

Meeting of the Commissioners of the Madison Metropolitan Sewerage District

Thursday, October 29, 8:00 a.m.

Virtual Zoom Meeting

Present: Commissioner Beth Bookland
Commissioner Tom Hovel
Commissioner Ken Clark (exused absence)
Commissioner Sara Eskrich
Commissioner Grant Foster
Commissioner Ezra Meyer arrived at 8:01 am
Commissioner Brad Murphy
Commissioner Mary Swanson
Commissioner Tom Wilson

Commission Meeting

1. Opening

- A. Call to Order a.m. 8:00
- B. Welcome Guests: Dave Sarbacker, City of Middleton; Greg Fries, City of Madison; Mark Moder, City of Madison
- C.
- D. Virtual Meeting Guidance
- E. Announcements: Executive Coordinator Janelle Werner gave a brief overview of the agenda management project to Commission members.

2. Appearances by the Public

3. Consent Calendar

- A. Approval Meeting Minutes from 10-15-2020
- B. Review and Approval of Sewer Extension Plans
New Construction Projects:
 - Conservancy Springs Condominiums, Village of DeForest Map (2020-10-29-R1)
- C. Transaction Authority for Employee Health Care Insurance through Quartz

Discussion: The 10-15-2020 minutes, sewer extension plan (2020-10-29-R1) and transaction authority for employee health care insurance through Quartz (2020-10-29-R2) were reviewed and placed on file.

Action: Motion by Commissioner Wilson, second by Commissioner Murphy to approve all items on the consent calendar.

Motion carried.

4. Topics

A. Review and Adoption of 2021 Operating, Capital Projects and Debt Service Budgets

Presenter: Michael Mucha, Chief Engineer and Director

Description: 2021 budget approval

Discussion: No substantive discussion.

Action: Commissioner Eskrich moved, second by Commissioner Wilson to adopt resolution #2020-10-29-R3, which approves the budget.

Roll call vote:

Commissioner Bookland - aye

Commissioner Eskrich - aye

Commissioner Foster - aye

Commissioner Hovel - aye

Commissioner Meyer - aye

Commissioner Murphy - aye

Commissioner Swanson - aye

Commissioner Wilson – aye

Motion carried.

B. Review and Adoption of 2021 Sewer Service Charge Rates and Septage Disposal Rates

Presenter: Jeff Brochtrup, Assistant Chief Engineer and Director of Finance

Description: Review and approval of sewer service charge rates and septage disposal rates.

Discussion: Mr. Brochtrup presented information on the financial impact, background, analysis and options and next steps.

Action: Commissioner Meyer moved, seconded by Commissioner Swanson to adopt resolution #2020-10-29-R4, which establishes sewer service charges and septage disposal rates effective on January 1, 2021.

Roll call vote:

Commissioner Bookland - aye

Commissioner Eskrich - aye

Commissioner Foster - aye

Commissioner Hovel - aye

Commissioner Meyer - aye

Commissioner Murphy - aye

Commissioner Swanson - aye

Commissioner Wilson - aye

Motion carried.

C. Review and Adoption of 2021 Connection Charge Rates and Plan Review, Direct Connection and Annexation Fees

Presenter: Curt Sauser, Engineering Technician and Todd Gebert, Collection Systems Engineer

Description: Requesting adoption of resolution #2020-10-29-R5 and #2020-10-29-R6, establishing Connection Charge Rates and Plan Review, Direct Connection and Annexation Fees to be effective January 1, 2021.

Discussion: Mr. Sauser and Mr. Gebert presented information on the financial impact of connection charge rates and annexation review fees and how these rates and fees are calculated per established Commission policy.

Action: Commissioner Murphy moved, seconded by Commissioner Eskrich to approve resolution #2020-10-29-R5 and #2020-10-29-R6, which establishes the 2021 connection charge rates and plan review, direct connection and annexation fees, to be effective January 1, 2021.

Roll call vote:

Commissioner Bookland - aye

Commissioner Eskrich - aye

Commissioner Foster - aye

Commissioner Hovel - aye

Commissioner Meyer - aye

Commissioner Murphy - aye

Commissioner Swanson - aye

Commissioner Wilson - aye

Motion carried.

**D. Review and Approval of Service Contract for Reliability Centered Maintenance
Presenter: Matt Schumann, Asset and Maintenance Management System Administrator**

Description: Requesting adoption of resolution #2020-10-29-R7, which approves the service contract for reliability centered maintenance.

Discussion: Mr. Schumann presented information on the financial impact, background and analysis and options and next steps for Commission consideration. After Commission discussion the following took place:

Action: Commissioner Wilson moved, second by Commissioner Bookland to approve the service contract for reliability centered maintenance resolution #2020-10-29-R7.

Motion carried.

E. Review of Bids and Award of Contract: Nine Springs Valley Interceptor Improvements-McKee Road to Dunn's Marsh

Presenter: Rachel Feil, Project Engineer

Description: Requesting adoption of resolution #2020-10-29-R8, which approves the contract award for the NSVI improvements – McKee Road to Dunn's Marsh.

Discussion: Ms. Feil presented a project overview including the background, financial impact, analysis and options and next steps for Commission consideration. The Commission took the following action:

Action: Commissioner Meyer moved, second by commissioner Eskrich to approve resolution #2020-10-29-R8.

Motion carried.

F. Review and Approval of Construction Phase Engineering Services: Nine Springs Valley Interceptor Improvements-McKee Road to Dunn's Marsh

Presenter: Rachel Feil, Project Engineer

Description: Staff information presentation and request to adopt resolution #2020-10-29-R9, which approves the contract award for the construction phase engineering services: Nine Springs Valley Interceptor Improvements-McKee Road to Dunn's Marsh.

Discussion: Ms. Feil presented a project overview including the background, financial impact, analysis and options and next steps for Commission consideration. The Commission took the following action:

Action: Commissioner Meyer moved, second by Commissioner Eskrich to approve the resolution #2020-10-29-R9.

Motion carried.

G. Approval of Increased Transaction Amount for Metrogro Hauling Contracts

Presenter: Martye Griffin, Director of Ecosystem Services

Description: The Commission is requested to approve resolution #2020-10-29-R10 which increases the transaction authority for providing trucks, drivers and applicator operators for the Metrogro program for the 2020 hauling season from \$740,000 to \$935,000.

Discussion: Mr. Griffin explained the wet weather and early snow in 2019 prevented Metrogro from land applying the amount of biosolids necessary to gain enough winter storage until the spring 2020 hauling season. The Metrogro program therefore started the 2020 hauling season with significantly more material in the storage tanks than previous years. Additional drivers for the cost increase include higher market value adjustment for contractor labor, additional contract labor needed and greater distance traveled for hauling.

Action: Commissioner Eskrich moved, second by Commissioner Murphy.

Motion carried.

H. Commission Policy Book Amendment to Clarify District Owners, Partners and Stakeholders

Presenter: William Walker, Director of Strategy

Description: Requesting adoption of resolution #2020-10-29-R11, which amends the Commission policy book to clarify the roles of District “owners”, “partners” and “stakeholders” and specifically to define “District owners” in terms of Commission appointment authority.

Discussion: The Commission discussed perspectives on the subject and after discussion the following actions took place:

*Commissioner Swanson excused from the meeting at 10:02 a.m.

Action1: Voting on amendment 1 that defines “District owners” as:

“...each municipality which jointly or separately owns or operates a sewerage collection and disposal system which has territory included in the District boundary.”

Roll call vote:

Commissioner Bookland - aye

Commissioner Eskrich - nay

Commissioner Foster - aye

Commissioner Hovel - aye

Commissioner Meyer - aye

Commissioner Murphy - nay

Commissioner Wilson – nay

Motion carries 4-3.

Action 2: Approving the Commission policy handbook as amended.

Roll call vote:

Commissioner Bookland - aye

Commissioner Eskrich - aye

Commissioner Foster - aye

Commissioner Hovel - aye

Commissioner Meyer - aye

Commissioner Murphy - aye

Commissioner Wilson – nay

Motion carries 6-1.

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

A. CED Update

Mr. Mucha congratulated Commissioner Eskrich and Foster for their three-year term reappointments. Mr. Mucha also updated the Commission of an overflow event that took place at 12:30 am Sunday, October 25. The overflow exited the top of a mixer and resulted in less than a gallon. The DNR was notified at 10 am Sunday morning.

B. Regulatory/Legal Review Report

Mr. Kent provided an update on legal happenings

C. September Operations Report

Operations Manager Alan Grooms gave an update on the September plant performance and flow data.

D. Future Meeting Schedule

6. **Future Agenda Topics**

7. **Other Business Allowed by Law**

8. **Adjournment**

Action: Commissioner Wilson moved, second by Commissioner Murphy to adjourn the meeting at 10:52 a.m.

Regular Meeting of the Commissioners

October 29, 2020

Mary Swanson, Secretary

Future Meetings:

November 12, 2020

November 25, 2020

December 17, 2020



**CONSERVANCY SPRINGS CONDOMINIUMS
2020-10-29-R1**

WHEREAS, plans for sanitary sewer extensions were submitted to the Madison Metropolitan Sewerage District (District) for Conservancy Springs Condominiums, in the Village of DeForest (Village), on October 8, 2020, by Ryan Quam of Quam Engineering, and

WHEREAS, the project will install 1,369 feet of 8-inch diameter sanitary sewer within a public utility easement. The proposed sewers will serve Lot 2 of an unrecorded Certified Survey Map (CSM) prepared by Williamson Surveying and Associates, and a 14,875 square foot area for Sunfish Park facilities within Outlot 2 of the CSM, and

WHEREAS, Lot 1 of the CSM is adjacent to existing sewers but is not included within the Village's development agreement for the current project. Said Lot 1 is not being developed and is not connecting to the public sewer system at this time, and is hereinafter referred to as the "deferred lot", and

WHEREAS, environmental corridors in the Village are being modified to include the full extents of Outlots 1-2 of the CSM, as well as part of Lot 2 delineated by a 75-foot wetland setback line. The areas 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 collectively referred to as the "exempt outlots", and

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

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

WHEREAS, plan review fees are due, and

WHEREAS, the District has received a sewer extension review letter #175-20-8 from the Capital Area Regional Planning Commission (CARPC) dated October 2, 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 Dane County Land Use and Transportation Plan and is consistent with the conditions of Resolution DCRPC #855, which added this area to the Northern Urban Service Area (formerly the Windsor USA) in 1999, 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 Conservancy Springs Condominiums, in the Village of DeForest, submitted on October 8, 2020, by Ryan Quam of Quam Engineering, be approved subject to the following conditions:

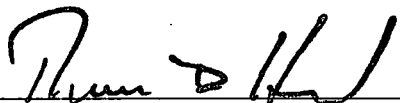
1. That the Village of DeForest shall pay the plan review fee of \$1,550 to the District within 30 days of receiving an invoice for the fee.
 2. That the aforementioned exempt outlots are exempted from conveyance facility and treatment plant connection charges and shall not be served by the Village of DeForest's public sanitary sewerage system, except for the park shelter and parking lot area defined on the exhibit submitted by the Village.
 3. That the aforementioned deferred lot may not be connected to the public sewerage system at this time. Prior to installation of the proposed sewers, the Village of DeForest shall record a document with the Dane County Register of Deeds, indicating that District connection charges for the deferred lot have not been paid. Said deferred lot is not to be connected to the public sewerage system until appropriate conveyance facility connection charges and treatment plant connection charges have been paid. If the proposed sewers are constructed and said document is not recorded within six months of approval of this resolution, conveyance facility and treatment plant connection charges on the deferred lot shall be due by the Village of DeForest.
 4. That prior to installation of the proposed sanitary sewers, the Village of DeForest shall have paid to the District the sum of \$45,355.70 for payment of \$27,071.36 in Northeast Interceptor/Waunakee-DeForest extension conveyance facility connection charges and \$18,284.34 in treatment plant connection charges for the lands to be served; said lands being Lot 2 of the CSM and Sunfish Park facilities situated on Outlot 2.
 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 Village of DeForest.
 6. 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.
 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.
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8. That if said connection charges remain unpaid after construction of said sewer extensions, a late fee of 0.5% of the amount due shall be charged to the Village of DeForest for each month or partial month thereafter following connection. A one-time \$500 administrative fee shall also be charged.
 9. That the Village of DeForest 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 DNR approval.

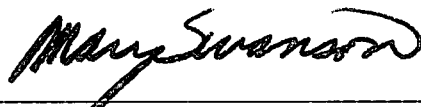
The above resolution was adopted by the Commissioners of the Madison Metropolitan Sewerage District meeting held on October 29, 2020.

MADISON METROPOLITAN SEWERAGE DISTRICT

Attested by:



Thomas Hovel, President



Mary Swanson, Secretary



**TRANSACTION AUTHORITY FOR EMPLOYEE HEALTH CARE INSURANCE THROUGH QUARTZ
2020-10-29-R2**

WHEREAS, the District provides comprehensive health care insurance to full time employees,
and

WHEREAS, the District has contacted to Quartz to provide employee health insurance since
2015, and

WHEREAS, Quartz has provided good services to employees and competitive rates, and

WHEREAS, rates for 2021 will remain the same as 2020.

NOW THEREFORE, BE IT RESOLVED, the Commission is requested to provide transaction
approval authority to the Chief Engineer and Director for employee health care services to
Quartz for a not to exceed amount of \$1,851,627.

The above resolution was adopted by the Commissioners of the Madison Metropolitan Sewerage
District meeting held on October 29, 2020.

MADISON METROPOLITAN SEWERAGE DISTRICT

Attested by:

Thomas Hovel, President

Mary Swanson, Secretary

**2021 OPERATING, CAPITAL PROJECTS AND DEBT SERVICE BUDGETS APPROVAL
2020-10-29-R3**

WHEREAS, the Madison Metropolitan Sewerage District (District), a metropolitan sewerage district created under Wis. Stat. ch. 200, is included in the definition of “municipality” subject to Wis. Stat. §65.90 municipal budgets, which establishes the District’s annual budget requirements, and

WHEREAS, the District has prepared and published the required budget summaries for its proposed 2021 operating budget, 2021 capital projects budget and 2021 debt service budget, and has properly noticed and held the public hearing thereon, all as required by law, and

WHEREAS, the District Commission has reviewed each of the proposed budgets considered relevant information, public input and the best interests of the District and its ratepayers and wishes to take action on the proposed 2021 operating budget, 2021 capital projects budget and 2021 debt service budget as set forth herein.

NOW, THEREFORE, THE COMMISSION HEREBY RESOLVES AS FOLLOWS:

1. The Commission hereby approves the 2021 operating budget, which is the annual financing plan for the 2021 budget year’s anticipated operating fund expenditures. Commission approval authorizes the Chief Engineer and Director to administer the budget, all in a manner that ensures that the annual expenditures do not exceed the total funds budgeted and in accordance with District policy. If it appears that the operating budget total will be exceeded, the Chief Engineer and Director shall so advise the Commission and request a budget amendment, all prior to an overrun. Within the limits of authority delegated by this resolution or other Commission policy or action, the Chief Engineer and Director may, without further Commission approval during the budget year, authorize the transfer of budgeted funds between any cost centers within the total approved operating budget. The 2021 operating budget summary is attached as Exhibit A and incorporated by reference.
2. The Commission hereby approves the District’s Capital Improvements Plan (“CIP”), which is a planning document that identifies projects and anticipated sources of funds for capital expenditures in each year of the six-year plan, but which does not authorize expenditures, sources of funds, the tax levy, or the amount of the tax levy to be abated. By approving the CIP, the Commission also approves the six-year debt service plan which is part of the CIP.
3. The Commission hereby approves the 2021 capital projects budget, which identifies projects, expenditures and sources of funds for the capital expenditures for the 2021

budget year. Commission approval authorizes expenditures of funds subject to pertinent statutory and/or policy requirements, including Commission approval of contracts and transactions and the District's policy for procurements. The 2021 capital projects budget summary is attached as Exhibit B and incorporated by reference.

4. The Commission hereby approves the 2021 debt service budget, which identifies the anticipated transfers to and disbursements from the debt service fund to meet District debt obligations for the 2021 budget year. Commission approval authorizes the amount of operating fund transfers to and debt service payments for the expenditure of funds in the 2021 budget year. The 2021 debt service budget summary is attached as Exhibit C and incorporated by reference.
5. Budget development and approval shall be consistent with State law and District policy. District policy for operating budget development and approval and capital projects budget and debt service budget development and approval, are attached as Exhibits D and E, respectively, and are incorporated by reference.
6. Commission approval is required for budget amendments that increase the specified budget's total, that require the transfer of funds from the operating fund to the capital budget, or that change the amount budgeted for transfer to the debt service fund. Per Wis. Stat. §65.90 and District policy, approval of any such budget amendments requires approval by 2/3 of all Commissioners present and voting and publication of a Class One notice of the budget amendment within 10 days of approval.

The above resolution was adopted by the Commissioners of the Madison Metropolitan Sewerage District at their meeting on October 29, 2020.

Exhibits Incorporated by Reference:

Exhibit A: 2021 Operating Budget Summary

Exhibit B: 2021 Capital Projects Budget Summary

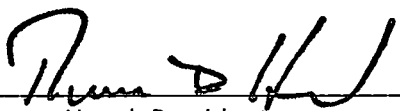
Exhibit C: 2021 Debt Service Budget Summary

Exhibit D: District Policy for Operating Budget Development and Approval

Exhibit E: District Policy for Capital Projects Budget and Debt Service Budget Development and Approval

MADISON METROPOLITAN SEWERAGE DISTRICT

Attested by:



Thomas Hovel, President



Mary Swanson, Secretary



**ADOPTION OF 2021 SEWER SERVICE CHARGE RATES AND SEPTAGE DISPOSAL RATES
2020-10-29-R4**

WHEREAS, the Sewer Use Ordinance (SUO) of Madison Metropolitan Sewerage District (District”) requires that the District’s sewer service charge rates be reviewed at least annually by the Commission for the purpose of the establishing appropriate rates so as to generate sufficient revenue to cover expenses, and

WHEREAS, the SUO requires that the District’s service charge rates be based on the quantity and quality of wastewater received at the District’s wastewater treatment plant, and the total number of equivalent meters in service in the District and the total number of actual customers, and

WHEREAS, the SUO requires that sewer service charges for each district customer shall be calculated based on number of actual customer and equivalent meters in service within the boundaries of each customer, the volume of wastewater discharged, the quantity of carbonaceous biochemical oxygen demand discharged, the quantity of suspended solids discharged, the quantity of total Kjeldahl nitrogen discharged and the quantity of phosphorus discharged, and

WHEREAS, the Commission has adopted an operating budget for 2021 requiring \$43,478,000 in service charge revenues, and

WHEREAS, District staff have estimated the flows and loads expected from each District customer community in 2021.

THEREFORE, BE IT RESOLVED, 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:

That the following service charge rates be adopted effective January 1, 2021 and the following septage rates be adopted effective January 1, 2021 or when the 60-day notice requirement of Wisconsin Statutes 281.49(12) is met, whichever is later.

2021 Service Charge Rates

Parameter	Rate
Volume	\$919.30 per MG
CBOD	\$0.19579 per pound
Suspended Solids	\$0.31950 per pound
Nitrogen	\$0.50093 per pound
Phosphorus	\$5.55236 per pound
Equivalent Meters	\$41.03 per year
Actual Customers	\$37.00 per year


2021 Septage Rates

Waste Type/Parameter	Rate
Septic Tank Wastes	\$30.60 per 1,000 gal
Holding Tank Wastes	\$4.84 per 1,000 gal
Grease Trap Wastes	\$125.00 per 1,000 gal
Settling Basin Wastes	\$278.00 per 1,000 gal
Portable Toilet Wastes	\$111.20 per 1,000 gal
Administrative Fee	\$37.27 per month

The above resolution was adopted by the Commissioners of the Madison Metropolitan Sewerage District at their meeting held on October 29, 2020.

MADISON METROPOLITAN SEWERAGE DISTRICT

Attested by:



Thomas Hovel, President



Mary Swanson, Secretary



**2021 CONNECTION CHARGE RATES
2020-10-29-R5**

WHEREAS, Section 4.3.4 of the Madison Metropolitan Sewerage District Sewer Use Ordinance authorizes the Commission to establish District connection charge rates as part of a fee schedule adopted by resolution of the Commission, and

WHEREAS, Section 4.3.4 further authorizes the Commission to implement District regulations for conveyance facility connection charges and treatment plant connection charges, and on July 27, 2017 the Commission adopted resolution 2017-07-27-R6 establishing such regulations (the “regulations”), and

WHEREAS, on July 27, 2017 the Commission also adopted resolution 2017-07-27-R7 establishing a method for calculating a treatment plant connection charge rate and setting an eight-year phase-in schedule for that rate, to begin January 1, 2019. The proposed 2021 treatment plant connection charge rate represents year three-of-the eight-year phase-in, and

WHEREAS, the regulations specify methods for adjusting conveyance facility connection charge rates periodically based on the Engineering News Record Construction Cost Index, and such adjustments have been made to escalate 2020 rates to 2021 rates, and

WHEREAS, the District has applied the methods given above and prepared connection charges rates for 2021, which the Commission has considered and determined were calculated on a reasonable and rational basis.

THEREFORE, BE IT RESOLVED, THAT:

1. The conveyance facility connection charges rate schedule given in the attached table entitled MMSD Connection Charges Rates - 2021 is hereby approved. The conveyance facility rates shall take effect on January 1, 2021.
2. The treatment plant connection charge rate schedule given in the attached table entitled MMSD Connection Charges Rates - 2021 is hereby approved. The treatment plant rate shall take effect on January 1, 2021.

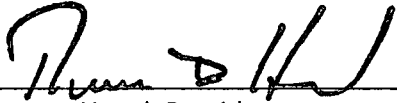
The above resolution was adopted by the Commissioners of the Madison Metropolitan Sewerage District meeting held on October 29, 2020.

Incorporated by Reference:

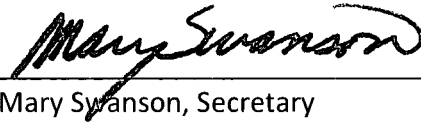
MMSD Connection Charges Rates - 2021

MADISON METROPOLITAN SEWERAGE DISTRICT

Attested by:



Thomas Hovel, President



Mary Swanson, Secretary



2021 REVIEW FEES
2020-10-29-R6

WHEREAS, sections 3.4 and 4.3 of the Madison Metropolitan Sewerage District Sewer Use Ordinance and s. 200.11, Wis. Stats. gives the District authority to establish and periodically adjust administrative fees for review of annexations, sewer extensions and direct connections, and

WHEREAS, in 2014 the Commission directed District staff to use the approach of establishing a base rate for each review fee and adjusting those rates annually based on increases in District salaries and benefits, and

WHEREAS, the District has followed the base rate and adjustment approach annually since 2015, and

WHEREAS, upon a thorough review in 2020 of salaries and benefits associated with the review costs, an increase for 2021 rates is not warranted. The 2021 review fees will remain unchanged from the rates approved in 2020, and

WHEREAS, the District has applied the methods given above and prepared review fees for 2021, which the Commission has considered and determined were calculated on a reasonable and rational basis.

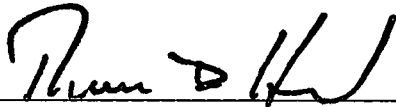
THEREFORE, BE IT RESOLVED, that the review fees given in the following table shall be effective January 1, 2021.

Annexation fee per petitioned annexation area	\$3,375
Annexation fee per expedited annexation area	\$1,425
Plan review fee per sewer extension plan serving a new area	\$1,550
Direct connection fee	\$1,150

The above resolution was adopted by the Commissioners of the Madison Metropolitan Sewerage District meeting held on October 29, 2020.

MADISON METROPOLITAN SEWERAGE DISTRICT

Attested by:



Thomas Hovel, President



Mary Swanson, Secretary



**AWARD OF PROFESSIONAL SERVICES CONTRACT FOR THE IMPLEMENTATION OF
RELIABILITY-CENTERED MAINTENANCE
2020-10-29-R7**

WHEREAS, the Commission has adopted a Plant Asset Management Plan for the Nine Springs Wastewater Treatment Plant,

WHEREAS, a central recommendation of the Plant Asset Management Plan is to adopt and implement a reliability-centered maintenance program,

WHEREAS, reliability-centered maintenance is a powerful management philosophy that promotes continuous improvement, sustainability and resilience,

WHEREAS, the Commission has explicitly listed predictability and reliability of service in its Outcomes Policies, which goals are supported by reliability-centered maintenance,

WHEREAS, the Planning and Strategy Department has, with Maintenance and Operations staff, begun the process of revising the planning and scheduling of work on the District's assets, and

WHEREAS, the Planning and Strategy Department has, with Maintenance and Operations staff, begun the process of revising the process and procedures used to maintain the District's spare parts inventory, and

WHEREAS, these efforts will benefit from expert assistance on reliability-centered maintenance best practices to fully implement a reliability-centered maintenance program.


THEREFORE, BE IT RESOLVED, by the Madison Metro Sewerage District Commission as follows:

1. The Commission awards the contract for the implementation of reliability centered maintenance at the District to ReliabilityX for a cost not-to-exceed \$150,000.
 2. Following completion of all required conditions, the Commission authorizes the Chief Engineer and Director to execute the contract on behalf of the District.
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The above resolution was adopted by the Commissioners of the Madison Metropolitan Sewerage District at their meeting held on October 29, 2020.

MADISON METROPOLITAN SEWERAGE DISTRICT

Attested by:



Thomas Hovel, President



Mary Swanson, Secretary



AWARD OF CONTRACT:

**NINE SPRINGS VALLEY INTERCEPTOR IMPROVEMENTS – MCKEE ROAD TO DUNN’S MARSH
2020-10-29-R8**

WHEREAS, the Madison Metropolitan Sewerage District (District) has determined that condition and capacity improvements to Nine Springs Valley Interceptor are needed to ensure that the system continues to operate effectively and reliably, and

WHEREAS, the scope of the improvements, called the Nine Springs Valley Interceptor Improvements – McKee Road to Dunn’s Marsh (the “project”), are anticipated to include approximately 4,200 feet of new interceptor sewer from McKee Road to Dunn’s Marsh, and

WHEREAS, the project was included in the District’s 2020 Capital Improvements Plan and Budget, and

WHEREAS, MSA Professional Services, Inc., prepared plans and specifications for the project, and

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

WHEREAS, bids received were within the authorized total project cost in the capital budget, and

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

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

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

WHEREAS, the project will be financed by a Clean Water Fund loan.


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 Nine Springs Valley Interceptor Improvements – McKee Road to Dunn’s Marsh project to R.G. Huston Company, Inc., at its low bid price of \$3,319,665.
1. 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 on October 29, 2020.

MADISON METROPOLITAN SEWERAGE DISTRICT COMMISSION

Attested by:



Thomas D. Hovel, President



Mary Swanson, Secretary





**APPROVAL OF CONSTRUCTION PHASE ENGINEERING SERVICES:
NINE SPRINGS VALLEY INTERCEPTOR IMPROVEMENTS – MCKEE ROAD TO DUNN’S MARSH
2020-10-29-R9**

WHEREAS, the Madison Metropolitan Sewerage District (District) has determined that condition and capacity improvements to Nine Springs Valley Interceptor are needed to ensure that the system continues to operate effectively and reliably, and

WHEREAS, the scope of the improvements, called the NSVI Improvements – McKee Road to Dunn’s Marsh (the “project”), are anticipated to include approximately 4,200 feet of new interceptor sewer from McKee Road to Dunn’s Marsh, and

WHEREAS, the project was included in the District’s 2020 Capital Improvements Plan and Budget, and

WHEREAS, MSA Professional Services, Inc. is the engineer of record for this project and formally approved the plans/specifications, and

WHEREAS, MSA Professional Services, Inc. knows the details associated with the work and are best-suited to perform the construction phase engineering services required, and

WHEREAS, District staff does not have the resources to perform the work, and

WHEREAS, costs for construction phase engineering services were included in the District’s Capital Improvements Plan and capital budget, and

WHEREAS, District staff prepared a request for proposal for this work, and

WHEREAS, District staff reviewed the proposal from MSA Professional Services, Inc., and

WHEREAS, the cost of the construction-phase engineering services is within an acceptable range when compared with past District interceptor projects, and

WHEREAS, award of the professional services to MSA Professional Services, Inc. would be consistent with past practice and the intent of the procurement code.

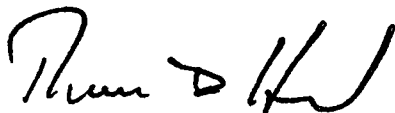
NOW, THEREFORE, and following consideration of the above recitals which are incorporated by reference, it is hereby resolved by the Madison Metropolitan Sewerage District Commission, as follows:

-
1. The Commission awards the construction phase engineering professional services for the Nine Springs Valley Interceptor Improvements – McKee Road to Dunn’s Marsh project to MSA Professional Services, Inc. in the amount of \$118,000.
 2. As set forth in the Commission Transaction Approval Authority Policy, any amendments to the work that exceed 10% of the proposed price will require Commission approval.
 3. The Commission authorizes the Chief Engineer and Director to execute a professional services agreement for this work on behalf of the District.

The above resolution was adopted by the Commissioners of the Madison Metropolitan Sewerage District at their meeting held on October 29, 2020.

MADISON METROPOLITAN SEWERAGE DISTRICT COMMISSION

Attested by:



Thomas D. Hovel, President



Mary Swanson, Secretary



**APPROVAL OF INCREASED TRANSACTION AMOUNT FOR METROGRO HAULING CONTRACTS
2020-10-29-R10**

WHEREAS, the Commission approved resolution 2020-02-27-R3 approving transaction amount for Metrogro hauling operations for 2020, and

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

WHEREAS, based on 2020 expenses accrued to date, approximately \$805,000 has been expended for the spring and summer and fall hauling, exceeding the current authority available for hauling contracts by \$65,000, and

WHEREAS, based on current hauling contract rates, an additional \$130,000 is anticipated for fall hauling costs to ensure adequate winter storage, and,

WHEREAS, the total hauling contract costs anticipated for 2020 is \$935,000 resulting in an additional \$195,000 need, and

WHEREAS, the Chief Engineer and Director of the District has recommended the approval of the increase, and

WHEREAS, adequate funds exist in the 2020 approved operating budget to finance the increase.


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 increases the approved transaction amount for 2020 Metrogro hauling from \$740,000 to \$935,000.
-

The above resolution was adopted by the Commissioners of the Madison Metropolitan Sewerage District at their meeting on October 29, 2020.

MADISON METROPOLITAN SEWERAGE DISTRICT

Attested by:



Thomas Hovel, President



Mary Swanson, Secretary



**COMMISSION POLICY BOOK AMENDMENT TO CLARIFY DISTRICT OWNERS,
PARTNERS AND STAKEHOLDERS
2020-10-29-R11**

WHEREAS, the Commission’s governance of the District follows the Carver model of policy governance, and

WHEREAS, the Commission’s policy book guides Commission work under policy governance.

WHEREAS, under policy governance, the Commission represents District “owners”, sets overall policy according to the needs of those owners and delegates management of the District to the Chief Engineer and Director, and

WHEREAS, the District regularly partners with various entities including vendors, landowners and interest groups, which partners express their interests directly through partnership, and

WHEREAS, policy governance further recognizes the importance of “stakeholders”, which are affected by District policies but do not have a direct influence over District governance or management through ownership or partnership, and

WHEREAS, the Commission seeks to clarify the roles of owner, partner and stakeholder to support effective Commission policy making and staff decision making,

WHEREAS, the District’s work under state law is to “...be conducive to fiscal and physical management of a unified system of sanitary sewage collection and treatment...” in service of municipalities in the area (s. 200.05 (4) (a), Wis. Stats.), and

WHEREAS, the District’s Commissioners are appointed by the cities, villages and towns that are wholly or partly within the boundaries of the District (s. 200.09 (1) (a), Wis. Stats.),

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. Commission Policy Book policy O — 1 is amended per the attached to refer to “District owners” instead of “District customers” and to identify “District owners” to be those “municipalities with authority to appoint District Commissioners under section 200.09 (1) (b) of the Wisconsin Statutes.”
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2. Commission Policy Book policy CP — 2N is amended per the attached to specify that in the event of competing priorities, the Commission will "...prioritize the interests of District owners, in recognition of their statutory authority towards the District and dependence on District performance. The Commission will also consider interests of entities that partner with the district as expressed through the partnership. The Commission will furthermore consider relevant stakeholder interests as much as practicable, particularly those interests reflected in Commission outcomes policies."
 3. The Chief Engineer and Director is authorized to further amend the Commission policy book to refer to "District owners", "partners" and "stakeholders" where appropriate without otherwise changing the meaning of any amended provision.

The above resolution was adopted by the Commissioners of the Madison Metropolitan Sewerage District at their meeting held on October 29, 2020.


Attachments incorporated by reference:

ATT-1: Amendment to Commission Policy O — 1

ATT-2: Amendment to Commission Policy CP — 2N

MADISON METROPOLITAN SEWERAGE DISTRICT

Attested by:



Thomas Hovel, President



Mary Swanson, Secretary

Madison Metropolitan Sewerage District
COMMISSION POLICY

SECTION 1: Outcomes Policy

Category: Outcomes Policy
Title: Global Outcomes Policy
Policy Number: O-1
Adopted: 09-28-18 (original adoption date)
Revised: 10-29-20

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

“District owners” are municipalities with authority to appoint District commissioners under section 200.09 (1) (b) of the Wisconsin Statutes.

Madison Metropolitan Sewerage District
COMMISSION POLICY

Category: Commission Process Policies
Title: Outcomes Decision Making
Policy Number: CP — 2N
Adopted: 09-27-18
Revised: 10-29-20

It is the intent of the Commission to move in the direction of all end outcomes simultaneously. At times, there will be competing priorities. In such situations, the Commission will: prioritize the interests of District owners, in recognition of their statutory authority towards the District and dependence on District performance. The Commission will also consider interests of entities that partner with the district as expressed through the partnership. The Commission will furthermore consider relevant stakeholder interests as much as practicable, particularly those interests reflected in Commission outcomes policies.

In managing competing priorities, the Commission will:

- Partner with district leadership and staff to identify potential benefits, costs and risks for achieving Commission outcomes and weigh priorities for decision making.
- Select actions that create and maintain flexible platforms for future actions and avoid dead ends. This allows flexibility to change direction as technology and knowledge improve.
- Avoid high fixed costs or heavy reliance on resources that could become scarce or very expensive in the future.
- Consider total costs and benefits in accordance with social and environmental factors as part of the drive to achieve multiple benefits.
- Leverage investments by seeking multiple benefits that can be documented by science or reliable data.
- Seek input from ~~customer communities~~ District owners when appropriate.