NOTICE OF 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, March 26, 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 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.

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: March 24, 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
   C. Virtual Meeting Guidance – Janelle Werner & Michael Mucha
   D. Announcements

2. Appearances by the Public

3. Consent Calendar
   A. Approval Meeting Minutes from 3-12-2020
   B. Review and Approval of Sewer Extension Plans – Curt Sauser
      Commission Agenda Report
      Attachment 1: Sewer Extension Vicinity Map
      Attachment 2: Sewer Extension Financial Summary
      Attachment 3: Dairy Drive Assessment District - 2019, City of Madison
      Resolution (2020-03 26-R1) & Map
      Attachment 4: Crescent Crossing Phase 1, City of Fitchburg
      Resolution (2020-03-26-R2) & Map
      Attachment 5: Village at Autumn Lake Phase 10, City of Madison
      Resolution (2020-03-26-R3) & Map
      Attachment 6: Commerce Park Drive Extension, City of Fitchburg
Attachment 1: Welton Family LP Resolution (2020-03-26-R7), Map and Legal Description
Attachment 2: Welton Family LP Order of Annexation and All Exhibits (https://www.madsewer.org/About-Us/Commission)

C. Acceptance of Work and Close-out of 2019 Televising and Cleaning – Jen Hurlebaus

Attachment 1: Project Cost Summary
Attachment 2: Resolution (2020-03-26-R8)

D. Acceptance of the Nine Springs Wastewater Treatment Plant Asset Management Plan – Seth McClure

Attachment 1: Resolution (2020-03-26-R9)


Attachment 1: Resolution (2020-03-26-R10)

5. Review and Approval of Bid for Class B Land Spreading Contract—Martye Griffin

Attachment 1: Resolution (2020-03-26-R11)

6. Chief Engineer and Director’s Report

A. CED Update – Michael Mucha
B. Regulatory/Legal Review – Paul Kent
C. Operations Report – Alan Grooms
   Plant Flow Data
   Plant Performance Data
D. Future Meeting Schedule
   Future Meeting Schedule as of 03-24-2020

7. Future Agenda Topics
8. Other Business allowed by Law
9. Adjournment
Meeting of the Commissioners of the Madison Metropolitan Sewerage District

Thursday, March 12, 2020 8:00 a.m.
District Maintenance Facility Training Room, 1610 Moorland Road, Madison, WI 53713

Present: Commissioner Tom Hovel
Commissioner Ken Clark
Commissioner Sara Eskrich arrived at 8:03 am
Commissioner Grant Foster GoToMeeting
Commissioner Ezra Meyer
Commissioner Brad Murphy
Commissioner Mary Swanson
Commissioner Tom Wilson
Commissioner Beth Bookland

Commission Meeting

1. Opening
   A. Call to Order 8:00 a.m.
   B. Welcome Guests: Greg Fries, City of Madison; Jeff Haen, Jeky LLC; and Kyle Haen, Jeky LLC
   C. Announcements: Introductions of Kody Wright and Bob Jacobs, Locators and Ilenea Rodriguez, HR Generalist

2. Oath of Office – New Commissioner Beth Bookland
   Legal counsel Vanessa Wishart swore in Commissioner Beth Bookland.

3. Appearances by the Public: None.

4. Consent Calendar
   A. Approval Meeting Minutes from 2-27-2020
   B. Approval of Cash Statement – Operating Fund
   C. Approval of Cash Statement – Capital Projects Fund
   D. Review and Approval of Sewer Extension Plans
      New Construction Projects
      • Acacia Ridge Phase 4, City of Madison (2020-03-12-R1)
      • Covered Bridges Residence of Bear Tree Farms, Village of Waunakee (2020-03-12-R2)
   E. Increased Transaction Amount: Grass Dike Restoration Design Professional Services (Cardno) (2020-03-13-R3)
   F. Expedited Boundary Annexation 2020-01 Monona Grove School District, Village of Cottage Grove (2020-03-12-R4)
   G. Award of Contract for Sodium Hypochlorite (2020-03-12-R5)
   H. Increase Approved Transaction Amount: I & I Reduction Program Plan Professional Services (Brown & Caldwell) (2020-03-12-R6)
Discussion: The 2-27-2020 minutes, approval of cash statements for the operating and capital projects funds, sewer extension plans (2020-03-12-R1 to 2020-03-12-R2), increased transaction amount Grass Lake Dike restoration design professional services (2020-03-12-R3), expedited boundary annexation 2020-01 Monona Grove School District (2020-03-12-R4), contract for sodium hypochlorite (2020-03-12-R5), increased transaction amount: I & I reduction program plan professional services (Brown and Caldwell) (2020-03-12-R6) were reviewed and placed on file.

The operating cash fund account shows an available balance through operating fund check #124403 in the amount of $543,672.52; subsequent receipts totaling $9,038,229.66; less disbursements of $9,248,256.16 with a resulting cash balance of $333,646.02.

The capital projects fund cash statement shows an available balance through capital projects fund account check no. 10454 in the amount of $106,169.06; subsequent receipts totaling $1,440,000.00; less disbursements $1,535,703.45 with a resulting cash balance of $10,465.61.

Action: Motion by Commissioner Wilson, seconded by Commissioner Eskrich to approve the consent calendar items A-H.

Motion carried.

5. Introduction of Annexation Request 2020-02 and Scheduling of Public Hearing for a Parcel in the Town of Middleton Pioneer Pointe

Presenter: Curt Sauser, Engineering Technician

Description: Introduction of expedited annexation.

Discussion: Mr. Sauser presented information on the financial impact, background, analysis and options to the Commission. Mr. Sauser requested the Commission to approve scheduling of a public hearing for the annexation at the April 16, 2020 Commission Meeting.

Action: Motion by Commissioner Murphy, seconded by Commissioner Wilson to schedule the public hearing for April 16, 2020.

Motion carried.

6. Creation of a Commission Workgroup for the Chief Engineer and Director’s Performance Review

Presenter: Commissioner Meyer

Description: The Commission is requested to establish a CED performance review subcommittee of members as nominated and elected.

Discussion: Commissioner Meyer introduced the current members of the workgroup, described the responsibilities of the group and encouraged Commissioners who have not yet partook in the subcommittee to consider serving on the subcommittee for the Chief Engineer’s 2019 review. After discussion, Commissioner Foster, Commissioner Eskrich and Commissioner Meyer agreed to serve on the subcommittee. It was further discussed that the subcommittee will select a chair once they have met.
**Action:** Commissioner Wilson moved, seconded by Commissioner Murphy to approve resolution 2020-03-12-R7 with the addition that the subcommittee self-selects the role of “Chair”.

Motion Carried.

7. **Chloride Update**
   **Presenter:** Kathy Lake, Pollution Prevention Manager  
   **Description:** Informational presentation.
   **Discussion:** Mrs. Lake presented to the Commission background, financial impact and next steps on current chloride work being done at the District.

   **Action:** No action necessary.

8. **Chief Engineer and Director’s Report**
   A. CED Update:
      Human Resources Manager Jennifer Peters provided an update on COVID-19 (Coronavirus) to the Commission as part of the CED Update. Chief Engineer and Director Michael Mucha provided an update to the Commission on the dewatering project progress. He also informed the Commission that the District ended the contract with the current contractor. Mr. Mucha updated the Commission about the non-compliance notice from the DNR related to a spill at a Metrogro storage tank that took place in January. Mr. Mucha reported that the District has heard back from the DNR and that we have taken adequate steps and action on the matter. Director of Ecosystem Services Martin Griffin provided an update on obtaining a certified lab for PFAS samples to the Commission as part of the CED Update. Currently the State does not have a certified lab. Mr. Mucha reminded the Commission of the April 16 Policy Governance training which will consist of approximately one hour of training within the scheduled two-hour meeting timeframe.
   B. Regulatory/Legal Report: Ms. Wishart gave a brief update on legal and regulatory happenings.
   C. Future Meeting Schedule: None.

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

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

11. **Adjournment**
    **Action:** Commissioner Wilson moved, seconded by Commissioner Meyer to adjourn the meeting.

    Adjourned at 9:21 a.m.
Regular Meeting of the Commissioners
Thursday, March 12, 2020

Mary Swanson, Secretary

Future Meetings:
Thursday, March 26, 2020
Thursday, April 16, 2020
Thursday, April 30, 2020
ACACIA RIDGE PHASE 4  
2020-03-12-R1

WHEREAS, plans for sanitary sewer extensions were submitted to the Madison Metropolitan Sewerage District (the “District”) for Acacia Ridge Phase 4, in the City of Madison, on February 27, 2020, by Mark Moder, City Engineering Division, and

WHEREAS, the project consists of installing 1,216 feet of 8-inch and 10-inch diameter sanitary sewer on Watts Road, Stone Arbor Trail and Highland Gate Way. The proposed sewers will provide service to lots 31-37, 50-56, 65-74, 90-92 and 100-105, and are hereinafter referred to as the “phase 4 lots”, and

WHEREAS, lots 48-49, 57, 64 and 106-107 of the plat of Acacia Ridge are adjacent to proposed sewers, but they are not included within the City’s development agreement for phase 4. Said lots are not being developed and connecting to the public sewer system at this time, and are hereinafter referred to as the “deferred lots”, and

WHEREAS, the District approved sewer extension plans for Acacia Ridge Phase 1 on February 28, 2019 as plan# 2019-017. The phase 1 project installed sewers to serve some of the lots being developed by the current phase 4 project. The City of Madison recorded document 5518457 on September 3, 2019 which restricted development on lots 35-37, 72-74, 90-92 and 100-102 in phase 1 until District connection charges were paid. These lots are hereinafter referred to as the “phase 1 restricted lots”, and

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

WHEREAS, conveyance facility connection charges and treatment plant connection charges for the phase 4 lots have not been paid, and

WHEREAS, plan review fees are due, and

WHEREAS, the District has received a sewer extension review letter #6-20-7 from the Capital Area Regional Planning Commission (CARPC) dated March 5, 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 resolution DCRPC #1026, 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 Acacia Ridge Phase 4, in the City of Madison, submitted on February 27, 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 deferred lots may not be connected to the public sewerage system at this time. Prior to installation of the proposed sewers, the City of Madison shall record a document with the Dane County Register of Deeds, indicating that District connection charges for the deferred lots have not been paid. Said deferred lots are not to be connected to the public sewerage system until appropriate conveyance facility connection charges and treatment plant connection charges have been paid. If said document is not recorded within six months of approval of this resolution, conveyance facility and treatment plant connection charges on the deferred lots shall be due by the City of Madison.

3. That prior to installation of the proposed sanitary sewers, the City of Madison shall have paid to the District the sum of $42,228.68 for payment of $32,180.82 in Lower Badger Mill Creek Interceptor basin conveyance facility connection charges and $10,047.86 in treatment plant connection charges for the lands to be served; said lands being the aforementioned phase 4 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 upon full payment of the conveyance facility connection charges and treatment plant connection charges aforementioned in condition #3, the District shall endorse the City of Madison in recording a document which releases any restrictions on the phase 1 restricted lots imposed by document 5518457.

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 March 12, 2020.

MADISON METROPOLITAN SEWERAGE DISTRICT

Attested by:

Thomas Hovel, President

Mary Swanson, Secretary
COVERED BRIDGE RESIDENCES OF BEAR TREE FARMS
2020-03-12-R2

WHEREAS, plans for sanitary sewer extensions were submitted to the Madison Metropolitan Sewerage District for Covered Bridge Residences of Bear Tree Farms, in the Village of Windsor, on February 27, 2020, by Andrew Mears of Vierbicher Associates, and

WHEREAS, the project consists of installing 2,188 feet of 8-inch diameter sanitary sewer within a public sanitary sewer easement. The proposed sewers will provide service to lots 1-6 and outlot 1 of two unrecorded certified survey maps which subdivide lots 1-3 of Bear Tree Farms, and

WHEREAS, the proposed sanitary sewer extension will connect to Village of Windsor’s sanitary sewerage facilities and is within the district’s Northeast Interceptor/Highway 19 extension basin, and

WHEREAS, a variance is being requested from DNR Chapter NR 110.13(3)(a) by the applicant for some of the proposed sewers where manholes will not be placed at the end of each sewer line. The applicant notes that the locations without manholes will be future connection, and will be capped or plugged and no service will be provided until a manhole is installed under a DNR approved project, and

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

WHEREAS, plan review fees are due, and

WHEREAS, the District has received a sewer extension review letter #175-20-2 from the Capital Area Regional Planning Commission (CARPC) dated February 27, 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 Resolution CARPC No. 2012-2, which added this area to the Northern 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 Covered Bridge Residences of Bear Tree Farms, in the Village of Windsor, submitted on February 27, 2020, by Andrew Mears of Vierbicher Associates, be approved subject to the following conditions:
1. That the Village of Windsor 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 installation of the proposed sanitary sewers, the Village of Windsor shall have paid to the District the sum of $148,730.17 for payment of $100,863.80 in Northeast Interceptor/Highway 19 extension basin conveyance facility connection charges and $47,866.37 in treatment plant connection charges for the lands to be served; said lands being lots 1-6 and outlot 1 of two unrecorded certified survey maps which subdivide lots 1-3 of Bear Tree Farms.

3. 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.

4. That conveyance facility and treatment plant connection charges are adjusted from time to time and said connection charges will be due based on the rate in place at the time at which the payment is made.

5. That if said connection charges remain unpaid after construction of said sewer extensions, a late fee of 0.5 percent of the amount due shall be charged to the Village of Windsor for each month or partial month thereafter following connection. A one-time $500 administrative fee shall also be charged.

6. That if lot areas shown on the final, recorded certified survey maps differ from the unrecorded documents submitted to the District for approval, additional conveyance facility and treatment plant connection charges may be due from the Village of Windsor.

7. That the Village of Windsor 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 12, 2020.

MADISON METROPOLITAN SEWERAGE DISTRICT

Attested by:

Thomas Hovel, President
Mary Swanson, Secretary
INCREASE APPROVED TRANSACTION AMOUNT:  
GRASS LAKE DIKE RESTORATION DESIGN PROFESSIONAL SERVICES (CARDNO)  
RESOLUTION 2020-03-12-R3

WHEREAS, the Badfish Creek diversion channel was constructed in 1957 as part of the Effluent Diversion project and includes a dike that separates the channel from Grass Lake, and

WHEREAS, the dike that separates the channel from Grass Lake was previously permitted by the WDNR, and as part of the permit, the District is required to maintain the dike to prevent effluent discharge to Grass Lake, and

WHEREAS, the banks of the dike have eroded over time and need repair, and

WHEREAS, proposed repairs include stabilizing the dike by adding fill and rip-rap to the banks of the dike, and

WHEREAS, the professional services associated with planning and designing of the dike improvements were approved at the August 30, 2018, Commission meeting, at an amount of $72,950 and a not-to-exceed limit of 10 percent greater than this amount $80,245, and

WHEREAS, the District has entered-into a professional services agreement (the "agreement") with Cardno, Inc., to complete design of the dike improvements, and

WHEREAS, work on the planning and design for the Grass Lake Dike Restoration project began in the fall of 2018, and

WHEREAS, during the permitting process, it was determined that a floodplain development permit and potential storage to compensate for the additional fill and rip-rap added during the project would be required, and

WHEREAS, additional study/analysis is needed to address the compensatory floodwater storage requirements, and

WHEREAS, this work was not anticipated in the original scope of work for these design services, and

WHEREAS, an increase in design services scope is needed and the scope increase requires commission approval per the Transaction Approval Authority policy.

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 authorizes increase of the Grass Lake Dike Restoration professional design services with Cardno, Inc., from $79,650 to $149,250, and increase of the not-to-exceed transactional authority limit for these services from $80,245 to $164,175.

2. The Commission authorizes the Chief Engineer and Director to amend the professional services agreement for this work on behalf of the District.

The above and foregoing resolution #2020-03-12-R3 was duly adopted at a meeting of the Madison Metropolitan Sewerage District Commission on March 12, 2020.

MADISON METROPOLITAN SEWERAGE DISTRICT COMMISSION

Attested by:

Thomas D. Hovel, President

Mary Swanson, Secretary

Incorporated by Reference:
Professional Services Agreement with Cardno, Inc.
Proposal for additional scope from Cardno, Inc.
EXPEDITED BOUNDARY ANNEXATION
2020-01 MONONA GROVE SCHOOL DISTRICT
RESOLUTION 2020-03-12-R4

WHEREAS, an annexation request referred to as the Monona Grove School District was submitted to the Madison Metropolitan Sewerage District (the “District”), by Kevin Lord, engineer with the Village of Cottage Grove, on February 24, 2020, and

WHEREAS, the Village of Cottage Grove is requesting that approximately 42.04 acres of land generally located 0.25 miles north of the intersection of County Highway BB and Buss Road be added to the boundaries of the Madison Metropolitan Sewerage District. The subject land is a contiguous “40” acre parcel, as well as adjacent right-of-way of Buss Road. The requested annexation will allow service to a proposed school facility, and

WHEREAS, the Village of Cottage Grove adopted Ordinance 05-2019 on May 20, 2019 which annexed the subject lands from the Town of Cottage Grove, 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 Cottage Grove Urban Service Area by Dane County Regional Planning Commission (DCRPC) Resolution #1028, adopted July 29, 2004. The Wisconsin Department of Natural Resources approved the amendment to the Dane County Water Quality Management Plan in their letter dated September 29, 2004, 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 the Monona Grove School District parcel, made by Kevin Lord, engineer for the Village of Cottage Grove, submitted on February 24, 2020, is approved.

2. The Commission President and District Chief Engineer and Director shall execute the order for District Annexation #2020-01.

3. The Village of Cottage Grove 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 12, 2020.

MADISON METROPOLITAN SEWERAGE DISTRICT

Attested by:

[Signatures]

Thomas Hovel, President
Mary Swanson, Secretary
MMSD ANNEXATION NO. 2020-01

ANNEXING LANDS IN THE VILLAGE OF COTTAGE GROVE TO MADISON METROPOLITAN SEWERAGE DISTRICT

Notice Dated: MARCH 12, 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 12 day of March, 2020.

MADISON METROPOLITAN SEWERAGE DISTRICT COMMISSION

Thomas D. Hovel, Commission President

Incorporated by Reference:
Exhibits reviewed by District staff

Attested by:
D. Michael Mucha, Chief Engineer & Director
AWARD OF CONTRACT: SODIUM HYPOCHLORITE
RESOLUTION 2020-03-12-R5

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 hypochlorite on January 31, 2020 and February 7, 2020, and

WHEREAS, the District publicly opened and read aloud bids for an estimated annual cost for sodium hypochlorite on February 17, 2020, and

WHEREAS, Hawkins, Inc. was the low bidder at $1.69 per gallon for an estimated total of $16,500 for sodium hypochlorite 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 exceeds $50,000, and

THEREFORE, BE IT RESOLVED, that a contract be awarded to Hawkins, Inc. to furnish and deliver sodium hypochlorite subject to the following conditions:

1. Contracts will start on March 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.

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The above resolution was adopted by the Commissioners of the Madison Metropolitan Sewerage District at their meeting held at the District on March 12, 2020.

MADISON METROPOLITAN SEWERAGE DISTRICT

Attested by:

Thomas Hovel, President

Mary Swanson, Secretary
INCREASE APPROVED TRANSACTION AMOUNT:
I/I REDUCTION PROGRAM PLAN PROFESSIONAL SERVICES (BROWN & CALDWELL)
RESOLUTION 2020-03-12-R6

WHEREAS, the Madison Metropolitan Sewerage District (the “District”) is developing an infiltration and inflow reduction program plan (the “plan”) and,

WHEREAS, the professional services associated with developing the plan were approved at the September 12, 2019, Commission meeting, at an amount of $99,910 and a not-to-exceed limit of 10 percent greater than this amount, and

WHEREAS, the District has entered-into a professional services agreement (the “agreement”) with Brown and Caldwell to complete the Plan, and

WHEREAS, the District decided to form an advisory committee starting in January 2020 to assist in the process of developing the plan, and

WHEREAS, the formation of the committee is occurring before the completion of plan, as was originally planned, and

WHEREAS, the scope of the project and associated design work has increased in order to provide support for the advisory committee meetings and incorporate the recommendations into the plan, and

WHEREAS, the recommended scope increase requires commission approval per the Transaction Approval Authority policy, and

WHEREAS, the increase in project scope is anticipated to increase the total project cost by approximately $31,000.

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 concurs with increase in scope of the professional services and the associated increase in the total project cost of approximately $31,000.

2. The Commission authorizes an increase of the infiltration and inflow reduction program plan professional services agreement with Brown and Caldwell from $99,910 to $130,780, an increase of the not-to-exceed transactional authority limit for these services from $109,010 to $143,850.
3. The Commission authorizes the Chief Engineer and Director to amend the professional services agreement for this work on behalf of the District.

The above and foregoing resolution 2020-03-12-R6 was duly adopted at a meeting of the Madison Metropolitan Sewerage District Commission on March 12, 2020.

MADISON METROPOLITAN SEWERAGE DISTRICT COMMISSION

Attested by:

Thomas D. Hovel, President

Mary Swanson, Secretary

Incorporated by Reference:
- Professional Services Agreement with Brown and Caldwell
- Proposal for additional scope from Brown and Caldwell
2020 MADISON METROPOLITAN SEWERAGE DISTRICT
RESOLUTION ESTABLISHING A CED PERFORMANCE REVIEW SUBCOMMITTEE
2020-03-12-R7

WHEREAS, in conformance with Commission policy CER-2C, the Commission evaluates the performance of the Chief Engineer and Director (CED), and

WHEREAS, the CED is evaluated based on his achievement of District goals and outcomes in a manner that does not violate executive limitations, and

WHEREAS, the Commission established a process for the CED’s evaluation, and

WHEREAS, the Commission may empower a working group of commissioners to lead the review effort, review materials, solicit 360-degree feedback, meet with the CED as necessary and make recommendations to the full Commission, and

THEREFORE, BE IT RESOLVED, that the Madison Metropolitan Sewerage District Commission establishes a CED performance review subcommittee of members as nominated and elected.

The above resolution was adopted by the Commissioners of the Madison Metropolitan Sewerage District at their meeting held in the District office on March 12, 2020.

MADISON METROPOLITAN SEWERAGE DISTRICT

Attested by:

Thomas Hovel, President

Mary Swanson, Secretary

Incorporated by reference: 2020 District Goals and CED Leadership Priorities
COMMISSION AGENDA REPORT
Meeting of March 26, 2020

Review and Approval of Sanitary Sewer Extensions

Lead Staff: Curt Sauser, Engineering Technician

Requested Action: Adopt resolutions 2020-03-26-R1 through 2020-03-26-R6 approving the sanitary sewer extension plans.

Attachments:
Attachment 1: 2020-03-26 Sewer Extension Vicinity Map
Attachment 2: 2020-03-26 Sewer Extension Financial Summary
Attachment 3: Dairy Drive Assessment District – Resolution (2020-03-26-R1) & Map
Attachment 4: Crescent Crossing Phase 1 – Resolution (2020-03-26-R2) & Map
Attachment 5: Autumn Lake Phase 10 – Resolution (2020-03-26-R3) & Map
Attachment 6: Commerce Park Drive Extension – Resolution (2020-03-26-R4) & Map
Attachment 7: Woodland Crest Lot 2 – Resolution (2020-03-26-R5) & Map
Attachment 8: Gregory-Cross-Copeland Streets and Western Ave Reconstruction Assessment District - 2020 – Resolution (2020-03-26-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:

- Dairy Drive Assessment District - 2019, City of Madison
• Crescent Crossing Phase 1, City of Fitchburg
• Village at Autumn Lake Phase 10, City of Madison
• Commerce Park Drive Extension, City of Fitchburg
• Woodland Crest Lot 2, Village of Waunakee

Reconstruction Projects:
• Gregory Street, Cross Street, Copeland Street, and Western Avenue Reconstruction Assessment District - 2020, City of Madison

Analysis and Options:

Recommendation:
Adopt resolutions 2020-03-26-R1 through 2020-03-26-R6 approving the sanitary sewer extension plans.

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.
Attachment 1

Vicinity Map - Sewer Extensions
Commission Meeting Date: March 26, 2020
## 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>
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<td>Village at Autumn Lake Phase 10</td>
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**2020 Charges Approved: Current Meeting**

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**Actual vs. Budget comparison**

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Day of the year: 82

% Yr passed by: 22%

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*ICCAS_apvls.xlsx*
Dairy Drive Assessment District-2019
City of Madison
MMSD Plan No. 2020-018

Published Date: 2/27/2020
Created By: curts
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:

___________________________________  _____________________________________
Thomas Hovel, President               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
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
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:

______________________________  ______________________________
Thomas Hovel, 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:

________________________________________________________
Thomas Hovel, President

________________________________________________________
Mary Swanson, Secretary
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
COMMISSION AGENDA REPORT  
Meeting of March 26, 2020  
**Expedited Boundary Annexation**  
2020-03 Welton Family LP (City of Madison)

**Lead Staff:** Curt Sauser, Engineering Technician

**Requested Action:** The Commission is requested to approve resolution 2020-03-26-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:** Welton Family LP Resolution 2020-03-26-R7, Map and Legal Description
- **Attachment 2:** Welton Family LP Order of Annexation and all Exhibits ([https://www.madsewer.org/About-Us/Commission](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 Madison on March 12, 2020. The proposed annexation consists of approximately 0.6 acres of land which is generally located at 9313 Mineral Point Road in the City of Madison. The lands to be annexed to the District are owned by Welton Family, LP and were attached to the City of Madison from the Town of Middleton on January 7, 2020 by Ordinance 20-00009 (ID 58474).

The property to be annexed to the district was added to the Central Urban Service Area by the Dane County Regional Planning Commission (DCRPC) Resolution #889, dated October 14, 1999. The Wisconsin Department of Natural Resources subsequently approved the amendment to the Dane County Water Quality Management Plan in their letter dated January 31, 2000.
**Analysis and Options:**
The requested annexation is consistent with the District’s criteria for annexations, as follows:

<table>
<thead>
<tr>
<th>Annexation Name: Welton Family LP</th>
<th>YES</th>
<th>GENERALLY</th>
<th>NO</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annexation No.: 2020-03</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<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>
<td></td>
</tr>
<tr>
<td>Includes nearby lands within USA</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Regular boundaries (follows section lines)</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adjacent parklands included (if possible)</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Recommendation:**
The Commission is requested to approve resolution 2020-03-26-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 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 11, 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 Welton Family LP annexation parcel 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.
Welton Family LP
0.6 Acres
City of Madison

Madison Metropolitan Sewerage District
Welton Family LP
City of Madison
MMSD Annexation No. 2020-03
User Name: curts
Date: 3/19/2020
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 #20-00009 (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
DESCRIPTION OF LANDS TO BE ADDED TO THE MADISON METROPOLITAN SEWERAGE DISTRICT

A parcel of land in the Northwest Quarter (1/4) of the Northeast Quarter (1/4) of Section 28 Township 7 North, Range 8 East, Town of Middleton, bounded and described as follows:

Commencing at the North one-quarter Corner of said Section 28; thence, along the North line of said Northeast one-quarter, North 89°51'48" East, 468.80 feet to the Northwest Corner of Parcel A of Document No. 5519422; thence, along the West line of said Parcel A, South 00°32'48" West, 49.88 feet to the South right-of-way line of Mineral Point Road per Document No. 1131047 and the Point Of Beginning; thence, along said South right-of-way line, North 89°51'59" East, 130.00 feet to a point on the East line of said Parcel A; thence, along said East line, South 00°32'48" West, 201.30 feet to the Southeast corner of said Parcel A, said corner also being the Northeast corner of Outlot 16 of the plat of Cardinal Glenn; thence, along the South line of said Parcel A and the North line of said Outlot 16, South 89°51'59" West, 130.00 feet to the Southwest corner of said Parcel A; thence, along aforesaid West line, North 00°32'48" East, 201.30 feet to the Point Of Beginning. Said described parcel contains 26,167 square feet, 0.601 acres, and 0.000939 square miles.
COMMISSION AGENDA REPORT
Meeting of March 26, 2020
Acceptance of Work and Close-Out of 2019 Televising and Cleaning

Lead Staff: Jen Hurlebaus, PE, Collection System Engineer

Requested Action: The Commission is requested to approve resolution 2020-03-26-R8 that accepts the 2019 Televising and Cleaning work and authorizes final payment to be made to Visu-Sewer, Inc.

Attachments:
Attachment 1: Project Cost Summary
Attachment 2: Resolution (2020-03-26-R8)

Financial Impact:
This is the final payment associated with the 2019 Televising and Cleaning project. The total project cost is $124,496. This is $11,356 below the originally approved contract amount of $135,852. The work was included in the 2019 operating budget.

Background:
Each year, the District televises and cleans 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 a performance metric of 10 percent of interceptors to be cleaned and televised each year.

The 2019 work 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.

The project was awarded to Visu-Sewer at a low bid price of $135,851.89 at the June 27, 2019 Commission meeting. Visu-Sewer completed the work for a cost of $124,496 per final quantities as shown in Attachment 1. All sections were televised with a final length of 47,549 feet. All sections were cleaned except a portion of the Northeast Interceptor – Waunakee Leg due to difficult site access for the heavy jetter truck. An ATV with the necessary televising equipment was utilized in areas where the jetter truck could not get access.
Initial review of the televising videos did not indicate any areas that required immediate attention. The videos will be reviewed in detail and the condition of each segment will be ranked/scored. This data, in combination with capacity information, will be used to determine if future improvements are needed.

**Analysis and Options:**

**Recommendation:**
The Commission is requested to approve resolution 2020-03-26-R8 that accepts the 2019 Televising and Cleaning work and authorizes final payment to be made to Visu-Sewer, Inc.

Key considerations:
- The scope of the work did not change. Visu-Sewer completed the televising of all scheduled sewer sections. Site access issues for cleaning reduced the total quantity, resulting in an overall decrease of $11,356 to the contract.
- Due to weather delays and access constraints, the final completion date on the contract was extended from January 31, 2020 to March 1, 2020 to allow completion of the work.
- The final contract price, $124,496 is below the original contract amount of $135,852.

**Option 1:**
The Commission could request additional information regarding the project and delay acceptance of the work until a later meeting.

Key considerations:
- Visu-Sewer, Inc. has satisfied the terms of the contract.
- Staff believes the work can be formally accepted.
- If the Commission identifies any reasons why the contract should not be accepted, these could be documented and addressed at a subsequent meeting.

**Next Steps:**
If approved, the work under the contract will be accepted and final payment will be made to Visu-Sewer, Inc.
## Attachment 1

### MMSD Televising and Cleaning Summary - 2019

<table>
<thead>
<tr>
<th>No.</th>
<th>Interceptor</th>
<th>Notes</th>
<th>D/S Structure</th>
<th>U/S Structure</th>
<th>Cleaning</th>
<th>TV</th>
<th>Cleaning</th>
<th>TV</th>
<th>Final Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>West Interceptor - Randall Relief</td>
<td>(1)</td>
<td>PS 8</td>
<td>MH08-116</td>
<td>0</td>
<td>6,817</td>
<td>0</td>
<td>6,876</td>
<td>$9,108</td>
</tr>
<tr>
<td>2</td>
<td>West Interceptor - Randall Relief</td>
<td></td>
<td>MH08-120</td>
<td>MH08-201</td>
<td>1,159</td>
<td>1,159</td>
<td>1,147</td>
<td>1,147</td>
<td>$2,342</td>
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<tr>
<td>3</td>
<td>NSVI (CTH PD to Dunn's Marsh)</td>
<td></td>
<td>MH11-161E</td>
<td>MH11-166A</td>
<td>1,380</td>
<td>1,380</td>
<td>1,391</td>
<td>1,391</td>
<td>$4,408</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>MH11-156</td>
<td>MH11-161A</td>
<td>2,764</td>
<td>2,764</td>
<td>2,792</td>
<td>2,792</td>
<td>$8,852</td>
</tr>
<tr>
<td>4</td>
<td>NSVI - Upstream of PS 12</td>
<td></td>
<td>PS 12</td>
<td>MH12-112</td>
<td>4,492</td>
<td>4,492</td>
<td>4,504</td>
<td>4,504</td>
<td>$14,276</td>
</tr>
<tr>
<td>5</td>
<td>NEI - Truax Extension (Through Airport)</td>
<td></td>
<td>MH13-105</td>
<td>MH13-116A</td>
<td>5,293</td>
<td>5,293</td>
<td>5,343</td>
<td>5,343</td>
<td>$16,937</td>
</tr>
<tr>
<td>6</td>
<td>NEIWD - Airport to NEI/Truax Extension</td>
<td></td>
<td>MH13-116A</td>
<td>MH13-116H</td>
<td>1,989</td>
<td>1,989</td>
<td>2,163</td>
<td>2,163</td>
<td>$6,858</td>
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<tr>
<td>7</td>
<td>NEIWD - Waunakee Union HS Leg</td>
<td></td>
<td>MH14-358</td>
<td>MH14-362</td>
<td>775</td>
<td>775</td>
<td>781</td>
<td>781</td>
<td>$2,476</td>
</tr>
<tr>
<td>9</td>
<td>WI - Spring Street Relief</td>
<td></td>
<td>MH02-300</td>
<td>MH02-316</td>
<td>4,377</td>
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<td>4,316</td>
<td>4,316</td>
<td>$8,539</td>
</tr>
<tr>
<td>10</td>
<td>WI - Braxton Place to PS 2</td>
<td></td>
<td>MH02-101</td>
<td>MH02-003</td>
<td>588</td>
<td>588</td>
<td>605</td>
<td>605</td>
<td>$1,180</td>
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<td>11</td>
<td>Interceptor to PS 2 along West Washington</td>
<td></td>
<td>PS 2</td>
<td>MH02-300</td>
<td>327</td>
<td>327</td>
<td>313</td>
<td>313</td>
<td>$611</td>
</tr>
<tr>
<td>12</td>
<td>SWI (West Shore Drive)</td>
<td></td>
<td>MH02-401</td>
<td>MH02-606</td>
<td>1,770</td>
<td>1,770</td>
<td>1,767</td>
<td>1,767</td>
<td>$3,445</td>
</tr>
<tr>
<td>--</td>
<td>Allowance for Root Removal</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>41,493</td>
<td>48,310</td>
<td>33,014</td>
<td>47,548</td>
<td>$124,496</td>
</tr>
</tbody>
</table>

**Notes:**
(1). WI - Randall Relief cleaned by City of Madison in first quarter of 2019.

### Cost Summary

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total cleaning &amp; televising cost by Visu-Sewer ($)</td>
<td>$124,496.21</td>
</tr>
<tr>
<td>Total footage cleaned &amp; televised (ft)</td>
<td>47,548</td>
</tr>
<tr>
<td>Overall unit cost for cleaning &amp; televising ($/ft)</td>
<td>$2.62</td>
</tr>
</tbody>
</table>
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
COMMISSION AGENDA REPORT
Meeting of March 26, 2020

Acceptance of the Nine Springs Wastewater Treatment Plant Asset Management Plan

Lead Staff: Seth McClure, Asset Investment Program Manager

Requested Action: Approve resolution 2020-03-26-R9 accepting the Nine Springs Wastewater Treatment Plant Asset Management Plan for planning purposes at the District.

Attachments:
Attachment 1: Resolution (2020-03-26-R9)

Note: The report executive summary was provided with the presentation of the asset management plan at the Commission meeting on December 19, 2019. The full report is available on request.

Financial Impact:
The plant asset management plan itself has no immediate financial impact. However, the plan has identified a variety of asset repair and replacement needs at the plant. These needs will be incorporated in capital planning and operating budget planning on an ongoing basis. As a rough estimate, the plan has identified $4–$6 million in additional annual expenditures related to plant assets. The plan did not create these needs; rather, it identified areas of deferred maintenance or unrecognized risk. Furthermore, the plan will help the District adopt reliability-centered maintenance, which is the industry-standard approach to limiting lifecycle costs of assets.

Recommendation:
Approve resolution 2020-03-26-R9 accepting the Nine Springs Wastewater Treatment Plant Asset Management Plan for planning purposes at the District.

Key considerations:
- The plan reflects several years of detailed planning work by District staff.
- The plan follows industry standards and was supported by GHD, an internationally recognized asset management firm.
- The plan provides sufficient foundation for implementation of the asset management program.
- Staff will adjust the plan as needed, including formal plan updates at intervals of roughly five to ten years.
- Staff intend to provide annual updates to the commission on the asset management program, including implementation of the plant asset management plan.
- Since the plan is not a facilities plan per se, it does not require DNR approval.
- Acceptance indicates that the commission is comfortable with the overall approach.
Option 1:
Direct staff to defer commission acceptance of the plant asset management plan. Further direct staff to provide additional information on the plan and the asset management program.

Key considerations:
- The plant asset management program is a comprehensive document. Commissioners may wish to review the plan in greater detail.
- Asset management is relatively new in the wastewater industry. Commissioners may wish to have additional information about it.
- Most aspects of the plan are industry standard practices and are within the scope of the Chief Engineer and Director’s authority to implement.

Next Steps:
The District will continue work to implement and expand its asset management program and provide period updates to the commission.
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
COMMISSION AGENDA REPORT
Meeting of March 26, 2020
Approve Resolution to Make Adjustments to District 2020 Paid Administrative Leave and Undesirable Work Compensation Due to COVID-19

Lead Staff: Jenni Peters, Human Resources Manager

Requested Action: The commission is requested to approve resolution 2020-03-26-R10 on District 2020 paid administrative leave and undesirable work compensation due to COVID-19.

Attachments:
Attachment 1: Resolution (2020-03-26-R10)

Financial Impact:
There is no financial impact at this time for the paid administrative leave because these wages are already included in the budget. The expansion of undesirable hours pay to $3 per hour could add up to approximately $16,000 per pay period. The statewide safer-at-home order is effective from March 25 to April 24 which is equivalent to 2.5 District pay periods. The approximate cost is $40,700. These costs will be managed within the adopted operating budget total as amended in January. In addition, the District may be able to apply for partial FEMA reimbursement for these funds.

Background:
The COVID-19 pandemic is resulting in significant changes to District work practices. On March 13, 2020 the District announced remote work requirements for all eligible employees. Approximately half of District employees are not able to work from home and continued to report to the plant such as operations, maintenance, lab, Metrogro and limited IT coverage. A statewide safer-at-home order took effect on Wednesday, March 25, 2020 and this may require the District to further limit on-site work to the minimal essential tasks and force employees to stay home even though they are able to work. The City of Madison is offering paid administrative leave for those employees who are unable to perform their work during this public health emergency.

On March 16, 2020 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), a branch
of the Department of Homeland Security. Therefore, about half of our employees will continue to report to the plant and provide our vital services, despite a safer-at-home order. Since these employees cannot stay at home this puts them at a greater risk for COVID-19 exposure. Our handbook already has provisions for undesirable pay to encourage employees to work during undesirable times.

**Analysis and Options**

**Recommendation:** The Commission is requested to approve resolution 2020-03-26-R10 on District 2020 paid administrative leave and undesirable work compensation due to COVID-19.

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. We estimate this to be less than 10 percent of our workforce, which is about 10 or fewer employees, both full time or part time.

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. We estimate this to apply to approximately half of our workforce, or approximately 50 or fewer employees.

**Key considerations:**
- Item “a.” above follows the City of Madison protocols.
- Inability to work from home during the safer-at-home order creates significant financial hardships that most other employees will not face.
- Amounts paid for administrative leave have already been budgeted.
- Item “b.” follows steps that some major private employers are taking in order to provide incentives to employees providing essential services during a public health emergency.
- The employee handbook has a provision to compensate certain employees for undesirable work conditions of $1.00 per hour. This amount is increased to provide additional incentives for employees who may have concerns about reporting to work when a safer-at-home is implemented.

**Option 1:**
Adopt the administrative leave provisions and defer action on undesirable pay.

- Negligible budget impact.
- Protect employees who are able to but are not allowed to work.

**Next Steps:**
CED to develop an administrative guideline for the effective and consistent implementation of this resolution and communicate to staff.
DISTRICT 2020 PAID ADMINISTRATIVE LEAVE AND UNDESIREABLE 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
COMMISSION AGENDA REPORT

Meeting of March 26, 2020

Review and Approval of Bid for Class B Land Spreading Contract

Lead Staff: Martye Griffin, Director

Requested Action: The Commission is requested to approve resolution 2020-03-26-R11 awarding a contract to Synagro for land applying biosolids at a cost not to exceed $115,000.

Attachments:
Attachment 1: Resolution (2020-03-26-R11)

Financial Impact:
The cost anticipated for land application of 1.5 million gallons of class B biosolids by a contracted service is $115,000. These costs will be managed within the adopted operating budget total as amended in January.

Background:
Due to the weather in 2019, 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.

As the initial plan to dewater five million gallons of class B liquid for landfill disposal was not meeting the goals of the District. It was fortunate that a contract had been entered with Doerfer Bros farms to rent their manure pit for offsite storage of biosolids for a pilot project. The project will help staff test emergency redundancy options for biosolids. The District entered into a rental agreement with Doerfer farms in March 2020. The agreement provides District access to 200 acres of land for application. Furthermore, the storage pit must be emptied, and the contents spread by May 31, 2020.

The District does not have the equipment and staff resources to land apply material from the Doerfer Farm pit and undertake the annual spring Metrogro hauling at the same time. Therefore, a contracted service is required to provide extra equipment necessary to land apply material.
The cost of dewatering, hauling and landfilling 1.5 million gallons of biosolids under the previous plan was anticipated to be $172,300. The cost to handle the 1.5 million gallons of biosolids under the current plan is $174,300.

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
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<tr>
<td>Manure pit rental (Doerfer)</td>
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<tr>
<td>Hauling costs (to manure pit)</td>
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<td>Application costs (Synagro)</td>
<td>$115,000</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$174,300</strong></td>
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</table>

The costs to dispose of the 1.5 million gallons of biosolids using the Doerfer land application option is essentially the same as the estimated cost under the previous plan.

**Analysis and Options:**
The District has researched five companies with the necessary experience for land applying liquid biosolids. Factors considered included 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. After researching and analyzing all the options available to the district, Synagro emerged as the only option to meet the District’s criteria.

The District’s procurement code allows for a negotiated procurement whenever it is impractical or infeasible to use competitive sealed bidding. The Chief Engineer and Director has determined that considering the timing, availability, track record and experience Synagro is the only applicator that can meet the District criteria and is therefore eligible for a negotiated procurement.

Staff worked with Synagro to negotiate a sole source contract. When compared to similar types of contracts, pricing is in line with industry norms as evidenced by staff research as part of the procurement process. As part of the contract, the District has permitted fields available from Doerfer farms to apply the full 1.5 million gallons. The acreage being provided by Doerfer farms this spring is separate from the larger group of fields the District permits for the spring hauling season. This decreases the competition for acres with the District Metrogro program, therefore minimizing District risk of finding suitable acres for land application.

**Recommendation:**
The Commission is requested to adopt resolution 2020-03-26-R11 awarding the contract to Synagro for land applying biosolids at a maximum cost of $115,000.
Key considerations:

- Synagro provided all the required documentation and is qualified to do the work.
- Staff is confident that the pricing structure and costs are reasonable and competitive for this type of work.
- This project is seasonally dependent and temporary in nature.
- Doerfer farms would like the material removed and spread on their fields early to not disrupt their spring planting.
- The District does not have the staff or equipment to perform this project in a timely manner.

Option 1:
Utilize the District sealed-bid procurement process.

Key considerations:

- The bidding timelines may prevent the District from meeting its contract obligations to remove material in the pit by May 31, 2020.
- The District has a high level of confidence that Synagro will perform the work per the specification.
- Doerfer farms is providing acreage and the ability to land apply on fields that historically have been no-till fields. Planting when it works for the farmer will minimize the impact of land application equipment on soil health (e.g. compaction, etc.)
- Utilizing acres provided by Doerfer Farms decreases the competition for acres with the District Metrogro program, therefore minimizing District risk of not finding suitable acres for spring land application.
- The material currently being stored in the manure pits and needs to be emptied as soon as possible to allow the storage to be decommissioned.

**Next Steps:**
Upon approval of the Commission, a contract will be executed by the District and Synagro and work will begin when the field conditions allow.
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
Plant Performance Dashboard
March 2020

**STRUVITE**
- through February 2020: 102.7 tons
  - 2019: 691.6 tons
  - 2018: 719.4 tons

**CLEAN WATER**
- through February 2020: 2.52 billion gallons
  - 2019: 17.16 billion gallons
  - 2018: 16.86 billion gallons

**METROMIX**
- through February 2020: *1211* cubic yards
  - 2019: 1,755 cubic yards
  - 2018: 2,125 cubic yards
* January Class A biosolids (743.8 cy) and February class B biosolids (468.1 cy).

**METROGRO**
- through February 2020: 5.0 million gallons
  - 2019: 34.1 million gallons
  - 2018: 35.2 million gallons

**BIOGAS**
- through February 2020: 51.7 million cubic feet
  - 2019: 301.0 million cubic feet
  - 2018: 288.9 million cubic feet

**REUSED EFFLUENT**
- through February 2020: 33.9 million gallons
  - 2019: 209.4 million gallons
  - 2018: 185.2 million gallons
Plant Indicators Dashboard
March 2020

**BIOCHEMICAL OXYGEN DEMAND**
- Current: 9.7 mg/l
- Limit: 19 mg/l

**AMMONIA**
- Current: 0.74 mg/l
- Limit: 3.8 mg/l

**PHOSPHORUS**
- Current: 0.20 mg/l
- Limit: 1.5 mg/l

**TOTAL SUSPENDED SOLIDS**
- Current: 4.2 mg/l
- Limit: 10 mg/l

**CHLORIDE**
- Current: 372 mg/l
- Limit: 430 mg/l
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<tr>
<th>Month</th>
<th>Raw Waste (MGD)</th>
<th>Hauled Wastes, gallons per day</th>
<th>Lagoon Flows</th>
<th>Final Effluent (MGD)</th>
<th>Biosolids (MGD)</th>
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**Average Values:**
- Jan-18 Avg: 39.360, 89,929, 1,613, 123, 71,665
- Jan-19 Avg: 42.682, 54,405, 1,935, 145, 56,485
- Jan-20 Avg: 41.422, 70,986, 1,654, 157, 72,796

**Flow Data (Data from Flows&Performance&AerationQuery)**

- Madison Metropolitan Sewerage District
- Nine Springs Wastewater Treatment Plant

**Hauled Wastes, gallons per day:**
- to Headworks
- to POTW Sludge
- to Digesters
- Total

**Lagoon Flows:**
- Final Effluent (MGD)
- W4 Recycle
- Badfish Creek
- Badger Mill Creek

**Biosolids (MGD):**
- Class A
- Class B

**Reported Values:**
- '17 Avg 42.077, 86,536, 1,397, 300, 88,234
- '18 Avg 44.829, 92,415, 1,361, 1,742, 95,518
- '20 Avg 41.422, 70,986, 1,654, 157, 72,796

**Additional Notes:**
- Jan-18 Avg 39.360, 89,929, 1,613, 123, 71,665
- Jan-19 Avg 42.682, 54,405, 1,935, 145, 56,485
- Jan-20 Avg 41.422, 70,986, 1,654, 157, 72,796
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<th>TKN (mg/L)</th>
<th>TP (mg/L)</th>
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**Location:** Maintenance Training Facility  
**Note:** All dates are tentative and subject to change

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| **03/26/2020**<br>8 a.m. | Consent  
➢ Approval of Minutes  
➢ Review and Approval of Sewer Extension Plans – *Curt Sauser*  
➢ Expedited Boundary Annexation 2020-03 Welton Family LP (City of Madison) – *Curt Sauser*  
➢ Acceptance of Work and Close-out of 2019 Televising and Cleaning – *Jen Hurlebaus*  
➢ Acceptance of the Nine Springs Wastewater Treatment Plant Asset Management Plan – *Seth McClure*  

**Topics**  
➢ Review and Approval of Bid for Class B Land Spreading Contract – *Martye Griffin*  
➢ Approve Resolution to Make Adjustments to District 2020 Paid Administrative Leave and Undesirable Work Compensation Due to COVID-19 – *Jenni Peters*  

**CED Update**  
➢ Chief Engineer and Director’s Report – *Michael Mucha*  
- District COVID-19 Response Update/Planning  
➢ Regulatory/Legal Review – *Paul Kent*  
➢ Operations Report – *Alan Grooms*  

| **04/16/2020**<br>8 a.m. | Consent  
➢ Approval of Minutes  
➢ Cash Statements: Operating and Capital Projects  
➢ Review and Approval of Sewer Extension Plans – *Curt Sauser*  
➢ Review of Bids and Award of 2020 Televising and Cleaning Contract – *Jen Hurlebaus*  

**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*  
➢ Review of Bids and Award of Contract for Sample Collection and Laboratory Analysis for PFAS – *Martye Griffin*  
➢ Policy Governance Training (60 minutes) – *Michael Mucha*  

**CED Update**  
➢ Chief Engineer and Director’s Report – *Michael Mucha*  
ości 2019 District Performance Report  
➢ Regulatory/Legal Review – *Paul Kent*  

**Excused Absence:** Commissioner Wilson
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<td>Consent&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</td>
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<td>Topics&lt;br&gt;➢ Auditor’s Presentation of 2019 Financial Statements and Audit Findings – Dana Burmaster</td>
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➢ Review and Approval of Sewer Extension Plans – Curt Sauser  
Topics  
➢ Revisions to Sewer Use Ordinance – Jeff Brochtrup  
➢ Report on Review of Industrial and Commercial Users Related to PFAS – Martye Griffin  
CED Update  
➢ Chief Engineer and Director’s Report – Michael Mucha  
➢ Regulatory/Legal Review – Paul Kent  
➢ 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 2nd Quarter Sewer Service Charges – 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  
➢ Operations Report |
| 08/13/2020 8 a.m. | Consent  
➢ Approval of Minutes  
➢ Cash Statements: Operating and Capital Projects  
➢ Review and Approval of Sewer Extension Plans – Curt Sauser  
Topics  
➢ TBD  
CED Update  
➢ Chief Engineer and Director’s Report – Michael Mucha |
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| 10/29/2020 8 a.m. | **Consent**  
➢ Approval of Minutes  
➢ Review and Approval of Sewer Extension Plans – Curt Sauser  

**Topics**  
➢ Review and Adoption of 2021 Sewer Service Charge Rates and Septage Disposal Rates – Jeff Brochtrup  

**CED Update**  
➢ Chief Engineer and Director’s Report – Michael Mucha  
➢ Regulatory/Legal Review – Paul Kent  
➢ Operations Report  

| 11/12/2020 8 a.m. | **Consent**  
➢ Approval of Minutes  
➢ Cash Statements: Operating, Capital Projects, and Debt Service  
➢ Review and Approval of Sewer Extension Plans – Curt Sauser  

**Topics**  
➢ Strategic Financial Planning Update – Bill Walker  

**CED Update**  
➢ Chief Engineer and Director’s Report – Michael Mucha  
➢ Regulatory/Legal Review – Paul Kent  

| 11/25/2020 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  
➢ 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  

**CED Update**  
➢ Chief Engineer and Director’s Report – Michael Mucha  
➢ Regulatory/Legal Review – Paul Kent  
➢ End of Year Review—Michael Mucha  

78
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