

Meeting of the Commissioners of the Madison Metropolitan Sewerage District

Thursday, June 13, 2019 8:00 a.m.

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

Present:

- Commissioner Tom Hovel
- Commissioner Ken Clark
- Commissioner Sara Eskrich via GoToMeeting
- Commissioner Grant Foster
- Commissioner Ezra Meyer
- Commissioner Brad Murphy
- Commissioner Mary Swanson
- Commissioner Tom Wilson via GoToMeeting

Excused Absence: Commissioner James Martin

Commission Meeting

1. **Opening**
 - A. Call to Order 8 a.m.
 - B. Welcome Guests: Greg Fries, City of Madison
 - C. Announcements: None.

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

3. **Consent Calendar**
 - A. Approval Meeting Minutes from 5-30-2019.
 - B. Approval of Cash Statements – Operating Fund
 - C. Approval of Cash Statements – Capital Projects Fund
 - D. Review and Approval of Sewer Extension Plans
 - New Construction Projects**
 - Fahey Glen Extension
 - Juniper Ridge – Phase 8
 - Reconstruction Projects**
 - Davidson, Drexel & Lake Edge Assessment District

Discussion:

A correction to the was made to the 5-30-2019 minutes noting that Commissioner Eskrich left the meeting at 9:01 a.m., which is in addition to Commissioner Foster leaving at 9:01 a.m.

The cash statements for the operating fund and the capital projects fund, and sewer extension plans (2019-06-13-R1 – 2019-06-13-R3) were reviewed and placed on file.

The operating cash fund account shows an available balance through operating fund check no. 121985 in the amount of \$6,480,119.20; subsequent receipts totaling \$7,143,445.09; less disbursements of \$13,461,074.23; resulting in a cash balance of \$162,490.06. The capital projects fund cash statement shows an available balance through capital projects fund account check no. 10382 in the amount of \$505,337.81; plus receipts of \$23,870.19; less disbursements of \$477,790.30; with a resulting cash balance of \$51,417.70.

Action: Commissioner Murphy moved, second by Commissioner Swanson to approve items A-D of the consent calendar with the correction to the minutes of 5-30-2019 as noted.

Commissioner Clark abstained from the vote.

Motion carried.

4. **Review and Approval of 2018 Compliance Maintenance Annual Report (CMAR)**

Presenter: Regulatory Engineer Drew Seusse

Description: Annual submission of the CMAR report that is required by the district's WPDES permit.

Discussion: Mr. Seusse presented the CMAR scorecard to the commission and answered questions related to the scoring criteria. After the presentation and questions, Mr. Seusse requested approval of resolution 2019-06-13-R4 approving the CMAR response actions.

Action: Commissioner Meyer moved, seconded by Commissioner Murphy to approve resolution 2019-06-13-R4.

Motion carried.

5. **GIS Showcase**

Presenter: Sustainable Infrastructure Manager Claudia Haack

Description: Information session to update the commission on the new geographic information system program.

Discussion: Ms. Haack, Ms. Harris and Mr. Johnson presented on the program and ways that district staff are now using GIS in their work.

Action: No action necessary.

6. **Review and Approval of Design Phase Engineering Services: West Interceptor Shorewood Relief**

Presenter: Project Engineer Eric Hjellen

Description: Staff informational presentation and request to approve resolution (2019-06-13-R5) awarding design phase engineering services for the West Interceptor Shorewood Relief to Strand Associates.

Discussion: Mr. Hjellen presented on the background, financial impact, analysis and options and next steps of the project.

Action: Commissioner Meyer moved, seconded by Commissioner Wilson to approve resolution (2019-06-13-R5) which awards design phase engineering services to Strand Associates to a cost not to exceed \$504,000.

Motion carried.

7. Chief Engineer and Director’s Report

- A.** CED Update: Assistant Chief Engineer and Director Jeff Brochtrup gave a brief update on district happenings including the completion of the Metrogro spring hauling season, the Tour de’ Sewer bike tour event and updates related to PFAS.
- B.** CIP Update: Director of Engineering Bruce Borelli gave an update to the commission on Capital Improvement Projects.
- C.** Regulatory and Legal review: Legal Counsel Paul Kent provided an update on legal and regulatory activities.
- D.** Future Meeting Schedule: No new agenda items at this time.

*Commissioner Wilson departs at 9:30 a.m.

8. Convene in Closed Session in in Accordance with 19.85(1)c of the Wisconsin Statutes to Consider Employment, Promotion, Compensation or Performance Evaluation Data of any Public Employee Over Which the Governmental Body has Jurisdiction or Exercise Responsibility

Action: Commissioner Murphy moved, seconded by Commissioner Clark to convene in closed session in accordance with 19.85(1)c of the Wisconsin Statutes to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercise responsibility.

Roll call vote:

Commissioner Clark-aye.	Commissioner Meyer-aye.
Commissioner Eskrich-aye.	Commissioner Murphy-aye.
Commissioner Foster-aye.	Commissioner Swanson-aye.
Commissioner Hovel.	

9. Reconvene in Open Session

Action: Commissioner Foster moved, seconded by Commissioner Murphy to reconvene in open session.

Roll call vote:

Commissioner Clark-aye.	Commissioner Meyer-aye.
Commissioner Eskrich-aye.	Commissioner Murphy-aye.
Commissioner Foster-aye.	Commissioner Swanson-aye.
Commissioner Hovel.	

10. Discussion or Actions, if any, Relative to Items Discussed in Closed Session

Discussion: The commission reconvened from the closed session in accordance with 19.85(1)c of the Wisconsin Statutes to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercise responsibility, the purpose of the closed session being a continuation of the process

for the annual performance review of the chief engineer and director. Staff members were requested to place a closed session agenda item onto the commission agenda for the next meeting.

Action: No formal action at this time.

*Commissioner Eskrich left the meeting at 10:55 a.m.

11. Future Agenda Topics

Action: None.

12. Other Business by Law

Action: None.

13. Adjournment

Action: Commissioner Clark moved, seconded by Commissioner Murphy to adjourn the meeting at 10:59 a.m.

Motion carried 7-0.

Regular Meeting of the Commissioners
June 13, 2019

James L. Martin, Secretary

Future Meetings:

Thursday, June 27, 2019

Thursday, July 11, 2019

Thursday, July 25, 2019



**FAHEY GLEN EXTENSION
2019-06-13-R1**

WHEREAS, plans for sanitary sewer extensions were submitted to the Madison Metropolitan Sewerage District ("the district") for Fahey Glen Extension, in the City of Fitchburg, on May 16, 2019, by Deborah Hatfield of MARS-EOR, Inc., and

WHEREAS, the project consists of installing 1,400 feet of 8-inch and 12-inch diameter sanitary sewer on Fahey Glen, East Cheryl Parkway and within a proposed sanitary sewer easement, and can provide service to outlots 2 and 3 of Certified Survey Map (CSM) 14838, and

WHEREAS, no lands will be immediately served as part of this extension of the sanitary sewer system. Outlots 2-3 of CSM 14838 are adjacent to proposed sewers, but are not included within the city's development agreement for the current project. Said outlots are not being developed and are not connecting to the public sewer system at this time, and are hereinafter referred to as the "deferred outlots", and

WHEREAS, the proposed sanitary sewer extension will connect to the City of Fitchburg's sanitary sewerage facilities, and is within the district's Nine Springs Valley Interceptor basin, and

WHEREAS, conveyance facility connection charges and treatment plant connection charges on the deferred outlots have not been paid, and

WHEREAS, plan review fees are due, and

WHEREAS, the district has received a sewer extension review letter #6-19-35 from the Capital Area Regional Planning Commission (CARPC) dated June 3, 2019 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 #428, 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 Fahey Glen Extension, in the City of Fitchburg, submitted on May 16, 2019, by Deborah Hatfield of MARS-EOR, Inc., be approved subject to the following conditions:

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1. That the City of Fitchburg shall pay the plan review fee of \$1,475 to the district within 30 days of receiving an invoice for the fee.
 2. That within six months of the approval of this resolution, the City of Fitchburg shall record a document with the Dane County Register of Deeds that restricts development on any of the deferred outlots until such time as district connection charges have been paid. Said deferred outlots are not to be connected to the public sewerage system until appropriate conveyance facility connection charges and treatment plant connection charges have been paid. If sewers are installed and said document is not recorded within six months of approval of this resolution, conveyance facility and treatment plant connection charges on the deferred outlots shall be due by the City of Fitchburg.
 3. That the City of Fitchburg shall require the presence of an engineer or an inspector on the construction of said sewer extensions who shall make a record showing in detail the construction as built and shall furnish the district with as-built plans in the case of any significant deviations from the original design.
 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 June 13, 2019.

MADISON METROPOLITAN SEWERAGE DISTRICT

Attested by:



Thomas Hovel, President



for James L. Martin, Secretary



**JUNIPER RIDGE - PHASE 8
2019-06-13-R2**

WHEREAS, plans for sanitary sewer extensions were submitted to the Madison Metropolitan Sewerage District (“the district”) for Juniper Ridge – Phase 8, in the Village of McFarland, on May 30, 2019, by Kenton Brose, D’Onofrio Kottke & Associates, and

WHEREAS, the project consists of installing 1,811 feet of 8-inch sanitary sewer on East Red Oak Trail, North Peninsula Way, and Wild Rye Court. The proposed sewers will provide service to lots 14-24, 46-56, 69-75 and 117-123 of the plat of Juniper Ridge, and are hereinafter referred to as the “phase 8 lots”, and

WHEREAS, the proposed sanitary sewer extension will connect to the Village of McFarland’s sewerage facilities and is within the 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 #6-19-32 from the Capital Area Regional Planning Commission (CARPC) dated May 14, 2019 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 DCRPC 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 8, in the Village of McFarland, submitted on May 30, 2019, 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 \$1,475 to the district within 30 days of receiving an invoice for the fee.
 2. 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 \$69,023.67 for payment of \$53,290.84 in Southeast Interceptor/Siggelkow extension connection charges
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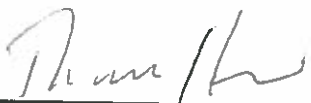
and \$15,732.83 in treatment plant connection charges for the lands to be served; said lands being the aforementioned phase 8 lots.

3. 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.
4. 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.
5. That if said connection charges for the lands to be served remain unpaid after construction of said sewer extensions has commenced, 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.
6. 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.
7. 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.
8. 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 June 13, 2019.

MADISON METROPOLITAN SEWERAGE DISTRICT

Attested by:



Thomas Hovel, President



For James L. Martin, Secretary



**DAVIDSON ST, DEMPSEY RD, MAHER AVE, PARK CT,
DREXEL AVE & LAKE EDGE BLVD ASSESSMENT DISTRICT - 2019
2019-06-13-R3**

WHEREAS, plans for sanitary sewer extensions were submitted to the Madison Metropolitan Sewerage District (“the district”) for Davidson St, Dempsey Rd, Maher Ave, Park Ct, Drexel Ave & Lake Edge Blvd Assessment District - 2019, in the City of Madison, on May 30, 2019, by Kyle Frank, City Engineering Division, and

WHEREAS, the project will replace 1,253 feet of 8-inch diameter sanitary sewers on Drexel Avenue, Davidson Street and Lake Edge Boulevard, which are located within the City’s Lake Edge neighborhood. The sewers have been determined to be in poor condition and are 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 East 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 #6-19-36 from the Capital Area Regional Planning Commission (CARPC) dated June 4, 2019 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,

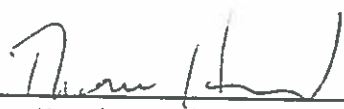
THEREFORE, BE IT RESOLVED, that the plans for sanitary sewer extensions for Davidson St, Dempsey Rd, Maher Ave, Park Ct, Drexel Ave & Lake Edge Blvd Assessment District - 2019, in the City of Madison, submitted on May 30, 2019, by Kyle Frank, City Engineering Division, be approved subject to the following 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 June 13, 2019.

MADISON METROPOLITAN SEWERAGE DISTRICT

Attested by:



Thomas Hovel, President



for James L. Martin, Secretary



**ADOPTION OF COMPLIANCE MAINTENANCE ANNUAL REPORT 2018
2019-06-13-R4**

WHEREAS, it is a requirement under the District's Wisconsin Pollutant Discharge Elimination System (WPDES) permit issued by the Wisconsin Department of Natural Resources (DNR) to file a "Compliance Maintenance Annual Report" (CMAR) for its wastewater treatment and collection system in accordance with Wisconsin Administrative Code NR 208, and

WHEREAS, the purpose of the CMAR is to provide governing bodies and the DNR with a scorecard summarizing plant performance and preparedness, as well as identify areas in which more attention is required, and

WHEREAS, the Commissioners of the Madison Metropolitan Sewerage District have reviewed the CMAR (included by reference) for the Nine Springs Wastewater Treatment Plant for calendar year 2018, and

WHEREAS, this report gives an overall grade point average of 3.46, and

WHEREAS, response actions are required for the biosolids quality and management section due to receiving grades below "B", and

WHEREAS, improvements continue to be made to the existing biosolids database so soil sample requirements can be identified in a more timely manner, and

WHEREAS, contractors applying biosolids have been given revised procedures for maximum allowable nitrogen application, and

WHEREAS, the district's aging biosolids applicators are being phased out, and replaced by newer, more precise equipment, and

WHEREAS, the Madison Metropolitan Sewerage District has hired a collection system engineer to oversee I/I and hydraulic capacity projects, in addition to the district's ongoing maintenance of aging infrastructure in the collection system to mitigate wet weather related overflows, and

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

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1. The commission approves the actions taken, or to be taken, as identified by the "Compliance Maintenance Annual Report" to maintain compliance with permit conditions for the Nine Springs Wastewater Treatment Plant, and
 2. The commission authorizes the submission of the CMAR to the Department of Natural Resources informing them of the district's wastewater management activities and the physical condition and performance of the conveyance treatment works for calendar year 2018, and the district's future plans to address identified needs.

The above resolution was adopted by the Commissioners of the Madison Metropolitan Sewerage District at their meeting held at the district on June 13, 2019.

MADISON METROPOLITAN SEWERAGE DISTRICT

Attested by:



Thomas Hovel, President



for James L. Martin, Secretary



**AWARD OF DESIGN PHASE ENGINEERING SERVICES
FOR THE WEST INTERCEPTOR SHOREWOOD RELIEF
2019-06-13-R5**

WHEREAS, the Madison Metropolitan Sewerage District (“the district”) has determined that capacity improvements to West Interceptor System are needed to ensure that the system continues to operate effectively and reliably, and

WHEREAS, the scope of the improvements, called the West Interceptor Shorewood Relief (“the project”), are anticipated to include approximately 11,500 feet of new interceptor sewer from Walnut Street to Whitney Way, 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 by the district’s procurement policies, and

WHEREAS, the district received proposals from three 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, past 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 engineering services for the West Interceptor Shorewood Relief to Strand Associates at the proposed contract price of \$504,000.
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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 design phase engineering 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 June 13, 2019.

MADISON METROPOLITAN SEWERAGE DISTRICT COMMISSION

Attested by:



Thomas D. Hovel, President



For James L. Martin, Secretary

Incorporated by Reference:

- RFP for field surveying, mapping, and design services for the West Interceptor Shorewood Relief
 - Proposal from Strand Associates
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