

# Meeting of the Commissioners of the Madison Metropolitan Sewerage District

Thursday, Dec. 13, 2018 at 8 a.m.

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

**Present:**

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

## Commission Meeting

### 1. Opening

- A. Call to Order 8:01 a.m.
- B. Welcome Guests: Greg Fries, City of Madison
- C. Announcements: Removal of item number four from the agenda. This will be deferred to the first meeting in January.
- D. Commissioner Officer Elections: Commissioner Wilson requested a single vote for all commission executive positions. Commissioner Wilson moved that the commission re-elect the commissioners currently serving in commission executive positions to the same assignments. Motion seconded by Commissioner Eskrich.

Motion carried 7-0.

### 2. Appearances by the Public: None.

### 3. Consent Calendar

- A. Approval Meeting Minutes from 11-29-2018
- B. Approval of Cash Statement Operating Fund
- C. Approval of Cash Statement Capital Projects Fund
- D. Review and Approval of Sewer Extension Plans
  - Tierney Development - Boston Pizza (2018-12-13-R1)
  - Shepard Terrace, Chamberlain Ave., Van Hise Ave. and Mason St. Assessment District-2018 (2018-12-13-R2)
- E. Review and Approval of Construction Phase Engineering Services: Pumping Station 7 Improvements (2018-12-13-R3)
- F. Authorizing the Purchase of Chemicals, Water and Power (2018-12-13-R4)
- G. Authorization to Exceed Budgeted Amount for Minor Capital Improvement (2018-12-13-R5)
- H. Review of Work and Increase Total Project Cost: Blower Unit 5 Rebuild and

## Reconditioning Project Contract (2018-12-13-R6)

**Discussion:** Approval of meeting minutes from 11-29-2018, cash statements, review and approval of a sewer extension plans (2018-12-13-R1 and 2018-12-13-R2), construction phase engineering services: pumping station 7, authorization to purchase chemicals, water and power, authorization to exceed budgeted amount for minor capital improvements and review of work and increase total project cost for blower unit 5 rebuild and reconditioning contract were reviewed and placed on file.

The operating fund account shows an available cash balance through operating fund check number 120510 in the amount of \$742,102.38; subsequent receipts totaling \$1,445,485.23; less disbursements of \$1,431,420.25; with a resulting cash balance of \$756,167.36. The capital projects fund cash statement shows an available cash balance through capital projects fund account check number 10342 in the amount of \$28,135.30; less adjustments of \$3,125.00 plus subsequent receipts totaling \$424,671.99; less disbursements of \$440,184.17; with a resulting cash balance of \$9,498.12.

**Action:** Commissioner Meyer moved, seconded by Commissioner Wilson to approve items A through H of the consent calendar.

Motion carried 7-0.

4. **Review of Sponsored Research Programs and Authorization for 2019:** (This item was deferred until the January 17 commission meeting.

5. **NEI Truax Extension Relief Project Update**

**Presenter:** Jen Hurlebaus, Civil Project Engineer

**Description:** Informational presentation and update on the NEI Truax Extension Relief Project.

**Discussion:** Ms. Hurlebaus gave an update to the commission on the NEI Truax Extension Relief Project.

**Action:** No action necessary.

6. **Commission Workgroup on the Chief Engineer and Director**

**Presenters:** Commissioners Meyer and James

**Description:** Final report to the commission related to the 2018 annual CED performance evaluation.

**Discussion:** After discussion, the commission was requested to accept the 2018 final report and policy recommendations. The commission was also asked to consider and decide how this workgroup will be formed for 2019.

**Action 1:** Commissioner Wilson moved, seconded by Commissioner Eskrich to accept the report.

Motion carried 7-0.

**Action 2:** Commissioner Eskrich moved, seconded by Commissioner Wilson to approve the policy as modified.

Motion carried 7-0.

**Action 3:** Commissioner Wilson moved, seconded by Commissioner Murphy to approve the commission's use of a workgroup for the 2019 CED evaluation and that current workgroup members continue to serve on this appointed workgroup with the addition of Commissioner Hovel who replaces former workgroup member and commissioner, Commissioner Potts.

Motion carried 7-0.

## 7. Chief Engineer and Director's Report

### A. CED Update

Mr. Mucha gave a brief update on district happenings.

**Action:** No action necessary.

### B. Regulatory/Legal Review

Mr. Kent gave a brief update on current regulatory happenings.

**Action:** No action necessary.

### C. Future Meeting Schedule

**Action:** None.

### D. Year in Review Presentation

Mr. Mucha gave a presentation highlighting accomplishments from the 2018 year.

**Action:** None.

## 8. Future Agenda Topics

**Action:** None.

## 9. Other Business by Law

**Action:** None.

## 10. Adjournment

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

Motion carried 7-0 at 8:56 a.m.

Regular Meeting of the Commissioners

Dec. 13, 2018

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Angela James, Secretary

### **Future Meetings:**

Thursday, Jan. 17, 2019

Thursday, Jan. 31, 2019

Thursday, Feb. 14, 2019



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**TIERNEY DEVELOPMENT - BOSTON PIZZA  
2018-12-13-R1**

**WHEREAS**, plans for sanitary sewer extensions were submitted to the Madison Metropolitan Sewerage District ("the district:") for Tierney Development - Boston Pizza, in the Village of Waunakee, on Nov. 28, 2018, by Todd Deibert of Jewell Associates Engineers, and

**WHEREAS**, the project consists of installing 262 feet of 8-inch sanitary sewer within a cross access and public utility easement. The proposed sewers can provide service to Lots 1-3 of CSM 14532, 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**, conveyance facility and treatment plant connection charges for the lands to be served were previously paid with a sanitary sewer extension approval for Kilkenny Farms - Phase 1, district plan number 2012-089, and

**WHEREAS**, plans showing similar sanitary sewers to what are currently being proposed were approved by the Commission on October 13, 2016 for Kilkenny Farms – Phase 4B, MMSD plan number 2016-090, DNR Project No. S-2016-0599A, and

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

**WHEREAS**, the district has received a sewer extension review letter #24-18-5 from the Capital Area Regional Planning Commission (CARPC) dated November 20, 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 the conditions of Resolution CARPC No. 2018-9, which added this area to the Waunakee 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 Tierney Development - Boston Pizza, in the Village of Waunakee, submitted on Nov. 28, 2018, by Todd Deibert of Jewell Associates Engineers, be approved subject to the following conditions:

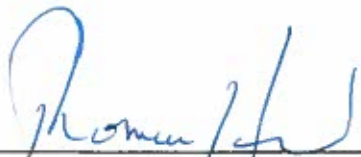
1. That the Village of Waunakee shall pay the plan review fee of \$1,425 to the district within 30 days of receiving an invoice for the fee.
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2. That the current sanitary sewer extension approval supersedes that portion of the approval of similar sanitary sewers which has previously been granted by the district with plan number 2016-090.
  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 Dec. 13, 2018.

**MADISON METROPOLITAN SEWERAGE DISTRICT**

*Attested by:*



Thomas Hovel, President



Angela James, Secretary

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**SHEPARD TERRACE, CHAMBERLAIN AVE., VAN HISE AVE. AND MASON ST.  
ASSESSMENT DISTRICT - 2018  
2018-12-13-R2**

**WHEREAS**, plans for sanitary sewer extensions were submitted to the Madison Metropolitan Sewerage District ("the district") for Shepard Terrace, Chamberlain Ave., Van Hise Ave. and Mason St. Assessment District - 2018, in the City of Madison, on November 7, 2018, by Mark Moder, City Engineering Division, and

**WHEREAS**, the project will replace 2,166 ft. of 8-in. diameter sanitary sewer on Shepard Terrace, Chamberlain Ave., Van Hise Ave. and Mason St., located near the city's Hoyt Park. The sewer has been determined to be in poor condition and is 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 west 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 #6-18-54 from the Capital Area Regional Planning Commission (CARPC) dated Dec. 4, 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

**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 Shepard Terrace, Chamberlain Ave., Van Hise Ave. and Mason St. Assessment District - 2018, in the City of Madison, submitted on Nov. 7, 2018, by Mark Moder, City Engineering Division, be approved subject to the following conditions:

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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 Dec. 13, 2018.

**MADISON METROPOLITAN SEWERAGE DISTRICT**

*Attested by:*

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

  
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Angela James, Secretary



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**AWARD OF CONSTRUCTION PHASE ENGINEERING SERVICES:  
PUMPING STATION 7 IMPROVEMENTS  
RESOLUTION 2018-12-13-R3**

**WHEREAS**, Strand Associates is the engineer of record for this project and formally approved the plans/specifications, and

**WHEREAS**, Strand Associates 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 Strand Associates and completed a professional services agreement for this work, and

**WHEREAS**, the cost of the construction-phase engineering services is within an acceptable range when compared with past district pump station rehabilitation projects, and

**WHEREAS**, award of the professional services to Strand Associates 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 Pumping Station 7 Improvements to Strand Associates in the amount of \$192,500.
  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.
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The above and foregoing resolution 2018-12-13-R3 was duly adopted at a meeting of the Madison Metropolitan Sewerage District Commission on Dec. 13, 2018.

**MADISON METROPOLITAN SEWERAGE DISTRICT COMMISSION**

**Attested by:**

  
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Thomas D. Hovel, President

  
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Angela James, Secretary





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**AUTHORIZATION FOR PURCHASE OF CHEMICALS, WATER, AND POWER IN 2019  
2018-12-13-R4**

**WHEREAS**, Madison Metropolitan Sewerage District ("the district") periodically purchases bulk chemicals to aid in the effective and efficient operation of the treatment plant, and

**WHEREAS**, the district purchases water from the Madison Water Utility for support and operation of the treatment plant and pumping stations, and

**WHEREAS**, the district purchases electricity from Madison Gas and Electric for support and operation of the treatment plant and pumping stations, and

**WHEREAS**, the district purchases natural gas from Madison Gas and Electric for support and operation of the treatment plant, and

**WHEREAS**, the district has allocated funds by line item in the 2019 budget to fund the estimated costs of these items, and

**THEREFORE, BE IT RESOLVED**, that the district be authorized to execute purchase orders for the chemicals, water, electricity, and natural gas at the levels included in the approved 2019 District budget.

The above resolution was adopted by the Commissioners of the  
Madison Metropolitan Sewerage District at their meeting held at the district on Dec. 13, 2018.

**MADISON METROPOLITAN SEWERAGE DISTRICT**

*Attested by:*

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

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





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**AUTHORIZATION TO EXCEED BUDGETED AMOUNT FOR MINOR CAPITAL IMPROVEMENTS  
2018-12-13-R5**

**WHEREAS**, The Madison Metropolitan Sewerage district ("the district") operates and maintains a gravity thickening process at the Nine Springs Wastewater Treatment Plant, and

**WHEREAS**, the district had determined that a section of overflow piping associated with the gravity thickening process required replacement, and

**WHEREAS**, the district budgeted the replacement of the gravity thickener overflow piping in the minor capital improvements budget, and

**WHEREAS**, the Thickener Overflow Piping Replacement Project was bid on Nov. 1, 2018 and awarded to Maddrell Excavating, LLC at a low bid price of \$71,188, and,

**WHEREAS**, following the bid, the remaining minor capital improvement budget of \$7,000 was adequate to complete the project, and

**WHEREAS**, towards the end of the project as Maddrell Excavating prepared for the final connection to an existing pipe, it was discovered that the pipes condition was extremely poor and in a failed state, and

**WHEREAS**, it is estimated there is an additional 5 feet of failed piping and a 16 inch elbow that needs to be replaced as part of this project, and

**WHEREAS**, repair of this piping is necessary to maintain performance of specific treatment processes, and

**WHEREAS**, the cost to repair this additional piping section is \$5,000 to \$10,000 based off of the bid tabulation line item costs and an estimated cost of a new 16 inch elbow fitting, and

**THEREFORE, BE IT RESOLVED**, that the commission allows staff to exceed the budgeted amount for minor capital improvements by up to \$10,000.

The above resolution was adopted by the Commissioners of the Madison Metropolitan Sewerage district at their meeting held at the district on June 28, 2018.

**MADISON METROPOLITAN SEWERAGE DISTRICT**

*Attested by:*

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

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





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**REVIEW OF WORK AND INCREASE TOTAL PROJECT COST:  
BLOWER UNIT 5 REBUILD AND RECONDITIONING PROJECT CONTRACT  
RESOLUTION 2018-12-13-R6**

**WHEREAS**, Madison Metropolitan Sewerage District (“the district”) operates and maintains blower unit 5 located in blower building 1 at the Nine Springs Wastewater Treatment Plant, and

**WHEREAS**, the district had determined that blower unit 5 was in need of rebuild and reconditioning of both the electric motor and positive displacement blower, and

**WHEREAS**, the district advertised a request for bids for the blower unit 5 rebuild and reconditioning project on May 18, 2018, and

**WHEREAS**, the district publicly opened and read aloud bids for the blower unit 5 rebuild and reconditioning project on June 12, 2018, and

**WHEREAS**, L&S Electric was awarded the contract at the low bid price of \$63,860, and

**WHEREAS**, when L&S Electric disassembled, examined and tested both the motor and blower, they recommended an additional work on both components, and

**WHEREAS**, the additional work on the motor totaled \$16,660 and the additional work on the blower totaled \$17,208 for a total addition cost of \$33,868, and

**WHEREAS**, district staff reviewed the increase in scope and agreed the additional repairs were necessary, and

**WHEREAS**, the total project cost is still \$27,272 below the budgeted amount of \$125,000, and

**THEREFORE, BE IT RESOLVED**, that the total project cost of the blower unit 5 rebuild and reconditioning project shall be increased from \$63,860 to \$97,728.

The above resolution was adopted by the Commissioners of the Madison Metropolitan Sewerage District at their meeting held at the District on June 28, 2018.

**MADISON METROPOLITAN SEWERAGE DISTRICT**

*Attested by:*

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

  
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Angela James, Secretary

