NORTH ZUMBRO SANITARY DISTRICT
Joint Powers Executive Committee Regular Meeting
November 1st, 2023
11:00 A.M.
Zumbrota City Council Chambers
Zumbrota, MN

I. CALL TO ORDER

II. ROLL CALL

TB___ EH ____ MB____ BG _____

JM___ TR_____ SO_____ MO _____

BA___ CB_____ RS ____

III. ADOPT AGENDA __________________ ___________________

***CONSENT AGENDA** __________________ ___________________

ALL ITEMS LISTED WITH AN ASTERISK (*) ARE CONSIDERED ROUTINE OR NON-CONTROVERSIAL BY THE EXECUTIVE COMMITEE AND WILL BE APPROVED BY ONE MOTION. THERE WILL BE NO SEPARATE DISCUSSION ON THESE ITEMS UNLESS A DIRECTOR OR ENGINEER SO REQUESTS, IN WHICH CASE THE ITEM WILL BE REMOVED FROM THE CONSENT AGENDA AND BE CONSIDERED IN ITS NORMAL SEQUENCE ON THE AGENDA.

****A)** **Executive Committee Minutes = 10/12/2023**
***B)** **Technical Committee Notes = 10/10/2023**
***C)** **Bills-Accounts Payable 10/13/2023-10/31/2023**
1) WHKS - $150,445.80

IV. PUBLIC COMMENTS

INDIVIDUALS MAY ADDRESS THE EXECUTIVE BOARD ABOUT ANY ITEM OF CONCERN. SPEAKERS MUST STATE THEIR NAME AND LIMIT THEIR REMARKS TO FIVE MINUTES. GENERALLY,

THE EXECUTIVE BOARD WILL NOT TAKE OFFICIAL ACTION ON THESE ITME SBUT MAY REFER THE MATTER TO STAFF FOR A FUTURE REPORT OR DIRECT THAT THE MATTER BE SCHEDULED FOR A FUTURE MEETING AGENDA.

V. OLD BUSINESS

A) Facility Plans – Deadline March 2024
B) Land Acquisition Update – Committee Meeting Scheduled
C) Scope of Services
   a. Engineering Contract
D) MNPFA Grant Application Update

VI. NEW BUSINESS

A)

VII. ADJOURN

Time: ________ Motion: ___________Second: ___________

NORTH ZUMBRO SANITARY DISTRICT
Joint Powers Executive Committee Regular Meeting
Wednesday, October 12, 2023 11:00 A.M.
Zumbrota City Council Chambers
Zumbrota, MN

CALL TO ORDER: Chair Elizabeth Howard.

PRESENT: Executive Committee Directors: Terri Anderson Buck - Goodhue, Elizabeth Howard – Pine Island, and Michael Boulton - Wanamingo

Executive Committee Alternate Directors: Jason Mandelkow – Goodhue, Todd Roberts – Pine Island, and Michael Olson - Zumbrota

ABSENT: Executive Committee Directors: Brian Grudem – Zumbrota
Executive Committee Alternate Directors: Stuart Ohr – Wanamingo

Mike Olson was noted as voting member for Zumbrota since Brian Grudem is absent.

ALSO PRESENT: Bill Angerman – WHKS, Glenn Gustafson – WHKS, Brandon Theobald – WHKS, Craig Britton – Widseth, and Reece Sudtelge – ISG

ADOPT AGENDA: Boulton motioned to adopt the agenda, seconded by Buck. Passed 4-0-0.

CONSENT AGENDA: Buck motioned to approve, Seconded by Boulton. Consent Agenda Items include: September 6, 2023 and September 18, 2023 Meeting Minutes and October 10, 2023 Technical Committee Meeting Minutes. Passed 4-0-0.

PUBLIC COMMENTS: N/A

OLD BUSINESS:

A) **Facilities Plan – Deadline March 2024.** The engineers and technical group are working on four facilities plans in order to be eligible for four Point Source Implementation Grant. Zumbrota and Goodhue would currently be eligible with the current standards while Wanamingo and Pine Island would be hopeful for eligibility. This Facilities Plan will be an ongoing agenda item.
B) **Land Acquisition** – Howard stated that Bob Vose of Kennedy & Graven recommends to site the State Statute which allows for closed-door session to enter closed session to discuss strategy for purchase. However, the parcel would need to be publicly identified after coming out of the closed-door session. Angerman stated that the land purchase committee should work with Bob Vose to put together a draft land purchase agreement. Angerman stated that land area X discussions with land owner include the appropriate number of acres and the dollar amount initially discussed is within the budget parameters. Angerman stated that the non-disclosure agreement would be needed for the potential land seller to sign. Angerman stated that it would take time to close on the land sale because the Minnesota Management and Budget requirements include appraisal process, environmental review, and other similar requirements. Britton added that the Clean Water Revolving fund requirements would also need to be followed as part of the land acquisition process. Angerman stated that we are in good position by having identified land, having a willing seller, having the land be the first-choice location, and have the asking price within the budget framework. Angerman asked what the quorum was for the NZSD Executive Committee members. Boulton stated that quorum would include at least three of the four members. Angerman stated that Howard and Grudem could both work with Vose to put together the purchase agreement and non-disclosure agreements without violating quorum. Buck asked how Kennedy & Graven was handling the billing process. Howard stated that Kennedy & Graven was billing the City of Pine Island for the NZSD JPA. Pine Island is paying the invoices with the intention of being reimbursed later through the $10 million bonding bill appropriation.

C) **Scope of Services**

   a. **Engineering Contract –** Angerman stated that last month the executive committee had approved the engineering contract pending legal review. Angerman asked if the legal review had been completed. Howard stated that she would reach out to Kennedy & Graven to discuss. Boulton stated the Anita Gallentine from Minnesota PFA needed a copy of the contract for the grant application process.

D) **Document Storage -** Howard stated that she sent out access invite emails to Boulton, Grudem, and Buck. Howard stated that there needs to be follow-up to make sure the links work and the executive committee members have access. After the executive committee members have access, work can begin to set up access to sub-folders for alternate executive committee members, engineers, and other technical committee members.

NEW BUSINESS:

A) **MNPFA Application and Grant Agreement –** Angerman, Gustafson, and Boulton completed the MNPFA grant application packet, including the supplemental budget information. Boulton submitted the grant application, supplemental budget information, formal NZSD JPA Agreement, and grant approval resolution to the Minnesota Public Facilities Authority (Anita Gallentine). Boulton stated that he had followed up to make sure that Anita Gallentine had received the information. Minnesota PFA is backlogged with a number of binding bill grant applications and were slow processing. Boulton stated that Gallentine had received the grant application and accompanying information. Gallentine stated that there would be follow up questions to the application. Gallentine stated that the formal engineering contract would need to be submitted. Gallentine stated that any formal documents regarding land purchase, such as land option agreement or purchase agreement should be sent. Gallentine also needs detailed information regarding the $500,000 other on what sort of work and contracts for the work that would be completed. Angerman, Gustafson, and Boulton will work to provide Gallentine with the information requested and answer questions.

B) 2024 Capital Request Revisions due 10/13 – Boulton stated that if there are additional handouts or information that the NZSD JPA wishes to include should be submitted. Angerman stated that the due date also included if NZSD JPA wish to make revisions to the request or submit bill language for the 2024 legislative session. Angerman stated that a question came up regarding operation and maintenance costs being included in the next bonding request. Angerman stated that staff would need to be hired and other O & M costs would occur before the plant becomes operational. Angerman stated that no fees would be collected to cover these O & M costs until the plant is operational. Howard stated that the O & M discussion with drafting the bonding bill language will check to see if it can be included.

C) Technical Committee Meeting – Angerman stated that the first Technical Committee meeting took place on October 10th. Angerman stated that the meetings would take place on the 2nd Tuesday of the month moving forward. Angerman stated that the Technical Committee packet would be included in the following executive committee packet to review. Angerman stated that there were approximately fifteen attendees' part of the Technical Committee. The Technical Committee include representatives from each of the communities. These representatives' job is to disseminate information to other City staff. The October 10th meeting included discussion on general status update, project timeline, district formation discussion, document exchange, and facility plan. Angerman stated that if executive committee members wish to attend the Technical Committee, they should request permission from Howard to ensure that the executive committee does not create a quorum. The project management team meets every other week. The PMT manages the engineering team of roughly 50-60 members.

D) Technical Memorandum 1 - Preliminary Effluent Limits – Angerman stated that each of the communities had worked with their City consulting engineers to come up with flows and loading for projected population and industrial growth for 2045. Angerman stated that the MPCA requires these projections as part of the approval process. The flows included in this PEL request included average dry weather and average wet weather flows. Maximum wet weather flows and the strength of the waste will be included in a future TM. Pine Island and Zumbrota built in additional industrial growth. Pine Island built in 350,000 gallons while Zumbrota built in 695,000 gallons (600,000 for DFA and 95,000 for future). These flows help to determine the allocation of costs for each of the communities. The preliminary cost share determined during the feasibility stage was based on 1/3 Maximum Flow, 1/3 biochemical oxygen demand, and 1/3 total suspended solids. Each City would individually pay for peak shaving costs for the construction of equalization at the new facility. These peak shaving costs are for inflow and infiltration (I & I). The solution is to construct an equalization tank to hold and slowly introduce high flows from I & I. The original formula calculated out roughly $2 gallon of I & I. The preliminary effluent numbers that the original projections showed were 3.7 million gallons/day, which was rounded up to 4 million gallons/day when presented to legislators. The communities came up with projected flows of 4.1 million gallons/day. The submission to the MPCA requires two discharge points, a primary and backup location. The MPCA will create limits for discharge of phosphorus (P), total suspended solids (TSS), biochemical oxygen demand (BOD), along with the possibility of nitrogen. The MPCA should have these limits established later this winter. Angerman asked what the process should be for executive committee to approve Technical Memorandums. Boulton stated that the executive committee should formally approve Technical Memorandums so they show up in the minutes as discussed and approved by the executive committee. Boulton moved to approve Technical Memorandum 1 – Preliminary Effluent Limits, seconded by Buck. Passed 4-0-0.

E) **Minnesota House Capital Investment Committee Bonding Bill Tour – October 25th.** The capital investment committee is scheduled to stop at Zumbrota City Hall for a North Zumbro Sanitary District request presentation starting at 5:00PM. Britton stated that a possible quorum of the NZSD JPA executive committee should be posted. Howard stated that she would put together the formal notice and send it to each community to be posted. Theobald asked if the Mayors and City Council members from each of the communities should be invited. Theobald stated that possible quorum notices would be needed if all Councilmembers from the communities were invited. Howard stated that there should only be 1-2 councilmembers invited from each community due to the size of the venue and allotted time with the House capital investment committee members. Boulton asked who would be making the formal presentation. Britton stated that the presentation would likely be similar to the last presentation to the Senate capital investments committee where the mayors each made an introduction followed by formal presentation by Angerman and Britton. Britton volunteered to make updates to the PowerPoint presentation slides. Angerman stated that Grudem should make contacts to invite the press. Howard stated that Grudem and Zumbrota staff could reserve and prepare the room along with furnishing snacks. Boulton volunteered to invite Representatives Jacob, Altendorf, and Daniels. Howard volunteered to invite Prairie Island Indian Community representatives.

REPORTS: N/A

*The next meeting will be November 1, 2023 at 11:00AM.

Adjourn: At 12:05PM a motion to adjourn was made by Olson and seconded by Buck. Passed 4-0-0.

Signed: Attest:

__________________________ __________________________

Elizabeth Howard, Chair Michael Boulton, Secretary

TECHNICAL COMMITTEE MEETING - *NOTES*

North Zumbro Sanitary Sewer District

Goodhue, Pine Island, Wanamingo, Zumbrota

MEETING DATE:	October 10, 2023
MEETING TIME:	10:00 AM
MEETING LOCATION:	Zumbrota City Hall

AGENDA ITEMS:

1. Introduction

a. Project Management Team (PMT)
   i. *Bill gave an introduction of the PMT team.*

b. Role of Technical Committee (Second Tuesday of the Month, 10:00 am)
   i. *Bill explained the purpose and the responsibilities of the Technical Committee.*

c. Role of Executive Committee (First Wednesday of the month, 11:00 am)
   i. *Bill reviewed the role of the Executive Committee. He mentioned that they act like as a City Council for the Joint Powers Board.*

2. Project Overview

a. Status Updates

   i. Land acquisition, PFA requirements
      1. *Parcel has been identified and landowner is presenting a cost to Brian G and Bill. An appraisal needs to be prepared on the property.*
      2. *Anita said we need a full appraisal and review appraisal. Process is laid out in the clean water drinking application.*

   ii. MMB application
      1. *The Executive Committee submitted an application for approximately $42.5M, this doesn't include the $10M that the district already received.*
      2. *The House bonding tour is stopping at the Zumbrota City Hall on Wednesday, October 25 at 5:00 PM. We'll have a presentation for them. We will give a presentation to the group and will have some refreshments.*

3. Project Timeline

a. See Attached Schedule
   i. *Glenn went through the timeline. Glenn needs Pine Island's preliminary effluent limits.*
   ii. *Each community will need a facility plan. For the transport and for the new facility.*

b. Sanitary District Formation – Timing
   i. *Mn State Statute 442A.04 outlines the process for it. The district is it's own governing body. This will be completed later in the process. A joint*

powers agreement was signed by the four communities so that the communities could receive the $10M appropriation for the land acquisition and preliminary design.

4. Document Exchange and Project Tracking

a. Communication
   i. *Goal is to return calls on the same day and emails within 24 hours.*
b. Technical Memorandums (TM's)
   i. *TM's will be prepared to summarize district information and recommendations made by the Technical Committee.*
c. Decision Log
   i. *Will be utilized for keeping track of decisions being made throughout the design process.*
d. Sharepoint file folders – *Craig and Elizabeth will get it set up.*
   i. Who is copied
      1. *Correspondence will be sent to the members of the technical committee. If communities want others to be included, they should send to those individuals.*
   ii. What is saved and responsibility

5. Facilities Plans and PEL

a. TM 1 - Preliminary Effluent Limits (See Attached)
   i. *Glenn reviewed the information in Tech Memo 1.*
   ii. *Looking at centralized equalization (cheaper to pump additional flow to a centralized location than to store it in each community). Will construct EQ basin in Zumbrota. Rule of thumb is to draw down the EQ basin in 7 days.*
   iii. *TM 2 will run through Max Wet Weather flows and loading. Discussion occurred on how to handle the cost sharing for each community and SIU's. Another discussion item was SIU's agreements.*

b. Facilities plans

   i. Main Facility
      1. *Facility plan for the new treatment facility is required.*
   ii. Lift Stations and Forcemains
      1. *Preliminary Alignments of Forcemain*
         a. *Goodhue – Hwy 58. Reese has had some discussions with MnDOT about the alignment and they indicated they want the forcemain to be at the back of the right-of-way.*
         b. *Wanamingo – Tentative alignment is Hwy 60.*
         c. *Pine Island – Tentative alignment is 195th Avenue, will need to discuss with Pine Island Township.*
      2. *Craig to work on getting right-of-way maps and establishing right-of-way.*

6. Open Discussion

a. *Septic haulers – is the new treatment facility going to allow septic haulers to dump at the plant. Regulating the dumping is difficult, however, if the new facility doesn't take it, where do they dump?*

b. *Can residents along the alignments hook up? Discussion has been to only allow residents within the City to hook up. But need to have more discussion about it. Rick mentioned that their district doesn't allow anyone outside of the City to connect.*

7. **Next Meeting – 11/14/23, 10:00 am**

Attachments

- Schedule
- TM 1

whks
engineers + planners + land surveyors

2905 South Broadway
Rochester, MN 55904-5515
Phone: 507.288.3923
Federal ID: 42-0943938

October 30, 2023	
Project No:	09870.00
Invoice No:	49581

Elizabeth Howard
Executive Committee Chair
North Zumbro Joint Powers Sanitary Sewer District
250 South Main Street
Pine Island, MN 55963

Project 09870.00 North Zumbro Joint WWTF and Conveyance

Professional Engineering Services from August 2, 2023 through October 20, 2023

Phase	011	Project Management and Administration		
Technical Services				**38,550.08**
			Total this Phase	**$38,550.08**
Phase	012	Project Kickoff Meeting		
Technical Services				**2,186.93**
			Total this Phase	**$2,186.93**
Phase	013	Executive Committee Meetings		
Technical Services				**2,325.05**
Unit Billing				
Co Vehicle Mileage				
				36.03
			Total this Phase	**$2,361.08**
Phase	014	Technical Committee Meetings		
Technical Services				**3,335.80**
Unit Billing				
Co Vehicle Mileage				
				36.03
			Total this Phase	**$3,371.83**
Phase	023	Zumbrota/District Facilties Plan		
Technical Services				**59,414.08**
			Total this Phase	**$59,414.08**
Phase	024	Wanamingo Facilties Plan		
Technical Services				**1,383.68**
			Total this Phase	**$1,383.68**
Phase	027	Establish Effluent Limits		
Technical Services				**28,614.64**

Reimbursable Expenses

Shipping & Courier	11.67	
Permits & Filing Fees	1,550.00	
Total Reimbursables	**1,561.67**	**1,561.67**

Unit Billing

Co Vehicle Mileage

72.06

Total this Phase **$30,248.37**

Phase	031	Bonding Bill Assistance	
Technical Services			**3,782.40**

Total this Phase **$3,782.40**

Phase	051	Main Facility Land Acquisition Assistanc	
Technical Services			**9,078.57**

Unit Billing

Co Vehicle Mileage

68.78

Total this Phase **$9,147.35**

Billing Limits	**Current**	**Prior**	**To-Date**
Total Billings	150,445.80	0.00	150,445.80
Limit			8,500,000.00
Remaining			8,349,554.20

Total this Invoice **$150,445.80**

Billings to Date

	Current	**Prior**	**Total**
Labor	148,671.23	0.00	148,671.23
Expense	1,561.67	0.00	1,561.67
Expense - Unit	212.90	0.00	212.90
Totals	**150,445.80**	**0.00**	**150,445.80**