

# Meeting of the Commissioners of the Madison Metropolitan Sewerage District

Thursday, October 11, 2018 8 a.m.

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

**Present:**

- Commissioner Tom Hovel
- Commissioner Angela James
- Commissioner Ken Clark
- Commissioner Sara Eskrich (Excused Absence)
- Commissioner James Martin
- Commissioner Ezra Meyer
- Commissioner Brad Murphy
- Commissioner Mary Swanson
- Commissioner Tom Wilson

## Commission Meeting

### 1. Opening

- A. Call to Order 8 a.m.
- B. Welcome Guests: Greg Fries, City of Madison and Phil Sveum, Fitchburg Lands
- C. Announcements: Introduction of new relief operator Brenda Staudenmaier.

### 2. Oath of office: **New Commissioner Mary Swanson** Legal counsel Paul Kent read the oath of office and swore in new Commissioner Mary Swanson.

### 3. **Appearances by the Public:** None.

### 4. **Consent Calendar**

- A. Approval Meeting Minutes from 9-27-2018
- B. Approval of Cash Statements Operating Fund
- C. Approval of Cash Statement Capital Projects Fund
- D. Award of Contract Grit/Screenings Hauling 2019-2021 (2018-10-11-R1)
- E. Approval of Order of Annexation for the Petitioned Boundary Annexation 2018-11 Schnaubelt Parcel (Town of Westport) (2018-10-11-R2)
- F. Review and Approval of Sewer Extension Plans
  - New Construction Projects**
    - Chapel Hill – Phase 1, City of Madison (2018-10-11-R3)
    - Terravessa – Brassica Extension, City of Fitchburg (2018-10-11-R4)

**Discussion:** The 09-27-2018 minutes; operating cash fund, capital projects cash fund, award of contract grit/screenings hauling 2019-2021, order of annexation for petitioned boundary annexation 2018-11 Schaubelt parcel (Town of Westport) and sewer extension plans were reviewed and placed on file.

The operating cash fund account shows an available balance through operating fund check no. 119962 in the amount of \$124,709.84; subsequent receipts totaling \$1,719,143.72; less disbursements of \$1,775,212.24, with a resulting cash balance of \$68,641.32. The capital projects fund cash statement shows an available balance through capital projects fund account check no. 10330 in the amount of \$211,829.92 subsequent receipts totaling \$161,133.58; less disbursements \$211,810.23 with a resulting cash balance of \$161,153.27.

**Action:** Commissioner James moved, seconded by Commissioner Meyer to approve items A-F of the consent calendar which includes resolutions 2018-10-11-R1 through 2018-10-11-R4.

Motion carried 8-0.

#### 5. **Third Quarter Sewer Service Bills**

**Presenter:** Capital Planning Engineer, Todd Gebert

**Description:** Review and approval of sewer service charge rates

**Discussion:** Mr. Gebert presented information on the financial impact, background of the request, analysis and options and next steps.

**Action:** Commissioner Meyer moved, seconded by Commissioner Wilson to adopt resolution 2018-10-11-R5 to approve third quarter sewer service bills.

Motion carried 8-0.

#### 6. **Deliberation and Direction on 2019 Operating Budget and Capital Improvements Plan**

**Presenter:** Chief Engineer and Director, Michael Mucha

**Description:** Commission to provide staff with final budget direction, so that a final budget can be prepared for adoption at the next commission meeting.

**Discussion:** Commission members asked questions and staff answered questions related to the budget.

**Action:** No action at this time.

#### 7. **Pumping Station 7 Improvements Project Update**

**Presenter:** Electrical Construction Manager, Dave Lundey

**Description:** Informational presentation of the Pumping Station 7 project.

**Discussion:** Mr. Lundey gave an overview and the current status of the project.

**Action:** No action necessary.

#### 8. **Energy Infrastructure Study Session**

**Presenter:** Director of Wastewater Operations and Reliability, Eric Dundee

**Description:** Study session on the topic of energy infrastructure.

**Discussion:** Mr. Dundee conducted an informational study session on energy infrastructure and requested the commission provide feedback and a general informal acceptance of the process pathway.

**Action:** No formal action taken; however, the commission did provide Mr. Dundee with guidance.

#### 9. **Chief Engineer and Director's Report**

##### A. CED Update

Chief Engineer and Director Michael Mucha gave a brief update on district happenings. He

noted that commission members all received the 2017 Annual Report and Executive Summary and he showed a Class A biosolids product to the commission that was produced at the Nine Springs Wastewater Treatment Plant.

**B. Regulatory Review and Report**

Legal counsel for the district Paul Kent provided a brief overview of regulatory and legislative happenings.

**C. Future Meeting Schedule**

No changes.

**10. Future Agenda Topics**

**Action:** Mr. Mucha brought forth the idea for an all-day strategic planning session of the commission in early 2019. After discussion, it was the commission's preference to have two half-day sessions in the a.m. hours in the first quarter of 2019. Dates will be confirmed and will be updated on the 2019 meeting schedule.

**11. Other Business by Law**

**Action:** No other business was discussed, no action necessary.

**12. Adjournment**

**Action:** Commissioner Wilson moved, second by Commissioner Clark that the meeting be adjourned.

Motion carried 8-0 at 9:19 a.m.

Regular Meeting of the Commissioners  
October 11, 2018

---

Angela James, Secretary

**Future Meetings:**

Thursday, October 28, 2018 at 8 a.m. – regular commission meeting

Thursday, November 15, 2018 at 8 a.m. – regular commission meeting

Thursday, November 27, 2018 at 8 a.m. – regular commission meeting



---

**Award of Contract Grit/Screenings Hauling 2019-2021  
RESOLUTION 2018-10-11-R1**

**WHEREAS**, grit and screenings are a non-digestible material within the wastewater stream, and

**WHEREAS**, the grit consists of larger inorganic particles, and

**WHEREAS**, the screenings are made up of sanitary products, rags and bits of paper and plastic, and

**WHEREAS**, this is the only material entering the plant that is not handled as a recovered resource, and

**WHEREAS**, it is desirable to remove these materials from the wastewater stream, and

**WHEREAS**, this material is disposed of at the Dane County Landfill, and

**WHEREAS**, The Madison Metropolitan Sewerage District ("the district") entered into the competitive bidding process for the service, and

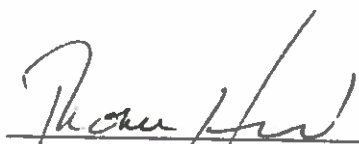
**WHEREAS**, the district received a competitive bid from Pellitteri Waste Systems, and

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

1. The commission awards the contract for grit/screenings hauling 2019-2021 to Pellitteri Waste Systems.
2. Following completion of all required conditions, the commission authorizes the chief engineer and director to execute the contract on behalf of the district.

The above resolution was adopted by the Commissioners of the Madison Metropolitan Sewerage District at their meeting held in the district office on Oct. 11, 2018.

**MADISON METROPOLITAN SEWERAGE DISTRICT**

  
\_\_\_\_\_  
Thomas Hovel, President

Attested by:

  
\_\_\_\_\_  
Angela James, Secretary



---

**Petitioned Boundary Annexation 2018-11 Schnaubelt Parcel  
RESOLUTION 2018-10-11-R2**

**WHEREAS**, an annexation request referred to as the Schnaubelt Parcel, was submitted to the Madison Metropolitan Sewerage District (“the district”), by Robert Anderson of the Town of Westport, on Aug. 6, 2018, and

**WHEREAS**, the Town of Westport requested that Lot 2 of Certified Survey Map (CSM) No. 6826 be added to the boundaries of the Madison Metropolitan Sewerage District, and

**WHEREAS**, a public hearing was held on Sept. 27, 2018 to discuss the annexation of the subject lands, at which hearing there was a full opportunity for public comment and for the commission to consider the petition and the district exhibits, and make due inquiry of the petitioner’s representatives, district staff and public, and

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

**WHEREAS**, the annexation is adjacent to territory presently served by the district, and

**WHEREAS**, the district has sufficient design capacity to serve the subject lands, and

**WHEREAS**, the subject lands described in the district annexation petition are part of the Waunakee Urban Service Area. The Capital Area Regional Planning Commission adopted “Water Quality Management Letter #1801” on June 11, 2018. The Wisconsin Department of Natural Resources subsequently approved the amendment to the Dane County Water Quality Plan on July 23, 2018, and

**WHEREAS**, the annexation of the subject lands 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 the request for annexation of Lot 2 of CSM No. 6826, and

---

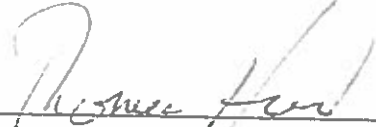
---

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

1. The annexation of Lot 2 of Certified Survey Map No. 6826, is approved.
2. The commission president and secretary are authorized and directed to execute the order for district annexation #2018-11.
3. The Town of Westport shall pay the petitioned annexation fee of \$3,125 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 Oct. 11, 2018.

**MADISON METROPOLITAN SEWERAGE DISTRICT**

  
\_\_\_\_\_  
Thomas Hovel, President

Attested by:

  
\_\_\_\_\_  
Angela James, Secretary

**BEFORE THE COMMISSIONERS OF THE  
MADISON METROPOLITAN SEWERAGE DISTRICT**

In the Matter of the Petition of the Town of  
Westport, Dane County, Wisconsin for the  
Attachment of Certain Territories in the Town of  
Westport to the Madison Metropolitan Sewerage  
District.

**ANNEXATION PETITION NO. 2018-11**

**ANNEXATION ORDER NO. 2018-11  
ANNEXING LANDS IN TOWN OF WESTPORT TO  
MADISON METROPOLITAN SEWERAGE DISTRICT**

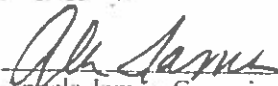
**The Commission Of The Madison Metropolitan Sewerage District, Following a Public Hearing, Consideration of Information Presented to the Commission and Making Findings And Determinations as Set Forth in the Record, Which Record Is Incorporated Herein By Reference, Does Hereby Order As Follows:**

1. Annexation Petition No. 2018-11 is hereby approved, all as set forth herein.
2. The Subject Land, as described in District Exhibit #3, 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 Regulations (*see* District Exhibit #7); 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.

Adopted at a duly noticed meeting of the Commission of the Madison Metropolitan Sewerage District held on the 11<sup>th</sup> day of October, 2018.

**MADISON METROPOLITAN SEWERAGE DISTRICT COMMISSION**

  
\_\_\_\_\_  
Thomas Hovel, Commission President

Attested by:  
  
\_\_\_\_\_  
Angela James, Commission Secretary

**Incorporated by Reference:**

Narrative of Presentation by Curtis Sauser  
District Exhibits presented by Curtis Sauser



---

**Chapel View – Phase 1  
2018-10-11-R3**

**WHEREAS**, plans for sanitary sewer extensions were submitted to the Madison Metropolitan Sewerage District (“the district”) for Chapel View - Phase 1, in the City of Madison, on Sept. 24, 2018, by Kyle Frank, City Engineering Division, and

**WHEREAS**, the project consists of installing 711 feet of 8-inch diameter sanitary sewer on White Fox Lane and Dragon Willow Lane, and can provide service to lots 28-39 and outlot 2 of the unrecorded plat of Chapel View, and

**WHEREAS**, Outlot 2 of the unrecorded plat of Chapel View will be dedicated to the public for stormwater management purposes and is recognized by the Capital Area Regional Planning Commission (CARPC) as being within an environmental corridor, and will not receive sanitary sewer service, and

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

**WHEREAS**, plan review fees are due, and

**WHEREAS**, the district has received a sewer extension review letter #6-18-51 from CARPC dated Sept. 28, 2018 stating the CARPC staff has reviewed the proposed extension and determined that it is consistent with the urban service area provisions of the “Dane County Water Quality Plan” and the “Dane County Land Use and Transportation Plan” and consistent with the conditions of Resolutions CARPC #2014-13, 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 Chapel View - Phase 1, in the City of Madison, submitted on Sept. 24, 2018, 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 \$1,425 to the district within 30 days of receiving an invoice for the fee.
  2. That outlot 2 of the unrecorded plat of Chapel View is exempted from conveyance facility and treatment plant connection charges.
-



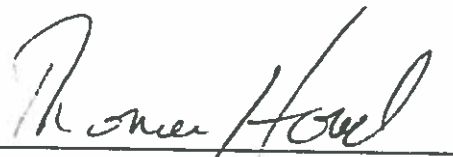
- 
3. That prior to connection of the proposed sewers serving the phase 1 lots to the public sewerage system, the City of Madison shall have paid to the district the sum of \$11,304.32 for payment of \$8,407.12 in Nine Springs Valley Interceptor/Essex Pond extension conveyance facility connection charges and \$2,897.20 in treatment plant connection charges for the lands to be served; said lands being lots 28-39 of the unrecorded plat of Chapel View.
  4. That if lot areas shown on the final, recorded plat of Chapel View differ from the unrecorded plat submitted to the district for approval, additional conveyance facility and treatment plant connection charges may be due from the City of Madison.
  5. That payment of the aforementioned connection charges for the phase 1 lots 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 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 phase 1 lots 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.
-

---

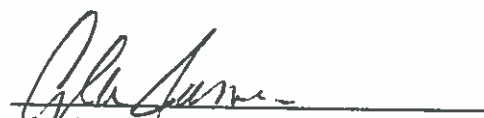
The above resolution was adopted by the Commissioners of the Madison Metropolitan Sewerage District at their meeting held at the district on Oct. 11, 2018.

**MADISON METROPOLITAN SEWERAGE DISTRICT**

*Attested by:*



Thomas Hovel, President



Angela James, Secretary



---

**Terravessa- Brassica Extension  
2018-10-11-R4**

**WHEREAS**, plans for sanitary sewer extensions were submitted to the Madison Metropolitan Sewerage District for Terravessa - Brassica Extension, in the City of Fitchburg, on Sept. 27, 2018, by Deborah Hatfield of Montgomery Associates Resource Solutions, and

**WHEREAS**, the project consists of installing 1,246 feet of 8-inch diameter sanitary sewer on Brassica Road, Sorrel Road and Mizuna Drive, and can serve lot 1 and outlots 1-3 of an unrecorded certified survey map (CSM), and outlet 11 of the plat of Terravessa, and

**WHEREAS**, outlet 1 of an unrecorded CSM and outlet 11 of Terravessa are being dedicated to the public and are recognized by the Capital Area Regional Planning Commission (CARPC) as being within an environmental corridor. Said outlet 1 and outlet 11 will not receive sanitary sewer service, and are hereinafter referred to as the exempt outlots, and

**WHEREAS**, outlots 2-3 of the unrecorded CSM are adjacent to proposed sewers, but they are not included within the city's development agreement for the current phase. Said outlots are not being developed and are not connecting to the public sewer system at this time, and are hereinafter referred to as the deferred outlots, and

**WHEREAS**, the district's connection charges regulations allow the district to defer payment of connection charges for phased developments and require that a deed notice or deed restriction be recorded by the customer community as a condition of the deferral, 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/Waubesa 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 #6-18-52 from CARPC dated Oct. 5, 2018 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 Areawide Water Quality Management Plan" as amended by the Wisconsin Department of Natural Resources (WDNR) on April 14, 2016, in their revised decision letter for the City of Fitchburg Northeast Neighborhood Urban Service Area amendment request. The proposed extension fulfills the conditions of approval contained in the WDNR's "Findings of Fact, Conclusions of Law and

---

---

Decision” associated with the administrative decision for this amendment 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 Terravessa - Brassica Extension, in the City of Fitchburg, submitted on Sept. 27, 2018, by Deborah Hatfield of Montgomery Associates Resource Solutions, be approved subject to the following conditions:

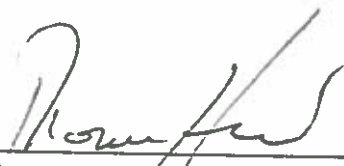
1. That the City of Fitchburg shall pay the plan review fee of \$1,425 to the district within 30 days of receiving an invoice for the fee.
  2. That the exempt lots within the unrecorded CSM and plat of Terravessa are exempted from conveyance facility and treatment plant connection charges.
  3. That the deferred outlots within the unrecorded CSM 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, within six months of the date of approval of this resolution, 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, conveyance facility and treatment plant connection charges on the deferred outlots shall be due by the City of Fitchburg.
  4. That prior to connection of the proposed sewers serving lot 1 of an unrecorded CSM to the public sewerage system, the City of Fitchburg shall have paid to the district the sum of \$30,732.07 for payment of \$20,455.60 in Nine Springs Valley Interceptor/Waubesa Extension conveyance facility connection charges and \$10,276.47 in treatment plant connection charges.
  5. That if lot areas shown on the final, recorded CSM differ from the unrecorded document submitted to the district for approval, additional conveyance facility and treatment plant connection charges may be due from the City of Fitchburg.
  6. That payment of the aforementioned connection charges for lot 1 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 approval, the approval shall become void and new plans shall be submitted.
-

- 
7. 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.
  8. That if said connection charges for lot 1 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.
  9. 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.
  10. 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.
  11. 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 Oct. 11, 2018.

**MADISON METROPOLITAN SEWERAGE DISTRICT**

*Attested by:*

  
\_\_\_\_\_  
Thomas Hovel, President

  
\_\_\_\_\_  
Angela James, Secretary



---

**Third Quarter 2018 Sewer Service  
RESOLUTION 2018-10-11-R5**

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

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

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

**WHEREAS**, service charges for transmitting and treating wastewater from the district's customer communities have been computed for the third quarter of 2018 for the period from July 1, 2018 through Sept. 30, 2018,

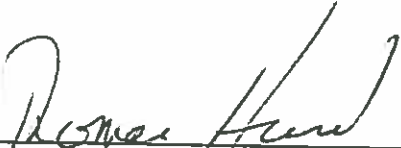
**THEREFORE, BE IT RESOLVED**, that third quarter service charges be approved and distributed to each customer community in accordance with the attached "Service Charge Summary."

**BE IT FURTHER RESOLVED** that all customer community bills shall be payable by Nov. 15, 2018.

The above resolution was adopted by the Commissioners of the Madison Metropolitan Sewerage District at their meeting held at the district on Oct. 11, 2018.

**MADISON METROPOLITAN SEWERAGE DISTRICT**

*Attested by:*

  
\_\_\_\_\_  
Thomas Hovel, President

  
\_\_\_\_\_  
Angela James, Secretary