

Meeting of the Commissioners of the Madison Metropolitan Sewerage District

Thursday July 12, 2018 8 a.m.

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

Present: Commissioner Tom Hovel – Excused Absence
Commissioner Angela James - via GoToMeeting
Commissioner Ken Clark – Excused Absence
Commissioner Sara Eskrich
Commissioner James Martin
Commissioner Ezra Meyer
Commissioner Brad Murphy
Commissioner Brian Potts – Excused Absence
Commissioner Tom Wilson

Commission Meeting

1. Opening

- A. Vice President Meyer, filling in for President Hovel, called the meeting to order at 8:02 a.m.
- B. Welcome Guests: Dave Taylor, YaharaWINS; Kyle Frank, City of Madison Engineering; Kevin Even, Town of Westport
- C. Announcements: None.

2. Appearances by the Public:

None.

3. Convene Public Hearing on Petitioned Boundary Annexation 2018-05 Aldora Court (Town of Westport)

Presenter: Curt Sauser, Engineering Technician

Description: The public hearing was called to order at 8:03 a.m. by Bruce Borelli. The Town of Westport has petitioned the district to annex approximately 3.03 acres, being Lots 1-3 of Certified Survey Map. No. 9505, and generally referred to as Aldora Court, to the district's service area.

Discussion: Engineering Technician Curt Sauser presented and discussed the details of the annexation. Commission discussion centered around options relating to lot 1.

Mr. Borelli invited Kevin Even to speak at 8:16 a.m. on behalf of the Town of Westport. Mr. Even explained that he understood district staff's position to not annex lot 1 and answered questions from other commissioners.

Mr. Borelli invited anybody from the public to comment on the proposed annexation. No comments were received.

4. Close Public Hearing

Mr. Borelli closed the public hearing at 8:22 a.m.

5. **Action on Annexation Request to Add Lands in the Town of Westport**

Action: The commission recommended approving lots two and three and to include a provision in the approving resolution that states action on lot one will be deferred for a year. Commissioner Murphy moved and seconded by Commission Martin to draft an Annexation Order for Lots 2 & 3 and include the provision for lot 1 deferral in the approving resolution for final consideration at the next commission meeting.

Motion carried 5-0 (Wilson abstained from the vote).

6. **Consent Calendar**

- A. Approval of Meeting Minutes from June 28, 2018
- B. Approval of Cash Statement Operating Fund
- C. Approval of Cash Statement Capital Projects Fund
- D. Authorization of Property Transfer and Temporary Limited Easement at Pumping Station 1 (2018-07-12-R1)
- E. 2018 Pavement Placement Project (2018-07-12-R2)
- F. Review and Approval of Sewer Extension Plans

New Construction Projects

- Cortland Park, Village of Windsor (2018-07-12-R3)
- Juniper Ridge – Phase 6, Village of McFarland (2018-07-12-R4)

Reconstruction Projects

- Johnson Street Steam/Condensation renovations/UW Madison, City of Madison (2018-07-12-R5)

Discussion: Director of Engineering Bruce Borelli requested that item E of the consent calendar be moved out of consent and addressed separately.

The 6-28-2018 minutes; operating cash fund, capital projects cash fund, authorization of property transfer and temporary limited easement at Pumping Station 1 (2018-07-12-R1) and sewer extension plans were reviewed and placed on file.

The operating cash fund account shows an available balance through operating fund check no. 119218 in the amount of \$320,474.68; subsequent receipts totaling \$2,274,258.13; less disbursements of \$2,587,059.37 with a resulting cash balance of \$7,673.44. The capital projects fund cash statement shows an available balance through capital projects fund account check no. 10315 in the amount of \$3,193.85; subsequent receipts totaling \$241,520.96; less disbursements \$237,235.45 with a resulting cash balance of \$7,479.36.

Action: Commissioner Martin moved, seconded by Commissioner Eskrich to approve items A-F minus item E of the consent calendar.

Motion carried 6-0.

Consent Item E Discussion: Director of Engineering Bruce Borelli presented and recommended to the increase total project budget in the resolution (2018-07-12-R3) to \$70,000 to avoid a future amendment to the budget.

Action: Commissioner Eskrich moved and seconded Commissioner Martin to approve the resolution as revised.

Motion carried 6-0.

7. **Acceptance of CIP**

Presenter: Todd Gebert Capital Planning Engineer

Description: Mr. Gebert presented. He then asked the commission for acceptance of the draft plan for planning purposes.

Discussion: Commission Martin recommended that we consider adding \$302,000 to the operating budget during the budget process to keep the fund balance above \$4M. No other discussion took place.

Action: Commission Eskrich moved and seconded by Commissioner Murphy second to approve the acceptance of the 2019 CIP.

Motion carried 5-0 (Commissioner James abstained).

8. **Project Update: Pumping Station 10 Force Main Rehabilitation**

Presenter: Kelly Sullivan Civil Project Engineer

Description: Informational presentation of the Pumping Station 10 project.

Discussion: Ms. Sullivan gave an overview and the current status of the project.

Action: No action necessary.

9. **Approval of Second Quarter Sewer Service Bills – Gebert**

Presenter: Capital Planning Engineer Todd Gebert

Description: Approval of second quarter service charges. Service charges for each of the district's customers are calculated and invoiced on a quarterly basis to fund the district's costs for conveying and treating wastewater and require approval by the commission before invoices are sent.

Discussion: Mr. Gebert provided the financial impact, analysis and options and service charge summary for the second quarter of 2018.

Action: After discussion, Commissioner Wilson moved, seconded by Commissioner Martin second to approve second quarter service charges as requested by staff.

Motion carried 6-0.

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

A. CED Updates: No update.

B. Capital Projects Update:

Director of Engineering Bruce Borelli provided a report on the current station of Capital Improvement Projects.

C. Operation Report:

Operations Manager Alan Grooms gave a report on May plant performance and flow data as well as a brief update on other district happenings.

D. Regulatory Review

Action: No action necessary.

E. Future Meeting Schedule

Action: No action necessary.

11. Future Agenda Topics

Action: None.

12. Other Business by Law

Action: Commissioner Martin recognized YaharaWINS for the award received at the One Water Council Convention in Minneapolis.

13. Adjournment

Action: Commissioner Wilson moved, seconded by Commission Eskrich to adjourn the meeting.
9:26 a.m.

Motion carried 6-0.

Regular Meeting of the Commissioners

July 12, 2018

Angela James, Secretary

Future Meetings:

Thursday, July 26, 2018

Thursday, August 16, 2018

Thursday, August 30, 2018



**AUTHORIZATION OF PROPERTY TRANSFER AND TEMPORARY LIMITED
EASEMENT AT PUMPING STATION 1
2018-07-12-R1**

WHEREAS, the City of Madison (city) and the Wisconsin Department of Transportation (WisDOT) are planning to reconstruct East Johnson from N. Baldwin Street to N. First Street, and

WHEREAS, the city and WisDOT road reconstruction is known as the East Johnson Street Project (WisDOT projects 5992-09-14 thru 16) and will consist of road widening and other street improvements, and

WHEREAS, the city and WisDOT completed Transportation Project Plat 5992-09-090-4.03 regarding all land interests associated with the project, and

WHEREAS, N. First Street will be widened in front of the Madison Metropolitan Sewerage District ("the district") Pumping Station 1 property, which is located at 104 N. First Street, and

WHEREAS, the road widening will require the purchase and permanent transfer of 1,051 square feet of the district property at 104 N. First Street, and

WHEREAS, this area will become new road right-of-way dedicated to the public, and

WHEREAS, the road project will also require the purchase of 3,335 square feet of Temporary Limited Easement (TLE) for construction (sloping and grading) on lands adjacent to the proposed right-of-way, and

WHEREAS, the city will restore the TLE area after construction at no cost to the district, and

WHEREAS, the TLE expires at the end of construction and is not in perpetuity, and

WHEREAS, the permanent transfer of the 1,051 square foot portion of the parcel and the TLE do not adversely impact current or future uses of the district property, and

WHEREAS, the city and WisDOT hired an independent appraiser to determine the fair market value of all land interests associated with the project, including the fee simple acquisition and TLE for the district lands located at 104 N. First Street, and

WHEREAS, the district land values were based on comparable nearby sales, and

WHEREAS, the total value of compensation was determined to be \$10,027, which includes \$6,831.50 for the permanent fee acquisition area and \$3,196.50 for the TLE.

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

1. That the commission approves and authorizes the acquisitions at the appraised values.
2. That the chief engineer and director is authorized to sign all necessary documents to accomplish the acquisitions.

The above resolution was adopted by the Commissioners of the Madison Metropolitan Sewerage District at their meeting held in the district office on July 12, 2018.

MADISON METROPOLITAN SEWERAGE DISTRICT

Eza M, Vice President
To: Thomas Hovel, President

Attested by:

Sharon M. Wilson, for
Angela James, Secretary, *as act secretary*



**2018 PAVEMENT REPLACEMENT PROJECT
2018-07-12-R2**

WHEREAS, Madison Metropolitan Sewerage District (the “district”) has budgeted \$57,000 for pavement improvements in 2018, and

WHEREAS, the 2018 Pavement Replacement project has been identified, and

WHEREAS, total costs were estimated from previous projects, and

WHEREAS, 20,000 square feet of roadway were identified using these estimates, and

WHEREAS, district staff prepared plans and specifications for the project, and

WHEREAS, the project was advertised and bid by the district and followed district procurement codes, policies and practices, and

WHEREAS, when the lowest responsible bid is accounted for, the total project cost exceeds the budgetary limit, requiring the budget limit to be increased, and

WHEREAS, the district received competitive bids and noted no bid abnormalities among the bids received.

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 total 2018 pavement improvements budget from \$57,000 to \$70,000.
 2. The commission award the project to the low bidder, Tri-County Paving, at their low bid price of \$61,965.
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The above resolution was adopted by the Commissioners of the Madison Metropolitan Sewerage District at their meeting held in the district office on July 12, 2018.

MADISON METROPOLITAN SEWERAGE DISTRICT

Attested by:

Eza M., Vice President
for Thomas Hovel, President

James T. Willey, for
Angela James, Secretary, as acting secretary





CORTLAND PARK
2018-07-12-R3

WHEREAS, plans for sanitary sewer extensions were submitted to the Madison Metropolitan Sewerage District for Cortland Park, in the Village of Windsor, on June 26, 2018, by Nathan Oswald of D’Onofrio Kottke and Associates, and

WHEREAS, the project consists of installing 654 feet of 8-inch sanitary sewer within a public sanitary sewer easement on Lot 2 of CSM 13080, and

WHEREAS, the lands to be served are Lot 2 of CSM 13080, also known as Cortland Park Condominiums, and

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

WHEREAS, plan review fees are due, and

WHEREAS, conveyance facility and treatment plant connection charges for the lands to be served were paid with district sewer extension plan no. 2015-100, and

WHEREAS, the district has received a sewer extension review letter #175-18-2 from the Capital Area Regional Planning Commission (CARPC) dated May 29, 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 fulfills the conditions of Resolution CARPC No. 2012-2, which added this area to the Northern 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 Cortland Park, in the Village of Windsor, submitted on June 26, 2018, by Nathan Oswald of D’Onofrio Kottke and Associates, be approved subject to the following conditions:

1. That the Village of Windsor 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 Village of Windsor shall require the presence of an engineer or an inspector on the construction of said sewer extensions who shall make a record showing in detail the construction as built and shall furnish the district with as-built plans in the case of any significant deviations from the original design.
 3. 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.
 4. 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 July 12, 2018.

MADISON METROPOLITAN SEWERAGE DISTRICT

Attested by:

Eza Muz, Vice President
for Thomas Hovel, President

Thomas J. Hovel, for
Angela James, Secretary, *as acty secretary*



**JUNIPER RIDGE - PHASE 6
2018-07-12-R4**

WHEREAS, plans for sanitary sewer extensions were submitted to the Madison Metropolitan Sewerage District (“the district”) for Juniper Ridge – Phase 6, in the Village of McFarland, on June 28, 2018, by Kenton Brose, D’Onofrio Kottke & Associates, and

WHEREAS, the project consists of installing 726 LF of 8-inch sanitary sewer on Lodgecliffe Lane and Frost Aster Court, and will provide service to Lots 78-95 and Outlots 3 and 4 of the plat of Juniper Ridge, and

WHEREAS, Outlots 3 and 4 of the plat of Juniper Ridge have been dedicated to the public and are recognized by the Capital Area Regional Planning Commission as being within an environmental corridor, and will not receive sanitary sewer service, and

WHEREAS, the proposed sanitary sewer extension will connect to the Village of McFarland’s sewerage facilities and is within district’s Southeast Interceptor/Siggelkow 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 # 6-18-45 from the Capital Area Regional Planning Commission (CARPC) dated June 29, 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 RPC 771, 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 Juniper Ridge – Phase 6, in the Village of McFarland, submitted on June 28, 2018, by Kenton Brose, D’Onofrio Kottke & Associates, be approved subject to the following conditions:

1. That the Village of McFarland shall pay the plan review fee of \$1,425 to the district within 30 days of receiving an invoice for the fee.
2. That Outlots 3 and 4 of the plat of Juniper Ridge are exempted from conveyance facility and treatment plant connection charges.

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3. That prior to connection of the proposed sewers serving said lands to the public sewerage system, the Village of McFarland shall have paid to the district the sum of \$29,226.63 for payment of \$25,075.77 in Southeast Interceptor/Siggelkow extension connection charges and \$4,150.86 in treatment plant connection charges for the lands to be served; said lands being Lots 78-95 of the plat of Juniper Ridge.
 4. That payment of the aforementioned connection charges shall be made to the district within six months of the date of approval. 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.
 5. That conveyance facility and treatment plant connection charges are adjusted from time to time, and said connection charges will be due based on the rate in place at the time which the payment is made.
 6. That if said connection charges for the lands to be served remain unpaid after construction of said sewer extensions, a late fee of 0.5 percent of the amount due shall be charged to the Village of McFarland for each month or partial month thereafter following connection. A one-time \$500 administrative fee shall also be charged.
 7. That the Village of McFarland shall require the presence of an engineer or an inspector on the construction of said sewer extensions who shall make a record showing in detail the construction as built and shall furnish the district with as-built plans in the case of any significant deviations from the original design.
 8. That the construction, operation, maintenance and use of said sewer extensions shall be in accordance with the lawful rules and regulations of the district and with the applicable State of Wisconsin plumbing and sewerage codes.
 9. That if construction of the sewer extensions covered by said plans has not commenced within four years following the approval date of this resolution, this approval shall become void and new plans shall be submitted. If construction has commenced but has not been completed within the four-year approval period, the unbuilt portion must be submitted for reapproval if it is a significant portion of the project and would require DNR approval.
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The above resolution was adopted by the Commissioners of the Madison Metropolitan Sewerage District at their meeting held at the district on July 12, 2018.

MADISON METROPOLITAN SEWERAGE DISTRICT

Attested by:

Eza Muz, Vice President
for Thomas Hovel, President

Sharon M. Williams, for
Angela James, Secretary *secretary secretary*



JOHNSON STREET STEAM/CONDENSATE RENOVATIONS / UW MADISON
2018-07-12-R5

WHEREAS, plans for sanitary sewer extensions were submitted to the Madison Metropolitan Sewerage District (“the district”) for Johnson Street Steam/Condensate Renovations / UW Madison, in the City of Madison, on June 14, 2018, by Kyle Frank, City Engineering Division, under the professional seal of Michael Payant of Ring & DuChateau, and

WHEREAS, the project will replace 525 feet of 10-inch and 12-inch diameter sanitary sewer on North Charter Street and West Johnson Street, located on the University of Wisconsin campus. The sewer has been determined to be undersized for the new chemistry building improvements and is being replaced in conjunction with a University of Wisconsin-Madison renovation project of the University’s Chemistry Building’s steam tunnel, and

WHEREAS, a variance is being requested from DNR Chapter NR 811.74(2) by the City of Madison for some of the proposed sewers which will have less than the minimum 8 feet of horizontal separation from existing water main. The project proposes to install AWWA C900 DR18 sanitary sewer main where the required minimum horizontal separation from existing water main is not attained, 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 #6-18-35 from the Capital Area Regional Planning Commission (CARPC) dated June 26, 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 Johnson Street Steam / Condensate Renovations / UW Madison, in the City of Madison, submitted on June 14, 2018, by Kyle Frank, City Engineering Division, under the professional seal of Michael Payant of Ring & DuChateau, be approved subject to the following conditions:

1. That the City of Madison shall require the presence of an engineer or an inspector on the construction of said sewer extensions who shall make a record showing in detail the construction as built and shall furnish the district with as-built plans in the case of any significant deviations from the original design.
2. That the construction, operation, maintenance and use of said sewer extensions shall be in accordance with the lawful rules and regulations of the district and with the applicable State of Wisconsin plumbing and sewerage codes.
3. That if construction of the sewer extensions covered by said plans has not commenced within four years following the approval date of this resolution, this approval shall become void and new plans shall be submitted. If construction has commenced but has not been completed within the four-year approval period, the unbuilt portion must be submitted for reapproval if it is a significant portion of the project and would require DNR approval.

The above resolution was adopted by the Commissioners of the Madison Metropolitan Sewerage District at their meeting held at the district on July 12, 2018.

MADISON METROPOLITAN SEWERAGE DISTRICT

Attested by:

Eza Muey, Vice President
for Thomas Hovel, President

Angela James, Secretary
Angela James, Secretary, *as act secretary*



**2019 CIP ACCEPTANCE RESOLUTION
2018-07-12-R6**

WHEREAS, the Madison Metropolitan Sewerage District (the "district") seeks to minimize the life cycle costs of owning, operating and maintaining its various assets at an acceptable level of risk while continuously providing to its customers a high level of service, and

WHEREAS, district staff prepares a draft capital improvements plan each year to evaluate needs of district assets and identify required capital projects for the subsequent six year planning period, and

WHEREAS, the annual capital projects fund budget is based on the draft capital improvements plan, and

WHEREAS, staff presents to the commission each year the draft capital improvements plan in advance of the annual budgeting process so that the commission may provide comments and direction to staff for preparation of the capital projects fund budget.

NOW, THEREFORE, BE IT RESOLVED, that the commission accept the 2019 Draft Capital Improvements Plan, and

FURTHER BE IT RESOLVED that district staff uses the findings and recommendations from the 2019 Draft Capital Improvements Plan to prepare the 2019 Capital Projects Fund Budget.

The above resolution was adopted by the Commissioners of the Madison Metropolitan Sewerage District at their meeting held at the district on July 12, 2018.

MADISON METROPOLITAN SEWERAGE DISTRICT

Attested by:

Eza M..., Vice President
for Thomas Hovel, President

Angela James
Angela James, Secretary, *act secretary*



**APPROVAL OF 2ND QUARTER SEWER SERVICE BILLS
2018-07-12-R7**

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 second quarter of 2018 for the period from April 1, 2018 through June 30, 2018,

THEREFORE, BE IT RESOLVED, that second 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 August 15, 2018.

The above resolution was adopted by the Commissioners of the Madison Metropolitan Sewerage District at their meeting held at the District on July 12, 2018.

MADISON METROPOLITAN SEWERAGE DISTRICT

Attested by:

Eza M. Hovel, Vice President
For Thomas Hovel, President

Thomas E. Wilson, for
Angela James, Secretary, *as act Secretary*