

NORTH ZUMBRO SANITARY DISTRICT
Joint Powers Executive Committee Regular Meeting
February 7th, 2024
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 COMMITTEE 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 = 1/10/2024**
- *B) Technical Committee Notes = N/A - Next meeting 2/13/2024**
- *C) Bills-Accounts Payable 1/10/2024-2/6/2024**
 - 1) WHKS Invoice #50402 for \$88,141.90**

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 ITEMS BUT 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

a. Public Hearing Dates

B) Grant Agreement Update

C) Bonding Bill Language

D) DFA Meeting, 1/24/2024

VI. CLOSED SESSION

A) Purchase Agreement Discussion

Pursuant to Minnesota Statutes, Section 13D.05, subdivision 3(c)(3), the meeting will be closed to discuss offers or counteroffers for the purchase or sale of real property by the NZSD, PID# 47.030.2000, 72.680.0021, and 72.680.0010.

VII. NEW BUSINESS

A) Technical Memorandum 4

B) Set Executive Committee Special Meeting

C) Approve Purchase Agreement

a. Discuss City Council approval timing

b. PFA approval

c. Initiate site work

d. Tentative Forcemain Alignments

e. Meet with Townships

D) Public Outreach Plan

E) FY2025 Community Projects Funding (Congressionally Directed Spending)

VIII. ADJOURN

Time: _____ Motion: _____ Second: _____

NORTH ZUMBRO SANITARY DISTRICT
Joint Powers Executive Committee Regular Meeting
Wednesday, January 10, 2024 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, Michael Boulton – Wanamingo, and Brian Grudem - Zumbrota

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

ABSENT: Executive Committee

ALSO PRESENT: Bill Angerman – WHKS, Glenn Gustafson – WHKS, Brandon Theobald – WHKS, Craig Britton – Widseth, and Reese Sudtelgte ISG.

ADOPT AGENDA: Grudem motioned to approve, seconded by Buck. Passed 4-0-0.

CONSENT AGENDA: Boulton motioned to approve, Seconded by Grudem. Consent Agenda Items include: December 6, 2023 Executive Committee Meeting Minutes, January 9, 2024 Technical Committee Meeting Notes, and WHKS \$69,993.75 Bills. Passed 4-0-0.

PUBLIC COMMENTS: N/A

OLD BUSINESS:

- A) Facilities Plan – Deadline March 2024.** Angerman stated that the Facility Plan needs to be submitted by March 1st. The JPA has one more regular meeting (2/7/2024) before the deadline. We may need to hold a special JPA meeting to approve the Facility plan toward the end of February. Each of the four communities will need to hold public hearings. These public hearings can occur after March 1st. It would be anticipated to take place the second half of March or early April. This Facilities Plan will be an ongoing agenda item.
- B) MNPFA Grant Application/PSIG Update – New Info** – Britton stated that he spoke with Anita Gallentine from the Minnesota PFA. Gallentine had not yet submitted the grant application to her supervisor for approval. There are a number of other higher priority capital improvements grants ahead of this project in the queue. Britton stated that he would follow back up with Gallentine to see when approval is expected to occur. Boulton asked if this was holding up reimbursement for costs such as engineering. Howard stated that the invoice will be submitted to the State. The State will then issue payment directly to the engineers. Angerman stated that the engineers were okay with waiting to be paid, but at some point, would need to push the issue of payment. Britton stated that he would press Gallentine on approval date due to outstanding invoices that need to be paid.
- C) Bonding Bill Language** – Angerman stated that the PSIG question still needs to be addressed. The four communities are eligible for PSIG funding. If a combination of communities receives and do not receive PSIG funding there would not be availability to share the funds. This may create an imbalance in the funding formula for the communities. Angerman stated that the bonding dollars are not restricted on benefit among the communities. Angerman and Gallentine had discussed bonding dollar allocation as a way to keep the funding formula in place. Angerman stated that the bonding bill language should include language to allocate at the discretion of the four communities. Britton stated that he had relayed the bonding billing allocation language to Tom Hanson with Winthrop & Weinstine. Howard stated that a lobbyist meeting had been discussed, but not set, at the end of January.

NEW BUSINESS:

- A) Technical Memorandum 2** – Angerman stated that information had been gathered by the engineers with City leaders for historic and projected data. The Technical Committee reviewed on January 9th. TM 2 summarizes the proposed average daily flow (AVG), maximum wet weather (MWW), peak instantaneous wet weather (PIWW), and peak hourly wet weather (PHWW) design flows for the North Zumbro Sanitary Sewer District. Average dry weather (ADW) and average wet weather (AWW) flow requests were submitted to the Minnesota Pollution Control Agency in September of 2023 as part of the Preliminary Effluent Limits request. These flows were presented in Technical Memorandum 1, dated 9/20/2023. Boulton moved to approve Technical Memorandum 2, second by Buck. Angerman stated that MWW would help factor plant size. Angerman stated that equalization would not be included in the funding formula, but paid separately. Goodhue does not need equalization, but the other four communities would require capacity due to inflow and infiltration. Passed 4-0-0.
- B) Technical Memorandum 3** – Angerman stated that historic and projected data had been gathered and put into the tables for TM 3. TM 3 summarizes the historic and projected design loads for five-day carbonaceous biochemical oxygen demand (CBOD5), total suspended solids (TSS), Total Kjeldahl Nitrogen (TKN), and Total Phosphorus (TP) for the North Zumbro Sanitary Sewer District. Grudem moved to approve Technical Memorandum 3, seconded by Boulton. Angerman stated the Dairy Farmers of America make projections difficult. Passed 4-0-0.
- C) WIF Project Information Worksheet** – Boulton stated that Anita Gallentine had reached out looking to collect preliminary information for proposed wastewater and drinking water projects that may be eligible for affordability-based grants under the state Water Infrastructure Funding (WIF) program. The information will be used to estimate potential WIF grant needs for the PFA's 2024 report to the Minnesota Legislature. WIF grants can provide partial project funding in conjunction with PFA low interest loans, or to match funding provided by USDA Rural Development. To be eligible, projects must be listed on the Clean Water Project Priority List (prepared by the Minnesota Pollution Control Agency) or the Drinking Water Project Priority List (prepared by the Minnesota Department of Health), and must qualify for affordability criteria after all other grants are subtracted from the entity's share of the project cost. This includes costs that will be covered by the 2023 special appropriation, and any speculative future appropriations. The WIF program provides supplemental grants for high-cost wastewater and drinking water projects based on affordability criteria established in state law. Under the WIF program statutes (Minnesota Statutes, Section 446A.072) grant eligibility is calculated based on the average cost per household of the wastewater or drinking water system, including costs for operation and maintenance (existing and projected for each), existing debt service for each individual entity in the SD, and new share of the project costs. Boulton stated that he had filled out a portion of the worksheet in which he had information. Boulton then sent on the worksheet to Gail Levenson of Widseth to complete the remainder. Britton stated that the worksheet is due by 1/15/2024. Britton stated that Levenson would be reaching out to Goodhue, Pine Island, and Zumbrota to obtain the remainder of the information. Angerman stated the WIF funding would be a long-shot. Angerman stated that the worksheet was not an application, but the information would help the legislature in future policy and fund decisions. Angerman asked if the individual communities would have a better chance at applying separately than together. Angerman stated that he would ask Gallentine.
- D) Public Outreach Plan** – Britton stated the public hearings would take place in late March or early April. Britton stated that the engineers are working on a public program. The program would include objectives set forth by the JPA Board. There is a need to formalize the information. The plan is to have a draft put together for the February JPA meeting. Gustafson stated that there are specific requirements for the facility plan public hearing that will need to be included. Boulton asked if the public hearing would require notices to be published in the newspaper. Howard stated that a joint public meeting notice could be drafted that included dates for each of the community public hearings.

Boulton stated that this would be a JPA expense that can be submitted to the State as part of the grant reimbursement under miscellaneous. Britton stated that public outreach plan will eventually include a logo, graphics, and website. There will need to be information regarding future user rates. The rates are projected to double with planned funding. Angerman reminded everyone that the rates would go up five times without outside funding. Boulton stated that the outreach should also show that the wastewater treatment facilities are at the end of their lifespans and are worn out. The best use of tax dollars is the regional wastewater treatment facility, transportation, and equalization basin.

- E) DFA Meeting, 1/17/2024** – Angerman stated that DFA has just recently completed upgrades to their wastewater treatment facility. There are questions on projected design loads as part of TM 3 which factors into TM 4. The meeting will be on the projected flows and loading. The meeting will be at 9:00AM on 1/17/2024 at Zumbrota City Hall. Brian Grudem, Bill Angerman, and possibly other WHKS staff will be present for the North Zumbro Sanitary District.

Closed Session – Purchase Agreement Discussion - Howard stated that pursuant to Minnesota Statutes, Section 13D.05, subdivision 3(c)(3), the meeting will be closed to discuss offers or counteroffers for the purchase or sale of real property by the NZSD, PID# 47.030.2000, 72.680.0021, and 72.680.0010 at 11:32PM. Grudem moved to close session, second by Boulton. Passed 4-0-0. Boulton move to open back up the meeting, seconded by Buck. Passed 4-0-0. Meeting opened back up at 12:34PM.

Howard stated that Winthrop & Weinstine were starting to schedule capital visits with legislators starting in February. Howard stated that she would create a meeting schedule spreadsheet. This spreadsheet will ensure that City staff or Council members are scheduled to attend.

REPORTS: N/A

*The next meeting will be February 7, 2024 at 11:00AM.

Adjourn: At 11:39PM a motion to adjourn was made by Buck and seconded by Grudem. Passed 4-0-0.

Signed:

Attest:

Elizabeth Howard, Chair

Michael Boulton, Secretary



February 5, 2024
Project No: 09870.00
Invoice No: 50402

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 December 30, 2023 through January 26, 2024

Phase 011 Project Management and Administration
Technical Services 17,249.28

Total this Phase \$17,249.28

Phase 012 Project Kickoff Meeting
Technical Services 871.68

Total this Phase \$871.68

Phase 013 Executive Committee Meetings
Technical Services 1,864.24

Unit Billing

Co Vehicle Mileage
36.03

Total this Phase \$1,900.27

Phase 014 Technical Committee Meetings
Technical Services 1,864.24

Total this Phase \$1,864.24

Phase 022 Pine Island Facilities Plan
Technical Services 874.88

Total this Phase \$874.88

Phase 023 Zumbrota/District Facilities Plan
Technical Services 46,496.64

Total this Phase \$46,496.64

Phase 024 Wanamingo Facilities Plan
Technical Services 3,029.44

Total this Phase \$3,029.44

Phase 025 Goodhue Facilities Plan

Project	09870.00	North Zumbro Joint WWTF and Conveyance	Invoice	50402
Technical Services				345.60
Total this Phase				\$345.60
Phase	026	Prepare EAW		
Technical Services				3,387.20
Total this Phase				\$3,387.20
Phase	027	Establish Effluent Limits		
Technical Services				9,032.70
Unit Billing				
Co Vehicle Mileage				36.85
Total this Phase				\$9,069.55
Phase	051	Main Facility Land Acquisition Assistanc		
Technical Services				2,023.49
Unit Billing				
Co Vehicle Mileage				36.03
Total this Phase				\$2,059.52
Phase	062	Zumbrota Demo & Abandon Existing Site		
Technical Services				892.80
Total this Phase				\$892.80
Phase	063	Wanamingo Demo & Abandon Existing Site		
Technical Services				100.80
Total this Phase				\$100.80
Billing Limits		Current	Prior	To-Date
Total Billings		88,141.90	298,771.20	386,913.10
Limit				8,500,000.00
Remaining				8,113,086.90
Total this Invoice				\$88,141.90
Billings to Date		Current	Prior	Total
Labor		88,032.99	296,852.51	384,885.50
Expense		0.00	1,561.67	1,561.67
Expense - Unit		108.91	357.02	465.93
Totals		88,141.90	298,771.20	386,913.10

TECHNICAL MEMORANDUM 4

TO: Brian Grudem, Zumbrota City Administrator
Elizabeth Howard, Chair – North Zumbro Sanitary Sewer District

FROM: Bill Angerman, P.E.
Glenn Gustafson, P.E.

DATE: January 10, 2024

RE: **Design Loads for Dairy Farmers of America (DFA)**
North Zumbro Sanitary Sewer District

PURPOSE

Technical Memorandum (TM) 4 summarizes the projected design loads for Dairy Farmers of America (DFA). DFA is a significant industrial user located in Zumbrota that will be sending its wastewater to the North Zumbro Sanitary Sewer District (District). The District will be using a 20-year future forecast period for sizing its facilities with a Design Year of 2045. DFA's loadings are summarized in this memo. Representatives from the Sanitary District Engineering and Executive Committee will meet with DFA staff on January 17th, 2024. DFA will be provided with this TM and asked to reply with comments by January 26th. The projected loads will form the basis for future cost share and treatment agreements.

HISTORY

In 2021, DFA constructed a system to pretreat its wastewater prior to discharge into the sanitary sewer. Prior to this DFA did not pretreat its wastewater. Limited sampling data is available from DFA's pretreatment facility.

DESIGN LOADS

Table 1 summarizes the proposed primary design loads for DFA. Projections assume the pretreatment system is active. Based on final District permit limits from the MPCA, other wastewater constituents may be added into a future treatment agreement. These could include but are not limited to chlorides, sulphates, total dissolved solids, nitrates, etc. Abbreviations are defined on the next page.

Table 1 Proposed Design Loads for Dairy Farmers of America – Design Year 2045

Load	Value	Basis
Flow	0.600 MGD	City of Zumbrota set DFA flow allocation at 0.600 MGD. Used 0.600 MGD as average and max design flow. Flows are not affected by pretreatment. Historic ADW, AVG, AWW, MWW flows were 0.197 MGD, 0.261, 0.393 MGD, and 0.424 MGD, respectively (2013-2022 data).
CBOD ₅	25/40 mg/L, 125/200 PPD	Assumed the following: - Avg: 25 mg/L and 0.600 MGD, equal to 125 PPD. - Max: 40 mg/L and 0.600 MGD, equal to 200 PPD.
TSS	40/50 mg/L, 200/250 PPD	Assumed the following: - Avg: 40 mg/L and 0.600 MGD, equal to 200 PPD. - Max: 50 mg/L and 0.600 MGD, equal to 250 PPD.
TKN	10/15 mg/L, 50/75 PPD	Assumed the following: - Avg: 10 mg/L and 0.600 MGD, equal to 50 PPD. - Max: 15 mg/L and 0.600 MGD, equal to 75 PPD.
TP	1.0 mg/L 20 PPD	Assumed 1.0 mg/L and 0.600 MGD, equal to 5 PPD. Used for Avg and Max design loads. November 2023 pretreatment system test average was 3.72 mg/L TP.

DEFINITIONS

- Loads:
 - CBOD₅ (Five-day Carbonaceous Biochemical Oxygen Demand): organic load.
 - TSS (Total Suspended Solids): suspended solids load.
 - TKN (Total Kjeldahl Nitrogen): organic- and ammonia-nitrogen load.
 - TP (Total Phosphorus): organic and inorganic phosphorus.
- Units:
 - AVG (Average Day): average load in a continuous 12-month period.
 - Max Month: highest average load in a continuous 30-day period.
 - Max Day: highest load for a 24-hour period.
 - mg/L (milligrams per liter): measure of concentration.
 - PPD (Pounds Per Day): measures the load, in pounds, in a 24-hour period.
 $[Concentration\ mg/L] * [Flow\ MGD] * 8.34 = [Load\ PPD]$
 - MGD (Million Gallons per Day) measures flow for a 24-hour period.
- Flows:
 - ADW: lowest average flow in a continuous 30-day period.
 - AVG (Average Day): average flow in a continuous 12-month period.
 - AWW (Max Month): highest average flow in a continuous 30-day period.
 - MWW (Max Day): highest flow for a 24-hour period.

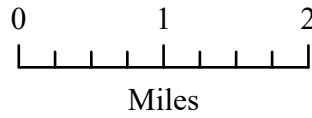
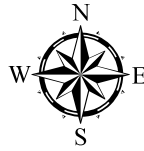
FORCEMAIN ALIGNMENTS

NZSSD Expansion

Draft Print

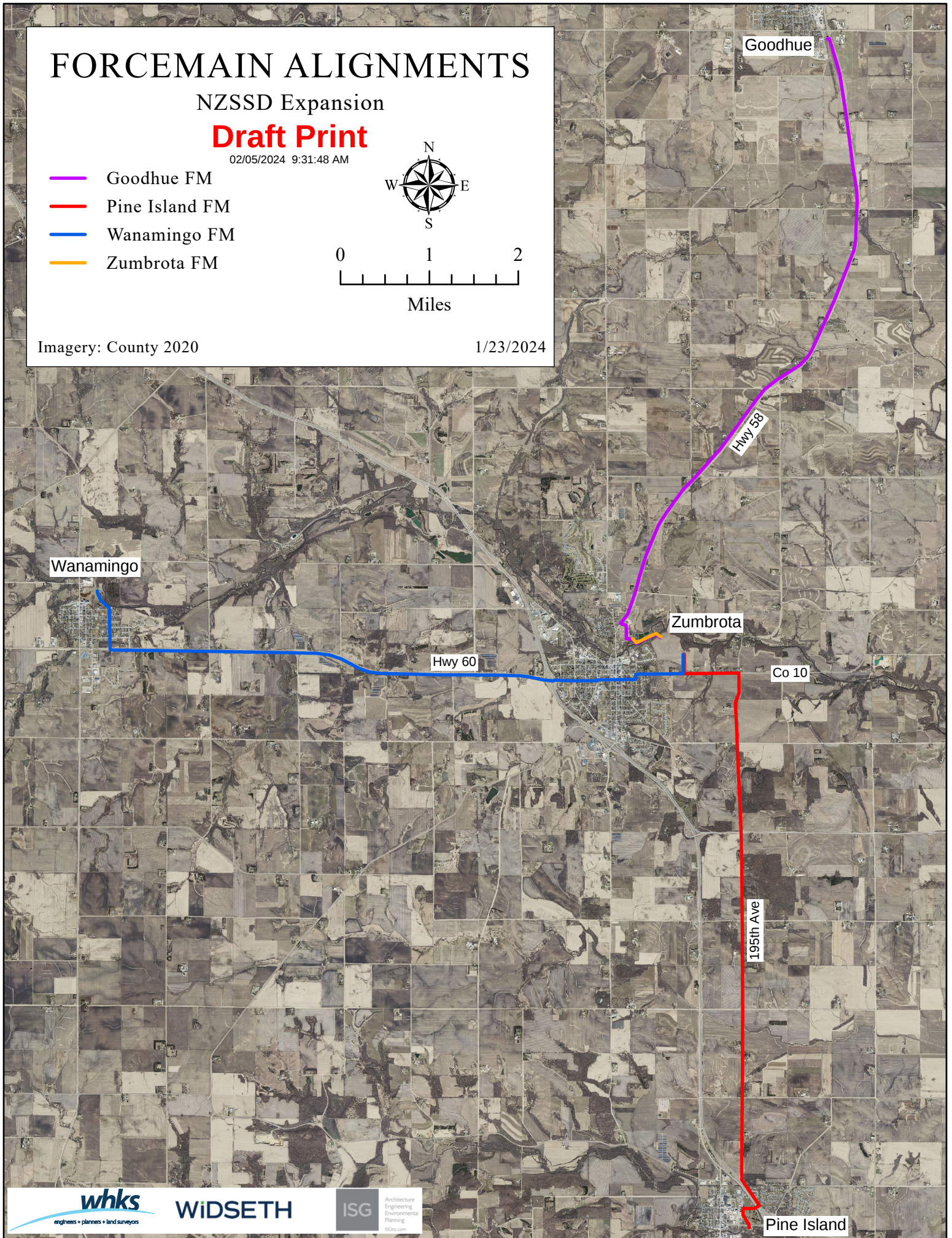
02/05/2024 9:31:48 AM

- Goodhue FM
- Pine Island FM
- Wanamingo FM
- Zumbrota FM



Imagery: County 2020

1/23/2024



January 16, 2023

Public Outreach Program: North Zumbro Sanitary Sewer Project

Widseth's marketing communications team will produce a public outreach plan that encompasses the following.

Objectives

Generate public awareness, education & engagement. Promote acceptance and buy-in.

Messaging

Project facts of importance to the public:

- What is happening, now or in the foreseeable future
- When certain project developments will occur
- Where they will occur
- Who will be impacted
- Why is this necessary
- How rates will be affected

Schedule

We will develop a communication plan that aligns all outreach efforts with the project schedule to keep the public informed of:

- District meeting dates
- Project schedule
- Project progress & updates

Tools

We will produce a "Communications Toolbox for Public Engagement," including but not necessarily limited to:

- Project logo & graphic standards
- Project website (with project specific URL)
- Social media (various platforms)
- Videos
- Direct email
- Printed materials (brochures, posters, etc.)
- Project maps
- Signage
- Council & media relations (fact sheets, press releases)
- Meetings (live and/or virtual townhall meetings, community events)

Timing

We will work closely with the Executive Committee to determine the proper timing to initiate the public outreach program. We will be prepared to initiate this process as early as Q1 2024 if required.

We are prepared to present a first draft of the "Communications Toolbox" for the February 2024 Executive Committee meeting.

From: [Michael Boulton](#)
To: [Elizabeth Howard](#); [Brian Grudem](#); [Goodhue Mayor](#); [Bill Angerman](#); [Craig Britton](#); reese.sudtelgte@isginc.com; [Brandon Theobald \(BTheobald@whks.com\)](mailto:Brandon.Theobald@whks.com); [Glenn Gustafson](#)
Subject: FW: FY25 Community Projects Funding Application
Date: Tuesday, January 30, 2024 9:29:19 AM
Attachments: [image006.png](#)
[image007.png](#)
[image008.png](#)

FYI,

Have we seen the updated guidelines to see if it is worth it for the NZSD to create an application?

With Regards,

Michael Boulton

City Administrator
City of Wanamingo
P.O. Box 224W
Wanamingo, MN 55983
(507) 824-2477

From: Rosnick, Dylan <Dylan.Rosnick@mail.house.gov>
Sent: Tuesday, January 30, 2024 9:24 AM
To: Rosnick, Dylan <Dylan.Rosnick@mail.house.gov>
Cc: Eberhart, Aaron <aaron.eberhart@mail.house.gov>
Subject: FY25 Community Projects Funding Application

Good morning,

I wanted to reach out and make sure you received the Fiscal Year 2025 Community Projects Funding (Congressionally Directed Spending) application for the Office of Congressman Brad Finstad (MN-01). This year we have decided to do this via a Google Form in hope it is easier for you and us. The application can be found here: [Finstad FY25 Community Projects Funding Request Form \(google.com\)](#)

The **deadline for submission is tentatively March 8th**, but is subject to change as the President's budget is released and we received guidance from the House Appropriations Committee. I will follow up if we need to push up or can push back this due date.

Directions:

- Please only submit ONE project per form. Incomplete forms may not be considered.

All requests must be received by March 8, 2024 (subject to change). **Requests submitted after the deadline will not be considered.**

- If you have additional materials to accompany the request, please send them to me, Dylan Rosnick (dylan.rosnick@mail.house.gov), with the subject line **“Organization Name – Name of Request.”**
- Requests are only being considered for Fiscal Year 2025, any request that is not for FY25 or spans multiple fiscal years will not be considered.
- If you have any questions or for more information, please call Congressman Brad Finstad’s DC Office at (202) 225-2472 or email Dylan Rosnick (dylan.rosnick@mail.house.gov).
- **Note: Submission of this form does not guarantee the request’s inclusion in final legislation, nor does it guarantee the Office of Congressman Brad Finstad will submit every request it receives.**

As noted above, please feel free to reach out with any questions when filling out the application or on the process in general.

Best,

DYLAN ROSNICK

LEGISLATIVE ASSISTANT

OFFICE OF CONGRESSMAN BRAD FINSTAD (MN-01)

1605 LONGWORTH HOUSE OFFICE BUILDING

(202) 225-2472 | DYLAN.ROSNICK@MAIL.HOUSE.GOV

BRAD FINSTAD

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