9-10 of the unrecorded plat of Crescent Crossing, and are hereinafter referred to as the phase 1 lots, and

WHEREAS, environmental corridors in the City of Fitchburg are being modified to include the extents of outlots 3 and 5 for the purposes of stormwater management, as well as outlots 4, 6, 7 and 11 for private open space. Said outlots are recognized by the Capital Area Regional Planning Commission (CARPC) as being within an environmental corridor, 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 City of Fitchburg’s sanitary sewerage facilities and is within the District’s Nine Springs Valley Interceptor 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 #6-20-6 from CARPC dated March 12, 2020, stating 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 conditions of resolution CARPC No. 2014-14 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 Crescent Crossing Phase 1, in the City of Fitchburg, submitted on February 27, 2020, by Nathan Oswald of D’Onofrio Kottke & Associates, be approved subject to the following conditions:

1. That the City of Fitchburg 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 aforementioned exempt outlots of the unrecorded plat of Crescent Crossing are exempted from conveyance facility and treatment plant connection charges.

3. That prior to installation of the proposed sewers, the City of Fitchburg shall have paid to the District the sum of $19,289.48 for payment of $8,262 in Nine Springs Valley Interceptor conveyance facility connection charges and $11,027.48 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 Crescent Crossing 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 Fitchburg.

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 Fitchburg for each month or partial month thereafter following connection. A one-time $500 administrative fee shall also be charged.

8. 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.

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 Department of Natural Resources approval.
The above resolution was adopted by the Commissioners of the Madison Metropolitan Sewerage District at their meeting held at the District on March 26, 2020.

MADISON METROPOLITAN SEWERAGE DISTRICT

Attested by:

Thomas Hovel, President

Mary Swanson, Secretary
VILLAGE AT AUTUMN LAKE PHASE 10
2020-03-26-R3

WHEREAS, plans for sanitary sewer extensions were submitted to the Madison Metropolitan Sewerage District (the "District") for Village at Autumn Lake Phase 10, in the City of Madison, on March 12, 2020, by Mark Moder, City Engineering Division, and

WHEREAS, the project consists of installing 629 feet of 8-inch diameter sanitary sewer on Maddy Pass and Waters Edge Trail. The proposed sewers will provide service to lots 710-731 and 796-797 of the plat of Village at Autumn Lake Replat, and are hereinafter referred to as the phase 10 lots, and

WHEREAS, environmental corridors in the City of Madison have been modified to include the extents of outlot 49 for the purpose of private open space and outlot 55 for the purposes of stormwater management and private open space. Said outlots are recognized by the Capital Area Regional Planning Commission (CARPC) as being within an environmental corridor, 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 City of Madison's sanitary sewerage facilities and is within the District's Northeast Interceptor/Lien Interstate 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 #6-20-10 from the Capital Area Regional Planning Commission (CARPC) dated March 13, 2020 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 conditions of the DCRPC Resolution #957, which added this area to the Central Urban Service Area in 2002, 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 Village at Autumn Lake Phase 10, in the City of Madison, submitted on March 12, 2020, 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 $1,550 to the District within 30 days of receiving an invoice for the fee.

2. That the aforementioned exempt outlots are exempted from conveyance facility and treatment plant connection charges.

3. That prior to installation of the proposed sanitary sewers, the City of Madison shall have paid to the District the sum of $26,194.06 for payment of $14,804.29 in Northeast Interceptor/Lien Interstate extension conveyance facility connection charges and $11,389.77 in treatment plant connection charges for the lands to be served; said lands being the aforementioned phase 10 lots.

4. That payment of the aforementioned conveyance facility and treatment plant connection charges shall be made to the District within six months of the date of approval of this resolution. If payment in full is not received by the District within six months of the date of this resolution, 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 if said connection charges 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.

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 March 26, 2020.

MADISON METROPOLITAN SEWERAGE DISTRICT

Attested by:

Thomas Hovel, President

Mary Swanson, Secretary
COMMERCE PARK DRIVE EXTENSION
2020-03-26-R4

WHEREAS, plans for sanitary sewer extensions were submitted to the Madison Metropolitan Sewerage District (the “District”) for Commerce Park Drive Extension, in the City of Fitchburg, on March 12, 2020, by Ryan Moe of MARS-EOR, Inc., and

WHEREAS, the project consists of installing 975 feet of 8-inch diameter sanitary sewer on Commerce Park Drive and Sub Zero Parkway. The proposed sewers can provide service to outlots 1-2 of Certified Survey Map (CSM) #15053, and

WHEREAS, outlots 1-2 of CSM 15053 are adjacent to the proposed sewers, but they are not included within the City’s development agreement for the current project. Said outlots are not being developed and not connecting to the public sewer system at this time, and are hereinafter referred to as the deferred outlots, 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, lot 1 of CSM 15053 is adjacent to the proposed sewers, and has previously paid conveyance facility and treatment plant connection charges, and

WHEREAS, conveyance facility and treatment plant connection charges for the outlots 1-2 of CSM 15053 have not been paid, and

WHEREAS, plan review fees are due, and

WHEREAS, the District has received a sewer extension review letter #6-20-11 from the Capital Area Regional Planning Commission (CARPC) dated March 20, 2020 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 consistent with the conditions of CARPC Resolution #2014-14, which added this area to the Central Urban Service Area in 2014. The letter further states that the proposed extension is being installed as “construction only” and shall not serve any property at this time, 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 Commerce Park Drive Extension, in the City of Fitchburg, submitted on March 12, 2020, by Ryan Moe of MARS-EOR, Inc., be approved subject to the following conditions:

1. That the City of Fitchburg 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 aforementioned deferred outlots may not be connected to the public sewerage system at this time. Prior to installation of the proposed sewers, the City of Fitchburg shall record a document with the Dane County Register of Deeds, indicating that District connection charges for the deferred outlots 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 Fitchburg.

3. 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.

4. 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.

5. 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 March 26, 2020.

MADISON METROPOLITAN SEWERAGE DISTRICT

Attested by:

[Signatures]

Thomas Norell, President

Mary Swanson, Secretary
WOODLAND CREST LOT 2
2020-03-26-R5

WHEREAS, plans for sanitary sewer extensions were submitted to the Madison Metropolitan Sewerage District (the “District”) for Woodland Crest Lot 2, in the Village of Waunakee, on March 13, 2020, by Matt Haase of JSD Professional Services, and

WHEREAS, the project consists of installing 275 feet of 8-inch diameter sanitary sewer within a public sanitary sewer easement on lot 2 of the plat of Woodland Crest. The proposed sewers will provide service to lot 2 and outlot 1 of the plat of Woodland Crest, as well as lots 1-2 of Certified Survey Map (CSM) #4619, and

WHEREAS, the proposed sanitary sewer extension will connect to Village of Waunakee’s sanitary sewerage facilities and is within the District’s Northeast Interceptor/Waunakee-DeForest extension basin, and

WHEREAS, District conveyance facility connection charges and treatment plant connection charges (Connection Charges) for lot 2 of the plat of Woodland Crest have been paid, and

WHEREAS, Connection charges for outlot 1 of the plat of Woodland Crest and lots 1-2 of CSM #4619 have not been paid. Document #5522145 was recorded on September 16, 2019 as public notice that connection charges have not been paid for said outlot 1 and will be due prior to development. Lots 1-2 of CSM #4619 are outside the limits of the Village of Waunakee and are not yet approved to connect to the Village’s public sanitary sewer system, and

WHEREAS, plan review fees are due, and

WHEREAS, the District has received a sewer extension review letter #24-20-1 from CARPC dated March 23, 2020 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 conditions of DCRPC resolution #482, which added this area to the Waunakee Urban Service Area in 1989. The letter further states that the extension is being installed as “construction only” and shall not serve any property at this time. Any service connections to this extension will require additional review to determine its consistency with the provisions of the Dane County Water Quality Plan including the stormwater management, 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 Woodland Crest Lot 2, in the Village of Waunakee, submitted on March 13, 2020, by Matt Haase of JSD Professional Services, be approved subject to the following conditions:

1. That the Village of Waunakee 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 Village of Waunakee shall notify the District when lots 1-2 of CSM #4619 are attached to the Village of Waunakee.

3. That the Village of Waunakee 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.

4. 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.

5. 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 March 26, 2020.

MADISON METROPOLITAN SEWERAGE DISTRICT

Attested by:

[Signatures]

Thomas Hovel, President

Mary Swanson, Secretary
GREGORY STREET, CROSS STREET, COPELAND STREET, AND WESTERN AVENUE RECONSTRUCTION ASSESSMENT DISTRICT - 2020
2020-03-26-R6

WHEREAS, plans for sanitary sewer extensions were submitted to the Madison Metropolitan Sewerage District (the “District”) for Gregory Street, Cross Street, Copeland Street, and Western Avenue Reconstruction Assessment District - 2020, in the City of Madison, on March 12, 2020, by Mark Moder, City Engineering Division, and

WHEREAS, the project will replace 3,249 feet of 8-inch diameter sanitary sewer on Gregory Street, Cross Street, Copeland Street and Western Avenue, located in the City’s Dudgeon-Monroe neighborhood. 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 Southwest 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 #6-20-9 from the Capital Area Regional Planning Commission (CARPC) dated March 12, 2020 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

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 Gregory Street, Cross Street, Copeland Street, and Western Avenue Reconstruction Assessment District - 2020, in the City of Madison, submitted on March 12, 2020, by Mark Moder, 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 March 26, 2020.

MADISON METROPOLITAN SEWERAGE DISTRICT

Attested by:

Thomas Hovel, President

Mary Swanson, Secretary
EXPEDITED BOUNDARY ANNEXATION
2020-03 WELTON FAMILY LP
2020-03-26-R7

WHEREAS, an annexation request referred to as the Welton Family LP annexation was submitted to the Madison Metropolitan Sewerage District (the “District”), by Timothy Parks of the City of Madison, on March 12, 2020, and

WHEREAS, the City of Madison is requesting that approximately 0.6 acres of land located at 9313 Mineral Point Road in the City of Madison be added to the boundaries of the Madison Metropolitan Sewerage District. The subject land is identified as PIN 251/0708-281-0106-7, and

WHEREAS, the City of Madison attached the subject lands from the Town of Middleton on January 7, 2020 by Ordinance #20-0009 (ID 58474), and

WHEREAS, the subject annexation request is consistent with section §200.15(1)(a)(3) of the Wisconsin statutes, and

WHEREAS, the proposed annexation parcel is adjacent to territory presently served by the District, and

WHEREAS, the District has sufficient design capacity to serve the lands proposed for annexation, and

WHEREAS, the subject property was added to the Central Urban Service Area by Dane County Regional Planning Commission (DCRPC) Resolution #889, dated October 14, 1999. The Wisconsin Department of Natural Resources approved the CUSA amendment in a letter to DCRPC dated January 31, 2000, and

WHEREAS, the subject annexation will promote sewerage management policies and operations; will promote public health and welfare; will affect efficiency and economy in sewerage management based upon currently accepted engineering standards regarding prevention and abatement of environmental pollution, and federal and state rules and policies in furtherance thereof; and will be consistent with adopted plans of municipal, regional and state agencies, and

WHEREAS, the Chief Engineer and Director of the District has recommended the approval of said annexation request.
NOW, THEREFORE, and following consideration of the above recitals which are incorporated by reference, it is hereby resolved by the Madison Metropolitan Sewerage District Commission as follows:

1. The request for annexation for the Welton Family LP annexation, made by Timothy Parks of the City of Madison, submitted on March 12, 2020, is approved.

2. The Commission President and District Chief Engineer and Director shall execute the order for District Annexation #2020-03.

3. The City of Madison shall pay the expedited annexation fee of $1,425 to the District within 30 days of receiving an invoice for the fee.

The above resolution was adopted by the Commissioners of the Madison Metropolitan Sewerage District at their meeting held at the District on March 26, 2020.

MADISON METROPOLITAN SEWERAGE DISTRICT

Attested by:

Thomas Hovel, President

Mary Swanson, Secretary
BEFORE THE COMMISSIONERS OF THE
MADISON METROPOLITAN SEWERAGE DISTRICT

In the Matter of the Notice from the City of Madison, Dane County, Wisconsin for the Attachment of Certain Territories in the City of Madison to the Madison Metropolitan Sewerage District. ANNEXATION NO. 2020-03

EXPEDITED ANNEXATION
ANNEXING LANDS IN THE CITY OF MADISON TO MADISON METROPOLITAN SEWERAGE DISTRICT

The City of Madison, Dane County, Wisconsin ("Petitioner") submitted notice dated March 11, 2020 ("Notice") to the Madison Metropolitan Sewerage District ("District" or "MMSD") requesting annexation of lands to the District ("Subject Land").

DOCUMENTATION FOR REVIEW BY COMMISSION

District staff has reviewed the request for annexation, including the following items (collectively, the "Exhibits"):

1. Notice requesting Annexation from the City of Madison, received on March 12, 2020.
2. Map of proposed annexation, municipal boundaries, and urban service areas, prepared by MMSD.
3. Letter from Mike Rupiper of CARPC to MMSD dated March 19, 2020, with determination of consistency with adopted regional plans.
4. MMSD Ordinance on Annexation Charges.
5. District Regulations: District Connection Charges – Conveyance Facility Connection Charges (CFCC) and Treatment Plant Connection Charges (TPCC).
RECOMMENDATION FROM DISTRICT STAFF

District staff recommends addition of the territory to the District based on the following:

1. The purpose of the Notice and proposed annexation is to annex the Subject Land in the City of Madison to the District in order to provide sewerage service to the Subject Land. See Exhibit 1.

2. The Subject Land is adjacent to territory presently served by the District. See Exhibit 2.

3. The District has sufficient design capacity to serve the land proposed for annexation.

4. The Subject Land is located in the Urban Service Area as designated by the Capital Area Regional Planning Commission ("CARPC") and annexation is consistent with adopted regional plans. Annexation of the Subject Land is also consistent with the Dane County Water Quality Plan as approved by the Wisconsin Department of Natural Resources ("DNR"). See Exhibit 3.

5. Annexation of the Subject Land to the District will:
   a. Promote sewerage management policies and operations;
   b. Promote the public health and welfare;
   c. Effect efficiency and economy in sewerage management based upon currently accepted engineering standards regarding prevention and abatement of environmental pollution, and federal and state rules and policies in furtherance thereof; and
   d. Be consistent with adopted plans of municipal, regional and state agencies.

6. The Commission has authority under Wis. Stat. § 200.13(3) to establish sewer service charges to cover its construction, maintenance and operating costs, and debt service charges, and also to levy a tax upon the taxable property in the District to enable it to carry out its statutory procedures; and, therefore, it is appropriate that this annexation be conditioned upon the payment of appropriate sewer service charges and tax levies, as determined by District policy.

7. The Commission has authority under Wis. Stat. § 200.15(3) to subject this annexation to reasonable requirements as to participation by newly annexed areas in the costs of existing or proposed District facilities.
8. The proportionate cost of wastewater conveyance facilities and the wastewater treatment plant facilities that serve the area should be recovered by calculating a conveyance facility connection charge (CFCC) and a treatment plant connection charge (TPCC). These charges shall be calculated in accordance with district regulations and imposed on an area basis. See District Regulations, Exhibit 5.

9. Approval of the request should be subject to Petitioner's compliance with District policy, as applicable, and payment of applicable charges. Charges shall be calculated based on the District policies and the rate in effect at the time that a particular area of the Subject Land is to be connected to the District's system. Payment of the associated charges shall be made in full at or before the time that the land annexed is to be connected to the District's system, as set forth in District policy. See MMSD Connection Charge Rates-2020, Exhibit 6.
MMSD ANNEXATION NO. 2020-03

ANNEXING LANDS IN THE CITY OF MADISON TO
MADISON METROPOLITAN SEWERAGE DISTRICT

Notice Dated: MARCH 26, 2020

The Commission of the Madison Metropolitan Sewerage District, Following Consideration
of Documentation and Recommendations from District Staff, Which Are Incorporated By
Reference, Does Hereby Ordain as Follows:

1. The Commission has no objection to addition of the Subject Land to the territory of the District, all as
set forth herein.

2. The Subject Land, as described in Exhibit 1, is hereby annexed to the District, subject to each and all
of the following conditions:

   a. The Petitioner shall participate in the cost of the existing conveyance facilities and treatment plant
      necessary to serve the annexed lands in accordance with District Policies, and

   b. The Petitioner shall be and is subject to the District’s Sewer Use Ordinance and shall comply
      therewith; and

   c. The Petitioner shall pay such sewer service charges as may, from time to time, be made by the
      District; and

   d. The Petitioner shall pay such ad valorem taxes as the District may, from time to time, assess and
      levy against the land annexed.

Approved by the Commission of the Madison Metropolitan Sewerage District at a duly noticed
meeting held on the 26 day of March, 2020.

MADISON METROPOLITAN SEWERAGE DISTRICT COMMISSION

Thomas E. Hoye, Commissioner President

Incorporated by Reference:
Exhibits reviewed by District staff

D. Michael Mucha, Chief Engineer & Director
ACCEPTANCE OF WORK: 2019 TELEVISING AND CLEANING

RESOLUTION 2020-03-26-R8

WHEREAS, Madison Metropolitan Sewerage District (the “District”) has a goal to televise and clean approximately 10 percent of its interceptors each year, and

WHEREAS, the District’s Capacity, Management, Operations and Maintenance (CMOM) Plan lists as a performance metric that 10 percent of interceptors will be cleaned and televised each year, and

WHEREAS, the 2019 Televising and Cleaning project was included in the District’s 2019 Operating Budget, and

WHEREAS, the project involved televising and cleaning approximately 48,000 feet of pipe in various locations throughout the collection system. Work included inspecting pipes ranging in size from 10-inch to 48-inch diameter, including portions of the Northeast, Nine Springs Valley, West, and Southwest Interceptor systems, and

WHEREAS, the project was awarded to Visu-Sewer at a low bid price of $135,851.89 at the June 27, 2019 meeting of the Commission, and

WHEREAS, the District entered into a contract dated July 23, 2019, with Visu-Sewer, Inc. to complete the work, and

WHEREAS, the Chief Engineer and Director of the Madison Metropolitan Sewerage District certifies that all work included for the project has been completed in accordance with the Contract Documents, and

WHEREAS, the original contract amount was $135,852 and the final contract amount is $124,496 based on final quantities.

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. That said work be accepted, with the District reserving to itself all rights under said contract, including guarantees against defects in workmanship, materials, construction
or installation and guarantees against failure to perform successfully within the limits of the specifications.

2. That final payment be authorized and made to Visu-Sewer, Inc.

The above resolution was adopted by the Commissioners of the Madison Metropolitan Sewerage District at their meeting held in the District office on March 26, 2020.

MADISON METROPOLITAN SEWERAGE DISTRICT

Attested by:

Thomas Hovel, President

Mary Swanson, Secretary
ACCEPTANCE OF THE NINE SPRINGS WASTEWATER TREATMENT PLANT
ASSET MANAGEMENT PLAN
(2020-03-26-R9)

WHEREAS, asset management has been a developing business practice for over seven years at the District, and

WHEREAS, in 2014, the planning and strategy department, in conjunction with GHD, Inc. developed a strategic asset management plan to organize the overall asset management program, and

WHEREAS, the District, in conjunction with GHD, Inc. has completed an asset management plan for the Nine Springs Wastewater Plant to guide the how the plant is operated and maintained, and

WHEREAS, the plan has been reviewed by key staff, and

WHEREAS, the plan has been presented to the Commission and its contents made available for review, and

WHEREAS, it has been determined by District counsel and by the Wisconsin Department of Natural Resources that the plan does not require the approval of the department, and

WHEREAS, Commission acceptance of the plan for planning purposes will allow the Chief Engineer and Director to use it to direct maintenance, operations and capital improvement planning at the District.

NOW, THEREFORE, and following consideration of the above recitals which are incorporated by reference, it is hereby resolved by the Madison Metropolitan Sewerage District Commission, as follows:

1. The Commission accepts the Nine Springs Treatment Plant Asset Management Plan for planning purposes, as a framework and guide for asset management at the Nine Springs Wastewater Treatment Plant.
2. The Commission authorizes the Chief Engineer and Director to use the plan to create policy and direct staff with regards to asset management.
The above resolution was adopted by the Commissioners of the Madison Metropolitan Sewerage District at their meeting held in the District office on March 26th, 2020.

MADISON METROPOLITAN SEWERAGE DISTRICT

Attested by:

Thomas Hovel, President

Mary Swanson, Secretary
DISTRICT 2020 PAID ADMINISTRATIVE LEAVE
AND UNDESIRABLE WORK COMPENSATION DUE TO COVID-19
2020-03-26-R10

WHEREAS, THE COVID-19 pandemic is resulting in significant changes to District work practices, and

WHEREAS, on March 13, the District announced remote work requirements for all eligible requirements, and

WHEREAS, On March 16, President Trump issued guidance stating: “If you work in a critical infrastructure industry, as defined by the Department of Homeland Security, you have a special responsibility to maintain your normal work schedule”. Water and wastewater services were deemed to be critical infrastructure by Cybersecurity and Infrastructure Agency (CISA), and

WHEREAS, approximately half of District employees must report to work at the Nine Springs Wastewater Treatment Plant to perform these essential operating functions, and

WHEREAS, these employees are at greater health risk than those who can work remotely, and

WHEREAS, Governor Evers released a safer-at home executive order on March 24th that further limits on-site work to minimal essential tasks and may force some employees to stay home even though they are able to work, and

WHEREAS, the District has guidelines in place to address pay for undesirable work hours to encourage employees to work those time periods, and

WHEREAS, these guidelines do not anticipate or are sufficient to address more severe pandemic working conditions.

NOW, THEREFORE, BE IT RESOLVED, that we, the Madison Metropolitan Sewerage District Commission, hereby determine the following:

a. Employees that cannot perform their work, cannot telework and cannot be reassigned to other essential services will be paid administrative leave for their time out of work during the statewide safer-at-home order.

b. Employees that are required to report to work during the statewide safer-at-home order will be paid an additional $3 per hour for undesirable work.
c. These guidelines are effective during the dates of the governor's order, March 25, 2020 to April 24, 2020.

d. The Chief Engineer and Director will have authority to establish administrative guidelines to implement federal and state orders to meet operational needs and will return to the Commission for authorization if effective dates change.

The above resolution was adopted by the Commissioners of the Madison Metropolitan Sewerage District at their meeting held in the District office on March 26, 2020.

MADISON METROPOLITAN SEWERAGE DISTRICT

Attested by:

Thomas Hovel, President

Mary Swanson, Secretary
AWARD OF CONTRACT: CLASS B LAND SPREADING
2020-03-26-R11

WHEREAS, thirty-four to thirty-eight million gallons of Metrogro produced each year is hauled to area farm fields by semi-trucks pulling tanker trailers, and applied by in field applicators, and

WHEREAS, the District was unable to land apply enough volume of class B biosolids to create enough storage room in the Metrogro storage tanks to hold biosolids until spring 2020 hauling, and

WHEREAS, a plan to dewater five million gallons of class b liquid for landfill disposal to create enough storage did not meet the goals of the District, and

WHEREAS, a contract has been entered with Doerfer Brothers Inc., to rent their manure pit for offsite storage of biosolids to be emptied by May 31, 2020, and

WHEREAS, Doerfer Brothers Inc., will provide 200 acres of land for application, and

WHEREAS, District staff researched the available contractors available for biosolids application in the current labor market and evaluated viable options, and

WHEREAS, District staff met with contractors who specialize in biosolids land application, and

WHEREAS, the District received proposals from potential contractors, and

WHEREAS, District staff considered factors including availability to work in the spring, equipment and track record for properly injecting biosolids, regulatory red flags, community complaints/acceptance of past work, and how the system would fit in with siting on the Doerfer property and distributing from a manure pit and other matters that the District requires for the protection and welfare of the public in the land application of biosolids, all as permitted by District policy, and

WHEREAS, only Synagro met all the District’s criteria, and

WHEREAS, the work will be financed by the adopted 2020 operating 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 awards a contract to Synagro for land applying biosolids at a cost up to $115,000.

2. Any amendments to the contract that bring the total contract amount to more than $126,500 will require commission approval.

3. Following completion of all required conditions, the Commission authorizes the Chief Engineer and Director to execute the hauling contract on behalf of the District.

The above resolution was adopted by the Commissioners of the Madison Metropolitan Sewerage District at their meeting held in the District office on March 26, 2020.

MADISON METROPOLITAN SEWERAGE DISTRICT

Attested by:

Thomas Hovel, President

Mary Swanson, Secretary
Madison Metropolitan Sewerage District  
Cash Statement Operating Fund  
For 04/16/20 Commission Meeting  
Balance as of 04/10/20

Available Cash Balance Through Check No. 124637 333,646.02
Plus/Less Adjustments - $333,646.02

Add Receipts

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Less Disbursements

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(2,509,763.49)

Available Cash Balance Through Check No. 124892 $1,436,214.53

Current Investments

LGIP

3/6/20 Balance - Gov't Investment Pool 11,929,294.96
Transfer to Operating Fund (2,000,000.00)
Transfer to Sinking Fund - Debt Services xfr. (915,000.00)
Transfer to LGIP Construction 10,950.46
4/10/20 Balance - Gov't Investment Pool 9,025,245.42

WELLS FARGO SAVINGS

Beginning balance 677,940.31
WFS

3/6/20 Balance - WFS 511,787.16
Transfer to Operating Checking (1,500,000.00)
Transfer from Operating Checking
Transfer from Construction savings 1,300,000.00
Deposit - Fleet Management fund 144.07
Interest - March .0462%
4/10/20 Balance - WFS 311,931.23

FLEET M.

3/6/20 Balance - Fleet Management Fund 166,153.15
Activity- 195,000.00
4/10/20 Balance - Fleet Management Fund 361,153.15

Ending balance 673,084.38

Total All Investments $ 9,698,329.80

Chief Engineer & Director

Madison Metropolitan Sewerage District directs the Treasurer of said District to sign or cause to be signed by facsimile checks in accordance with the following list being paid by Operating Fund Checks Nos. 124838 through 124892:

by
President

Acknowledged: by
City Treasurer

by
Secretary
### Cash Receipts, Adjustments & Wire Transfers for Operating Fund

**April Statement**

#### RECEIPTS:

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<td><strong>Misc. Receipts</strong></td>
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<td>Health Insurance Payments</td>
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<td><strong>Total - Misc. Receipts</strong></td>
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**Total - Receipts** $3,612,332.00

#### DISBURSEMENTS:

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<td>Transfer to LGIP General</td>
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<td>Transfer to WF Savings</td>
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<td><strong>Total - AP Vouchers</strong></td>
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**Total - Other Disbursements** $472,929.73

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<td><strong>Total - All Payrolls</strong></td>
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**Total - Disbursements** $2,509,763.49

#### ADJUSTMENTS:

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**Total - Adjustments** $0

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Refer to disbursement report for itemized detail.
<p>| 124638 | ALFA LAVAL INC. | Batch Stores | 602.13 |
| 124639 | AMAZON BUSINESS | Otterbox defender | 1,125.16 |
| 124640 | AMERICAN BACKFLOW PRODUCTS CO | Backflow preventer | 982.67 |
| 124641 | ARAMARK | Light | 1,747.27 |
| 124642 | BRADLEY FARMS INC | Trucking Hours | 4,554.10 |
| 124643 | CAPITAL NEWSPAPERS INC | Meeting | 135.89 |
| 124644 | CITY OF MADISON TREASURER | Larkin Tower Rental | 5,253.00 |
| 124645 | CONNEY SAFETY PRODUCTS CO | Master Lock | 475.20 |
| 124646 | CRANE ENGINEERING SALES INC | Sleeve Shaft | 4,158.89 |
| 124647 | Cadre1 Staffing | | 225.04 |
| 124648 | CliftonLarsonAllen LLP | ACA forms preparation | 2,100.00 |
| 124649 | DLT SOLUTIONS LLC | DLT Solution | 4,897.64 |
| 124650 | DOERFER TRUCKING LLC | Hauling of metrogro | 7,306.58 |
| 124651 | DORNER CO | Butterfly valve | 488.56 |
| 124652 | ENDCROUS HAUSER | Probe PH | 960.60 |
| 124653 | FASTENAL COMPANY | Hardware | 1,086.87 |
| 124654 | FIRST SUPPLY CO | Hardware | 1,004.80 |
| 124655 | GENERAL COMMUNICATIONS | | 435.00 |
| 124656 | GRAINGER | Parts | 331.71 |
| 124657 | GRAYBAR ELECTRIC CO INC | Core growth workshop | 113.90 |
| 124658 | GRAYBAR ELECTRIC CO INC | Oil seal | 59.08 |
| 124659 | OCCUPATIONAL HEALTH CENTERS OF THE SOUTHWEST, P.A. | Drug screen | 74.50 |
| 124660 | OVIU USA LLC | Flipper | 2,490.31 |
| 124661 | PACE ANALYTICAL SERVICES INC | Field bank samples | 215.00 |
| 124662 | PELLITTERI WASTE SYSTEMS | Waste disposal | 7,665.16 |
| 124663 | QUICK | Whiteboard | 295.98 |
| 124664 | RENTMEESTER, CHRIS | Core Growth | 285.99 |
| 124665 | STANDARD ELECTRIC SUPPLY CO | Rittal Material | 272.05 |
| 124666 | SUSSE, DREW | WWDA Govt seminar | 82.00 |
| 124667 | SALTCO, LLC | Salt bags | 408.77 |
| 124668 | TELEDYNE INSTRUMENTS INC. | Discharge tubing | 365.00 |
| 124669 | TOTAL WATER TREATMENT SYSTEMS | Volt transformer | 1,249.10 |
| 124670 | ULINE, INC. | Steel drum dolly | 281.08 |
| 124671 | UNITED PARCEL SERVICE | Shipping charges | 14.51 |
| 124672 | UPHOFF CO INC | Hauling of metrogro | 4,654.19 |
| 124673 | VAN BERGEN &amp; MARKSON INC | Seal pump | 237.18 |
| 124674 | WEIMER BEARING &amp; TRANSMISSION INC | Belt gates | 5,519.25 |
| 124675 | WERNER ELECTRIC SUPPLY CO | Battery | 4,040.56 |
| 124676 | YAMAHA SOFTWARE LLC | application develop | 570.00 |
| 124677 | ZONES INC | Acrobat pro | 653.97 |
| 124678 | ZORN COMPRESSOR &amp; EQUIPMENT | Air filter | 109.82 |
| 124679 | CHARTER COMMUNICATIONS INC. | Internet | 2,012.97 |
| 124680 | FLUID SYSTEM COMPONENTS | Repair kit | 472.49 |
| 124681 | HONEY WAGON SERVICE INC | Well cleaning | 750.00 |
| 124682 | JF AHERN CO | Bearing | 2,307.31 |
| 124683 | K&amp;R Michael Standing Trustee | Garnishment | 390.00 |
| 124684 | NORTHERN BATTERY | Automotive Battery | 70.63 |
| 124685 | RESOURCE INTERNATIONAL INC. | Labor charges | 1,575.00 |
| 124686 | WATER ENVIRONMENT RESEARCH | Utility membership | 22,535.39 |
| 124687 | WI SUPPORT COLLECTIONS TRUST | Child support | 1,021.64 |
| 124688 | WISCONSIN COUNCIL 32 | January Services | 1,116.06 |
| 124689 | AIRGAS USA LLC | Nitrogen | 668.55 |
| 124690 | AIRWAY SALES INC. | Filter | 194.42 |
| 124691 | AMAZON BUSINESS | Computer equipment | 1,303.15 |
| 124692 | BAER INSURANCE SERVICES LLC | Treasurer bond renewal | 825.00 |
| 124693 | BATTERIES PLUS LLC | Battery | 28.47 |
| 124694 | Cahn Trucking LLC | Hauling of Metrogro | 4,629.16 |
| 124695 | CAPITAL NEWSPAPERS INC | Meeting | 185.04 |
| 124696 | CDW GOVERNMENT INC | | 12,401.45 |
| 124697 | CITY TREASURER | f01/13-0213 | 312.19 |
| 124698 | CPI INTERNATIONAL | CPI STG | 365.96 |
| 124699 | CRANE ENGINEERING SALES INC | Lockplate rpm | 1,415.09 |
| 124700 | DUSTY HOWE EXCAVATING, LLC | Metrogro hauling | 4,529.08 |
| 124701 | ERIC HJELLEN | Core growth | 114.68 |
| 124702 | FASTENAL COMPANY | Keys | 11.94 |
| 124703 | FISHER SCIENTIFIC LLC | Hydrochloric Acid | 528.62 |
| 124704 | HYDRITE CHEMICAL CO | Caustic soda | 7,461.97 |
| 124705 | J&amp;K SECURITY SOLUTIONS INC | | 11.94 |
| 124706 | LINCOLN CONTRACTORS SUPPLY INC | Paint supplies | 356.94 |
| 124707 | LabSource Inc. | Cotton Reclaimed | 854.50 |
| 124708 | MADISON COLLEGE | Tech assist | 2,000.00 |
| 124709 | MADISON TRUCK EQUIPMENT INC | Circuit Breaker | 58.29 |
| 124710 | MSC Industrial Supply Co | Blow hammer | 305.24 |
| 124711 | MISC Industrial Supply Co | annual dues | 2,550.00 |
| 124712 | PBBS EQUIPMENT CORPORATION | install steam relief valve | 513.89 |
| 124713 | SHERRIN-WILLIAMS | Supplies | 693.20 |
| 124714 | SALTCO, LLC | Salt | 396.34 |
| 124715 | TOTAL WATER TREATMENT SYSTEMS | Lower piston | 446.91 |</p>
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<td>TASC Admin Fee</td>
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<td>124845</td>
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<td>TEMPERATURE SYSTEMS INC Transformer</td>
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<td>XYLEM WATER SOLUTIONS USA INC. Kit repair</td>
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<td>CRANE ENGINEERING SALES INC oil seal</td>
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| Total         | 1,376,324.05 |

** Voided transactions **

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Madison Metropolitan Sewerage District
Cash Statement Capital Projects Fund
For 04/16/20 Commission Meeting
Balances as of 04/10/20

Available Cash Balance Through Check No. 10461 $ 10,465.61
Plus/Less Adjustments

Net Available Cash Balance 10,465.61

Add Receipts
Transfers & Interest 3,800,000.00
Interceptor Connection Charges 3,962.60

Less Disbursements
Transfers & Interest 3,440,731.94
Accounts Payable Vouchers 304,826.36
Other Disbursements (3,745,558.30)

Available Cash Balance Through Check No. 10469 $ 68,869.91

Current Investments
LGIP 3/7/20 Balance - Local Gov't Investment Pool 4,912,321.92
Transfer from LGIP Construction 915,000.00
Withdrawals to construction checking (3,800,000.00)
Interest - March 1.14% 3,028.48

4/10/20 Balance - Gov't Investment Pool 2,030,350.40

Dana 3/7/20 Balance - Dana Investments 67,479.69
Transfer to LGIP Construction -
Transfer Fee -
Interest - March -5.75% (323.24)

4/10/20 Balance - Dana Investments 67,156.45

WF 3/7/20 Balance - Wells Fargo Savings 60,408.89
Transfer from WF Construction Checking 400,000.00
CWF-Loan Closing Reimbursement 48.68
Interest - March .0462% 48.68

4/10/20 Balance - Wells Fargo Savings 460,457.57

Total All Investments $ 2,557,964.42

Chief Engineer & Director

Madison Metropolitan Sewerage District directs the Treasurer of said District to sign or cause to be signed
by facsimile checks in accordance with the following list being paid by Capital Projects Fund Checks Nos.
10462 through 10469 inclusive.

by
President

Acknowledged: by
City Treasurer Secretary
### Cash Receipts, Adjustments & Wire Transfers for Capital Projects Fund

#### April Statement

#### ADJUSTMENTS:

<table>
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<tr>
<td><strong>Total - Adjustments</strong></td>
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#### RECEIPTS:

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<tr>
<td>Transfer from WF Savings Fund</td>
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<tr>
<td>Transfer from LGIP</td>
<td>3,800,000.00</td>
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<td>Transfer from General</td>
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<td><strong>Total - Transfers &amp; Interest</strong></td>
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<td><strong>Interceptor Connection Charges</strong></td>
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<td><strong>Total - All Receipts</strong></td>
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#### DISBURSEMENTS:

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<td><strong>Accounts Payable Vouchers</strong></td>
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<td>Bank 6 Refer to disbursement report for itemized detail</td>
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<td>Voided transactions</td>
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<td><strong>Total -AP Vouchers</strong></td>
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<tr>
<td><strong>Other Disbursements</strong></td>
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<td><strong>Total -Other Disbursements</strong></td>
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<td><strong>Total - All disbursements</strong></td>
<td>$ 3,745,558.30</td>
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The Commission authorizes the Chief Engineer & Director to approve wire payments for construction related work, as detailed below.

<table>
<thead>
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<th>Description</th>
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<td>Speedway Sand &amp; Gravel - NEI Truax Extension Relief</td>
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## DISBURSEMENTS

**Bank 6**

**Date: 03/07/20 to 04/10/20**

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<td>10464</td>
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Lead Staff: Curt Sauser, Engineering Technician

Requested Action: The Commission is requested to approve resolution 2020-04-16-R7 authorizing the Commission President and District Chief Engineer and Director to execute an order to annex the specified parcel to the District.

Attachments:
Attachment 1: Whispering Coves Resolution 2020-04-16-R7, Map and Legal Description
Attachment 2: Whispering Coves Order of Annexation and All Exhibits located at: https://www.madsewer.org/About-Us/Commission

Financial Impact:
The 2020 expedited annexation fee is $1,425 per annexation. Appropriate conveyance facility and treatment plant connection charges will be due for the lands to be served, prior to connection to the public sanitary sewer system.

Background:
The District received a request for annexation by the City of Verona on March 31, 2020. The proposed annexation consists of approximately 198.1 acres of land which is generally located south of County Trunk Highway ‘PD’ and west of North Main Street in the City of Verona. The subject lands were annexed to the City of Verona with Ordinance 18-920, adopted on August 16, 2018.

The property to be annexed to the district was recommended to be added to the Verona Urban Service Area by Capital Area Regional Planning Commission resolution #2016-01 on January 14, 2016. The Wisconsin Department of Natural Resources subsequently approved the amendment to the Dane County Water Quality Management Plan in their letter dated February 22, 2016.

Analysis and Options:
The requested annexation is generally consistent with the District’s criteria for annexations, as follows:
Annexation Name: **Whispering Coves**  
Annexation No.: 2020-05

<table>
<thead>
<tr>
<th></th>
<th>YES</th>
<th>GENERALLY</th>
<th>NO</th>
<th>Comments</th>
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<tr>
<td>Contiguous to District Boundaries</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prevents gaps (islands) in District Boundaries</td>
<td>X</td>
<td></td>
<td></td>
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<tr>
<td>Includes nearby lands within USA</td>
<td></td>
<td>X</td>
<td></td>
<td>USA lands within the City of Verona are included in the annexation.</td>
</tr>
<tr>
<td>Regular boundaries (follows section lines)</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
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<tr>
<td>Adjacent parklands included (if possible)</td>
<td></td>
<td>X</td>
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</table>

**Recommendation:**  
The Commission is requested to approve resolution 2020-04-16-R7 authorizing the Commission President and District Chief Engineer and Director to execute an order to annex the specified parcel to the District.

**Key considerations:**  
- The proposed annexation is generally consistent with the five criteria identified by Guidelines for Orderly and Efficient Addition of Territory to the District, which was adopted by the commission on May 11, 2001.
- Addition of the parcel to the District’s service area will promote efficiency and economy in sewerage management.

**Option 1:**  
Provide written objection to the expedited annexation request and schedule a public hearing for consideration of the request(s).

**Key considerations:**  
- If the Commission chooses to disapprove a request for expedited annexation, the Commission must issue written determination disapproving the addition of territory within 30 days of receipt of the request (April 30, 2020).
- If disapproved by the Commission, the territory proposed may be annexed only through the public hearing process specified in Wis. Stats. §200.15(2).

**Option 2:**  
Other options brought forward by the Commission.

**Next Steps:**  
If approved by the Commission, the Whispering Coves annexation will be eligible to receive public sanitary sewer service. A sewer extension request must be submitted and appropriate connection charges paid prior to the lands being connected to the public sewerage system.
WHEREAS, an annexation request referred to as Whispering Coves was submitted to the Madison Metropolitan Sewerage District (the “District”), by Theran Jacobson, Director of Public Works for the City of Verona, on March 31, 2020, and

WHEREAS, the City of Verona requesting that approximately 198.1 acres of land, generally located south of County Trunk Highway ‘PD’ and west of North Main Street in the City of Verona, be added to the boundaries of the Madison Metropolitan Sewerage District, and

WHEREAS, the City of Verona annexed the subject lands from the Town of Verona with Ordinance 18-920, adopted on August 16, 2018, and

WHEREAS, the subject annexation request is consistent with section §200.15(1)(a)(3) of the Wisconsin statutes, and

WHEREAS, the proposed annexation parcel is adjacent to territory presently served by the District, and

WHEREAS, the District has sufficient design capacity to serve the lands proposed for annexation, and

WHEREAS, the subject lands were recommended to be added to the Verona Urban Service Area by Capital Area Regional Planning Commission resolution #2016-01 on January 14, 2016. The Wisconsin Department of Natural Resources subsequently approved the amendment to the Dane County Water Quality Management Plan in their letter dated February 22, 2016, and

WHEREAS, the subject annexation will promote sewerage management policies and operations; will promote public health and welfare; will effect efficiency and economy in sewerage management based upon currently accepted engineering standards regarding prevention and abatement of environmental pollution, and federal and state rules and policies in furtherance thereof; and will be consistent with adopted plans of municipal, regional and state agencies, and

WHEREAS, the Chief Engineer and Director of the District has recommended the approval of said annexation request.
NOW, THEREFORE, and following consideration of the above recitals which are incorporated by reference, it is hereby resolved by the Madison Metropolitan Sewerage District Commission as follows:

1. The request for annexation of Whispering Coves, made by Theran Jacobson, Director of Public Works for the City of Verona, submitted on March 31, 2020, is approved.

2. The Commission President and District Chief Engineer and Director shall execute the order for District Annexation #2020-05.

3. The City of Verona shall pay the expedited annexation fee of $1,425 to the District within 30 days of receiving an invoice for the fee.

The above resolution was adopted by the Commissioners of the Madison Metropolitan Sewerage District at their meeting held at the District on April 16, 2020.

MADISON METROPOLITAN SEWERAGE DISTRICT

Attested by:

__________________________________________  _____________________________
Thomas Hovel, President                  Mary Swanson, Secretary
ANNEXATION DESCRIPTION
To Madison Metro Sewerage District

Part of the Northeast Quarter of the Northeast Quarter, the Southeast Quarter of the Northeast Quarter, the Southwest Quarter of the Northeast Quarter of Section 09, the Southeast Quarter of the Northwest Quarter and the Southwest Quarter of the Northwest Quarter of Section 10, Township 06 North, Range 08 East, City of Verona, Dane County, Wisconsin, described more particularly as follows:

Commencing at the North Quarter corner of Section 10, aforesaid; thence South 00 degrees 36 minutes 54 seconds West along the East Line of the Northwest Quarter of Section 10, aforesaid, 1,558.73 feet to the Point of Beginning; thence continuing South 00 degrees 36 minutes 54 seconds West along the East line of the Northwest Quarter of Section 10, aforesaid, 1,449.24 feet to the Center of Section 10, aforesaid; thence North 88 degrees 41 minutes 31 seconds West along the South line of the Northwest Quarter of Section 10, aforesaid, 2,645.57 feet to the Southeast corner of the Southeast Quarter of the Northeast Quarter of Section 09, aforesaid; thence North 88 degrees 17 minutes 48 seconds West along the South line of the Southeast Quarter of the Northeast Quarter, 1,310.49 feet to the Southeast corner of the Southwest Quarter of the Northeast Quarter of Section 09, aforesaid; thence North 88 degrees 12 minutes 41 seconds West along the South line of the Southwest Quarter of the Northeast Quarter of Section 09, aforesaid, 1,313.11 feet to the Center of Section 09 aforesaid; thence North 00 degrees 49 minutes 46 seconds East along the West line of the Southwest Quarter of the Northeast Quarter of Section 09, aforesaid, 1,309.26 feet to the Southeast corner of the Southwest Quarter of the Northeast Quarter of Section 09, aforesaid; thence South 88 degrees 02 minutes 27 seconds East along the North line of the Southwest Quarter of the Northeast Quarter of Section 09, aforesaid, 1,309.26 feet to the Southwest corner of the Northeast Quarter of the Northeast Quarter of Section 09, aforesaid; thence South 88 degrees 41 minutes 46 seconds East along the West line of the Northeast Quarter of the Northwest Quarter of Section 09, aforesaid, 1,291.59 feet to the old South right-of-way line of C.T.H. ‘PD’; thence South 87 degrees 50 minutes 33 seconds East along said line, 1,306.01 feet to a point on the East line of the Northeast Quarter of Section 09, aforesaid; thence South 00 degrees 34 minutes 24 seconds West along said line, 1,286.66 feet to the Northwest corner of the Southwest Quarter of the Northeast Quarter of Section 10, aforesaid; thence South 88 degrees 51 minutes 14 seconds East along the North line of the Southwest Quarter of the Northeast Quarter of Section 10, aforesaid, 1,323.18 feet to the Northwest corner of the Southwest Quarter of the Northwest Quarter of Section 10, aforesaid; thence South 88 degrees 50 minutes 40 seconds East along the North line of the Southeast Quarter of the Northwest Quarter of Section 10, aforesaid, 1,143.47 feet to the Westerly right-of-way line of C.T.H. ‘M’; thence North 03 degrees 35 minutes 16 seconds West along said right-of-way line, 26.97 feet; thence North 86 degrees 37 minutes 50 seconds East along said right-of-way line, 57.94 feet; thence North 03 degrees 22 minutes 09 seconds West along said right-of-way line, 48.00 feet; thence North 86 degrees 37 minutes 37 seconds East along said right-of-way line, 13.99 feet to a point of curve; thence Northeasterly along said right-of-way line, 60.05 feet along an arc of a curve to the left, having a radius of 40.00 feet, the chord bears North 43 degrees 37 minutes 24 seconds East, 54.57 feet; thence North 00 degrees 36 minutes 45 seconds East along said right-of-way, 8.51 feet; thence South 89 degrees 23 minutes 07 seconds East along said right-of-way line extended, 76.11 feet to the Point of Beginning.

Parcel contains 8,632,911 square feet or 198.184 acres.
COMMISSION AGENDA REPORT
Meeting of April 16, 2020

Review and Approval of Sanitary Sewer Extensions

Lead Staff: Curt Sauser, Engineering Technician


Attachments:
Attachment 1: 2020-04-16 Sewer Extension Vicinity Map
Attachment 2: 2020-04-16 Sewer Extension Financial Summary
Attachment 3: Rockstream Drive Assessment District– Resolution 2020-04-16-R1 & Map
Attachment 4: Stoner Prairie Phase 3– Resolution 2020-04-16-R2 & Map
Attachment 5: Juniper Ridge Phase 9– Resolution 2020-04-16-R3 & Map
Attachment 6: Rimrock Interceptor - Industrial Dr Extension– Resolution 2020-04-16-R4 & Map
Attachment 7: Toepfer Ave, Holly Ave, Euclid Ave & St Clair St Reconstruction – Resolution 2020-04-16-R5 & Map
Attachment 8: SSM Fish Hatchery Road Clinic – Resolution 2020-04-16-R6 & Map

Financial Impact:
A plan review fee of $1,550 will be due for the “new construction” projects for external customers which propose to install new publicly owned sewers. Conveyance facility and treatment plant connection charges will also be due for the lands which can be served from the sewers being installed, as identified above. A plan review fee is not charged for reconstruction projects.

Background:
The District is directed under Section 200.11(b) of the Wisconsin Statutes and NR108.04(4) of the Wisconsin Administrative Code to review and approve any proposed sanitary sewerage system construction or installation projects within the Madison Metropolitan area for which Wisconsin Department of Natural Resources approval is required.

It is requested that the Commission adopt resolutions approving sanitary sewer extension plans that were reviewed by staff and placed on file with the District.
**New Construction Projects:**
- Rockstream Drive Assessment District - 2020, City of Madison
- Stoner Prairie Phase 3, City of Fitchburg
- Juniper Ridge Phase 9, Village of McFarland

**Reconstruction Projects:**
- Rimrock Interceptor - Industrial Drive Extension, City of Madison
- Toepfer Avenue, Holly Avenue, Euclid Avenue and St. Clair Street Assessment District – 2019, City of Madison
- SSM Fish Hatchery Road Clinic & CSM, City of Madison

**Analysis and Options:**

**Recommendation:**

Key consideration:
- Plans have been reviewed by the planning department and are acceptable.

**Option 1:**
Approve sewer extensions, with modifications determined by the Commission.

Key consideration:
- The Commission may choose to place conditions on the approval, as necessary.

**Option 2:**
Other options brought forward by the Commission.

**Next Steps:**
Upon Commission approval, plans will be forwarded to the Wisconsin DNR for final approval, prior to construction.
# Sewer Extension - Resolution Approvals - Year 2020

<table>
<thead>
<tr>
<th>Meeting Apvl Date</th>
<th>Sewer Plan Agenda Item</th>
<th>Sewer Extension</th>
<th>Community</th>
<th>Proposed Use</th>
<th>Length and Size</th>
<th>Plan Review Fee</th>
<th>CFCC (Conveyance Facility Charges)</th>
<th>TPCC (Treatment Plant Charges)</th>
<th>Sewer Plan Total</th>
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<tbody>
<tr>
<td>4/16/2020 a.</td>
<td>Rockstream Drive Assessment District - 2020</td>
<td>City of Madison</td>
<td>3 Multifamily Lots + 6 Outlots</td>
<td>1,404' - 8&quot;</td>
<td>1,550.00</td>
<td>28,567.89</td>
<td>30,285.42</td>
<td>60,403.31</td>
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<td>4/16/2020 b.</td>
<td>Stoner Prairie Phase 3</td>
<td>City of Fitchburg</td>
<td>43 Residential Lots + 5 Outlots</td>
<td>2,373' - 8&quot;</td>
<td>1,550.00</td>
<td>21,352.20</td>
<td>28,499.21</td>
<td>51,401.41</td>
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<td>4/16/2020 c.</td>
<td>Juniper Ridge Phase 9</td>
<td>Village of McFarland</td>
<td>12 Residential Lots</td>
<td>400' - 8&quot;</td>
<td>1,550.00</td>
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<td>7,579.82</td>
<td>27,212.80</td>
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<td>4/16/2020 d.</td>
<td>Rimrock Interceptor - Industrial Drive Extension</td>
<td>City of Madison</td>
<td>Sanitary Sewer Reconstruction</td>
<td>1,331' - 10&quot;</td>
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<td>4/16/2020 e.</td>
<td>Topefer, Holly, Euclid Ave and St. Clair St Assessment District - 2019</td>
<td>City of Madison</td>
<td>Street Reconstruction</td>
<td>4,819' - 8&quot; 395' - 12&quot;</td>
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<td>4/16/2020 f.</td>
<td>SSM Fish Hatchery Road Clinic &amp; CSM</td>
<td>City of Madison</td>
<td>Street Reconstruction to accommodate new hospital clinic</td>
<td>284' - 8&quot;</td>
<td>0.00</td>
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**2020 Charges Approved: Current Meeting**<br>$4,650.00  $68,003.07  $90,524.78  $163,177.85

**Previous Total Approved (by Resolution)**<br>$17,050.00  $338,720.86  $143,189.44  $498,960.30

**Current Total Approved (by Resolution)**<br>$21,700.00  $406,723.93  $233,714.22  $662,138.15

## Actual vs. Budget comparison

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<tr>
<th>2020 Income: Actual Collected</th>
<th>Plan Review</th>
<th>CFCC &amp; TPCC</th>
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<td>$19,900.00</td>
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<th>2020 Income: Budgeted</th>
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<td>$2,750,000.00</td>
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<table>
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<tr>
<th>Percent of Budget</th>
<th>Plan Review</th>
<th>CFCC &amp; TPCC</th>
</tr>
</thead>
<tbody>
<tr>
<td>28%</td>
<td>12%</td>
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</table>

**DAY OF THE YEAR**<br>100

**% YR PASSED BY**<br>27%
WHEREAS, plans for sanitary sewer extensions were submitted to the Madison Metropolitan Sewerage District (the “District”) for Rockstream Drive Assessment District - 2020, in the City of Madison, on March 20, 2020, by Matthew Allie, City Engineering Division, and

WHEREAS, the project consists of installing 1,404 feet of 8-inch diameter sanitary sewer on Fairhaven Road, Manchester Road, Ambleside Drive, Badger Mill Creek Greenway, and within a public sanitary sewer easement on outlot 2 of the unrecorded plat of FRED – Maple Grove Drive (plat). The proposed sewers will provide service to lots 1-3 and outlot 4 of the plat, and are hereinafter referred to as the “Rockstream Lots”, and

WHEREAS, environmental corridors in the City of Madison have been modified to include the extents of certain outlots of the plat; outlots 1-3 for stormwater management, outlot 5 for stream buffer and stormwater management, and outlot 6 for park purposes. Said outlots are recognized by the Capital Area Regional Planning Commission (CARPC) as being within an environmental corridor, will not receive sanitary sewer service, and are hereinafter referred to as the “exempt outlots”, and

WHEREAS, the proposed sanitary sewer extension will connect directly to the District’s Nine Springs Valley Interceptor/Mineral Point extension basin at structure MH12-116, 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 #6-20-14 from the CARPC dated March 23, 2020 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 conditions of resolution DCRPC #786, which added this area to the Central Urban Service Area in 1996, 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 Rockstream Drive Assessment District - 2020, in the City of Madison, submitted on March 20, 2020, by Matthew Allie, 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 City of Madison shall invite the District to the project’s preconstruction conference and require the contractor to obtain a direct connection permit for the work being performed on the proposed District structure a minimum of seven days in advance of performing any work on District facilities. Contact Ray Schneider at (608) 347-3628 or RayS@madsewer.org to coordinate.

3. That the aforementioned exempt outlots are exempted from conveyance facility and treatment plant connection charges.

4. That prior to installation of the proposed sanitary sewers, the City of Madison shall have paid to the District the sum of $58,853.31 for payment of $28,567.89 in Nine Springs Valley Interceptor/Mineral Point extension conveyance facility connection charges and $30,285.42 in treatment plant connection charges for the lands to be served; said lands being the aforementioned Rockstream Lots.

5. That payment of the aforementioned conveyance facility and treatment plant connection charges shall be made to the District within six months of the date of approval of this resolution. If payment in full is not received by the District within six months of the date of this resolution, 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 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 April 16, 2020.

MADISON METROPOLITAN SEWERAGE DISTRICT

Attested by:

____________________________  ______________________________
Thomas Hovel, President       Mary Swanson, Secretary
WHEREAS, plans for sanitary sewer extensions were submitted to the Madison Metropolitan Sewerage District (the “District”) for Stoner Prairie Phase 3, in the City of Fitchburg, on March 20, 2020, by Adam Watkins of Wyser Engineering, and

WHEREAS, the project consists of installing 2,373 feet of 8-inch diameter sanitary sewer on Leo Mary Street, Wayfair Street and Lacy Road, and

WHEREAS, the lands to be immediately served are lots 93-135, outlot 8 and outlots 11-12 of the unrecorded plat of Second Addition to Stoner Prairie, and are hereinafter referred to as the “phase 3 lots”, and

WHEREAS, outlot 7 of the plat of First Addition to Stoner Prairie has been reserved for stormwater purposes. Said outlot 7 is being subdivided as part of the current development and will become outlot 9 and outlot 10 of the Second Addition to Stoner Prairie. Said outlots are recognized by the Capital Area Regional Planning Commission as being within an environmental corridor, will not receive sanitary sewer service, and are hereinafter referred to as the “exempt outlots”, and

WHEREAS, lot 1 of Certified Survey Map (CSM) #3229 is adjacent to sewers being installed with the current project, however is not part of the City of Fitchburg’s development agreement for the current project. Said lot 1 will not be connected to the public sanitary sewer system at this time, and

WHEREAS, the City of Fitchburg’s Capital Improvement Plan #4641 includes construction of a sanitary sewer along Lacy Road which is required to provide sanitary sewer service to the phase 3 lots. The “2020 Lacy Road Sanitary Sewer Extension” will provide service in this area. A functional sanitary sewer is anticipated to be constructed in the summer of 2020 to accommodate occupancy of Stoner Prairie Phase 3, and

WHEREAS, the proposed sanitary sewer extension will connect to the City of Fitchburg’s “2020 Lacy Road Sanitary Sewer Extension” and is within the District’s Nine Springs Valley Interceptor 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 #6-19-50 from the Capital Area Regional Planning Commission (CARPC) dated November 1, 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 resolution DCRPC #428, 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 Stoner Prairie Phase 3, in the City of Fitchburg, submitted on March 20, 2020, by Adam Watkins of Wyser Engineering, be approved subject to the following conditions:

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

2. That no building within the aforementioned phase 3 lots be granted an occupancy permit by the City of Fitchburg prior to approval and construction of the downstream sewerage facilities (i.e. City of Fitchburg’s Lacy Road sanitary sewers, anticipated to be constructed in the summer of 2020).

3. That the exempt outlots are exempt from conveyance facility and treatment plant connection charges and shall not be connected to the public sanitary sewer system.

4. That conveyance facility and treatment plant connection charges for lot 1 of CSM# 3229 are deferred. The City of Fitchburg shall pay the appropriate connection charges due prior to this lot making a connection to the public sanitary sewer system, in accordance with District regulations.

5. That prior to installation of the proposed sewers serving said lands to the public sewerage system, the City of Fitchburg shall have paid to the District the sum of $49,851.41 for payment of $21,352.20 in Nine Springs Valley Interceptor conveyance facility connection charges and $28,499.21 in treatment plant connection charges; said lands being the aforementioned phase 3 lots.

6. That if lot areas shown on the final, recorded plat of Second Addition to Stoner Prairie 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 Fitchburg.

7. 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.
8. 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.

9. 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 Fitchburg for each month or partial month thereafter following connection. A one-time $500 administrative fee shall also be charged.

10. 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.

11. 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.

12. 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 16, 2020.

MADISON METROPOLITAN SEWERAGE DISTRICT

Attested by:

Thomas Hovel, President

Mary Swanson, Secretary
WHEREAS, plans for sanitary sewer extensions were submitted to the Madison Metropolitan Sewerage District (the “District”) for Juniper Ridge Phase 9, in the Village of McFarland, on March 25, 2020, by Kevin Pape, D’Onofrio Kottke & Associates, and

WHEREAS, the project consists of installing 400 feet of 8-inch sanitary sewer on Wild Rye Court. The proposed sewers will provide service to lots 57-68 of the plat of Juniper Ridge, and are hereinafter referred to as the “phase 9 lots”, and

WHEREAS, the proposed sanitary sewer extension will connect to the Village of McFarland’s sanitary sewerage facilities and is within the District’s Southeast Interceptor/Siggelkow 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 #6-20-15 from the Capital Area Regional Planning Commission (CARPC) dated March 25, 2020 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 conditions of resolution DCRPC #771, 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 Juniper Ridge Phase 9, in the Village of McFarland, submitted on March 25, 2020, by Kevin Pape, D’Onofrio Kottke & Associates, be approved subject to the following conditions:

1. That the Village of McFarland shall pay the plan review fee of $1,550 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 Village of McFarland shall have paid to the District the sum of $25,662.80 for payment of $18,082.98 in Southeast Interceptor/Siggelkow extension connection charges and $7,579.82 in treatment plant connection charges for the lands to be served; said lands being the aforementioned phase 9 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 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 has commenced, a late fee of 0.5 percent of the amount due shall be charged to the Village of McFarland for each month or partial month thereafter following connection. A one-time $500 administrative fee shall also be charged.

6. That the Village of McFarland 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 16, 2020.

MADISON METROPOLITAN SEWERAGE DISTRICT

Attested by:

Thomas Hovel, President

Mary Swanson, Secretary
WHEREAS, plans for sanitary sewer extensions were submitted to the Madison Metropolitan Sewerage District (the “District”) for Rimrock Interceptor - Industrial Drive Extension, in the City of Madison, on March 16, 2020, by Kyle Frank, City of Madison Engineering Division, and

WHEREAS, the project consists of installing 1,331 feet of 10-inch diameter sanitary sewer within a public sanitary sewer easement for the sewer reconstruction project. The sewers to be replaced are in poor condition, undersized, and serve the City of Madison and City of Monona. Ownership of the proposed sewers will be transferred to the District following the project, and

WHEREAS, the proposed sanitary sewer extension is within the District’s Rimrock Interceptor Basin and will be connected at the District’s structure MH03-201, and

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

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

WHEREAS, the District has received a sewer extension review letter #6-20-12 from the Capital Regional Planning Commission (CARPC) dated March 19, 2020 stating that 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

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 Rimrock Interceptor - Industrial Drive Extension, in the City of Madison, submitted on March 16, 2020, by Kyle Frank, City Engineering Division, be approved subject to the following conditions:

1. That the City of Madison shall invite the District to the project’s preconstruction conference and require the contractor to obtain a direct connection permit for the connection being made to the District’s structure a minimum of seven days in advance of performing any work on District facilities. Contact Ray Schneider at (608) 347-3628 or RayS@madsewer.org to coordinate.

2. That the City of Madison’s field representative shall direct the contractor to perform all utility line openings around District facilities in the project area prior to any excavation.
or pipe bursting activities. The District’s collection system supervisor shall also be notified prior to performing the utility line openings.

3. 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.

4. 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.

5. 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 16, 2020.

MADISON METROPOLITAN SEWERAGE DISTRICT

Attested by:

________________________________  __________________________________
Thomas Hovel, President               Mary Swanson, Secretary
WHEREAS, plans for sanitary sewer extensions were submitted to the Madison Metropolitan Sewerage District (the “District”) for Topefer Avenue, Holly Avenue, Euclid Avenue and St. Clair Street Assessment District - 2019, in the City of Madison, on March 19, 2020, by Mark Moder, City Engineering Division, and

WHEREAS, the project consists of installing 5,214 feet of 8-inch and 12-inch diameter sanitary sewer on Holly Avenue, Toepfer Avenue, Euclid Avenue and St. Clair Street. The sewers to be replaced are in poor condition and are being replaced in conjunction with the street reconstruction project, and

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

WHEREAS, A variance is being requested by the City of Madison from DNR Chapter NR 110.13(3)(c) which requires an outside drop be provided for a sewer entering a manhole where the invert elevation of the entering sewer is 60 centimeters (two feet) or more above the spring line of the outgoing sewer. The City of Madison proposes using inside drops in lieu of outside drops to allow for more precise field construction, improving maintenance and will increase the diameter of the manholes from four feet to five feet to facilitate these benefits, 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. The Madison Sewer Utility is capable of cleaning sewers up to 700 feet in length, and believes their maintenance program can satisfactorily accommodate the new sewer mains at the lengths proposed, and

WHEREAS, a variance is being requested from DNR Chapter NR 811.74(2) by the City of Madison for some of the proposed sewers which will have less than the minimum 8 feet of horizontal separation from existing water main. The project proposes to install AWWA C900 DR18 sanitary sewer main where the required minimum horizontal separation from existing water main is not attained, and

WHEREAS, conveyance facility connection charges for the areas to be served have been paid, and
WHEREAS, plan review fees are waived for sewer reconstruction projects, and

WHEREAS, the District has received a sewer extension review letter #6-20-13 from the Capital Area Regional Planning Commission (CARPC) dated March 24, 2020 stating that 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

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 Topefer Avenue, Holly Avenue, Euclid Avenue and St. Clair Street Assessment District - 2019, in the City of Madison, submitted on March 16, 2020, by Mark Moder, 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 16, 2020.

MADISON METROPOLITAN SEWERAGE DISTRICT

Attested by:

________________________________  __________________________________
Thomas Hovel, President               Mary Swanson, Secretary
WHEREAS, plans for sanitary sewer extensions were submitted to the Madison Metropolitan Sewerage District (the “District”) for SSM Fish Hatchery Road Clinic & CSM, in the City of Madison, on April 3, 2020, by Mark Moder, City Engineering Division. The proposed sanitary sewers were designed by Scott Maier, P.E., with Ayres Associates, and

WHEREAS, the project consists of installing 284 feet of 8-inch diameter sanitary sewer on Midland Street to provide service to a new hospital clinic. The old hospital clinic and 11 houses will be demolished, and Garden Street will be vacated as part of the project. The new sanitary sewers will serve the development on lots 1 and 2 of an unrecorded Certified Survey Map (CSM) by Ayres Associates, and

WHEREAS, outlot 1 and outlot 2 of the CSM are planned for future right-of-way, and

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

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

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

WHEREAS, the buildings proposed will increase the square footage approximately 39 percent from the existing structures, and significantly increase sanitary sewer flows from the existing uses. District connection charges guidance defines a significant increase occurs when a redevelopment will increase building square footage by 20 percent or more, and

WHEREAS, plan review fees are waived with reconstruction projects, and

WHEREAS, the District has received a sewer extension review letter #6-20-16 from the Capital Area Regional Planning Commission (CARPC) dated April 9, 2020, stating that 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

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 SSM Fish Hatchery Road Clinic & CSM, in the City of Madison, submitted on April 3, 2020, by Mark Moder, City Engineering Division, be approved subject to the following conditions:

1. That prior to installation of the proposed sewers, the City of Madison shall have paid to the District $24,160.33 in treatment plant connection charges for the lands to be served; said lands being lots 1 and 2 of the aforementioned CSM.

2. 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.

3. 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.

4. 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 16, 2020.

MADISON METROPOLITAN SEWERAGE DISTRICT

Attested by:

__________________________________  ____________________________________
Thomas Hovel, President              Mary Swanson, Secretary
COMMISSION AGENDA REPORT

Meeting of April 16, 2020

Review of Bids and Award of Contract: 2020 Televising and Cleaning

Lead Staff: Jen Hurlebaus, PE, Collection System Engineer

Requested Action: The Commission is requested to approve resolution 2020-04-16-R8 that awards the contract for 2020 Televising and Cleaning to the low bidder, Northern Pipe, Inc. at their low bid price of $98,585.87.

Attachments:
Attachment 1: Map of Proposed 2020 Televising and Cleaning
Attachment 2: Summary of Proposed Televising and Cleaning-2020
Attachment 3: Bid Tabulation
Attachment 4: Resolution (2020-04-16-R8)

Financial Impact:
This work is included in the 2020 operating (not capital) budget and there is sufficient budget ($150,000) to complete the work as bid by Northern Pipe, Inc.

Background:
Each year, the District plans to televising and clean approximately 10 percent of its interceptors. This is done to ensure the interceptors are flowing properly and to evaluate the condition of the interceptors. This goal is documented in the District’s Capacity, Management, Operations and Maintenance (CMOM) Plan, which lists as a performance metric that 10 percent of interceptors will be cleaned and televised each year.

The 2020 work involves televising and cleaning approximately 46,000 feet of pipe in various locations throughout the collection system. Work consists of inspecting pipes ranging in size from 12-inch to 48-inch diameter, including portions of the South, Northeast, Lower Badger Mill Creek, West and Far East Interceptor systems. This is summarized in Attachments 1 and 2: Map and Summary of Proposed 2020 Televising and Cleaning.

In previous years, annual televising and cleaning has been:
1) Bid externally, or
2) Performed via a combination of City of Madison and externally bid work, or
3) Completed entirely by the City of Madison.
In 2020, televising and cleaning will be performed via a combination of City of Madison and externally bid work. The majority of televising and cleaning will be done externally under this proposed contract. A small portion (2,000’ of the 24-inch West Interceptor located in Randall Avenue) will be done by the City of Madison, as it is more efficient for the City to perform this work in combination with their own work in the area.

The following is a summary of work and costs for the past five years:

<table>
<thead>
<tr>
<th>Year</th>
<th>Work Performed By</th>
<th>Scheduled Length Televised and Cleaned (ft)</th>
<th>Final Length Televised and Cleaned (ft)</th>
<th>Cost ($/ft)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>City of Madison</td>
<td>57,327</td>
<td>46,698</td>
<td>$2.02</td>
</tr>
<tr>
<td>2016</td>
<td>City of Madison</td>
<td>52,117</td>
<td>45,395</td>
<td>$2.08</td>
</tr>
<tr>
<td>2017</td>
<td>City of Madison</td>
<td>57,262</td>
<td>34,758</td>
<td>$3.40</td>
</tr>
<tr>
<td>2018</td>
<td>City of Madison</td>
<td>54,540</td>
<td>16,638</td>
<td>$2.65</td>
</tr>
<tr>
<td>2019</td>
<td>Visu-Sewer, Inc.</td>
<td>48,310</td>
<td>47,548</td>
<td>$2.62</td>
</tr>
</tbody>
</table>

As shown in Attachment 2, the proposed overall unit cost for 2020 televising and cleaning is $2.15/ft. This is very competitive when compared to costs in recent years.

The project was advertised in March of 2020. Approximately six companies obtained plans for the project. Five companies pre-qualified to bid as a prime contractor. On Thursday, April 2, 2020, the District opened bids from three pre-qualified prime contractors (see Attachment 3: Bid Tabulation), with the low bidder being Northern Pipe, Inc. at a low bid price of $98,585.87.

**Analysis and Options:**

**Recommendation:**
Approve resolution 2020-04-16-R8, which awards the contract for the 2020 Televising and Cleaning to the low bidder, Northern Pipe, Inc. at their low bid price of $98,585.87.

Key considerations:
- Northern Pipe, Inc. was the low bidder in the competitive bidding process.
- This work is included in the 2020 operating budget and there is sufficient budget to complete the work.
- Northern Pipe, Inc. is qualified to perform the work, is financially stable and included the necessary documentation with their bid.
- Northern Pipe, Inc. has the necessary staff and resources to complete this work, and the overall unit pricing is reasonable compared to pricing for the past five years.

**Option 1:**
Delay the project and do not award the contract.
Key considerations:

- Delaying and/or re-bidding the project will result in additional administrative and engineering costs.
- Delaying pushes-off inspection of sewers and falls short of the televising and cleaning performance metrics outlined in the District’s Capacity, Management, Operations and Maintenance (CMOM) Plan.

**Next Steps:**
Staff recommends awarding the contract to the low bidder, Northern Pipe, Inc. Following completion of bonding and insurance requirements, the contract will be finalized by the District and the contractor. The work will begin as soon as possible. Areas will be completed as weather and time permits, with all work being substantially complete by October 30, 2020.
Figure 1:
Overview 2020 Televising and Cleaning Scope of Work

Legend
- Year TV & Clean
  - 2020
- Pump Station

MMSD Sanitary Sewer
Flow Type
- Red: Force
- Blue: Gravity
- Dotted Line: Siphon

Prepared by: JJH
Date: 02/18/2020

Esri, HERE, DeLorme, MapmyIndia, © OpenStreetMap contributors, and
the GIS user community
**Proposed Annual TV and Clean - 2020**  
*(Average Unit Cost based on Low Bid Pricing)*

<table>
<thead>
<tr>
<th>Interceptor</th>
<th>From</th>
<th>To</th>
<th>Lineal Feet (est.) Cleaning</th>
<th>Lineal Feet (est.) Televising</th>
<th>Cleaning Average Unit Cost ($/ft)</th>
<th>TV Average Unit Cost ($/ft)</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>South Interceptor - Baird Street Extension</td>
<td>MH04-408</td>
<td>MH04-312</td>
<td>1,428</td>
<td>1,428</td>
<td>$0.75</td>
<td>$0.75</td>
<td>$2,142.00</td>
</tr>
<tr>
<td>Northeast Interceptor - Truax Extension</td>
<td>MH10-145</td>
<td>MH10-426</td>
<td>10,973</td>
<td>10,973</td>
<td>$0.75</td>
<td>$1.45</td>
<td>$24,140.60</td>
</tr>
<tr>
<td>West Interceptor - Gammon Extension (Middleton Street)</td>
<td>MH05-240</td>
<td>MH16-211</td>
<td>1,264</td>
<td>1,264</td>
<td>$0.75</td>
<td>$1.05</td>
<td>$2,275.20</td>
</tr>
<tr>
<td>Lower Badger Mill Creek Interceptor - Phase II</td>
<td>MH17-146</td>
<td>MH17-128</td>
<td>5,456</td>
<td>5,456</td>
<td>$0.75</td>
<td>$1.42</td>
<td>$11,839.52</td>
</tr>
<tr>
<td>Lower Badger Mill Creek Interceptor - Phase I</td>
<td>MH17-128</td>
<td>PS17</td>
<td>7,831</td>
<td>7,831</td>
<td>$0.75</td>
<td>$1.42</td>
<td>$16,993.27</td>
</tr>
<tr>
<td>Far East Interceptor - Gaston Road Extension</td>
<td>MH07-740</td>
<td>MH07-735</td>
<td>1,693</td>
<td>1,693</td>
<td>$0.75</td>
<td>$1.42</td>
<td>$3,673.81</td>
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<tr>
<td>Far East Interceptor - Door Creek Extension</td>
<td>MH07-735</td>
<td>MH07-426</td>
<td>17,291</td>
<td>17,291</td>
<td>$0.75</td>
<td>$1.42</td>
<td>$37,521.47</td>
</tr>
</tbody>
</table>

**TOTAL LENGTH (FT):** 45,936  
**TOTAL COST:** $98,585.87

**Cost Summary**

- **Proposed Low Bid:** $98,586
- **Total footage to be cleaned and televised:** 45,936
- **Overall unit cost for televising and cleaning ($/ft):** $2.15

(Note: Project cost includes grading and scoring of videos.)
# Bid Tabulation

## 2020 Televising and Cleaning

*Bid Opening: Thursday, April 2, 2020*

<table>
<thead>
<tr>
<th>Bidder</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Northern Pipe, Inc.</td>
<td>$98,585.87</td>
</tr>
<tr>
<td>Visu-Sewer, Inc.</td>
<td>$130,918.00</td>
</tr>
<tr>
<td>National Power Rodding Corp.</td>
<td>$326,903.40</td>
</tr>
</tbody>
</table>
WHEREAS, Madison Metropolitan Sewerage District (the “District”) has a goal to televise and clean approximately 10 percent of its interceptors each year, and

WHEREAS, the District’s Capacity, Management, Operations and Maintenance (CMOM) Plan lists as a performance metric that 10 percent of interceptors will be cleaned and televised each year, and

WHEREAS, the 2020 Televising and Cleaning (the “project”) work was included in the District’s 2020 operating budget, and

WHEREAS, District staff prepared plans and specifications for the project, and

WHEREAS, District staff advertised the project as required by Wisconsin Statutes and the District’s procurement policies, and

WHEREAS, the scope of work includes involves televising and cleaning approximately 46,000 feet of pipe in various locations throughout the collection system. Work consists of inspecting pipes ranging in size from 12-inch to 48-inch diameter, including portions of the South, Northeast, Lower Badger Mill Creek, West and Far East Interceptor systems, and

WHEREAS, bids received were within the approved amount in the operating budget, and

WHEREAS, District staff reviewed bidders’ proof of responsibility, including but not limited to standard information regarding financial ability, equipment, experience in the work prescribed in the public contract and other matters that the District requires for the protection and welfare of the public in the performance of the project, all as permitted by Wis. Stats. s. 66.0901(2) and District policy, and thereby pre-qualified the bidders, and

WHEREAS, the District received three competitive bids from pre-qualified bidders and noted no bid abnormalities among the bids received, and

WHEREAS, the lowest responsible bid contains all documentation required by law and District policy, including, but not limited to, bid security.

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:

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 in the District office on April 16, 2020

MADISON METROPOLITAN SEWERAGE DISTRICT

Attested by:

______________________________________________________________
Thomas Hovel, President

______________________________________________________________
Mary Swanson, Secretary
COMMISSION AGENDA REPORT
Meeting of April 16, 2020
Review of Bids and Award of Contract for Sodium Hydroxide

Lead Staff: Eric Dundee, Director of Wastewater Operations and Reliability

Requested Action: The Commission is requested to adopt resolution 2020-04-16-R9 awarding Alexander Chemical Corporation a contract to furnish and deliver sodium hydroxide through December 31, 2020 at a cost of $0.1156 per pound and a maximum cost of $195,000 with an option for three (3) additional years at a maximum cost of $780,000. The total approved transaction amount over the four years would be $975,000.

Attachments:
Attachment 1: Bid Tabulation
Attachment 2: Resolution 2020-04-16-R9

Financial Impact:
The charges associated with furnishing and delivering sodium hypochlorite are anticipated to cost up to $195,000 in 2020 with additional costs in 2021, 2022 and 2023. The total maximum contract cost is $975,000.

Background:
Bulk 50 percent sodium hydroxide (caustic soda, liquid) is used at the District to control the pH within the struvite harvesting reactors.

Bids were received from four companies on March 16, 2020. Alexander Chemical Corporation provided the low bid for furnishing and delivering bulk 50 percent sodium hydroxide. Alexander Chemical Corporation was also found to have provided all necessary contract documents.

Analysis and Options
The District’s use of 50 percent sodium hydroxide (caustic soda, liquid) is to control the pH within the struvite harvesting reactors. Unless the District decides to discontinue the struvite harvesting process, sodium hydroxide is required. Alexander Chemical Corporation provided the low bid at $0.1156 per pound.
**Recommendation:**
The Commission is requested to adopt resolution 2020-04-16-R9 awarding Alexander Chemical Corporation a contract to furnish and deliver sodium hydroxide through December 31, 2020 at a cost of $0.1156 per pound and a maximum cost of $195,000 with an option for three (3) additional years at a maximum cost of $780,000. The total approved transaction amount over the four years would be $975,000.

Key considerations:
- Alexander Chemical Corporation has provided all necessary documentation, was the low bid and is qualified to furnish and deliver the chemical.
- A one-year contract with the ability to continue the contract for an additional three years will allow the District to maintain supply of the chemical while providing flexibility to procure the chemical at the lowest cost in future years.

**Option 1:**
Reject all bid proposals and maintain current purchasing agreement with existing vendor.

Key consideration:
- Without a contract, the District has more flexibility to purchase sodium hydroxide from other vendors. This, however, would lead to higher costs compared to the recommended option.

**Option 2:**
Reject all bid proposals and request bids for a shorter term.

Key considerations:
- Due to market volatility, the District could solicit bids for shorter term contracts. This, however, would create an extra burden on staff for continuing to bid the chemical furnishing.
- One bulk shipment of sodium hydroxide lasts approximately 10 days. If a missed shipment occurs, the struvite harvesting process would be required to be shut down. This would create operations and maintenance work to mitigate negative effects of the shutdown.

**Next Steps:**
Upon approval of the Commission, a contract will be executed with Alexander Chemical Corporation.
Bid Opening
March 16, 2020 1:00 pm-Multi-Purpose Room
2020 Sodium Hydroxide

Present: Matt Leitzen, Procurement Manager
Witness: Debra Iglesias, Resource Team Assistant

<table>
<thead>
<tr>
<th>Bidding Company</th>
<th>Comments</th>
<th>Lump Sum ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hydrite Chemical</td>
<td></td>
<td>$290,000</td>
</tr>
<tr>
<td>Brenntag-Great Lakes</td>
<td></td>
<td>$234,000</td>
</tr>
<tr>
<td>Hawkins</td>
<td></td>
<td>$256,000</td>
</tr>
<tr>
<td>Alexander Chemical Corp.</td>
<td></td>
<td>$231,200</td>
</tr>
</tbody>
</table>

Witness Signature: [Signature]

Commission President: Thomas Hovel
Chief Engineer & Director: D. Michael Mucha, P.E.
WHEREAS, The Madison Metropolitan Sewerage District (the “District”) uses sodium hypochlorite in its treatment process, and

WHEREAS, the District advertised a request for proposals to furnish and deliver sodium hydroxide on March 2, 2020 and March 9, 2020, and

WHEREAS, the District publicly opened and read aloud bids for an estimated annual cost for sodium hydroxide on March 16, 2020, and

WHEREAS, Alexander Chemical Corporation was the low bidder at $0.1156 per pound for an estimated total of $195,000 for sodium hydroxide deliveries in 2020, and

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

WHEREAS, the estimated overall contract cost for the maximum length of contract is $975,000, and

THEREFORE, BE IT RESOLVED, that a contract be awarded to Alexander Chemical Corporation to furnish and deliver sodium hydroxide at a cost of $0.1156 per pound in 2020 subject to the following conditions:

1. The contract will start on April 16, 2020 and run through December 31, 2020, with an option to extend the contract up to three (3) periods of twelve (12) months each with mutual consent of both parties.
2. Price changes may be proposed by either party no later than ninety (90) days prior to contract extension. The contract will not be extended if price change is not accepted by both parties. Supplier price changes must be supported with documentation. Increase in price must be approved by the Chief Engineer and Director. If the District deems cost increase as not acceptable, it reserves the right to re-bid the contract in whole or part.
3. The maximum approved transaction amounts are as follows:

<table>
<thead>
<tr>
<th>Year</th>
<th>Maximum Transaction Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 16, 2020 to December 31, 2020</td>
<td>$195,000 ($231,200 annual cost)</td>
</tr>
<tr>
<td>2021</td>
<td>$245,000</td>
</tr>
<tr>
<td>2022</td>
<td>$260,000</td>
</tr>
<tr>
<td>2023</td>
<td>$275,000</td>
</tr>
</tbody>
</table>

The above resolution was adopted by the Commissioners of the Madison Metropolitan Sewerage District at their meeting held at the District on April 16, 2020.

MADISON METROPOLITAN SEWERAGE DISTRICT

Attested by:

________________________________  ____________________________________
Thomas Hovel, President            Mary Swanson, Secretary
COMMISSION AGENDA REPORT
Meeting of April 16, 2020

Approval of New Company for 2020 Metrogro Hauling Contracts and Authorization for the Chief Engineer and Director to Add New Contractors as Needed

Lead Staff: Martye Griffin, Ecosystem Services Director

Requested Action: The Commission is requested to approve resolution 2020-04-16-10 authorizing the Chief Engineer and Director to add Schmitt Trucking LLC to the contract agreements for the 2020 hauling season to companies that provide trucks, drivers and applicator operators for the Metrogro program and further authorize the CED to add contractors as needed who meet the selection criteria and meet the contract requirements.

Attachments:
Attachment 1: Contracted Companies (Revised 4-8-2020)
Attachment 2: Resolution (2020-04-16-10)

Financial Impact:
The 2020 adopted operating budget included $740,000 for contract hauling and application operations for Metrogro. Commission action on February 27 in resolution 2020-02-27-R3 authorized expenditures up to $740,000 for 2020 Metrogro hauling and application operations. This action does not change the $740,000 authorization limit.

Background:
Metrogro is hauled to area farm fields by semi-trucks pulling tanker trailers and applied to the fields by in-field applicators. The District owns sixteen tanker trailers which are pulled by contracted semi-trucks with contracted drivers. The District owns five in-field applicators, all operated by contracted employees.

The District requested submittals for contract drivers and trucks for the 2020 hauling season through advertisement and on the District website. Scoring was based on several factors, including past Metrogro experience and whether a specific contractor could provide both semi-tractors and equipment operators.

The Commission awarded contracts on February 27, 2020 in resolution 2020-02-27-R3 for Metrogro hauling and application operations to eleven contractors subject to a total expenditure limit of $740,000.
Since the selection of the contractors through the submittal and scoring process, one contractor, 2-Way Trucking, has pulled out and will not be hauling under the contract. To fill the vacancy, the District solicited additional contractors using the same scoring criteria as before; and Schmitt Trucking LLC was chosen as the replacement contractor.

**Analysis and Options:**
The District is currently coordinating fields sites and land applying biosolids as part of the spring hauling season. Ensuring that all field sites can be run efficiently requires all trucks to be running. Since 2-way Trucking is unable to supply a truck driver, and timing is critical with the District currently hauling, the CED has authorized the Schmitt Trucking LLC to provide truck drivers ahead of this authorization. Schmitt Trucking company meets the District criteria to be a contract hauler.

In future situations where the current companies listed in Attachment 1 may be unable to supply the necessary trucks and drivers during hauling season, and in order to continue to operate as many sites as possible, the District will use the same scoring procedure to evaluate and add replacement contractors subject to the same authorization limit of $740,000.

**Recommendation:**
The Commission is requested to approve resolution 2020-04-16-10 authorizing the Chief Engineer and Director to add Schmitt Trucking LLC to the contract agreements for the 2020 hauling season to companies that provide trucks, drivers and applicator operators for the Metrogro Program and further authorize the CED to add contractors as needed who meet the selection criteria and meet the contract requirements.

Key considerations:
- Metrogro hauling is seasonal in nature.
- In the interest of timing, authorize the CED to add contractors on an as needed basis that meet the contract requirements.
- The District does not have the staff to cover the labor need on a seasonal basis.
- The District does not own enough semi-trucks needed to pull the District tankers.
- Previous contract agreements yielded ample workers and equipment.

**Option 1:**
Authorize the Chief Engineer and Director to execute the contract for the 2020 hauling season and return with other options for future years.

Key considerations:
- The District cannot make a major change in hauling operations in time for an efficient 2020 hauling season but can research options for future years.

**Next Steps:**
Issue contract for 2020 and make payments as costs accrue.
Attachment 1: Contracted Companies as of 4/8/2020. Additional contractors may be added subject to the same authorization limit of $740,000

<table>
<thead>
<tr>
<th>Name of Company</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marshall Brothers Farms</td>
</tr>
<tr>
<td>Uphoff Company</td>
</tr>
<tr>
<td>Dusty Howe Excavating</td>
</tr>
<tr>
<td>Bradley Farms Inc.</td>
</tr>
<tr>
<td>Klondike Express</td>
</tr>
<tr>
<td>H&amp;M Custom Express LLC</td>
</tr>
<tr>
<td>J. Ace Trucking LLC</td>
</tr>
<tr>
<td>Doerfer Trucking LLC</td>
</tr>
<tr>
<td>C. Klahn Trucking LLC</td>
</tr>
<tr>
<td>Ace Trucking</td>
</tr>
<tr>
<td>2-way Trucking</td>
</tr>
<tr>
<td>Schmitt Trucking LLC</td>
</tr>
</tbody>
</table>
APPROVAL OF NEW COMPANY FOR 2020 METROGRO HAULING CONTRACTS AND AUTHORIZATION FOR THE CHIEF ENGINEER AND DIRECTOR TO ADD NEW CONTRACTORS AS NEEDED

2020-04-16-R10

WHEREAS, thirty-four to thirty-eight million gallons of Metrogro produced each year is hauled to area farm fields by semi-trucks pulling tanker trailers, and applied by in field applicators, and

WHEREAS, the District owns tanker trailers which are pulled by contracted semi-trucks with independent contractors, and

WHEREAS, the District owns in-field applicators, all of which are operated by independent contractors, and

WHEREAS, the 2020 approved operating budget contains $740,000 for contract hauling and application operations, and

WHEREAS, eleven contractors have already been chosen through a submittal scoring process to fill fifteen semi-tractor and five equipment operator needs, and

WHEREAS, on February 27, 2020 in resolution 2020-02-27-R3, the Commission awarded contracts for Metrogro hauling and application operations to eleven contractors subject to a total expenditure limit of $740,000, and

WHEREAS, 2-way Trucking has pulled out as a contractor and will not be able to fill Metrogro program needs, and

WHEREAS, given the shortage of Metrogro storage, it is necessary to proceed with utilizing the maximum number of field sites for hauling operations, and

WHEREAS, there is a shortage of contract drivers due to companies that employ older drivers are experiencing a shortage due to COVID-19 health and safety concerns for at-risk groups, and

WHEREAS, Schmitt Trucking LLC has been chosen to replace 2-way Trucking as one of the eleven contractors selected to fill equipment and truck operator needs, and

WHEREAS, the Chief Engineer and Director of the District has approved the contract, and
WHEREAS, the project will be financed by the 2020 approved operating 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 adds Schmitt Trucking LLC to the list of approved contractors subject to the previously approved expenditure limit under these contracts of $740,000.

2. The Commission authorizes the CED to add, on an as-needed basis, contractors for Metrogro hauling and application who meet the selection criteria and the contract requirements.

3. Following completion of all required conditions, the Commission authorizes the Chief Engineer and Director to execute hauling contracts on behalf of the District.

The above resolution was adopted by the Commissioners of the Madison Metropolitan Sewerage District at their meeting held in the District office on April 16, 2020.

INCORPORATED BY REFERENCE:
Attachment 1: Contracted Companies

MADISON METROPOLITAN SEWERAGE DISTRICT

Attested by:

__________________________________  __________________________________________
Thomas Hovel, President                 Mary Swanson, Secretary
COMMISSION AGENDA REPORT
Meeting of April 16, 2020

Approval of First Quarter 2020 Sewer Service Charges

Lead Staff: Todd Gebert, Capital Planning Engineer

Requested Action: The Commission is requested to approve resolution 2020-04-16-R11, which approves sewer service charges for the first quarter of 2020.

Attachments:
*Attachments 1-3 will be provided via email on 4-15-20 to Commission members
Attachment 1: Letter to Commissioners
Attachment 2: Service Charge Summary – Quarter 1
Attachment 3: Service Charge Summary – Total 2020 Charges
Attachment 4: Resolution (2020-04-16-R11)

Financial Impact:
Approving the quarterly bills is a necessary step in receiving about 24 percent of the revenue needed for the District’s 2020 operating budget. District staff will make available the service charge amounts to the Commissioners at the meeting.

Background:
Service charges are charges to the District’s customer communities that recover its annual operating and debt service expenses based on quantity and quality of wastewater received at the Nine Springs Wastewater Treatment Plant and the number of actual users and equivalent meters in service in the District. Service charges typically comprise about 95 percent of operating budget revenues.

Service charges are calculated and invoiced on a quarterly basis. The amount of service charges for each community is the sum of seven billing parameters: wastewater volume, carbonaceous biochemical oxygen demand (CBOD), total suspended solids (TSS), total kjeldahl nitrogen (TKN), total phosphorus (TP), actual customers and equivalent meters. Each parameter is measured by District staff and multiplied by its corresponding billing rate. Parameter billing rates are determined each year based on the District’s operating and debt service costs, the expected quantity and quality of wastewater received at the treatment plant and the expected number of actual users and equivalent meters in service in the District.
Analysis and Options:
Recommendation:
The Commission is requested to approve resolution 2020-04-16-R11, which approves sewer service charges for the first quarter of 2020.

Next Steps:
The District will prepare and send invoices for service charges to each customer upon Commission approval.
APPROVAL OF FIRST QUARTER SEWER SERVICE BILLS (2020)  
2020-04-16-R11

WHEREAS, service charges are charges to the District’s customer communities that recover its annual operating and debt service expenses based on the quantity and quality of wastewater received at the Nine Springs Wastewater Treatment Plant and the number of actual users and equivalent meters in service in the District, and

WHEREAS, the amount of service charges for each community is the sum of seven billing parameters: wastewater volume, carbonaceous biochemical oxygen demand (CBOD), total suspended solids (TSS), total kjeldahl nitrogen (TKN), total phosphorus (TP), actual customers and equivalent meters, and

WHEREAS, each billing parameter is measured by District staff and multiplied by its corresponding billing rate. Parameter billing rates are determined each year based on the District’s operating and debt service costs, the expected quantity and quality of wastewater received at the treatment plant and the expected number of actual users and equivalent meters in service in the District, and

WHEREAS, service charges for transmitting and treating wastewater from the District’s customer communities have been computed for the first quarter of 2020 for the period from January 1, 2020 through March 31, 2020.

THEREFORE, BE IT RESOLVED, that first quarter service charges be approved and distributed to each customer community in accordance with the attached Service Charge Summary.

BE IT FURTHER RESOLVED that all customer community bills shall be payable by May 15, 2020.

INCORPORATED BY REFERENCE: Service Charge Summary (Quarter 1, 2020)

The above resolution was adopted by the Commissioners of the Madison Metropolitan Sewerage District at their meeting held at the District on April 16, 2020.

MADISON METROPOLITAN SEWERAGE DISTRICT

Attested by:

__________________________________  ____________________________________
Thomas Hovel, President                Mary Swanson, Secretary
COMMISSION AGENDA REPORT
Meeting of April 16, 2020

Approval of Joint Funding Agreement with Yahara WINS for District Watershed Position

Lead Staff: Martin Griffin, Ecosystem Services Director

Requested Action: The Commission is requested to approve resolution 2020-04-16-R12 authorizing a service agreement between Yahara WINS and The District to co-fund and authorize the addition of one District full-time equivalent (FTE) position to perform the work.

Attachments:
Attachment 1: Service Agreement between Yahara WINS and the District
Attachment 2: New Work Justification and Implementation Plan
Attachment 3: Resolution 2020-04-16-R12

Financial Impact: The agreement includes that the cost of the services provided by the new District position will be shared between Yahara WINS and the District. The position is estimated to cost $110,000 (including salary and benefits) with the Yahara WINs covering $60,000 of these costs. The resulting District costs of $50,000 will be managed within the 2020 adopted operating budget authority.

Background: The District is leading a 20-year adaptive management project aimed at achieving permit compliance with the statewide phosphorus water quality standard for the Badfish Creek discharge. To ensure the success of the project the District relies on partnerships and agreements with external partners in the Yahara River watershed to perform the phosphorus reducing activities needed to fulfill the adaptive management plan and achieve regulatory permit compliance.

As we get further along in the 20-year project, phosphorus reductions become harder to find at a sustainable cost. This requires additional technical responsibilities that can centrally align the partners and assist with finding projects to reduce the level of phosphorus necessary to meet permit goals. As the adaptive management project grows, so does the need manage the project in an efficient way while continuing to grow the partnership requiring more work to ensure compliance with our discharge permit.
The District worked with the Yahara WINS executive committee to develop an agreement for how to continue with the implementation of the growing responsibilities. Those responsibilities are summarized below.

1. **Monitoring and Reporting**
   The District is in a unique role with Yahara WINS in that the partnership is centered around meeting adaptive management goals that are a part of the District’s discharge permit along with other administrative, monitoring and reporting requirements that are also part of the permit. The District must be able to validate the reported phosphorus reductions by partners to make sure regulatory requirements are met.

2. **Modelling**
   Being able to have the technical capacity to assist partners with modeling requirements to verify phosphorus reductions in agricultural and urban settings is a key role for the District leading this effort. The District carries a greater risk than other partners in the adaptive management project since adaptive management is in the District’s discharge permit which necessitates a greater investment in the management of the initiative to ensure success and permit compliance.

3. **Technical Advisor**
   Additionally, the District is responsible for providing the technical support needed regarding urban and agricultural conservation activities necessary to make the adaptive management project successful. This helps ensure that high-quality cost-effective projects get on the ground through assisting partnerships. Promoting Yahara WINS and strengthening the partnerships necessary to sustain a 20-year effort is part of the District’s responsibility for permit compliance.

**Analysis and Options:**
The Commission is asked to authorize the service agreement with Yahara WINS and the addition of a full-time employee to perform the work.

Yahara WINS executive committee voted unanimously on March 24, 2020 to execute the service agreement with the District and has committed budget capacity in the 2020 operating budget and the 5-year operating budget to support the service agreement.

**Recommendation:**
The Commission is requested to approve resolution 2020-04-16-R12 authorizing a service agreement between Yahara WINS and The District to co-fund and authorize the addition of one District full-time equivalent (FTE) position to perform the work.
Key considerations:

- Staff members have fully analyzed the current watershed work associated with the current adaptive management project and anticipated future watershed work and believe a full-time FTE position is the best long-term solution for the District. See attached position justification worksheet.
- Yahara WINS executive committee has committed budget capacity in the 2020 Yahara WINS operating budget and as part of the Yahara WINS 5-year budget for staffing.
- Supporting the District’s watershed work will allow the District to have more oversight of the work and will provide improved quality control necessary to ensure meeting permit requirements.

Option 1:
Hire a consultant to do the additional work required for permit compliance.

Key considerations:

- Additional cost.
- Potential for reduced oversight and accountability.
- Potential conflict of interest based on the partner base of Yahara WINS. Many of the same consultants that would do this type of work already do this type of work for Yahara WINS IGA participants.

Option 2:
Delay until 2021 budget and maintain the status quo in 2020. This work is currently performed by the Pollution Prevention Manager and the Ecosystems Services Director.

Key considerations:

- Risk of not enough staff-hours available to do the work necessary to comply with the permit.
- Risk of opportunities not capitalized on early to set up success for the long-term project goals.
- Shifting of work necessary to ensure success of the adaptive management initiative at the risk of other key strategic District initiatives at critical stages.

Option 3:
Do not enter into a service agreement with Yahara WINS, resulting in Yahara WINS independently fund a position managed by the IGA and executive committee.

Key considerations:

- The structure of Yahara WINS is not set up to oversee a staff position and would be a risk in providing the accountability needed to ensure that success is achieved.
The level of expertise needed for this position requires a benefits package offer to have maximum recruitment potential and long-term consistency and Yahara WINS could not easily provide a benefits package.

**Next Steps:**
Staff recommends approving the agreement and starting the recruitment process. Hiring of the FTE will occur in early 2020.
This Services Agreement (the “Agreement”) is made and entered by and between the Yahara Watershed Improvement Network (the “Yahara WINS”) and the Madison Metropolitan Sewerage District (the “District”) (collectively, the “Parties”), to be effective when executed by both Parties.

WHEREAS: Yahara WINS is pursuing an approach to address reductions of phosphorus in the Yahara Watershed through an Adaptive Management project (the “Project”). For the purpose of this Agreement, the Yahara Watershed is broadly defined to include the Yahara River and Badfish Creek Watersheds.

WHEREAS: The Project is a 20-year program and as the Parties get further along in the 20-year Project, phosphorus reductions are anticipated to become harder to find at a sustainable cost. It is increasingly important to have strong technical support that can centrally align the external partners and assist with finding projects to reduce the amount of phosphorus necessary to meet permit goals.

WHEREAS: The District representative, as the President of Yahara WINS executive committee, currently provides services in a high-level capacity that involves an understanding of the complexities of adaptive management, has relationships with members of the inter-governmental agreement, county, and farm community, and serves as the primary spokesperson keeping the group together.

WHEREAS: The District to date has provided administrative and project management services through its Director of Ecosystem Services at no direct cost to Yahara WINS. For an interim period, Yahara WINS also employed a Consulting Director.

WHEREAS: The District is currently providing these leadership, administrative and project management services at no cost to Yahara WINS. The District is willing to continue to provide these services. However, as these services are anticipated to increase as the Adaptive Management project proceeds, it is necessary for the District to receive compensation to offset some of these costs.

WHEREAS: This Agreement is meant to provide a way for Yahara WINS to pay for a portion of technical and administrative support services necessary for the management and implementation of the Project. The fulfillment of the services will be accountable to the District Director of Ecosystem Services. The District is accountable to the Yahara WINS executive committee per the IGA.
WHEREAS: The District is willing and able to provide the necessary administrative and project management services and Yahara WINS desires to obtain such assistance from the District.

AGREEMENT:

NOW THEREFORE, in consideration of the above recitals, which are incorporated as part of this Agreement by reference, the mutual covenants and agreements contained herein, and other consideration, the receipt and sufficiency of which is hereby acknowledged, Yahara WINS and the District agree as follows:

1. **Scope of Work.** District shall perform the services and provide the deliverables specified in the Scope of Work, which is attached hereto and incorporated herein as Attachment A (the “Work” or the “Services”). The Work includes an identification of Roles and Responsibilities, Reporting, Deliverables, Performance Goals, Corrective Actions, Payment Schedules and other relevant information as set forth on Attachment A. The District shall commence the Work and shall perform and complete the Work as specified in Attachment A.

2. **Term of Agreement.** This Agreement covers a five (5) year period specified in Attachment A unless otherwise terminated pursuant to Section 7 (Termination) of this Agreement.

3. **Modification of the Agreement.** The terms of this Agreement, including Attachment A, may be modified but only by the written agreement of the District and Yahara WINS.

4. **Compensation.** As compensation for the District’s performance of the Work, Yahara WINS shall pay the District at the times and in the amounts stated in Attachment A (the “Contract Price”). Unless otherwise agreed in writing, the District shall furnish at its sole cost all services, supplies, tools and equipment needed to accomplish the Work in a professional manner.

5. **Performance.** All Work provided by the District shall be performed under the supervision of the District Director of Ecosystem Services. All Work shall be in accordance with those industry standards and regulatory requirements applicable in Dane County, Wisconsin.

6. **Responsibility for Acts, Errors and Omissions.** Each party shall be responsible for the consequences of its own acts, errors, or omissions and those of its employees, boards, commissions, agencies, officers, and representatives and shall be responsible for any losses, claims, and liabilities which are attributable to such acts, errors, or omissions including providing its own defense. In situations of joint liability, each party shall be responsible for the consequences of its own acts, errors, or omissions and those of its
employees, agents, boards, commissions, agencies, officers and representatives. Each party shall be responsible to perform in good faith. Any party that has concerns over performance has a responsibility to inform the other party so performance can be corrected and keep with the overall intent of the Agreement. Neither party waives any governmental immunity protections to which it may be entitled by law.

7. Termination

A) Termination for Cause.

i. The District may terminate this Agreement upon 90 days written notice (the “90-day Termination Period”) to Yahara WINS if Yahara WINS fails to deliver payments by the schedule required in this Agreement.

ii. Yahara WINS may terminate this Agreement upon 90 days written notice to District upon the happening of the following events:

- District fails to deliver any reports, documents or other materials in final form reasonably acceptable to Yahara WINS by the schedule required by this Agreement under Attachment A.
- District fails to perform any services required by this Agreement in a timely and professional manner.

B) Termination Without Cause. Either party may terminate this Agreement without cause on 365 days notice to the other party.

C) Effective Date of Termination. The effective date of termination is dependent on the nature of the termination (see Paragraph 7.A and Paragraph 7.B above) and the date that notice is given (see Paragraph 16 below).

i. If either party terminates this Agreement for cause, said party shall provide written notice of termination for cause to the other party. Termination shall be effective 90 days after the date notice is given.

ii. If either party terminates this Agreement without cause, said party shall provide written notice of termination without cause to the other party. Termination shall be effective 365 days after the date notice is given.

D) Effect of Termination.

i. In the event of termination for cause, Yahara WINS will continue to pay the District for services rendered and expenses incurred prior to the effective date of termination in accordance with the terms set forth in this Agreement. The compensation due shall be calculated on a prorata basis using the annual compensation
amount agreed to by the Parties and paid on the effective date of termination. For example, if termination is effective June 30th and annual compensation is $60,000, then Yahara WINS shall pay the District $15,000 for the 90 days of services and the payment shall be made on June 30th.

ii. In the event of termination without cause, Yahara WINS will continue to pay the District for services rendered and expenses incurred prior to the effective date of termination in accordance with the terms set forth in this Agreement. The compensation due shall be calculated on a prorata basis using the annual compensation amount agreed to by the Parties and paid on a quarterly basis as required by the Agreement, with the final installment due on the effective date of termination. For example, if notice is given so that termination is effective on September 30th, then Yahara WINS shall pay the District the annual $60,000 payment in equal shares on a quarterly basis on December 31st, March 31st, June 30th and September 30th. Yahara WINS will remain responsible for any agreements Yahara WINS has entered into with third parties pursuant to this Agreement that extend beyond the effective date of termination.

8. Relationship of Parties. The District is an independent consultant with respect to the Work. Yahara WINS has direction and control only as to the result to be accomplished, and the District has direction and control over the means and method of accomplishing that result.


10. Governing Law and Interpretation. This Agreement shall be governed by laws of the State of Wisconsin. If any provision of this Agreement is held unenforceable, the remainder of these provisions shall be given effect to the maximum extent possible. The Parties agree to reform this Agreement to replace any such invalid or unenforceable provisions that come as close as possible to the intent of the stricken provision.

11. Nonwaiver. Neither an extension of time for any reason beyond the date fixed herein for the completion of the Agreement nor acceptance of any Work shall be deemed to be a waiver or abandonment of Yahara WINS’ right to abrogate this Agreement or to enforce the provisions of this Agreement.

13. Use of Documents. Documents and plans provided by the District, pursuant to this Agreement, are for the benefit and use of Yahara WINS. Except for documents and plans subject to confidentiality requirements of the District, the District shall provide to Yahara WINS complete copies of all final documents and plans, in paper and electronic form as requested by Yahara WINS.
14. **Complete Agreement.** This Agreement constitutes the complete and entire agreement between the parties and supersedes any previous communications, representations, or agreement, whether oral or written, with respect to the subject matter hereof.

15. **Captions.** The captions in this Agreement are for convenience only and do not in any way limit or amplify the provisions of this Agreement.

16. **Giving Notice.** Any notice or offer or demand given hereunder shall be sent: (a) by electronic mail to the known email address of the persons identified below, with delivery presumed within five (5) minutes during normal business hours, unless an automatic reply indicate that said person is absent; (b) by United States mail, postage pre-paid, to the Parties’ respective addresses set forth below, with delivery presumed three (3) business days following mailing; (c) by registered or certified United States mail; (d) by commercial delivery service with the tracked delivery date serving as confirmation of actual delivery; or, (e) by personal delivery, with delivery on the date personally delivered. Either party may unilaterally change its representative, address and email by giving notice of the change to the other party.

To Yahara WINS:
Yahara WINS Executive Committee Vice President, c/o Gary Huth, City of Middleton Public Works Department, 7426 Hubbard Ave. Middleton, WI 53562
Email: ghuth@ci.middleton.wi.us

To District:
Chief Engineer and Director, Madison Metropolitan Sewerage District, 1610 Moorland Road, Madison, Wisconsin 53713
Email: MichaelM@madsewer.org
MartinG@madsewer.org

17. **Good Faith Collaboration.** The parties value collaboration to achieve phosphorus reduction in the Yahara Watershed and agree to work together in good faith toward this common objective. The parties acknowledge that the Director of Eco-system Services for the District also serves as the President of Yahara WINS. In most cases, these roles will be complementary in achieving common goals. However, should there be issues involving the services provided by the District under this Agreement that require the vote of the Executive Committee, including Termination for Cause under paragraph 7.A), the District representative, as President of Yahara WINS, shall be present for purposes of ensuring a quorum but shall abstain from voting on such matters.

18. **Authority to Bind.** By executing this Agreement as set forth below, each person so acting warrants and represents that he or she is duly authorized to thereby bind the respective party hereto.
YAHARA WATERSHED IMPROVEMENT NETWORK

By: __________________________
    Gary Huth
Title: Yahara WINS Vice President

Date: __________________________

YAHARA WATERSHED IMPROVEMENT NETWORK

By: __________________________
    Jeffrey S. Rau
Title: Yahara WINS Treasurer

Date: __________________________

MADISON METROPOLITAN SEWERAGE DISTRICT

By: __________________________
    D. Michael Mucha
Title: Chief Engineer & Director

Date: __________________________

Attachment (Incorporated Herein by Reference):
Attachment A – Scope of Work, Term, & Compensation
Attachment A
Scope of Work, Term, & Compensation

1. Statement of Purpose
The purpose of this Attachment A is to identify actions that the District will take to help implement portions of the Adaptive Management Plan for the Yahara Watershed. The Adaptive Management Plan was developed by Madison Metropolitan Sewerage District (MMSD) with input from multiple stakeholders, including Dane County. For the purpose of this Scope of Work, the Yahara Watershed is broadly defined to include the Yahara River and Badfish Creek Watersheds.

2. Term for Scope of Work
The overall adaptive management project covers a 20-year period, beginning in 2017 and ending in 2036. Consistent with the time period specified in Section 2 of this Agreement, the term for the Work described in this Attachment A is a five (5) year period beginning June 1, 2020 and ending May 31, 2025.

3. Roles & Responsibilities.
The District shall have the following roles and responsibilities:

A) Provide technical support in implementing various aspects of the adaptive management plan which includes but not limited to:

i) Assist with adaptive management permit reporting requirements including verification of modeled phosphorus reductions from partners as part of required annual reporting adaptive management plan.

ii) Assistance in moving phosphorus reduction projects forward by providing technical expertise as well as assistance securing additional participants in programs aimed at phosphorus reductions.

iii) Verification of IGA member requested adjustments to phosphorus reductions and resulting charges (if any) for IGA participants based on updated information consistent with the procedures identified in the IGA.

iv) Coordinate the preparation of reports called for under the IGA.

v) Perform cost benefit analysis of various projects submitted related to cost per pound of phosphorus reduced.

B) Attend conferences and other activities as appropriate to enhance the profile of the adaptive management project, including but not limited to meetings held by participating municipal entities or other interested parties (e.g. Dane County, Department of Natural Resources, USGS, Yahara Pride Farms, Clean Lakes Alliance, etc.)

C) Conduct official correspondence on behalf of Yahara WINS as appropriate.
D) Provide meeting management support for adaptive management meetings, including preparing draft meeting agendas, securing meeting speakers, meeting summaries posted online, etc.

E) Support the development and implementation of service agreements, contracts, IGA and/or Memorandums of Understanding related to the Adaptive Management project.

F) Serve as a liaison to IGA partners as part of the adaptive management project such as the Clean Lakes Alliance, the Yahara Pride Farm Group, the Rock River Coalition and other similar groups, and work toward adding additional partners.

G) Provide support for administering some financial aspects of the adaptive management project by helping as needed with:
   i) Development of annual and five-year budgets for consideration by Yahara WINS and the Executive Committee.
   ii) Arrangement and support for annual financial audits.
   iii) Yahara WINS payment authorization process.
   iv) Preparation and presentation of financial information to the Yahara WINS and Executive Committee meetings.
   v) Coordinate with District accounting department with annual invoicing to Members, including coordination of adjustments to charges (if any) for Members based on updated information consistent with the procedures identified in the IGA.

H) Provide support for the implementation of a Yahara WINS communications consistent with Communication Plan.

I) Provide other support to Yahara WINS as may be requested by the Executive Committee.

4. Deliverables
The District shall develop and submit a written report annually summarizing the services provided in the past year related to adaptive management goals and deliverables as outlined in the adaptive management plan. The first report will be due on December 31, 2020. The subsequent reports will be due on December 31 of each successive year.

The District shall also provide a summary of the amount and cost of services provided on an annual basis, as described in Section 5. below. The first summary will be due on December 31, 2021. The subsequent summaries will be due on December 31 of each successive year.

5. Contract Price and Payment Schedule

   A) The District estimates that the current cost to provide the services outlined in the Roles and Responsibilities exceeds $60,000 per year and that the amount of those services will continue to increase over the term of this Agreement.
B) Except as provided in Section 5.E) below, the District agrees to limit the amount received for the services outlined in the Roles and Responsibilities to $60,000 annually (the “Contract Price”).

C) Payments will be split evenly into 4 separate payments and made on a quarterly basis, with the first payment being due on March 31st, the second payment being due June 30th, the third payment being due September 30th and the final payment being due December 31st.

D) The District will provide a summary of the amount and cost of services provided on an annual basis. The summary will include the hours spent working on adaptive management projects, the general nature of the work provided (such as water quality analysis or accounting services), and the approximate value of the services based on average employee costs based on the nature of the work provided.

E) In the event that the amount and cost of services (as calculated based on the summary described in Section 5.D) above) exceeds $90,000, the District retains the ability to request additional compensation from Yahara WINS. Notwithstanding the foregoing, Yahara WINS is not obligated to pay the District more than the Contract Price unless and until the Parties execute a written amendment to this Agreement that changes the Contract Price.
1. **What new work is necessary to conduct effective District operations?**
   This person would be responsible for the district’s technical related to Yahara WINS. Duties would be acting as a technical advisor to the Ecosystem Services Department on all aspects of activities associated with the Intergovernmental Agreement (IGA) and implementation of the Adaptive Management Plan for phosphorus reductions to achieve permit compliance as part of the District’s WPDES permit. The Watersheds Program Coordinator would work under the general direction of the Ecosystem Services Director.

   *What are the top 1-3 major duties and responsibilities?>

2. **What are the drivers for the need for this new work at this time?**
   The district is leading a 20-year adaptive management project. To ensure the success of the project the District relies on partnerships and agreements with external partners to perform the phosphorus reducing activities needed to fulfill the adaptive management plan and achieve regulatory permit compliance. As we get further along in the 20-year project, phosphorus reductions become harder to find at a sustainable cost. Having a strong technical position that can centrally align the external partners and assist with finding projects to reduce phosphorus is necessary to meet permit goals.


3. **What critical results must be achieved?**
   The adaptive management plan outlines phosphorus reduction milestones in 5-year increments that must be achieved to meet the goals of the 20-year project. These milestones are in our permit as part of the compliance schedule for our required phosphorus reductions. A district position would be primarily responsible for ensuring that high-quality cost-effective projects get on the ground by assisting partnerships and helping to promote Yahara WINS to strengthen the partnerships necessary to sustain a 20-year effort. This will be achieved by:
• further develop and expand the number of partners, opportunities, practices, funding sources etc., enhancing the quality and diversity of long-term phosphorus reduction activities.
• recommend strategic partnership opportunities while maximizing relationships and collaboration with partners and their communities to deliver solutions that achieve adaptive management goals
• support the district by fostering an innovative and flexible phosphorus reduction program that compliments adaptive management, resource recovery and other programs

<What are a few most important products of the work that identify central accountabilities?>

4. What are the success factors for the individual(s) who will perform this work?

Mainly this position will be helping to identify locations where agricultural and urban conservation practices and/or structural practices can be implemented to achieve phosphorus reductions outlined for specific stream reaches outlined in the adaptive management plan for the Yahara Watershed and provide implementation assistance to landowners to meet the phosphorus reduction goals. This position is expected to possess the analytical and technical expertise around established agricultural and urban conservation practices and looks for improvements, new approaches, and new opportunities to reach the same conservation goals with a creative thinking mindset that is, forward-looking, systematic, and strategic.

Success in this position will come through the ability to facilitate conversations to work through challenges to reach a solution and use practical applications of agronomy, soil science, farming practices, stormwater management, GIS, nutrient and stormwater modeling when necessary to assist with determinations of the best mix of projects that will achieve the maximum phosphorus reductions in a cost effective way.

An important success factor is communication to build awareness and long-lasting support for Yahara WINS with a broad variety of audiences, from farmers to public works professionals. Aligning the District’s nutrient reduction programs and goals as well as being able to champion new concepts and projects aimed at phosphorus reductions and promote areas for additional opportunities for nutrient reduction in the urban and agricultural landscapes.
5. What are options for performing this work effectively?

The options in lieu of an agreement between Yahara WINS and the District in how to fund a district position, would be for Yahara WINS to independently fund a position managed by the IGA and executive committee. The structure of Yahara WINS is not set up to oversee a staff position and would be a risk in providing the accountability needed to ensure that success is achieved. Additionally, the level of expertise needed for this position requires a benefits package offer to have maximum recruitment potential.

<Include option, estimated hours, costs and pro’s and con’s>

6. If new resources are not available, how will this work be performed?

This work is currently performed by the pollution prevention manager, and the ecosystems services director. MMSD, as the president of Yahara WINS, currently provides services in a high-level capacity that involves an understanding of the complexities of adaptive management, has relationships with the IGA members, county and farm community, and serves as the primary spokesperson keeping the group together. These duties are currently provided at no cost to Yahara WINS and will not change for the Yahara WINS president or the District role.

With other strategic initiatives that the District is pursuing along with adaptive management, and the anticipated future initiatives, if no new resources are available there is a risk of opportunities not capitalized on early to set up success for the long term project because efforts had to be focused on the near term and not with a long term strategy in mind. The adaptive management initiative is a key strategic district priority. The work will always be performed. But it may be at the risk of other district initiatives lead by the ecosystem services department.

The work done by this new position is meant to provide a way for additional technical and administrative support services necessary for the management and implementation of the project.
7. **What is your recommendation for moving forward?**
   This would be a full-time position that would be budgeted to start in Spring 2020. The position would be in the ecosystem services department and report directly to the ecosystem services director. The position would be the primary technical support for watershed adaptive management activities and any other nutrient focused district initiatives.

<Outline timing and phasing. Attach RFP, job description or implementation plan>
Job Title: Watershed Programs Coordinator

Short Title: Watershed Programs Coordinator

FLSA Classification: Exempt

Department: Ecosystem Services

Salary Grade:

Document Version: 1.0

Last Revised: December 5, 2019

Position Purpose

The Watersheds Program Coordinator is responsible for acting as a technical advisor to the Ecosystem Services Department on all aspects of activities associated with the Intergovernmental Agreement (IGA) and implementation of the Adaptive Management Plan for phosphorus reductions to achieve permit compliance as part of the District’s WPDES permit.

The Watersheds Program Coordinator works under the general direction of the Ecosystem Services Director.

Success Factors

The following success factors identify the essential qualities or abilities necessary to excel in the job.

- **Analytical reasoning.** Has technical expertise around established agricultural conservation practices. Looks for new ways to reach the same conservation goals.
- **Creative Thinking.** Has a mindset that is creative, forward-looking, systematic, and strategic. Looks for improvements, new approaches, and opportunities.
- **Problem solving.** Has the ability to facilitate conversations to work through challenges to reach a solution. At ease using practical applications of agronomy, soil science, farming practices, stormwater management, GIS, nutrient and stormwater modeling when necessary to assist with determinations of the best mix of projects that will achieve the maximum phosphorus reductions in a cost effective way.
- **Communicate** with a broad variety of audiences, from farmers to public works professionals, the District’s nutrient reduction programs and goals as well as being able to champion new concepts and projects aimed at phosphorus reductions and promote areas for additional opportunities for nutrient reduction in the urban and agricultural landscapes.

Critical Results

Critical results are the most important products of the work that, once achieved fulfill the Position Purpose for this position.
- Develop and expand the number of partners, opportunities, practices, funding sources etc., enhancing the quality and diversity of long-term phosphorus reduction activities. Recommend strategic partnership opportunities while maximizing relationships and collaboration with partners and their communities to deliver solutions that achieve adaptive management goals
- Support the department of ecosystem services by fostering an innovative and flexible phosphorus reduction program that compliments adaptive management, resource recovery and other programs

**Essential Job Duties**
Essential job duties are priority activities needed to achieve Critical Results.

1. Attend conferences and other activities as appropriate to enhance the profile of the District’s adaptive management project, including but not limited to meetings held by participating municipal entities or other interested parties (e.g. Dane County, Department of Natural Resources, USGS, Yahara Pride Farms, Clean Lakes Alliance, etc.)
2. Conduct official correspondence on behalf of The District as appropriate
3. Review the District’s adopted policies and procedures around meeting adaptive management goals on a periodic basis and provide analysis and recommendations to the Ecosystem Services Director.
4. Provide support to the District in preparing required adaptive management reports as part of the districts WPDES permit and other agreements.
5. Provide technical support in implementing various aspects of the Districts adaptive management plan which includes but not limited to:
   a. Assist with adaptive management permit reporting requirements including verification of modeled phosphorus reductions from partners as part of required annual reporting as part of the districts WPDES permit andadaptive management plan
   b. Assistance in moving phosphorus reduction projects forward by providing technical expertise as well as assistance securing additional participants in programs aimed at phosphorus reductions.
   c. Verification of IGA member requested adjustments to phosphorus reductions and resulting charges (if any) for IGA participants based on updated information consistent with the procedures identified in the IGA
6. Provide meeting management support for adaptive management meetings, including preparing draft meeting agendas, securing meeting speakers, meeting summaries posted online, etc.
7. Support the development and implementation of service agreements, contracts, IGA and/or Memorandums of Understanding related to the Adaptive Management project.
8. Serve as a liaison to District partners as part of the adaptive management project such as the Clean Lakes Alliance, the Yahara Pride Farm Group, the Rock River Coalition and other similar groups, and work toward adding additional partners
9. Provide support for administering some financial aspects of the adaptive management project by helping as needed with managing the payment authorization process.

10. Other duties as assigned.

Requirements

Education and Experience

- Four (4) year degree in Engineering, Environmental Science, Water Resources Management, Biology, Agronomy, Soil Science, Hydrology, Natural Resources Management, or a similar field of study from an accredited college or university.
- Minimum of five (5) years of experience in applying principles of agronomy and engineering as it relates to conservation with knowledge of nutrient management and experience in working in a farm setting applying conservation practices.

Other combinations of education and experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position may be considered.

Knowledge

- Knowledge of organization and functions of local, state and federal government regarding conservation and agriculture with focus on the implication to citizens in the Yahara River watershed.
- Knowledge of principles of soil and water conservation practices.
- Knowledge of principles of soil science, wetland science, geology, hydrology, ecology, forestry, and wildlife management.
- Familiarity with farming operations, including crop and livestock management.
- Knowledge of soil and water challenges and ability to develop appropriate conservation solutions.
- Knowledge of the principles and practices of conservation engineering, conservation and nutrient management planning.

Skills and Abilities

- Ability to understand complex policies, procedures and technical problems using sound judgment to recommend an effective and appropriate solution.
• Ability to develop collaborative and effective relationships
• Possess strong and effective oral and written communication skills
• Ability to plan, coordinate and organize projects.
• Possess strong problem solving, and work prioritization skills
• Ability to be a self-starter and work within a self-directed work environment
• Ability to be professional and personal in a manner that allows the general public and District partners to develop trust to provide workable solutions to landowners to tackle soil and water conservation challenges.
• Respectful of cultural and personal differences and able to collaborate and work effectively in groups of diverse people representing diverse interests.
• Skill in the operation of a computer workstation including but not limited to using Microsoft Office Suite software and the use of databases and reporting systems developed to support modeling of phosphorus reductions in the agricultural and urban environments and maintain records, document processes and analyses, and prepare reports
• Ability to communicate effectively in both verbal and written form, including but not limited to the ability to explain technical issues to lay audiences
• Ability to effectively manage multiple projects, tasks, and deadlines and coordinate work with others
• Ability to work comfortably with peers at all levels in the organization; to be generous, courteous, capable, and cooperative; and to help others succeed.

Other
• To be eligible for this position, candidates must pass a pre-employment drug screen.

Physical Demands and Work Environment

Both inside office & outside work, subject to all weather conditions. Outside activities occasionally include light to heavy lifting/carrying & walking in uneven terrain. Early work day starts, and late day completions and evening meetings occasionally required. Outside work may be in proximity of domestic/farm animals and construction equipment. The position requires one to be able to sit or stand for extended periods of time with enough hand, arm, and finger dexterity to operate a computer keyboard or other office equipment. The position requires visual acuity to read and write words and numbers. It also requires the necessary speaking and hearing ability to communicate in person, publicly, or over the phone. The noise level varies from quiet to loud.

The position will be working in farm fields and frequently driving to and from outdoor environments and must possess a considerable degree of safety awareness.
Eligibility and Acknowledgement Sign-Off

All employees are expected to adhere to company policies.

I have read and understand the expectations, qualifications, and demands of this job description.

____________________________________  _______________________
Signature                                  Date
APPROVAL OF JOINT FUNDING AGREEMENT WITH YAHARA WINS
FOR DISTRICT WATERSHED POSITION
RESOLUTION 2020-04-16-R12

WHEREAS, the District is leading a 20-year adaptive management project aimed at achieving permit compliance with the statewide phosphorus water quality standard for the Badfish Creek discharge, and

WHEREAS, the success of the adaptive management project relies on partnerships and agreements with external partners in the Yahara River watershed to perform the phosphorus reducing activities needed to fulfill the adaptive management plan and achieve regulatory compliance for the District’s WPDES discharge permit, and

WHEREAS, additional technical capacity is needed to meet permit goals as phosphorus reductions become harder to find at a sustainable cost, and

WHEREAS, the service agreement includes that the cost of the services provided by a new District full time position will be shared between Yahara WINS and the District, and

WHEREAS, supporting the District’s watershed work with a new full-time position will allow the District to have more oversight of the work and will provide improved quality control necessary to ensure meeting permit requirements, and

WHEREAS, the District will be providing a living wage with benefits as well as opportunities for training and career advancement for a member of the community.

THEREFORE, BE IT RESOLVED, that the Commission authorizes the Chief Engineer and Director to execute the service agreement between Yahara WINS and the District and authorizes a District full time position to provide services that support the District-led adaptive management project.

INCORPORATED BY REFERENCE:
Attachment 1: Service Agreement between Yahara WINS and The District

The above resolution was adopted by the commissioners of the Madison Metropolitan Sewerage District at their meeting held at the District on April 16, 2020.

MADISON METROPOLITAN SEWAGE DISTRICT

Attested by:

________________________________  __________________________________
Thomas Hovel, President  Mary Swanson, Secretary
COMMISSION AGENDA REPORT
Meeting of April 16, 2020

Commission Policy Governance Training - Study Session

Lead Staff:  D. Michael Mucha, Chief Engineer and Director

Requested Action:  No action required, this is a study session for Commission members.

Attachments:
Attachment 1:  CP-2A, Governing Style
Attachment 2:  General Articles and Resources

Financial Impact:
No financial impact.

Background:
Guidance for how the Commission governs is included in the Commission’s policy book of the Madison Metropolitan Sewerage District Commission. This policy book was developed and approved by the Commission and is updated periodically. The policies are located on the District website (https://www.madsewer.org/About-Us/Commission).

Attachment 1 outlines the Commission’s governing style. This section states an intent to govern with excellence, and this includes, among other things, a responsibility to conduct Commission development for existing and new members regarding the governance process. The Commission periodically will discuss and evaluate its process and performance to assure continuous improvement.

A.B. Orlik, who worked with the Commission to develop the policy book, will join the Commission for the development session. With a few new Commission members, this first development session will focus on the what, why and how of policy governance. Future sessions will focus on a review of Commission processes and what, if any revisions are necessary. Attachment 2 provides background on policy governance.

Analysis and Options:
The Commission will convene in a study session format. AB Orlik will conduct the training virtually. The Commission will discuss and provide direction to staff on future training session interests.

Next Steps:
Schedule another training session in 6-8 months.
The commission will govern lawfully with an emphasis on (a) outward vision; (b) encouragement of diversity in viewpoints; (c) strategic leadership more than administrative detail; (d) clear distinction of commission and chief engineer and director roles; (e) collective rather than individual decisions; (f) future orientation; and (g) proactivity rather than reactivity.

Accordingly:

1) The commission will adopt and hold to the highest standards of ethical conduct in applying due diligence in all aspects of its guidance of, decision-making for and leadership of the district.

2) The commission will cultivate a sense of group responsibility. The commission will work in partnership with the chief engineer and director. The commission will be an initiator and the approver of policy, not merely a reactor to staff initiatives. The commission will use the expertise of individual members to enhance the understanding of the commission as a body, but will not substitute individual judgments for the commission’s collective values.

3) The commission will lead and inspire the district through the careful establishment of broad written policies reflecting the ownership’s values and perspectives. The commission’s major policy focus will be on intended long-term benefits (as stated in outcomes policies) and the limitation of risk (through executive limitations policies), not on administrative or programmatic means of attaining those effects.

4) The commission will hold itself accountable to govern with excellence. This self-discipline will apply to matters such as attendance, preparation for meetings, policymaking principles, respect of roles and ensuring the continuity of governance capacity.

5) The commission will not allow any officer, individual or committee of the commission to hinder the fulfillment of its commitments or be an excuse for not fulfilling those commitments.

6) Commission development will include ongoing education for existing and new members regarding the commission’s governance process. The commission periodically will
discuss and evaluate its process and performance to assure continuous improvement.

7) Although the commission can change its commission process and commission–executive relationship policies at any time, it will observe them scrupulously while in force. The commission will monitor its performance by comparing actual activity and discipline to policies in the commission process and commission–executive relationship categories.
Following is a description of the Policy Governance® model reprinted from the website of the City Council of the City of Frisco, Texas (http://www.ci.frisco.tx.us/government/Pages/CarverGovernancePolicy.aspx). All material on that site is reprinted from and used with the expressed consent of Carver Governance Design, Inc.

Policy Governance® Defined

John Carver’s Policy Governance® model is the world’s only complete, universal theory of governance—a conceptually coherent paradigm of principles and concepts (not of structure). The model enables boards—as "servant-leaders" of shareholders, public, members (or other "ownership" equivalent)—to ensure that organizations achieve board-stated goals and conduct themselves with probity.

Because it is a complete theory, it informs board planning, mission, committee work, agenda control, budgeting, reporting, CEO evaluation, management relationships, fiduciary responsibility, and all other aspects of the board job.

Because it is universally applicable, it works for organizations that are new or mature, large or small, profit or nonprofit (including government), and troubled or successful.

Because it is carefully crafted, it enables an efficient summing of board wisdom capable of adequate control without micromanagement.

Policy Governance® in a Nutshell

Leadership is an important, yet elusive concept. It takes on different forms in different settings. The intent of Policy Governance® is to give operational definition to "leadership" as it applies in the specific context of a governing board. It addresses the questions: "How can a group of peers be a responsible owner-representative, exercising authority over activities they will never completely see, toward goals they cannot fully measure, through jobs and disciplines they will never master themselves? How can they fulfill their own accountability while not, at the same time, infringing unnecessarily on the creativity and prerogatives of management? How can they do so when within themselves they disagree, there is a limited time for the task, and there is an unending stream of organizational details demanding inspection?" …

Policy Governance … is a radical redesign of board leadership that makes new sense of the board-staff relationship, planning, evaluation, and all other aspects of the board job. … Our missions and our own integrity demand that boards govern rather than either rubber stamp or meddle. Our busy lives demand that time, energy and wisdom be well used and that boards and managements should both be optimally empowered in their work.

The model is a thorough working theory of board leadership that cannot be fully presented in a brief exposure. Nevertheless, here are a few of its basic tenets. Let's begin with the purpose of any governing board's job:

[1] The board job

It is the board's responsibility to govern; the board has a commensurate authority to govern. Individual board members do not. That is, whatever authority is legitimately wielded by a board is wielded by the board as a group. Hence, a CEO is bound by what the board says, but never by what any board member says. A board should pledge to its CEO that it will never hold him or her accountable for keeping board members happy as individuals and will never hold him or her accountable for any criteria except those expressed officially by the full board. In other words, the board as a body is obligated to protect its staff from the board as individuals.

For nonprofit and governmental organizations, the "one voice" aspect of governance is regularly lost by having a host of board committees running about involving themselves in issues ostensibly delegated to staff. Staff members end up taking direction from segments of the board. Common committee roles do grave damage to the integrity of CEO delegation. Personnel, finance, program, publicity, and other such committees are the prime offenders. The board should not have committees either to help or instruct staff. Board members can serve on staff committees if asked (removing their board hats in the process), but foisting board help and advice, at best, makes a mockery of the board-CEO relationship and, at worst, renders the CEO no longer a CEO.

The suggestion here, also, is that the board has a specific job to do, a specific set of "values added" that justify its position. This differs from having a job that is essentially looking over everyone else's shoulders, reacting, and largely being steered around by whatever staff have been doing (the show-and-tell board meeting of staff reports) or are thinking about doing (reviewing and approving detailed plans). That a board has its own job to do means, if the board is responsible for getting its own job done, that board agendas should be the board's agendas, not the CEO's agenda for the board. Yet most board agendas are products of those who work for the board - a practice that would rarely occur anywhere else in an organization.

[2] On behalf of some ownership

Boards rarely "own" an organization themselves. They ordinarily are a microcosm of a larger ownership. The owners may be legal owners (stockholders for an equity corporation) or more a "moral" ownership (the whole community in the case of a local social service organization). But in any event, the board speaks on their behalf, a task that requires (a) knowing who the owners are and what their desires are, (b) being able to distinguish owners from customers (clients, students, patients) and other stakeholder groups. Finding ways to link with owners even more than with management is a major challenge to any board. Most nonprofit and governmental attempts to do so deteriorate into linkage with disgruntled customers instead (watch any city council or school board meeting).
[3] To see to it

Seeing to it implies a commitment to assure, not simply to hope that things come out right. Seeing to it that things come out right requires three steps: First, the board must describe "right" - that is, the criteria that would signify success. These are noted below. Second, the board must hold someone accountable for reaching these criteria. This is most easily done by using the CEO function, for that role allows the focusing of performance in one individual even though actual performance occurs due to many individuals. Proper use of the CEO role has been hard to achieve in business and in some nonprofits and government in that boards abdicate to their CEOs until disaster is full blown. Proper use has been hard to achieve in many nonprofits and government (though not so much in business) in that boards interfere with their CEOs, not cleanly delegating sufficient authority to them. Third, the board must systematically and rigorously check to see if criteria are being met, that is, the board must monitor performance regularly.

Traditional board operation fails in all three areas, especially in the first and third. Outcome expectations (what difference is to be made in recipients' lives) are rarely or incompletely stated. Acceptability of practices and methods is rarely clarified. Hence, when a board tries to monitor, it has no criteria against which to do so. The result is not monitoring, but foraging about. Observe any board approving a financial statement or a budget: the board has no idea what it would disapprove, for it has given the CEO no criteria to be met. Traditional board "development" will help a board to follow this path with more ability to read financial statements, but does nothing to help the board find a more effective way to use its time.

[4] Achieves what it should

What should any organization achieve? This is the most important aspect of instructing the CEO. The only achievement that justifies organizational existence is that which causes sufficient benefits for the right recipients to be worth the cost. What good is this organization to accomplish, for whom, at what cost or relative worth? (I refer to these ways of describing achievement as "ends" as opposed to means.) Traditional approaches to governance have allowed boards to sidestep this crucial determination. We have focused far more on what activities the organization will be engaged in, not the consumer results to be achieved.

Consequently, boards give their CEOs credit for programs, services, and curricula rather than demanding data (even crude data are better than none) on whether the right recipients received the right results at the right cost. In order to lead, boards must learn that services, programs and curricula have no value except as they produce the desired ends. Therefore, boards are well-advised to look past these operational means and on to the ends that really matter.
[5] Avoids what is unacceptable

Putting the board’s emphasis on ends is a powerful tactic for board leadership, but the board cannot forget that it is also accountable for the means as well. "Means" include not only practices and methods, but situations and conduct as well - in other words, all aspects of the organization that are not ends (given the definition above). Concerning itself with means, however, is ordinarily an opening for boards to become entangled in operational details. This is where micro-management and meddling are born. It is a dilemma: on the one hand, boards are accountable for staff practices and situations, yet dealing with them directly trivializes the board job. Policy Governance offers a safer way for boards to deal with this dilemma: The board can simply state the means that are unacceptable, then get out of the way except to demand data (monitor) that the boundaries thus set are being observed.

As counterintuitive as this approach sounds, it works magically. The board can succinctly enumerate the situations, circumstances, practices, activities, conduct, and methods that are off-limits, that is, outside the authority granted to the CEO. For most boards, this can be done in a half-dozen pages dealing with staff treatment, financial management, compensation, asset protection, and a few other areas of legitimate board concern. These proscriptions avoid telling the CEO how to manage, but do tell him or her how not to manage. Although verbally phrased in an intentionally negative or limiting way (to avoid the board’s tendency to slip back into prescribing means), this approach is psychologically quite positive. The message to the CEO is, with regard to operational means, "if the board has not said you can't, you can."

To fulfill board leadership in this more effective way, the board produces four categories of policies in Policy Governance: (1) policies about ends, specifying the results, recipients and costs of results intended, (2) policies that limit CEO authority about methods, practices, situations, and conduct, (3) policies that prescribe how the board itself will operate, and (4) policies that delineate the manner in which governance is linked to management. These are exhaustive policy categories; except for bylaws, there is nothing else for the board to decide. Moreover, they are policy categories designed for the job of governing, not for the job of managing as are traditional categories used for board policy-making.

There is a great deal more to the Policy Governance® model - some critical principles have been omitted from this brief summary - but these comments provide a glimpse of the wide differences between conventional practice and the Policy Governance redesign of board leadership. The implication is no less than an assertion that what most boards do most of the time is a waste of time and inimical to good governance and good management. It is a hopeful model, in that it asserts that the process is more the problem than the people. (Good managers on boards, by the way, are caught up in almost the same errors as non-managers.) No matter how dedicated or intelligent, people cannot be all they can be in a poor system - and that is exactly what boards have been handicapped with. Policy Governance provides an advanced framework for strategic and visionary board leadership.
THE PRINCIPLES OF POLICY GOVERNANCE EXPLAINED

From The Policy Governance Fieldbook by Caroline Oliver

1. **The trust in trusteeship**
   Because board members act as trustees on behalf of a larger group (which is called the “moral ownership”) and because the board is a subset of that group, the board must do the following things: (1) clearly identify who that larger group is and (2) make certain that the organization achieves what that group wants it to achieve. This requires the board to communicate (or link) with its owners.

2. **The board speaks with one voice or not at all**
   Although unanimity is not required, the board’s group decision must be unambiguous, recorded in policy, and upheld by all members of the board as if it had been a decision that each made individually. No member has the authority to speak for the board unless specifically authorized to do so by the whole board. The board’s policies are the board’s voice.

3. **Board decisions should be policy decisions**
   Because the board’s voice is expressed in its policies, board decision making is always an amendment of, or an addition to, current policy.

4. **Boards should formulate policy by determining the broadest values before progressing to narrower ones**
   By “nesting” policies, boards can delegate details and concentrate on why those details matter. For example, instead of deciding that staff members should receive a certain number of vacation days each year, the board could decide that fair and competitive staff treatment is a board value. Board members can then leave it to the CEO to interpret their words, or they can go to the next level of specificity.

5. **A board should define and delegate rather than react and ratify**
   If a board truly chooses to govern, then it must not be led by staff members or by its own committees. The board itself should work incessantly, continually, and obsessively to define the results the organization is to produce (Ends policies) and define the “acceptable boundaries” (Executive Limitations policies) within which it can delegate the achievement of those results to the CEO. If truly governing, the board should not be simply reacting to and ratifying staff or committee ideas.
THE PRINCIPLES OF POLICY GOVERNANCE EXPLAINED

From The Policy Governance Fieldbook by Caroline Oliver

6. Ends determination is the pivotal duty of governance
On behalf of the moral ownership (which cannot conveniently assemble on a regular basis), the board must paint the target toward which the staff should shoot in terms of the benefits to be produced, the people to be served, and the cost of meeting these goals. There is no greater governance job than this, and it cannot be delegated.

7. The board can best control staff means by limiting, not prescribing
Although boards often try to develop complete “to do” lists for CEOs, for other staff members, or for committees, boards cannot oversee all the detail involved. It is easier, and in fact more complete, for a board to tell the CEO what should be achieved on behalf of the moral ownership (in Ends policies) and then to allow the CEO to use his or her expertise and experience to determine how best to get there within the limits of law, prudence, and ethics (Executive Limitations policies).

8. A board must explicitly design its own products and processes
Because the board’s governance function is distinct from the staff’s management function, the board must determine its own definition of governance and then decide how it will actually govern. All board members should clearly understand why the board exists; the purpose is not to oversee staff but rather to define the future on behalf of the moral ownership and to ensure that that future is achieved in a legal, ethical, and prudent manner.

9. A board must form an empowering and safe linkage with management
Role clarity means that the board clearly knows its own role and the staff’s role and that the staff has a similar understanding. If both understand each other’s roles, if these roles do not overlap, and if both parties agree to adhere to these roles, then staff members can function freely yet be fully aware of their limitations. Board members essentially tell staff members, “We will not interfere if you can achieve the Ends without violating Executive Limitations.”

10. CEO performance must be monitored rigorously but only against policy criteria
In a fair contest, contestants are only judged if they know the rules. Similarly, in Policy Governance the board judges the staff only according to the board’s own rules, and the staff will know those rules because they have been stated in policies.
ADDITIONAL NOTES

Carver asserts that a Policy Governance board must not act as if everything is its job. The job products of a Policy Governance board are:

- Ongoing linkage to its owners
- Explicit governing policies
- Assurance of executive performance in support of those policies

To fulfill its job, the board (in our case, commission) must:

- Clearly articulate who the owners are and then consult with them with a view to the board’s crafting relevant Outcomes policies for the organization
- Craft Executive Limitations policies that constrain the Chief Executive from choosing unacceptable organizational means (even if they would be effective)
- Make its rules for itself clear, or sufficient group discipline will never be maintained
- Unambiguously assign the right to interpret and implement board policies to those who will be held accountable for policy compliance
- Insist upon systematic, believable monitoring data that address the expectations it has established

Four major groups of board policies are necessary to implement the Policy Governance model.

- These policies do not contain all the values commission members hold, but they contain all the values the commission as a whole agreed it holds, along with those necessary for proper governance of the organization.
- Outcomes policies define what results are to be achieved, for what groups, and at what worth. All other policies are process policies, whether they address executive limitations, commission-executive delegation, or the processes and expectations of the commission itself.
- In Policy Governance, each group of policies consists of global policies and whichever additional subsidiary policies the board deems necessary to guard against unacceptable results and to achieve intended outcomes.
- In the diagram at right, Level 1 represents a global policy. Levels 2 and 3 (and beyond) represent subsidiary policies.
- You will notice that the Commission’s policy book follows a similar nested structure.

Consultant: A.B. Orlik, 608.334.9097 or abo@WarmAtTwentyBelow.com
Distinguishing Owners from Other Stakeholders

By Richard Stringham

We have a standing joke at my house that when I buy a car the bank "owns" more of the car than I do. At least for the first few years they have more capital tied up in it than do I. Of course, the bank is not the owner of the vehicle, at least not as long as I meet my payment obligations! It is, however, a stakeholder.

The bank is just one of a great many stakeholders of my car. For example, my insurance company is a stakeholder, as is my mechanic. The folks who sold me the vehicle are stakeholders. For that matter the people who made the vehicle and all who had something to do with getting it to me are stakeholders. The government with its concerns for design of transportation systems and rules of the road (both their creation and enforcement) are stakeholders. My family are obviously stakeholders, as are my neighbors who probably don’t want a “rust-bucket” parked in front of their house.

You too are a stakeholder, because if I don’t maintain my vehicle and veer into your lane of traffic you will have more at stake in my car than you’d likely desire!

So a great many people have something at stake in my vehicle. However, one stakeholder stands out above the rest: the owner. As the owner, I can make decisions about the vehicle that no one else can make. For example, I may decide to use the vehicle for my personal use to get to where I need to for business and where I want to for pleasure. Or, as we don’t have public transit from our small bedroom-community to the nearby city, I could choose to let one of my children use it to commute to college in the city.

Or I could choose to jump through the regulatory hoops and get a taxi license, hire one or more drivers, and use the vehicle to make profit for me.

Or, if I have a heart for homeless people in the inner city, I could use the vehicle to take them hot chocolate, muffins, dry socks, and blankets for cold nights on the streets.

My relationship with some of the stakeholders may be altered in that process. To license the car as a taxi, I need to comply with regulatory issues that wouldn’t concern me in the other situations. My insurer will charge a different rate if my daughter becomes the primary driver. If I put the vehicle to work and it puts on more kilometers, my mechanic will likely see more of the vehicle. Still, I’m the one choosing to enter into these situations.

Boards should recognize when they are entrusted to govern, they are sitting in for an ownership

And some of the stakeholders may try to influence me. The insurance company may suggest that I take policy options which provide greater levels of protection. Homeless people may encourage me to come around in the morning as well as making my nightly rounds. My daughter may lobby for a car with more attributes than just reliability and fuel economy. Her siblings may ask for similar benefits for themselves!

As the owner, I may choose to take those comments into account when I make my decisions regarding the vehicle. Or I may choose not to do so. Assuming that I am not breaking any of the town’s bylaws, if my neighbor doesn’t like the looks of my vehicle parked on the street in front of her house, I may or may not choose to make my decisions in accordance with her values.

In each of these scenarios the vehicle’s primary beneficiary and the benefits that he/she/they receive changes. In the second scenario one of my children gets access to college. In the fourth scenario, homeless people have warm drink, a bit of nourishment, and some dry insulation for the cold night. In the first and third scenario I was the beneficiary, but the benefits I received were different.

Which of these or countless other scenarios I choose is my choice to make and mine alone as long as it is feasible for me to do so.

Boards should recognize that when they are entrusted to govern, they are sitting in for an ownership, which is either recognized with legal rights (e.g., shareholders in a co-op) or, if there is not a legal ownership, then a "moral ownership" as John Carver frames it.
In other words, to whom does the board owe its primary accountability? Yes, there are obligations in law; however, that does not make the law the ownership. There may be contractual obligations (e.g., funding agreements), but that does not make the other party the ownership. (Indeed, it is a question of the owners’ values as to whether the organization even goes into a contractual relationship!) There will be a world of others who have a stake in the board’s decisions (staff, suppliers, customers, etc.) and although the organization’s activities will influence their lives, this does not make them owners.

If boards stand in for owners, they must be cognizant of the owners’ values and bring them into their decision making.

As we’ve seen in the above scenarios, the primary beneficiary of the vehicle may or may not be the owner. In fact, as the owner I determine if I or someone else is to be the primary beneficiary. This then is a key job for the board: determining on behalf of the owners who will benefit from the vehicle (organization) and what benefit they will gain.

In those situations in which the owners and the customers are one and the same, there are other dynamics at play that make it important for the board to understand when the owner is speaking versus when the customer is speaking. (But that is subject for another article.)

If boards stand in for the owners, then they must be cognizant of the owners’ values and bring them into their decision making. It is that simple and it is that challenging as most boards deal with a diverse and sometimes widespread ownership. At the very least, directors need to discern between the owners and other stakeholders, even when they are the same persons, as many stakeholders will see the board as the place of highest authority and as the best place to influence decisions of the organization. But the discerning board will know the difference between the values of their ownership and that of other stakeholders.

And you can take that to the bank!

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Real Board™ On-line Learning Modules

Do you have one or more new board members who were appointed or elected since the last time your board had a Policy Governance refresher? While a face-to-face orientation session is still the most effective way to help new board members thoroughly understand Policy Governance, we realize that sometimes the "timing fates" conspire to make it very difficult to provide for new board members to attend a session early enough in their tenure.

REALBoard™ Online Learning was designed specifically to fill this gap. It allows your new members to obtain the basics right away. If a new board member does not understand how you are governing, it can prove frustrating to everyone, and more importantly, it can cause the board to lose momentum.

REALBoard™ Online Learning consists of a series of modules which cover all of the principles of Policy Governance. Each module takes only 15-20 minutes to complete. Here are the topics:

- Boards and Owners
- Policy Governance as a System
- Ends
- Policy Sizes and Interpretation
- Board Holism and Delegation
- Empowerment through Limitations – Monitoring
- Board Means Policies
- Board Self-Evaluation

There are interactive questions in each module to help learners assess whether they have grasped the concepts. The Modules appeal to all styles of learners with graphics, diagrams, brief audio clips, and hyperlinks between concepts and modules to keep kinetic learners engaged.

The modules are web-based and can be accessed at any time.

Email marian@governancecoach.com for more information or visit our website at www.governancecoach.com to try a sample module.
NOTES ABOUT MONITORING

Once policies are adopted, the Chief Engineer & Director is accountable to the Commission from then forward for achieving its Outcomes (Ends) policies and not violating its Executive Limitations (Means) policies. Monitoring the CED’s achievement of Outcomes and compliance with Executive Limitations, therefore, will be central to the Commission–Chief Engineer & Director relationship.

This kind of monitoring is as complex as it is important. Boards often need time, patience, learning and experience to develop a system in which they are monitoring enough of the right thing without creating overwhelm or misunderstanding. The system should provide appropriate and necessary reporting with sufficient and timely information to determine compliance under the CED’s “reasonable interpretation” policy feature of Policy Governance.

The process of delegating and monitoring accountability for results begins with the Commission crafting and adopting policies based on the values and needs of the utility’s owners.

Next, the CED develops and presents for Commission approval his initial written interpretation of each policy and the nature and extent of “evidence” he will present on a scheduled basis in monitoring reports. When the majority of the Commission agrees that these initial interpretations are reasonable, the CED has room to move forward. If the Commission considers an interpretation both reasonable and inconsistent with Commission values, the Commission may, at its discretion, revise the policy.

The Commission may adopt or modify the CED’s monitoring recommendations, and may choose to supplement the CED’s monitoring reports with special reports from independent parties (e.g., financial audits or sanitary surveys) and even direct inspection. Together these reports become the primary basis by which the Commission monitors and evaluates the CED’s performance and demonstrates accountability to “owners.” To document monitoring agreements, the Commission may wish to list the type, source, and frequency of monitoring with each policy in the policy manual.
Is the issue here an issue for the Commission?
Addressing that question through the Policy Governance lens

Step 1: Look in the Policy Book
What have we said in relevant policies?

Step 2: Determine if it belongs to the Commission
Are there decisions here that are ours to make?

Step 3 if it’s been delegated to the CED:
Does the issue suggest that the CED is in compliance with a reasonable interpretation of Outcomes or Executive Limitations policies?

- If YES
  The issue is in the CED’s hands unless the Commission amends policy.

- If NO
  Identify appropriate monitoring evidence and discuss as a Commission.

Step 3 if it’s a matter of Commission means:
Does this issue reflect behavior consistent with Commission Process and Commission-Executive Delegation policies?

- If YES
  Not a matter for Commission deliberation unless the Commission amends policy.

- If NO
  As a Commission, specify actions for the Commission or member to take.

Step 4: Determine whether existing policies are sufficient
Are policy additions or amendments required? What language would you suggest? What further information might the Commission need before deciding on this change?
Below is the monitoring report required by Commission policy CER-2C covering the period January 1, 2019 to December 31, 2019. The document is organized into three parts: achievement of District goals, achievement of District outcomes, and compliance with executive limitations. I certify that the information contained in this report is accurate.

REPORT CARD
For 2019, I have included a visual report card. There are three performance levels:

- 🟢 Achieved the outcome or goal in that year and complied with executive limitations.
- ⬇️ Did not achieve but either took corrective action or made appropriate progress toward achievement.
- ⬇️⬇️ Did not achieve and did not make appropriate progress.

The District has established a high standard of performance as articulated by the goals and outcomes as well as the CED’s interpretation of those outcomes. The District is not perfect at everything, all the time, even though we strive to do so. For some difficult or new areas, it may take many years to reach our own standards. In other areas, we made mistakes and have taken corrective action.
## GOALS

- Conduct strategic and organizational planning
- Develop a long-term financial strategy
- Evaluate phosphorus compliance options for Badger Mill Creek
- Identify tools for affordability and financial sustainability
- Scope and begin comprehensive energy management study
- Improve cultural competency of the organization
- Increase customer community engagement
- Continue to improve communication throughout the organization
- Encourage ELC engagement
- Closely monitor mission-critical initiatives

## OUTCOMES

### District customers are confident (Global outcome)

- Conducts regular meetings with customer communities
- Customer community interests are taken into consideration

### Wastewater collection and treatment

- WPDES permit compliance
- Overflows
- Conducts after action reviews
- Compliance with CMOM
- Compliance with CMAR
- Timely processing of annexations and sewer extensions
- Asset management plans are current

### PROGRESS NOTES

- Storage tank overflow
- Develop I & I and FOG programs
- Improve Metrogro reporting

### Achievement Status Key

- **Achieved**
- **Making Progress**
- **Not Achieved**

*continued on next page*
<table>
<thead>
<tr>
<th>OUTCOMES (continued)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Resource conservation and recovery</strong></td>
</tr>
<tr>
<td>✧ Implement projects and practices that conserve natural resources</td>
</tr>
<tr>
<td>✧ Seeks operational efficiencies</td>
</tr>
<tr>
<td>✧ Reports resource recovery metrics</td>
</tr>
<tr>
<td>✧ Identifies opportunities for further resource recovery</td>
</tr>
<tr>
<td>✧ Evaluates projects to avoid unwanted environmental impacts</td>
</tr>
<tr>
<td><strong>Financial sustainability</strong></td>
</tr>
<tr>
<td>✧ Prepares business case evaluations</td>
</tr>
<tr>
<td>✧ Identifies critical needs</td>
</tr>
<tr>
<td>✧ Recovers sufficient revenues from charges and fees</td>
</tr>
<tr>
<td>✧ Recovers charges based on impact to the system</td>
</tr>
<tr>
<td>✧ Uses affordability programs when feasible</td>
</tr>
<tr>
<td>✧ Anticipates major expenditures</td>
</tr>
<tr>
<td>✧ Notifies customers early</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>EXECUTIVE LIMITATIONS</th>
<th><strong>PROGRESS NOTES</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>✧ Violation of laws, regulations, ordinances</td>
<td></td>
</tr>
<tr>
<td>✧ Treatment of customer communities and ratepayers</td>
<td></td>
</tr>
<tr>
<td>✧ Treatment of staff</td>
<td></td>
</tr>
<tr>
<td>✧ Financial planning/budgeting</td>
<td>Overall achieved, but working on procurement policies</td>
</tr>
<tr>
<td>✧ Financial condition and activities</td>
<td></td>
</tr>
<tr>
<td>✧ Emergency CED succession</td>
<td>Attaining industry standards is several years away</td>
</tr>
<tr>
<td>✧ Asset protection</td>
<td></td>
</tr>
<tr>
<td>✧ Infrastructure</td>
<td></td>
</tr>
<tr>
<td>✧ Communication and support to Commission</td>
<td></td>
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STRATEGIC OVERVIEW
Commission governance of the District is achieved through defined outcomes, which the District is expected to achieve. The outcomes specify the benefits that the District is to provide to its customers. The Commission establishes and adjusts the outcomes in its role as representatives of District customers. Responsibility for these outcomes is delegated to the chief engineer and director (CED). As part of that delegation, the Commission also sets specific limitations on the CED’s actions.

To meet the outcomes, the District must continue providing specific required services, such as compliance with its discharge permit, and also explore new initiatives to adapt to changing circumstances or take advantage of new opportunities. These initiatives come in many forms and sizes. Some are represented in the 2019 goals reported in this document. Others are part of the District’s strategic plan.

In addition to the defined outcomes for customers, the Commission has also established ideals that reflect the collective interests of the Commission. Those ideals are encapsulated in the words “equitable,” “reliable” and “cooperative.” While these ideals do not set policy and do not supersede the outcomes, they do signal to our customer communities and staff a need to explore new concepts as we look ahead. The ideals are general to encourage this exploration.

At a staff level, the ideals help us shape policy options and implement policies already established. They also help us in exploring new initiatives and leading change. I have highlighted some examples below.

For instance, in 2019, we started to explore equity and are plugging into national organizations that are having more robust conversations about what clean water utilities are doing. For reliability, challenges with extreme weather are impacting our peak flows, and our biosolids management program is pursuing new studies. And with cooperation, we are actively working with the Village of Oregon on a possible consolidation of their system into ours.

While these efforts have not been formed into formal goals or policies, they are in the process of being explored and framed.

ACHIEVEMENT OF DISTRICT GOALS

1. Conduct strategic and organizational planning
   Goal: Existing funds are in place to develop a policy-level strategic plan that sets long-term goals and establishes operational procedures, such as performance monitoring, agenda planning and goal setting. Also, to inform policy-level decision making, Commissioners are encouraged to engage with policy-making colleagues through participation in national associations.
**Status: Achieved**
In June, the Commission completed a strategic planning process that resulted in the establishment of three overarching ideals: Equitable, reliable and cooperative. The CED also updated the operational strategic plan (pillars document) that aligns strategic projects with mission and vision.

2. **Long-term financial strategy**  
   **Goal:** This effort involves development of a long-term financial strategy to fulfill District obligations and objectives, minimize risk and guide the Commission during annual budgeting. Budget capacity exists to achieve the work in 2019.  
   
   **Status: Achieved**  
   In March, the Commission established an annual planning cycle that includes regular updates to the strategic financial plan and for the plan to be considered before capital planning and budget decisions are made. In November, the Commission provided direction to staff based on strategic financial forecasts.

3. **Phosphorous management for Badger Mill Creek**  
   **Goal:** Budget funds exist to begin pilot testing treatment technologies to evaluate the performance of different compliance options. During 2019, the District will work with DNR to approve potential methods for compliance, evaluate the current state of the site-specific criterion for phosphorus, and evaluate the effect of incremental volume reductions in water diverted to Badger Mill Creek.  
   
   **Status: Achieved**  
   In August, the Commission received an update on the progress and timeline of District compliance for Badger Mill Creek phosphorus discharge limits. Staff is on track to achieve timeline obligations established in 2018.

4. **Affordability and financial sustainability**  
   **Goal:** During 2019, the department will identify tools and information needed to monitor and analyze affordability and financial sustainability. Additionally, the department will plan steps to obtain those tools and information as well as obtain Commission guidance on goals for affordability programs. This work will be managed with existing budget capacity.  
   
   **Status: Achieved**  
   Commission strategic planning established an ideal of “equity” which focuses on delivering clean, safe water in an affordable and equitable manner that benefits everyone. This ideal guides staff to pursue equity at the micro and macro levels relative to ability to pay and cost of service. Furthermore, a focus is on efficiency through attention to asset management, spending and land use patterns.

5. **Comprehensive energy management study**
**Goal:** Budget funds exist for operations and maintenance staff members to scope a comprehensive study of energy management options. In 2019, the department will solicit proposals for a consultant team to provide the District with assistance in investigating possible solutions and opportunities with regards to energy.

**Status: Achieved**

*In March, the Commission supported six objectives and a process pathway for the completion of an energy infrastructure study. Proposals were solicited and a consultant was selected in November.*

6. **Improve cultural competency of the organization**

**Goal:** Existing budget funds will be used to implement the second year of inclusion and diversity work with the YWCA.

**Status: Achieved**

*Implemented priorities in the 2019 Inclusion and Diversity Strategic Plan, including completion of the racial justice series, analysis of hiring practices and MMSD-specific training for hiring supervisors. Also presented the following 2019 metrics.*

<table>
<thead>
<tr>
<th>Goal</th>
<th>Metric</th>
<th>2019 Outcome</th>
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<tbody>
<tr>
<td>Create a culture of inclusion where difference is valued and respected.</td>
<td>Districtwide results on the Intercultural Development Inventory (IDI)</td>
<td>District IDI score increased 13 points from 88 to 101</td>
</tr>
<tr>
<td>Attract and retain the best and brightest from all walks of life and backgrounds.</td>
<td>Representation of applicant pool from standard application reports</td>
<td>Increased female applicants by 10% and People of Color (POC) applicants by 2%. POC hires increased by 16%.</td>
</tr>
<tr>
<td>Develop and leverage a diverse and inclusive workplace by building cultural competency, leadership capability and organizational capacity.</td>
<td>Total annual number of inclusion and diversity training hours taken by executive team, supervisors and staff</td>
<td>710 Training Hours in 2019 on topics such as: Racial Justice Series, Deep Diversity Institute, Racial Justice Conference, MMSD Supervisory Series</td>
</tr>
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7. **Increase customer community engagement**

**Goal:** For 2019, District staff will develop a coordinated strategy for customer community engagement that includes a minimum of one annual meeting for customer community leaders and topical quarterly meetings targeted toward customer community staff members.

**Status: Achieved**

*The District hosted three customer and community meetings. The meetings identified areas of interest, allowed for deeper discussions on top issues, and*
identified next steps to make progress. Two priority areas identified included inflow and infiltration and District finances. Those two priorities continue into 2020 and beyond.

8. **Continue to improve communication throughout the organization**

   **Goal:** Implement the commitments in the executive team’s memo to the Employee Leadership Council (ELC). The CED will also provide more direct communication to staff across all levels of the organization to set the tone and communicate the priorities of the District. Through more visible support for and personal acknowledgement of staff members’ work, interests and concerns, the CED will model effective, engaged and compassionate leadership among all directors and supervisors.

   **Status: Achieved**

   Increased efforts to share priorities of the organization with staff, engage more with daily work and communicate ongoing District activities. Details were shared with the Commission in September. A joint meeting between the ELC and E-Team identified a desire to develop a communication plan on how the ELC and E-Team communicate with one another and with the rest of the organization. This plan will be developed in 2020.

9. **Encourage ELC engagement in District decision making within the scope of the ELC’s charge and explore opportunities for engagement.**

   **Goal:** The CED has committed to regular engagements with the ELC to check in on ELC priorities and opportunities for engagement. The ELC will meet monthly and continue to work collaboratively with the Executive Team to address employee concerns and suggestions in regard to working conditions, pay/benefits and overall employee well-being.

   **Status: Achieved**

   The Employee Leadership Council and Executive Team held a consensus workshop meeting in September. Shared interests and actions were developed. A priority action item was to develop improved processes for collaborative decision making. A team was formed that will develop a plan in 2020. The CED met with the ELC in November to present the results of his performance review and take-aways from the ELC’s 360 feedback.

10. **Closely monitor mission-critical District initiatives, including the selection and implementation of a replacement for the computerized maintenance management system (CMMS); implementation of capital projects related to the liquid processing facilities plan; collection system resiliency/capacity upgrades; and advancing asset management.**

    **Goal:** Budget funds are proposed to begin the first phase of CMMS selection, implementation of capital projects related to the liquid processing facilities plan, and
development of a proactive collection system program that complies with Capacity Management Operations and Maintenance (CMOM) requirements. Budget funds exist to develop the plant asset management plan.

**Status: Achieved**

a. **Implementation of capital projects proceeded as planned in the 2019 Capital Improvements Plan & Budget.** A total of four large capital projects were completed and accepted by the Commission in 2019. The final total cost for these projects was $3.9 million, which was $0.4 million under the $4.3 million budgeted amount.

b. **CMMS.** In 2019, the District did preparatory work for the project, notably hiring a new staff person with primary responsibility for the CMMS and establishing an asset management team under the asset investment program manager. Securing a new CMMS is intertwined with software and workflow changes affecting maintenance and finance. It also requires significant software integrations from IT. In late 2019, the District established a cross-unit team with director sponsorship to manage these pieces.

c. **Liquid Processing Facilities Plan implementation.** In November, the Commission awarded a contract for construction of the first phase of liquid processing improvements.

d. **Collection system resiliency and capacity upgrades.**
   - In January, the Commission awarded a construction contract for improvements to Pumping Station 7.
   - In January, the Commission awarded a construction contract for the Southwest Interceptor Haywood Drive Replacement. This project was accepted in November and significantly increased the resiliency of the collection system by allowing flow diversion between two large pumping stations.
   - In April, the Commission approved design phase services for Pumping Stations 13 and 14 rehabilitation.
   - In April, the Commission awarded a construction contract for the Northeast Interceptor Truax Extension Relief sewer.
   - In June, the Commission awarded design phase services for the West Interceptor Shorewood Relief sewer.

e. **Asset Management.** In December, the Commission received the Nine Springs Wastewater Treatment Plant Asset Management Plan.

**ACHIEVEMENT OF DISTRICT OUTCOMES**
1. Policy No. 0-1: Global Outcomes

*District customers are confident that the regional sewerage system delivers appropriate benefits for public health, the environment and the economy at an acceptable cost.*

CED Interpretation:

A. *Confident* means customer communities believe a policy decision was arrived at in a fair and open process and is the best option for the District at this time. (Annual with performance review)

Compliance will be demonstrated when the District:

- Conducts regular meetings with customer communities to gain input on emerging policy issues that may affect them. *Achieved*
  
  Three customer community meetings occurred. The first identified top areas of interest; the second meeting included more detailed discussion of top interest areas; and the third meeting identified a pathway forward to address the needs.

- Obtains customer communities’ mutual understanding of the challenges and opportunities facing the District and recognition that public interests are taken into consideration during policy making. *Achieved*
  
  Presented the District’s challenges, needs and strategies to the City of Madison mayor’s office; Waunakee Utilities Commission; Dane County City and Villages Association; and customer community meeting. Also, a community values survey was completed and a customer community survey on rates and needs was completed.

B. *Delivers benefits at an acceptable cost* is further defined by the Commission in policy O-2C. *Achieved*

  See O-2C below.

2. Policy No. 0-2A: Wastewater Collection and Treatment

*Customers’ wastewater is collected and treated in a manner that is consistently safe, reliable, efficient, environmentally responsible and forward thinking.*

CED Interpretation:

A. *Consistently safe* means District operations minimize sanitary sewer overflows or basement backups. It also means the District returns treated water to the environment that meets or exceeds applicable regulatory requirements.
Compliance will be demonstrated when the District:

- Complies with its Wisconsin Pollutant Discharge Elimination System permit. When not in compliance, there shall be a compliance plan in place. Monthly.  
  *Achieved*

- Does not experience overflows due to human error, lack of planning or a slow response. Report immediately.  
  *Making progress*
  Metrogro storage tank 20,000-gallon overflow. Other small overflows are summarized in Attachment 1. Most are the result of equipment failures or digestion problems.

- Conducts after-action reviews for overflow events, prepares a summary report and completes high-priority actions. Annually.  
  *Achieved*

  *Making progress*
  Working on strengthening our inflow and infiltration (I&I) and fats, oils and grease (FOG) programs. Last audited and revised on August 2018. Audits required every 3 to 5 years.

- Prepares a Compliance Management Annual Report (CMAR) and completes identified action items. Annual report.  
  *Making progress*
  Commission received annual report in June. Overall grade of “B” with a weighted GPA of 3.46 from a possible score of 4.0

B.  *Reliable and efficient* means customer communities have convenient access to dependable wastewater services now and in the future while minimizing total lifecycle costs. The District works to increase system resiliency and avoids infrastructure configurations that increase vulnerability to extreme weather events, natural disasters and economic conditions.

Compliance will be demonstrated when the District:

- Acts upon annexations, sewer service area adjustments and sanitary sewer extension requests within four weeks of receiving a complete application. Annual.  
  *Achieved*
  Approved 59 sewer extensions. Approved seven annexations
A collection system facility plan and a plant asset management plan are compiled at least every 10 years to anticipate future service and capacity needs.

**Achieved**

*Plant asset management plan presented to the Commission in December. District still completing work specified in the 2011 collection system facilities plan. Work on updating that plan began in 2019.*

- The District uses formalized sustainability frameworks such as LEED, Envision and SAM to evaluate major projects for system resiliency. Annual.

  **Making progress**

  *The Envision process was used on large District projects that offered sustainable opportunities, including the Pump Station 7 Rehabilitation and Liquid Processing Improvement projects. Still working to prepare a sustainable infrastructure standard.*

- The District performs reliability centered maintenance (RCM). Annual.

  **Making progress**

  *In 2019, to further RCM, the maintenance teams had the goal of taking the recommendations from the asset management plan pertaining to planning and scheduling of work and changing our workflows and processes. By the end of 2019, staff aligned on new workflows for work order prioritization, planning and scheduling, with the ultimate goal of increasing work efficiency and decreasing backlog. This will be a multiyear change effort before we can state this item is “in compliance.” No KPIs tracked. It was found that the KPIs we choose may not be appropriate for the District at this point.*

- The District performs timely studies and establishes necessary policies.

  **Achieved**

  *Significant issues have emerged regarding the Oracle WAM system, which the District has relied on for many years for maintenance management and financial processes. The issues are currently being addressed through a variety of measures, including a capital project to replace the system, additional staffing and organizational changes, most of which were initiated in 2019. The importance of timely studies and policy changes is illustrated by the experience with WAM.*
For other issues, the Commission awarded a contract with a consultant to engage our customer communities on solutions to address inflow and infiltration; awarded a contract to diversify and provide resilient biosolids management; awarded a contract for a comprehensive energy management study; and awarded a contract to gain information on the fate and transport of PFAS within the plant processes along with a conceptual site model. The CED also established an operational continuity administrative guideline.

C. Environmentally responsible means the District preserves and enhances surface water, groundwater, land, air and habitat quality while collecting and treating wastewater.

Compliance will be demonstrated when the District:

• Effectively manages a wildlife observation area.

  **Achieved**
  
  *Water levels in the lagoon area were effectively managed to promote bird migration. Wildlife management was performed as needed to reduce the risk of dike problems.*

• Evaluates major projects and initiatives to identify multiple benefits and avoids unwanted impacts on the environment.

  **Making progress**
  
  *The District incorporates evaluation tools such CIP business case evaluations, the Sustainable Action Map (SAM) and Envision Sustainable Infrastructure program. The District must continue to strengthen risk evaluation in business cases.*

D. Forward thinking means that future generations will experience the same or greater public health and environmental benefits. The District seeks innovative technologies and solutions while weighing benefits, costs and risks. The District engages with others through watershed-based approaches, innovative partnerships and flexible techniques. The District anticipates regulatory requirements and plans for them.

Compliance will be demonstrated when the District:

• Has a strategic plan with a vision, goals and strategies that is updated every year. The plan will identify contaminants of emerging concern and potential future regulatory requirements.

  **Achieved**
  
  *Included in 2020 budget*
• Considers innovative options, methods, technologies, collaborations or processes (whether implemented or not) to achieve major policy goals and projects or overcome significant problems, barriers or limitations.

**Achieved**

*Formed and facilitated the Salt Wise Partnership to assist the District with chloride load reductions.*

• Conducts timely research, pilot studies and implements incremental actions to address potential future regulatory requirements.

**Achieved**

*In January, the Commission approved a research contract with the University of Wisconsin-Madison for two low dissolved oxygen activated sludge pilot research studies.*

3. **Policy No. 0-2B: Resource Conservation and Recovery**

*Natural resources are conserved, recovered and used in an environmentally responsible manner.*

CED Interpretation:

A. **Conservation** means to limit consumption of natural resources and where possible, replace use of nonrenewable with renewable resources for District operations, projects and purchases.

Compliance will be demonstrated when the District:

• Identifies and implements projects, products and operational practices that conserve natural resources. Annual.

**Making progress**

*Tools such as Envision and sustainable best management practices are used to conserve natural resources during projects.*

• Seeks efficiencies in existing operations to minimize consumption of resources. Annual.

**Making progress**

*See response to Policy O-2A.B.*

B. *Recovery* means to separate, extract, reuse and convert valuable water, energy, nutrients and commodities from wastewater to reduce costs, increase revenues and strengthen the local economy.

Compliance will be demonstrated when the District:

• Prepares an annual report on water reuse, energy consumption and production and nutrient production and reuse.

**Achieved**
The Commission received monthly and year-end reports on resources recovered from wastewater operations.

- Identifies opportunities for further resource recovery.  
  **Making progress**  
  Commission approved contracts to study energy and biosolids management.

C. *Environmentally responsible* means use minimizes detriment to surface water, groundwater, land, air and habitat quality.

Compliance will be demonstrated when the District:

- Evaluates uses to identify multiple benefits and avoids unwanted impacts to the environment.  
  **Making progress**  
  Evaluation tools such as the Sustainable Action Map and Envision are used to evaluate options and optimize solutions.

4. **Policy No. 0-2C: Financial Sustainability**

*Charges for service are justified, adequate, equitable and predictable.*

CED Interpretation:

A. *Justified* means clear benefits are received that fulfill outcomes 0-2A and 0-2B.

Compliance will be demonstrated when the District:

- Prepares a business case evaluation that determines there is a large enough net benefit.  
  **Making progress**  
  Business case evaluations are performed for all capital projects, which describe the project and its costs. Projects derived from facilities plans generally include net benefit justifications. The District is working to improve the quality and completeness of all capital project business cases and to also use them for some operating expenses through the asset management program.

B. *Adequate* means charges are sufficient to recover present costs and invest for future needs. Charges reflect the full cost of service.

Compliance will be demonstrated when the District:

- Identifies critical needs in the annual budget, six-year Capital Improvements Plan and facilities plans.  
  **Achieved**
A comprehensive six-year CIP and 2020 budget were reviewed and approved by the Commission in 2019.

- Recovers sufficient service charges, connection charges and fees to fund critical needs. 
  **Achieved**
  Critical needs were proposed in the 2020 budget by staff and approved by the Commission in 2019.

C. *Equitable* means costs are distributed fairly and reasonably and that future customers will receive the same economic, environmental and social benefits as current customers.

  Compliance will be demonstrated when the District:
  - Recovers service charges based on impact to the system. 
    **Achieved**
    The District’s service charge system is based on actual flows and loadings received from customer communities.
  - Uses affordability programs when feasible to assist low-income households or as incentives for gaining compliance. 
    **Making progress.**
    No feasible programs have been identified to date. The District continues to explore the issue through its equity efforts.

D. *Predictable* means the District’s sound fiscal practices smooth revenues and expenditures and avoid the need for unexpected rate increases.

  Compliance will be demonstrated when the District:
  - Anticipates major expenditures and phases them in where practical. 
    **Achieved**
    Developed a three-year projection of critical needs (2020 Budget, Figure 1) and has implemented the first year.
  - Provides notice to customers so that they have adequate time to adjust their budgets and charges. 
    **Making progress**
    Staff is seeking ways to provide even more predictability and earlier notice of rate impacts through customer meetings in 2020, which will be focused on rates.
COMPLIANCE WITH EXECUTIVE LIMITATIONS

1. Policy No. EL-1: Global Executive Limitations Policy
   “...shall not knowingly cause or allow any practice, activity, decision or organizational circumstance that violates any applicable and relevant requirements of:”
   - U.S. or Wisconsin constitutions, laws, court decisions, administrative regulations and requirements, District ordinances and policies or binding documents. Achieved
   - The District’s conflict of interest policy. Achieved
   - Commonly accepted standards of business and professional ethics. Achieved

2. Policy No. EL-2A: Treatment of Customer Communities and Ratepayers
   “…shall not cause or allow conditions, procedures or decisions that are unsafe, untimely, undignified or that fail to provide appropriate confidentiality or privacy.” Achieved

3. Policy EL-2B: Treatment of Staff
   “…shall not cause or allow conditions, procedures or decisions that are unsafe, undignified, disrespectful or unprofessional that:"

   Accordingly, the CED shall not cause or allow conditions, procedures or decisions that:
   - Violate the District’s employee handbook. Achieved
   - Fail to maintain written department specific work rules that clarify personnel guidelines for staff and provide an employee notification and comment process before promulgation of any changes to department-specific work rules. Achieved
   - Fail to acquaint staff with their rights under this policy. Achieved
   - Prevent staff members from communicating with the Commission with regard to Commission policies that have been violated or that Commission policies do not adequately protect their human rights. Achieved
   - Diminish the ability of the Employee Leadership Council to strengthen communication, encourage meaningful participation and develop leadership within the District. Achieved
   - Discourage employees from participating in voluntary associations. Achieved
   - Fail to provide regular updates on the Employee Leadership Council to the Commission and involve the Commission in a manner that encourages and fosters an inclusive, open and positive work environment through reliance on the council. Achieved
4. **Policy No. EL-2C: Financial Planning/Budgeting**

“...shall not cause or allow financial planning to deviate materially from the Commission’s outcomes priorities, risk financial jeopardy or fail to be derived from a multiyear plan.”

Accordingly, the CED shall not cause or allow conditions, procedures or decisions that:

- Fail to provide the Commission with a budget document that contains, at a minimum, credible projection of revenue and expenses, separation of capital and operating items, cash flow and disclosure of planning assumptions. **Achieved**

- Fail to comply with Commission policy statements on capital projects budget and debt service budget development and approval, debt financing, financial reporting, fund reserves, fund structure, operating budget development and approval and strategic financial planning, all included as an attachment (ATT-2, Commission Policy Book). **Achieved**

- Allow budgeting that would risk incurring those situations or conditions described as unacceptable in the financial condition and activities polity (EL-2D). **Achieved**

5. **Policy No. EL-2D: Financial Condition and Activities**

“...shall not cause or allow the development of fiscal jeopardy or a material deviation of actual expenditures from Commission priorities established in outcomes policies.”

Accordingly, the CED shall not cause or allow conditions, procedures or decisions that:

- Exceed total appropriations for the fiscal year. **Achieved**

- Use reserves for purposes other than those for which they are designated, unless directed to do so by the Commission. **Achieved**

- Fail to comply with the District’s procurement policy. **Making progress**

  Generally, in compliance. The District’s procurement policy is ambiguous and inconsistently applied. Opportunities have been identified to improve clarity, consistency and efficiency of the procurement code. The District is developing a new code in 2020.

- Fail to comply with the District’s transaction approval authority, included as an attachment (ATT-3, Commission Policy Book). **Achieved**

- Fail to preserve the District’s funds in a prudent manner to insure the availability of adequate annual operating funds, preserve the capital of the District; and
provide the necessary liquidity to meet cash requirements for operations and construction while obtaining the highest possible current income through investing in the types of investments authorized by Section 66.0603 of the Wisconsin Statutes. **Achieved**

6. **Policy No. EL-2E: Emergency Chief Engineer and Director Succession**
   
   “...shall not fail to ensure that the assistant chief engineer and director is sufficiently familiar with Commission and chief engineer and director issues and processes...”

   **Achieved**

7. **Policy No. EL-2F: Asset Protection**

   “...shall not fail to comply with industry standards regarding protection of the District’s assets.”

   **Making progress**

   The District has asset management plans for the plant and collection system. Attaining industry standards is several years away, and the District has plans in place to improve performance in coming years.

8. **Policy No. EL-2G: Infrastructure**

   “...shall not cause or allow conditions...that prevent the District from meeting its obligations to serve present and future customer communities...”

   Accordingly, the **CED shall not cause or allow conditions, procedures or decisions that:**

   - Fail to assure that required rates fund all expenditures for timely and prudent capital improvements to existing District systems, and that those capital improvements are driven by reliability, operational or regulatory requirements, replacement of aging infrastructure, District relocations for public works and road projects, or extension of the life of existing systems. **Achieved**

   - Fail to identify and plan for resource and infrastructure needs for the provision of service to customers within the District’s service areas consistent with a reasonable planning period for that service. **Achieved**

9. **Policy No. EL-2H: Communications and Support to the Commission**

   “...shall not cause or allow the Commission to be without such information as may be required periodically for fully informed Commission deliberations and choices...”

   Accordingly, the **CED shall not cause or allow conditions, procedures or decisions that:**

   - Allow the Commission to be unaware of any actual or anticipated noncompliance with any outcomes or executive limitations policy of the Commission regardless of the Commission’s monitoring schedule. **Achieved**
• Fail to advise the Commission if, in the chief engineer and director’s opinion, the Commission is not in compliance with its own policies on Commission process and Commission-executive delegation, particularly in the case of Commission behavior that is detrimental to the work relationship between the Commission and the chief engineer and director. *Achieved*
ATTACHMENT 1

Summary of Overflow Events

- February 8, 2019 – Effluent standpipe overflow – 20 gallons of treated effluent
- March 22, 2019 – Digester No. 5 foaming overflow – 80 gallons of anaerobic sludge
- March 24, 2019 – Digester No. 5 foaming overflow – 400 gallons of anaerobic sludge
- April 22, 2019 – Badger Mill Creek pilot study overflow – 15 gallons of final clarifier effluent
- July 2, 2019 – Diffused Air Flotation Thickener (DAF) overflow – 60 gallons of activated sludge
- July 15, 2019 – Digester No. 4 foaming overflow – 500 gallons of anaerobic sludge
- November 28, 2019 – Metrogro storage tank overflow – 20,000 gallons of class B biosolids
- December 10, 2019 – Drainage well overflow – 5 gallons of clear water
- December 17, 2019 – Drainage well overflow – 25 gallons of clear water
LEGISLATIVE UPDATE

PFAS Assembly Amendment 2 to SB 559: This amendment directs a UW System study on PFAS, directs DNR to test municipal water systems and private wells for PFOS and PFOA and provide clean drinking water in affected areas, directs DNR to recoup payments for testing, investigation, and clean water from responsible parties who have used firefighting foam, and directs DNR to set lab cert standards. The Senate did not take action on this bill before adjournment, but it may be revived if there is an extraordinary session yet this year.

SB 717/AB 792: This bill provides $250,000 for DATCP and DNR to administer a voluntary program to collect and store or dispose of firefighting foam containing PFAS. The Senate did not take action on this bill before adjournment, but it may be revived if there is an extraordinary session yet this year.

PFAS ACT 101 (SB 310/AB 323). This bill, introduced by Rep. Nygren and Sen. Cowles, would prohibit the use of firefighting foams that contain intentionally added PFAS in training. This bill was published as law February 6, 2020.

Trading Clearinghouse Act 151. SB 91, creating a trading clearinghouse, was signed into law on March 4, 2020. The Department of Administration will now proceed to enter into a contract with a third-party clearinghouse, with all trading requirements overseen by DNR.

PROPOSED RULES

Biocriteria, Phosphorus Response Criteria, and Site-Specific Limits. During legislative hearings on these rules, substantial comments were made by industry groups. These rules are now going back to the DNR to review the comments and possibly make revisions. DNR may reconvene its advisory committee and solicit our feedback at that time.

Bacteria Standards. The Natural Resources Board adopted Board Order WY-17-15 at its meeting on October 23, 2019. This rule is now at the Legislature.

RULES IN SCOPING STAGE

PFAS. DNR held a public stakeholder meeting on these rules on March 23, 2020. During this meeting, we were advised that DNR is pursuing water quality criteria as low as 2 ng/L for PFOS and 35-45 for PFOA, which would be extremely stringent standards. Due to the COVID-19 pandemic, we do not yet have a date for the next stakeholder meeting.

Also due to the pandemic, meetings of the Wisconsin PFAS Action Council and the Local Government Subgroup and the Citizen/Public Policy Advisory Subgroup have been postponed.

Anti-degradation Standards. DNR is planning to re-scope this rule before proceeding with further rule development.
GUIDANCE DOCUMENTS

**PFAS Lab Certification Guidance.** DNR has now finalized this guidance and made certification for labs available as of October 29, 2019. We have heard there is a delay in labs receiving certification pursuant to this guidance due to the COVID-19 pandemic and that labs will likely not be certified for wastewater analysis until late May.
### Location: Maintenance Training Facility

**Note:** All dates are tentative and subject to change

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<th>Meeting Date</th>
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| 04/16/2020 8 a.m. | **Consent**
| | ➢ Approval of Minutes from 3-26-20
| | ➢ Cash Statements: Operating and Capital Projects
| | ➢ Expedited Boundary Annexation – 2020-05 Whispering Coves (City of Verona) – *Curt Sauser*
| | ➢ Review and Approval of Sewer Extension Plans – *Curt Sauser*
| | ➢ Rockstream Drive Assessment District
| | ➢ Stoner Prairie Phase 3
| | ➢ Juniper Ridge Phase 9
| | ➢ Rimrock Interceptor - Industrial Dr Extension
| | ➢ Toepfer Ave, Holly Ave, Euclid Ave & St Clair St
| | ➢ SSM Fish Hatchery Road Clinic
| | ➢ Review of Bids and Award of 2020 Televising and Cleaning Contract – *Jen Hurlebaus*
| | ➢ Review of Bids and Award of Contract for Sodium Hydroxide – *Eric Dundee*
| | ➢ Approval of New Company for 2020 Metrogro Hauling Contracts and Authorization for the Chief Engineer and Director to Add New Contractors as Needed – *Martin Griffin*
| **Topics** | ➢ Public Hearing Annexation Request 2020-02 for a Parcel in the Town of Middleton: Pioneer Pointe, Town of Middleton – *Curt Sauser*
| | ➢ Approval of 1st Quarter Sewer Service Charges – *Todd Gebert*
| | ➢ Approval of Joint Funding Agreement with Yahara WINS for District Watershed Position – *Martye Griffin*
| | ➢ Policy Governance Training – *Michael Mucha*
| **CED Update** | ➢ Chief Engineer and Director’s Report – *Michael Mucha*
| | • 2019 District Performance Report
| | ➢ Regulatory/Legal Review – *Paul Kent*
| | ➢ WPDES Permit Update
| **Excused Absence:** Commissioner Wilson |

| 04/30/2020 8 a.m. | **Consent**
| | ➢ Approval of Minutes
| | ➢ Review and Approval of Sewer Extension Plans – *Curt Sauser*
| | ➢ Expedited Annexation DeForest Area School District (Village of Windsor) – *Curt Sauser*
<p>| <strong>Topics</strong> | ➢ Review of Bids and Award of Contract for Sample Collection and Laboratory Analysis for PFAS – <em>Martye Griffin</em> |</p>
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<td>Approval of Minutes</td>
<td>WPDES Discharge Permit – <em>Martye Griffin/Paul Kent</em></td>
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<td>Review and Approval of Sewer Extension Plans – <em>Curt Sauser</em></td>
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<td>➢ Chief Engineer and Director’s Report – <em>Michael Mucha</em></td>
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<td>➢ Operations Report</td>
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<td><strong>Excused Absence: Commissioner Clark</strong></td>
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<td>05/28/2020 8 a.m.</td>
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| **Topics**  | Report on Review of Industrial and Commercial Users Related to PFAS – **Martye Griffin**  
|             | Project Update: Operations Building 1<sup>st</sup> floor Remodel – **Lisa Coleman**  
|             | Presentation of the 2021 CIP – **Todd Gebert** |
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|             | Operations Report |
| 07/16/2020 8 a.m. | **Consent** | Approval of Minutes  
|             |             | Cash Statements: Operating and Capital Projects  
|             |             | Review and Approval of Sewer Extension Plans – **Curt Sauser** |
| **Topics**  | Approval of 2<sup>nd</sup> Quarter Sewer Service Charges – **Todd Gebert**  
|             | Acceptance of the 2021 CIP – **Todd Gebert** |
| **CED Update** | Chief Engineer and Director’s Report – **Michael Mucha**  
|             | Regulatory/Legal Review – **Paul Kent** |
| 07/30/2020 8 a.m. | **Consent** | Approval of Minutes  
|             |             | Review and Approval of Sewer Extension Plans – **Curt Sauser** |
| **Topics**  | TBD |
| **CED Update** | Chief Engineer and Director’s Report – **Michael Mucha**  
|             | Regulatory/Legal Review – **Paul Kent**  
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| 08/13/2020 8 a.m. | **Consent** | Approval of Minutes  
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|             | Review and Approval of Sewer Extension Plans – **Curt Sauser**  
<p>|             | Minor Revisions to Sewer Use Ordinance – <strong>Jeff Brochtrup</strong> |
| <strong>Topics</strong>  | Review of Bids and Award of Contract: Operations Building 1&lt;sup&gt;st&lt;/sup&gt; Floor Remodel – <strong>Lisa Coleman</strong> |
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|              | - Chief Engineer and Director’s Report – *Michael Mucha*
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| 08/27/2020 \n8 a.m. | - Regulatory/Legal Review – *Paul Kent* |
|              | - Review and Approval of Sewer Extension Plans – *Curt Sauser* |
| CED Update   | - TBD |

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|              | Cash Statements: Operating and Capital Projects |
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| CED Update    | Chief Engineer and Director’s Report – *Michael Mucha* |
|              | Regulatory/Legal Review – *Paul Kent* |
|              | Operations Report |
| 09/10/2020 \n8 a.m. | Presentation of Proposed 2021 Operating, Capital Projects and the Debt Service Budgets – *Michael Mucha* |

| Consent       | Approval of Minutes |
| Topics        | Cash Statements: Operating and Capital Projects |
| CED Update    | Chief Engineer and Director’s Report – *Michael Mucha* |
|              | Regulatory/Legal Review – *Paul Kent* |
| 09/24/2020 \n8 a.m. | Public Hearing and Discussion on the Proposed 2021 Operating, Capital Projects, and Debt Service Budgets – *Michael Mucha* |

<p>| Consent       | Approval of Minutes |
| Topics        | Review and Approval of Sewer Extension Plans – <em>Curt Sauser</em> |
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<td><strong>10/29/2020</strong> 8 a.m.</td>
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<td><strong>11/12/2020</strong> 8 a.m.</td>
<td><strong>Consent</strong>&lt;br&gt;➢ Approval of Minutes&lt;br&gt;➢ Cash Statements: Operating, Capital Projects, and Debt Service&lt;br&gt;➢ Review and Approval of Sewer Extension Plans – Curt Sauser&lt;br&gt;<strong>Topics</strong>&lt;br&gt;➢ Strategic Financial Planning Update – Bill Walker&lt;br&gt;<strong>CED Update</strong>&lt;br&gt;➢ Chief Engineer and Director’s Report – Michael Mucha&lt;br&gt;➢ Regulatory/Legal Review – Paul Kent</td>
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| 11/25/2020 8 a.m. | **Consent**  
- Approval of Minutes  
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**Topics**  
- TBD  
**CED Update**  
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- Operations Report |
| 12/17/2020 8 a.m. | **Consent**  
- Approval of Minutes  
- Cash Statements: Operating and Capital Projects  
- Review and Approval of Sewer Extension Plans – Curt Sauser  
**Topics**  
- Energy Management Master Plan Update – Matt Seib  
- Annual Chemical Purchase – TBD  
- UW Partnership Work – TBD  
**CED Update**  
- Chief Engineer and Director’s Report – Michael Mucha  
- Regulatory/Legal Review – Paul Kent  
- End of Year Review—Michael Mucha |