Meeting of the Commissioners of the
Madison Metropolitan Sewerage District
Wednesday, November 27, 2019 at 8 a.m.
District Maintenance Facility Training Room, 1610 Moorland Road, Madison, WI 53713

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

Excused Absences: Commissioner Sara Eskrich
Commissioner Brad Murphy

1. Opening
   A. Call to Order 8:00 a.m.
   B. Welcome Guests: Greg Fries, City of Madison; Mark Moder, City of Madison; W. Brinkmann, League of Women Voters; and Eric Ebersberger, WI Department of Natural Resources
   C. Announcements: The new Comptroller/Budget Manager, Dana Burmaster, was introduced to the Commission.

2. Appearances by the Public
   President Hovel stated that interested parties who wished to speak on the agenda topic “PFAS Process Plan Review” would have an opportunity to speak after the staff presentation.

3. Consent Calendar
   A. Approval Meeting Minutes from 11-14-2019
   B. Review and Approval of Design Phase Engineering Services: NSVI Improvements – McKee Road to Dunn’s Marsh

   Discussion: Approval of meeting minutes from 11-14-2019 and Review and Approval of Design Phase Engineering Services: NSVI Improvements – McKee Road to Dunn’s Marsh were reviewed and placed on file.

   Action: Commissioner Wilson moved, seconded by Commissioner Foster to approve items A and B of the consent calendar.

   Motion carried.

4. PFAS Process Plan Review
   Presenter: Martin Griffin, Director of Ecosystem Services
   Description: Approval of resolution that directs staff to proceed with a current timeline and required items as part of a comprehensive package for testing and monitoring for PFAS.
   Discussion: Mr. Griffin gave an informational presentation that included background information, analysis and options and next steps.
   *Appearances by the Public (continued from agenda item two)
After Mr. Griffin’s presentation, the public was offered the opportunity to provide comments. Ms. Brinkmann from the League of Women Voters addressed the commission on the topic and Mr. Eisenberg from the Wisconsin Department of Natural Resources also provided comments. After further discussion, the following action ensued:


Motion carried.

5. **Review and Approval of Professional Services: 2020 Energy Master Plan**

   *Presenter*: Matt Seib, Process and Research Engineer

   *Description*: Approval of resolution awarding professional services for the 2020 Energy Management Master Plan.

   *Discussion*: Mr. Seib presented information on the financial impact, background, analysis and options and next steps. After discussion the following action ensued:


   Motion carried.

6. **Transition of Locating for Gravity Interceptors from Externally Contracted Services to an Internal FTE**

   *Presenter*: Jen Hurlebaus, Collection System Engineer

   *Description*: Approval of resolution authorizing the transition of utility locating for gravity interceptors from externally-contracted services to an internal full-time equivalent employee.

   *Discussion*: Ms. Hurlebaus presented information on the financial impact, background, analysis and options and next steps. After discussion the following action ensued:


   Motion carried.

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

   A. **CED Update**: Mr. Mucha gave a brief update on district happenings including a challenge related to the Metrogro product and storage tank capacity. He informed the commission that options are currently being sought out and that the topic would be placed on an upcoming agenda. Mr. Mucha also reported on the last customer and community meeting.

   B. **Regulatory Report**: Paul Kent, legal representation for the district, gave a brief update on regulatory and legislative matters and on his recent activities for the district.

   C. **Operations Report**: Eric Dundee, Director of Operations and Maintenance, gave a report on October plant performance and flow data.

   D. **Future Meeting Schedule**

8. **Future Agenda Topics**

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

10. **Adjournment**  
   *Action:* Commissioner Wilson moved, seconded by Commissioner Clark to adjourn the meeting.

   Motion carried and the meeting adjourned at 9:30 a.m.

________________________________
Mary Swanson, Secretary

Future Meetings:
Thursday, December 19, 2019
Thursday, January 16, 2020
Thursday, January 30, 2020
AWARD OF DESIGN-PHASE ENGINEERING SERVICES: 
NSVI IMPROVEMENTS – MCKEE ROAD TO DUNN’S MARSH 
2019-11-27-R1

WHEREAS, the Madison Metropolitan Sewerage District (the “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, district staff prepared and distributed a request for proposals to provide field surveying, mapping and other design services associated with the project, and

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

WHEREAS, costs for the design phase engineering services were included in the district’s capital improvements plan and capital budget and are anticipated to be funded with a Clean Water Fund loan, and

WHEREAS, district staff advertised the work as required the district’s procurement policies, and

WHEREAS, the district received proposals from four interested consultants, and

WHEREAS, district staff followed the professional services evaluation process outlined in the district’s procurement code, with selection criteria based on project approach, experience, technical competence, personnel involved and ability to meet schedule and cost, and

WHEREAS, the recommended proposal is within budgetary limits.

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 design-phase engineering services for the NSVI Improvements – McKee Road to Dunn’s Marsh to MSA Professional Services, Inc. at the proposed contract price of $163,646.30.
2. As set forth in the “Commission Transaction Approval Authority Policy,” any amendments to the work that exceed 10 percent 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 and foregoing resolution 2019-11-27-R1 was duly adopted at a meeting of the Madison Metropolitan Sewerage District Commission on Nov. 27, 2019.

**MADISON METROPOLITAN SEWERAGE DISTRICT COMMISSION**

![Signature]

**Attested by:**

![Signature]

Thomas D. Hovel, President

Mary Swanson, Secretary

**Incorporated by Reference:**

- Request for Proposal (RFP) for field surveying, mapping and design services for the NSVI Improvements – McKee Road to Dunn’s Marsh
- Proposal from MSA Professional Services, Inc.
PFAS PROCESS PLAN REVIEW
2019-11-27-R2

WHEREAS, public concerns regarding the transport, fate and effects of per- and polyfluoroalkyl substances (PFAS) in the environment has increased public awareness of these substances in wastewater and biosolids, and

WHEREAS, the district has initiated a deliberative, comprehensive process to understand the science, risks, regulatory landscape and potential interventions outlined in the “June 2019 PFAS Action Plan”, and

WHEREAS, the district is expected to implement a comprehensive sampling and analysis plan that will serve as a monitoring plan, allowing the district to track PFAS concentrations over time and to measure the success of future planned pollution prevention and source reduction measures around, and

WHEREAS, the State of Wisconsin anticipates having laboratories certified to receive samples and perform testing of PFAS compounds in aqueous (non-potable water) and non-aqueous mediums by first quarter of 2020, and

WHEREAS, creating and executing a communications plan aimed at articulating messages around detection and risk is a key component to have in place as the district moves toward sharing test results with the public, and

WHEREAS, the chief engineer and director of the district has recommended that the district undertake a deliberate, comprehensive plan that consists of three action items and a timeframe in which the district will complete the action items as a way to prepare for and support planned testing efforts, ultimately culminating with the obtainment of testing results.

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 approves the district to implement a comprehensive sampling and analysis plan beginning in March of 2020 that will serve as a monitoring plan to track the concentrations of PFAS compounds over time.
2. The commission approves the district to utilize state-certified laboratories for testing PFAS compounds in aqueous (non-potable water) and non-aqueous mediums as soon as they become available.
3. The commission approves developing a communications plan, which includes stakeholder outreach, over the next three months, aimed at articulating messages around detection and risk of PFAS compounds to be completed and presented to the commission in February 2020.

The above resolution was adopted by the Commissioners of the Madison Metropolitan Sewerage District at their meeting held in the district office on Nov. 27, 2019.

**MADISON METROPOLITAN SEWERAGE DISTRICT**

[Signature]

Thomas Hovel, President

Attested by:

[Signature]

Mary Swanson, Secretary

**Incorporated by Reference:**
- June 2019 PFAS Action Plan
AWARD OF PROFESSIONAL SERVICES FOR THE
2020 ENERGY MANAGEMENT MASTER PLAN
2019-11-27-R3

WHEREAS, the Madison Metropolitan Sewerage District (the “district”) has determined a need to develop an energy management master plan, and

WHEREAS, district staff does not have the expertise or resources to perform the work, and

WHEREAS, costs for the professional services were included in the district’s 2020 capital improvements plan and capital budget, and

WHEREAS, district staff prepared a request for proposals (the “RFP”) for this work and distributed the RFP to consultants, and

WHEREAS, district staff advertised the work as required by the district’s procurement policies, and

WHEREAS, the district received proposals from four interested consultants, and

WHEREAS, the recommended proposal is within the approved total project cost.

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 professional services for the “2020 Energy Management Master Plan” to Carollo Engineers at a cost not to exceed $485,385 with the work to begin in 2020.

2. As set forth in the commission transaction approval authority policy, any amendments to the work that exceed 10 percent 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 at the district on Nov. 27, 2019.
MADISON METROPOLITAN SEWERAGE DISTRICT

Attested by:

Thomas Hovel, President

for Mary Swanson, Secretary
TRANSITION OF LOCATING SERVICES FOR GRAVITY INTERCEPTORS FROM EXTERNALLY-CONTRACTED SERVICES TO AN INTERNAL FTE
2019-11-27-R4

WHEREAS, Madison Metropolitan Sewerage District (the “district”) is required to locate its buried collection system facilities per the requirements of state law and Diggers Hotline, and

WHEREAS, pricing proposals for external locating services associated with all district collection system facilities (i.e., both gravity interceptors and force mains) were last solicited in 2015, and

WHEREAS, at that time, USIC, Inc., provided the lowest cost proposal and were chosen to perform the work, and the annual cost associated with this work was less than what district could perform the work for internally, and

WHEREAS, USIC, Inc., has been providing locating services for all district collection system facilities (i.e., both gravity interceptors and force mains) since 2015, with annual price increases of 3 percent, and

WHEREAS, due to the challenges with locating district force mains and the higher level of risk, the decision was made to transition locating of force mains from external contracted services to district staff starting in 2020, and

WHEREAS, due to the change in scope of externally-contracted services (i.e., elimination of locating force mains) and the desire to obtain current pricing, a request for proposals for locating only gravity interceptors was developed, and

WHEREAS, pricing received for external locating of district gravity interceptors was much higher than what district currently pays for these services, and

WHEREAS, the increase in the cost of the locating contract services prompted staff members to analyze the cost and benefits of transitioning locating services of gravity interceptors to a full-time employee, and

WHEREAS, the analysis showed that district would save $22,500 per year with an FTE, and

WHEREAS, an FTE will result in a higher level of service than the district is currently receiving from the contracted provider due to direct oversight of the staff member, and
WHEREAS, district will be providing a living wage with benefits as well as opportunities for training and career advancement for a member of the community,

THEREFORE, BE IT RESOLVED, that the commission authorizes district staff to proceed with the transition of locating services for gravity interceptors from contracted service to an FTE.

The above resolution was adopted by the commissioners of the Madison Metropolitan Sewerage District at their meeting held at the district on Nov. 27, 2019.

MADISON METROPOLITAN SEWERAGE DISTRICT

Attested by:

Thomas Hovel, President

Mary Swanson, Secretary