

NORTH ZUMBRO SANITARY DISTRICT
Joint Powers Executive Committee Regular Meeting
April 3rd, 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 = 2/7/2024 and 2/28/2024**

***B) Technical Committee Notes = 2/13/2024 and 3/12/2024**

***C) Bills-Accounts Payable 1/27/2024 – 3/22/2024**

1) WHKS Invoice #50662 for \$59,106.02

2) WHKS Invoice #50733 for \$329,671.66

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) Public Hearing Dates

- a. Upcoming – Zumbrota (4/4/24) and Wanamingo (4/8/24)
- b. Occurred – Pine Island (3/19/24) and Goodhue (3/27/24)

B) Grant Agreement Update

C) Land Purchase Agreement Action Items

D) DFA Loadings Update

E) Bonding Bill Update

F) Website Update

VI. New Business

VII. ADJOURN

Time: _____ Motion: _____ Second: _____

NORTH ZUMBRO SANITARY DISTRICT
Joint Powers Executive Committee Regular Meeting
Wednesday, February 7, 2024 11:00 A.M.
Zumbrota City Council Chambers
Zumbrota, MN

CALL TO ORDER: Chair Elizabeth Howard.

PRESENT: Executive Committee Directors: 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 Terri Buck – Goodhue

Jason Mandelkow was noted as voting member for Goodhue since Terri Buck was absent.

ALSO PRESENT: Bill Angerman – WHKS, Glenn Gustafson – WHKS, Brandon Theobald – WHKS, Craig Britton – Widseth, Reese Sudtelgte ISG, and Blake Johnson – Prairie Island Indian Community.

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

CONSENT AGENDA: Boulton motioned to approve, Seconded by Grudem. Consent Agenda Items include: January 10, 2024 Executive Committee Meeting Minutes, and WHKS \$88,141.90 Bills. Passed 4-0-0.

PUBLIC COMMENTS: Grudem stated that he was approached by Lynn Ritter, who was concerned with the utility flagging along the county and township roads. The township residents wish to be informed regarding the project. Britton stated that the Public Outreach Plan was later in the agenda. Britton stated that informing the townships is one of the next steps in the process.

OLD BUSINESS:

A) Facilities Plan – Deadline March 2024. Angerman stated that the Facilities Plans needs to be submitted by March 1st. The engineers are in good position to complete the facility plans by the deadline. There are four facility plans, one for each community with Zumbrota having the wastewater treatment facility included. Each of the four City Councils are required to hold public hearings on their submitted facility plans. There was discussion on logistics for engineers to come to the February/March meetings discuss the facility plans submission and then call for a public hearing. Once a public hearing is called for the next City Council meeting notices can be published. The public hearing could occur at the March/April Council meetings, depending on the number of meetings each community has per month and the timing the meetings/call for public hearing/publishing of notices. Each City Engineer will be present at their corresponding City's public hearing along with either Bill Angerman, Glenn Gustafson, or Craig Britton. A special NZSD JPA meeting to approve the Facilities Plans will be discussed later in the agenda. Angerman stated that this meeting would get into the details of the Facilities Plan that could take some time and tedious in details.

B) Grant Agreement – Howard had spoke with Anita Gallentine from the Minnesota PFA. There are five steps of approval in the State process. We have just completed step one. Howard reminded Gallentine that the number and collective size of the bills were adding up for engineering. Gallentine thought that approval could be completed in March/April. Pine Island will be the fiscal agent for NZSD. The State is requiring a separate bank account. NZSD can't open their own bank account without a Federal ID number. Because the Sanitary Sewer District has not been formed, this won't be happening. Gallentine agreed that Pine Island could open a separate sub account under the City in the meantime. The JPA requires two signatures, the president and secretary, on documents. The State forms only have one location on the documents for a signature. There are

other separate forms that could be signed by both the president and secretary to approve the payments and agreements for the State on behalf of the JPA. Gallentine stated that this project is last in the list of bonding bills that still needs to be processed. All of the other projects have completed the paperwork and the focus can now be on the NZSD. Howard is working on obtaining a State SWIFT number for the JPA, as required by the State for the grant. Angerman stated that the sub-contract engineers, Widseth and ISG, have not yet submitted invoicing. Right now, the March/April timeframe can be handled by the engineers while waiting to be paid. Angerman stated that there may need to be other considerations if the grant agreement and payments are not approved by April. Howard stated that the State issues payments once per month for requests and that timing will be important for approval as we move forward.

- C) Bonding Bill Language** – Howard stated that a lobbyist meeting is planned for Thursday, February 8th at 3:45PM to discuss the bill language. The bill language is at the Revisors Office. Blake Johnson expressed his desire to take part in the meeting. Howard stated that she would share the link for the Zoom meeting. Angerman reminded the group that the bonding bill language needed to be all encompassing as to what is eligible for the funds to be spent. Angerman said that the State agencies follow the language very specifically for what funds are eligible to be spent.
- D) DFA Meeting, 1/24/2024** – Angerman stated that the meeting with DFA took place regarding the TM #4 flows and loading limits. DFA had requested a higher-than-expected phosphorus limit. DFA was not aware of the capital costs formula laid out in the initial feasibility report. The higher-than-expected phosphorus limit could push DFA's share of the cost roughly \$2 million higher. The DFA Engineer now understands the implications of the higher-than-expected phosphorous limits request and is expected to adjust.

Howard moved to table C) Approve Purchase Agreement, along with subset a. to e. to the end of the meeting, seconded by Boulton. Passed 4-0-0.

NEW BUSINESS:

- A) Technical Memorandum 4** – Angerman stated that we are waiting on final flows and loading limits from DFA. DFA is good with the remaining flows and loading limits details beyond the phosphorous limit adjustments that are expected in the near future. This item will be on next month's agenda for review and potential consideration of approval.
- B) Set Executive Committee Special Meeting** – The week of February 26th was discussed to review and approve the four Facilities Plans. February 28th at 11:00AM was the decided upon Executive Committee Special Meeting. Howard stated that she would send out notices for each community to be posted.
- C) Public Outreach Plan** – Britton stated that a proposed outline summary of the Public Outreach Plan was included in the February NZSD JPA agenda packet. The Facilities Plan public hearing will be the first step. The plan will speak about the other options from the feasibility report along with the proposed collections system routes/alignments. Designing a logo for the NZSD should be on the priority list along with a website. There are questions about which city houses the website and provides the URL. Easy information that will need to be made available include what the sewer rate changes will be, project map, land purchase agreement, and site plan for proposed wastewater treatment facility. Theobald asked what the timing and should it be coincided with the facilities plan public hearings. Angerman stated that most of the Public Outreach items should roll out in the next 6-12 months. Britton added that some of the items need to be worked on immediately why others will take time to be unveiled. Boulton said that he had requests from his staff and the public for handouts with basic information that is more than what has been provided to legislators. Gudem stated that a tri-fold handout would be helpful for the public. Gustafson said that a site camera for the wastewater treatment facility construction could be put on the website with the assistance of the contractor. Angerman said that websites are best with domain names that end in .com. Gustafson stated that www.nzssd.com might be a good domain name since the joint powers agreement is for

North Zumbro Sanitary Sewer District (NZSSD). Boulton asked if multiple communities utilize the same company for website data storage. Grudem and Howard stated that Zumbrota and Pine Island utilize Catalis for website data storage.

- D) FY2025 Community Projects (Congressionally Directed Spending)** – Angerman stated that the deadline for applications is March 8th. The Facilities Plans will be complete, which is a requirement. However, the project is for requests to be completed in 2025 with no overlapping of years. Zumbrota is looking into other project applications for 2025. Angerman stated that the FY2026 Projects with March 2025 deadline will be a better window for application and usage of funds, if granted. Angerman stated that the PSIG grant could help coincide the application process for Community Projects (Congressionally Directed Spending) in 2026. Britton stated that he would be following up with Dylan from Congressman Finstad’s office regarding questions of logistics and eligibility in the future year applications.

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 11:44PM. Boulton moved to close session, second by Grudem. Passed 4-0-0. Boulton move to open back up the meeting, seconded by Grudem. Passed 4-0-0. Meeting opened back up at 11:49PM.

- E) Approve Purchase Agreement** – Grudem moved to approve the purchase agreement on land for future sanitary sewer district wastewater treatment facility, seconded by Boulton. Howard stated that the agreement was for 43.5 acres at a price of \$22,000 (\$957,000) for PID# 47.030.2000, 72.680.0021, and 72.680.0010. Passed 4-0-0.
- Discuss City Council approval timing - Angerman stated that each city council would need to approve the purchase agreement as well. Boulton asked if the consideration of council approval of the purchase agreement could coincide with the facilities plan public hearings. Angerman said that these two items could be brought to the same meetings. Howard stated that meetings with township should occur before being brought to the councils.
 - Meeting with Townships - Grudem stated that dates should be put together for township meeting(s). Angerman asked if a joint meeting at Zumbrota City Hall would work with representatives of townships. Howard stated that separate meetings with Zumbrota and Pine Island township should occur right away with a meeting of all of the effected townships to follow. Britton suggested that Angerman and Grudem meet with Zumbrota Township with Howard and Britton meet with Pine Island Township. Grudem asked for others to be present so that it is the NZSD and not just the City of Zumbrota meeting. Grudem said that he would send out invites if anyone could join. Boulton reminded the board that only two members could be present to avoid quorum.
 - PFA Approval – Angerman stated that the Purchase Agreement will be sent to PFA for approval. There is not a clear path or timeline for approval. Britton will submit.
 - Initial Site Work – Howard stated that any initial site work should wait until a meeting with Zumbrota Township has been completed. Angerman stated that the initial site work will be schedule for first week in March, assuming that the meeting with Zumbrota Township has been completed. Angerman stated that there are concerns with timing of crops compared to any site work. Howard stated that the purchase agreement contract allows the seller the ability to farm until construction of the wastewater treatment facility starts. Grudem stated that the seller conducts no till farm management. The seller wishes to keep away from rutting as much as possible while the land is still being farmed.
 - Tentative Forcemain Alignments – A map was included in the NZSD February agenda packet showing where the Goodhue, Pine Island, and Wanamingo sewer forcemain routes are proposed. The map also shows the short route, including crossing the river for Zumbrota’s sewer forcemain. Britton stated that the routes are intended to minimize conflicts. There have been concerns with routes through the City of Zumbrota that will need to be discussed. Angerman stated that the forcemain is intended to be buried at a depth of seven feet through

roads in Zumbrota. Grudem asked the sizes of the pipes. Britton stated that Wanamingo had a 12” sizing, Pine Island had a 20” sizing, Zumbrota has a 20” sizing, and Goodhue has a 10” sizing of piping.

REPORTS: N/A

*The next meeting will be March 6, 2024 at 11:00AM.

Adjourn: At 11:59AM a motion to adjourn was made by Grudem and seconded by Howard. Passed 4-0-0.

Signed:

Attest:

Elizabeth Howard, Chair

Michael Boulton, Secretary

NORTH ZUMBRO SANITARY DISTRICT
Joint Powers Executive Committee Special Meeting
Wednesday, February 28, 2024 11:00 A.M.
Zumbrota City Council Chambers
Zumbrota, MN

CALL TO ORDER: Chair Elizabeth Howard.

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

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

ABSENT: Executive Committee Alternate Director: Stuart Ohr - Wanamingo

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.

PUBLIC COMMENTS: None

OLD BUSINESS:

- A) **Facilities Plan – Deadline March 2024.** Angerman stated that the four Facilities Plans are due to be submitted by March 1st. There are minor changes still being made. Resolutions for approved facilities plans need to be sent into the State, as well. Board members can read through facilities plans at leisure. There will be PowerPoint presentations at each of the City Council meetings on the facilities plans as part of the public hearings. A summary sheet PowerPoint of the facilities plan was presented to the Executive Committee by Angerman, Gustafson, and Britton. The facilities plans are for use as regulatory documents and not road plans for financing decisions. The four facilities plans were prepared as follows: WWTP & Zumbrota Conveyance, Goodhue Conveyance, Pine Island Conveyance, and Wanamingo Conveyance. The plans must follow MPCA guidelines that include review cost and effectiveness, consider treatment alternatives and reasons for selecting, location of project site, and estimated sewer service charges. Each City must hold a public hearing. The recommendation is to build a centralized facility with an oxidation ditch option. Cost share recommendation (with DFA) will be ½ flow, ¼ BOD, and ¼ TSS. Originally the cost share was 1/3 flow, 1/3 BOD, and 1/3 TSS. Peak Instantaneous Wet Weather (PIWW) will be used for flow allocation. The separate flow retention calculation was removed from the cost sharing formula. The costs assume State bonding money, but does not include PSIG grants. There is a desire to maximize the PSIG funding eligibility. The project will have to meet guidelines and specifications. There will be further rate analysis to occur in the future. The MPCA anticipates lowering phosphorus summer limit to 0.4 mg/l which could add approximately \$2 million to the cost. There have been discussions to place capital recovery charges onto both Dairy Farmers of America and Land O'Lakes as large industrial users. Alternative 1 is the Oxidation Ditches (\$83.3 Million plus \$961,000/year O & M), which is the easiest plant to run. The costs are expected to be \$1.9 million more than Alternative 2 Sequencing Batch Reactor (\$82.5 Million plus \$906,000/year O & M). Alternative 3 is Extended Air Activated Sludge (\$91.8 Million plus \$1,073,000/year O & M). Alternative 4 is Aerobic Granular Sludge (\$95.3 Million plus \$812,000/yea O & M). The total WWTF project costs would be \$83.3 million with \$40.79 million in State Bonding Bill money and \$42.51 million NZSSD money. The conveyance project costs would be \$28 million with \$13.71 million in State Bonding Bill money and \$14.29 million in NZSSD money. The total project costs would be \$111.3 million with \$54.8 State Bonding Bill money and \$56.5 NZSSD money.

NZSSD Item	Alt 1 – Oxidation Ditches	Alt 2 – Sequencing Batch Reactor	Alt 3 – Extended Air Activ. Sludge	Alt 4 – Aerobic Granular Sludge
NZSSD WWTF				
WWTF Project	\$83,300,000	\$82,500,000	\$91,800,000	\$95,300,000
WWTF O&M / year	\$961,000 / year	\$906,000 / year	\$1,073,000 / year	\$812,000 / year
WWTF O&M NPW	\$19,220,000	\$18,120,000	\$21,460,000	\$16,240,000
Total WWTF NPW	\$102,520,000	\$100,620,000	\$113,260,000	\$111,540,000
Comparison with lowest cost alternate	+\$1,900,000 (+1.9%)	-	+\$12,640,000 (+12.6%)	+\$10,920,000 (+10.9%)
Non-Economic Factors		Operational complexity		Proprietary
Score	1	2	3	4
NZSSD Conveyance				
Conveyance Project	\$28,000,000	\$28,000,000	\$28,000,000	\$28,000,000
Conveyance O&M / year	\$163,000 / year	\$163,000 / year	\$163,000 / year	\$163,000 / year
Conveyance O&M NPW	\$3,260,000	\$3,260,000	\$3,260,000	\$3,260,000
Total Conveyance NPW	\$31,260,000	\$31,260,000	\$31,260,000	\$31,260,000
Total NZSSD				
Total Project:	\$111,300,000	\$110,500,000	\$119,800,000	\$123,000,000
Total NPW:	\$133,780,000	\$131,880,000	\$144,520,000	\$142,800,000

Table 1 State of Minnesota Bonding Bill and NZSSD-Funded Portions of Project

Item	Amount
WWTF Project	
Total WWTF Project Cost	\$83,300,000
State of Minnesota Bonding Bill	\$40,790,000
NZSSD-Funded	\$42,510,000
Conveyance Project	
Total Conveyance Project Cost	\$28,000,000
State of Minnesota Bonding Bill	\$13,710,000
NZSSD-Funded	\$14,290,000
Total Project	
Total Project	\$111,300,000
State of Minnesota Bonding Bill (rounded)	\$54,800,000
NZSSD-Funded	\$56,500,000

The cost share will be split by the following tables for WWTF Project, Conveyance Project, and O & M Costs share:

Table 68 Determination of Cost Share Percentages for Member Cities

Input Value	Goodhue	Pine Island	Wanamingo	Zumbrota	Total
WWTF					
MWW Flow w/ Retention	0.488 MGD	1.813 MGD	0.564 MGD	1.999 MGD	4.865 MGD
50% Scoring Weight	10%	37%	12%	41%	100%
Equivalent CBOD	213 PPD	1,675 PPD	220 PPD	1,158 PPD	3,266 PPD
25% Scoring Weight	7%	51%	7%	35%	100%
Equivalent TSS	265 PPD	2,112 PPD	280 PPD	1,580 PPD	4,237 PPD
25% Scoring Weight	6%	50%	7%	37%	100%
WWTF Cost Share %	8.0%	44.0%	9.0%	39.0%	100%
Notes:					
MWW Flow w/ Retention is the portion of WWTF hydraulic capacity allocated to each city. Assumes 6 MG retention basin.					
Equivalent CBOD and Equivalent TSS assumes DFA in Zumbrota will have a Total Phosphorus limit of 2 mg/L which increases its equivalent CBOD and TSS at 25:1 ratio with TP. This is used for cost allocation related to Zumbrota and ultimately for DFA cost share.					
Conveyance					
PIWW Flow	5.9%	42.5%	13.6%	38.0%	100%
100% Scoring Weight					
Conveyance Cost Share %	5.9%	42.5%	13.6%	38.0%	100%

Table 2 Project Cost Shares for Member Cities

Item	Goodhue	Pine Island	Wanamingo	Zumbrota	Total
WWTF Project					
Share %	8.0%	44.0%	9.0%	39.0%	100%
Amount	\$3,401,000	\$18,704,000	\$3,826,000	\$16,579,000	\$42,510,000
Conveyance Project					
Share %	5.9%	42.5%	13.6%	38.0%	100%
Amount	\$847,000	\$6,075,000	\$1,936,000	\$5,432,000	\$14,290,000
Total Project Cost Share Amount					
Amount	\$4,248,000	\$24,779,000	\$5,762,000	\$22,011,000	\$56,800,000

Table 3 O&M Cost Shares for Member Cities

Item	Goodhue	Pine Island	Wanamingo	Zumbrota	Total
WWTF O&M					
Share %	8.0%	44.0%	9.0%	39.0%	100%
Amount / year	\$77,000	\$423,000	\$86,000	\$375,000	\$961,000
Conveyance O&M					
Share %	5.9%	42.5%	13.6%	38.0%	100%
Amount / year	\$10,000	\$69,000	\$22,000	\$62,000	\$163,000
Total O&M Cost Share Amount					
Amount / year	\$87,000	\$492,000	\$108,000	\$437,000	\$1,124,000

The significant Industrial Users projections are as follows: LOL cost share is based on ½ flow, ¼ BOD, and ¼ TSS. The flow is expected to be 100,000 gallons per day. BOD and TSS based on current SIU agreement. LOL capital share = TBD based on PI Input, but is approximately \$1.4 million. There will need to be additional discussion with LOL on meeting their needs. DFA cost share based on ½ flow, ¼ eq BOD, ¼ eq TSS. The flow is expected to be 600,000 gallons per day. The phosphorus concentration is 2.0 mg/l. The BOD:P ratio needs to be 25:1 giving DFA a higher equivalent BOD and increasing their, and the City of Zumbrota's, cost share. DFA capital cost share is approximately \$6 million. The rate impact is based on not showing DFA and LOL. The 2020 population and 2.5 people per REU:

Table 71 Sewer Rate Impacts for Member Cities w/o DFA and LOL

Item	Goodhue	Pine Island*	Wanamingo	Zumbrota*
WWTF Debt Service				
NZSSD WWTF Residential Debt Service	\$313,000	\$1,724,000	\$424,000	\$1,187,000
O&M				
NZSSD WWTF and Conveyance O&M	\$77,000	\$467,400	\$108,000	\$327,750
City-Owned Collection System O&M	\$100,000	\$130,000*	\$100,000	\$100,000*
Total O&M	\$177,000	\$597,400	\$208,000	\$427,750
Total				
Amount / year	\$490,000	\$2,321,400	\$632,000	\$1,614,750
Rate Impacts				
Residential Equivalent Units (REU)	498	1,508	445	1,490
Monthly per REU	\$82	\$128	\$118	\$90
*Pine Island and Zumbrota columns are presented without Land O' Lakes and Dairy Farmers of America, respectively, to provide an approximate calculation of residential sewer rate impacts for these cities.				

The City rates are not all the same. The rates are built off future projections. Existing conditions for inflow and infiltration also impact rates. If Cities reduce inflow in infiltration of clear-water they will be able to offer more growth to offset rates. Each city will have varying O & M costs to operate their own collection system. Grudem moved to approve the facilities plans, seconded by Buck. Passed 4-0-0.

- a. **Public Hearing Dates** – Britton stated that the dates had been set for each of the communities' public hearings for the Facilities Plans. The Pine Island public hearing will be on March 19th. The Goodhue public hearing will take place on March 27th. The Zumbrota public hearing will take place on April 4th. Finally, the Wanamingo public hearing will take place on April 8th. Each of the City Councils will call for the public hearing at the Council meeting prior to the public hearings. Each of the Cities' staff have been provided a public hearing notice that will be published in the newspaper at least ten days prior the public hearing.

B) Township Meetings Update – Howard stated that the initial Pine Island Township meeting took place on February 26th. The meeting went well with the only questions being what side of the township road the proposed piping would be installed. Members of Pine Island Township were happy to be informed of the proposed project. Grudem stated that the Zumbrota Township meeting had taken place on February 13th with Board Chair Roger Ballstadt. The initial meeting went well with Ballstadt appreciative of the early communication. Ballstadt had asked about the proposed location of the piping along the township road right-of-way. Grudem also stated that the proposed purchase agreement for the land acquisition and future annexation was presented and discussed.

REPORTS: N/A

*The next meeting will be April 3, 2024 at 11:00AM.

Adjourn: At 12:04PM a motion to adjourn was made by Buck and seconded by Grudem. Passed 4-0-0.

Signed:

Attest:

Elizabeth Howard, Chair

Michael Boulton, Secretary

TECHNICAL COMMITTEE MEETING

North Zumbro Sanitary Sewer District

Goodhue, Pine Island, Wanamingo, Zumbrota

MEETING DATE: February 13, 2024
MEETING TIME: 10:00 AM
MEETING LOCATION: Zumbrota City Hall

AGENDA ITEMS:

1. Sign In

- a. *Attendees: Bill Angerman, Glenn Gustafson, Craig Britton, Rick Torri, Brandon Theobald, Brad Kennedy, Reese Sudtelgte, Jason Mandelkow, Todd Robertson, James Hitchcock, Doug Alms, Mike Olson.*

2. Status Updates

- a. Land acquisition update
 - i. *Reviewed the site location. Approximately 45 acres in area east and south of the existing Zumbrota wastewater facility.*
 - ii. *The purchase agreement for the property has been signed by the property owners and approved by the Executive Committee.*
 - iii. *Each City Council will need to approve the purchase agreement at an upcoming Council meeting.*
 - iv. *Due diligence will begin once the purchase agreement is fully executed and will include soil borings, wetland delineation, survey, title work, etc...*
 - v. *Meeting with Townships will be taking place at the following dates and times.*
 - 1. *Zumbrota Township – Today (Feb 13th) at 4:45 PM at Zumbrota City Hall.*
 - 2. *Pine Island Township – Feb 27th at 4:00 PM at Pine Island Town Hall.*

3. Facilities Plans and PEL

- a. TM 4 – DFA flows and loadings, in progress
 - i. *Meeting 1/24*
 - ii. *Approximate estimated flow of DFA is 600,000 GPD.*
 - iii. *Reviewed Technical Memorandum 4 (attached to this memo).*
 - iv. *DFA originally asked for phosphorus limit of 1 mg/L, but has since asked for a limit of 6 mg/L. This is a high value and will cost them more for their share of the new facility.*
 - v. *Zumbrota and Wanamingo received a 1 mg/L phosphorus limit and Pine Island currently has a 1 mg/L limit. MPCA is looking at dropping that limit to 0.4 mg/L. Will likely be including disc filters in the treatment train to meet the 0.4 mg/L value.*
- b. Facilities plans – Due March 1
 - i. *Executive Committee Approval 2/28*

1. *Will present the facilities plans to the executive committee on the 28th and are looking for approval from them at that time.*
 2. *Plan to make the draft facilities plans available to review on the 26th.*
 3. *Councils will have a facilities plan public hearing at their March or April Council meetings.*
 - a. *Tentative Dates for Public Hearings at the Council meetings*
 - i. *Pine Island – March 19th*
 - ii. *Goodhue – March 27th*
 - iii. *Zumbrota – April 4th*
 - iv. *Wanamingo – April 8th*
 4. *In addition to setting the public hearing dates, Councils will be asked to approve the purchase agreement at their upcoming meetings.*
- ii. Review FP figures
1. *Alternate 1 – Oxidation Ditches*
 - a. *Reviewed oxidation ditch layout*
 - i. *Pretreatment building*
 - ii. *Retention basin*
 - iii. *Oxidation ditches*
 - iv. *Clarifiers*
 - v. *UV Disinfection*
 - vi. *Digesters*
 - vii. *Sludge Storage*
 - viii. *Meeting Room, Lab, Office, Maintenance Building*
 - ix. *Proposed screening berms around the facility. The facility sits quite a bit higher than the river.*
 - b. *There's enough space on the site to double the size of the facility.*
 2. *Alternate 2 – Sequential Batch Reactor (SBR) - Prairie Island has-an SBR treatment facility*
 - a. *Don't need clarifiers with SBR treatment, but it's expensive to operate.*
- *Reviewed demo plan for the existing facilities at Zumbrota and Wanamingo (attached to these meeting minutes)*
 - *Lagoons at the Zumbrota facility will be decommissioned due to the karst topography.*
 - *Reviewed schematic for oxidation ditches. Selector tanks are for biological phosphorus and nitrogen removal. May look at accepting a nitrogen limit now, that way if it is reduced in the future, we'll be at the level that's accepted right now.*
 - *For a facility with biological nutrient removal, aerobic digestion is a better option than anaerobic digestion.*
 - *Final clarifiers will have covers.*
 - *UV Disinfection is planned at the new facility.*
 - *Design BOD to Phosphorus ratio is 30:1.*
 - *Dissolved phosphorus – Need to look at what can be biologically removed and what can't. Each community will run a speciation.*
 - *Cost of ferric chloride for chemical phosphorus removal has gone up tremendously over the past years. Will design chemical phosphorus removal polishing that can accommodate aluminum sulfate or ferric chloride.*
 - *Upcoming meetings with the Townships*
 - *Reviewed the Powerpoint presentation that will be shared with the Townships.*

- *Proposed facility is partially in City and partially in Township. Annexation is required to bring the proposed site into City limits.*
- *Question about accepting septage – This will be a consideration with the design of the new facility. If it is decided that the new facility will accept septage, there will likely be a receiving station with a separate EQ basin. Likely just the septic haulers in the townships within the district will be allowed to dump at the new facility.*

4. Open Discussion

- *Jason from Goodhue has been getting questions from residents about what the new facility will cost them. With state funding the current sewer rates will likely double, without state funding the rates will likely be 4 to 5 times the current rates. Costs for the residents will be lower with regionalization because the legislature is looking to fund projects where communities are working in cooperation with one another.*
- *New subdivisions within the communities of Goodhue, Pine Island, Wanamingo and Zumbrota will need to be approved by the City and by the NZSSD. Each community will start with flow limits, but after a certain period of time (possibly 20 years) the flows can be reallocated if decided by the NZSSD board.*

5. Next Meeting – 3/12/24, 10:00 am Zumbrota City Hall

TECHNICAL COMMITTEE NOTES

North Zumbro Sanitary Sewer District

Goodhue, Pine Island, Wanamingo, Zumbrota

MEETING DATE: March 12, 2024
MEETING TIME: 10:00 AM
MEETING LOCATION: Zumbrota City Hall

AGENDA ITEMS:

1. Sign In

2. Status Updates

- a. Land acquisition/purchase agreement update – *Bill discussed the status of the purchase agreement and that there are additional steps that will need to finish and the 120 day due diligence.*

3. Facilities Plans

- a. DFA update – *DFA phosphorus was discussed. Also discussed that the state has set 0.4 mg/l in summer which was different than what MPCA had told us last summer was 1.0 mg/l. DFA wanted go to 6.0 mg/l and we came back to them with setting their limit at 2.0 mg/l which they agreed with this.*
- b. Facilities plans – Presentation – *Discussed the four facilities plans and the difference of each. Also discussed the requirement for MPCA public hearings for Residential Equivalent Unit (REU) rate impacts.*
 - i. Main Facility and Zumbrota
 - ii. Goodhue
 - iii. Pine Island
 - iv. Wanamingo
- c. Public Hearing Schedule – *Request that one Technical Committee City public works staff attend, City engineer, and Glenn, Bill or Craig.*
 - i. Pine Island – March 19, 2024
 - ii. Goodhue – March 27, 2024
 - iii. Zumbrota – April 4, 2024
 - iv. Wanamingo – April 8, 2024

4. Open Discussion – *Todd asked about backup contingencies if a forcemain got damaged broken. Bypassing systems were discussed and there are several pipe bypassing options around the damaged area. Discussed putting that into the O&M. Also discussed what items could be repurposed like generators.*

5. Next Meeting – April 9, 24, 10:00 am Zumbrota City Hall



March 21, 2024
Project No: 09870.00
Invoice No: 50662

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 January 27, 2024 through February 23, 2024

Phase 011 Project Management and Administration
Technical Services 11,316.16

Total this Phase \$11,316.16

Phase 012 Project Kickoff Meeting
Technical Services 290.56

Total this Phase \$290.56

Phase 013 Executive Committee Meetings
Technical Services 2,540.74

Unit Billing

Co Vehicle Mileage
36.85

Total this Phase \$2,577.59

Phase 014 Technical Committee Meetings
Technical Services 2,410.90

Unit Billing

Co Vehicle Mileage
36.85

Total this Phase \$2,447.75

Phase 022 Pine Island Facilities Plan
Technical Services 2,117.12

Total this Phase \$2,117.12

Phase 023 Zumbrota/District Facilities Plan
Technical Services 29,711.20

Total this Phase \$29,711.20

Phase 024 Wanamingo Facilities Plan
Technical Services 5,486.72

Project	09870.00	North Zumbro Joint WWTF and Conveyance	Invoice	50662
			Total this Phase	\$5,486.72
Phase	025	Goodhue Facilities Plan		
Technical Services				793.92
			Total this Phase	\$793.92
Phase	027	Establish Effluent Limits		
Technical Services				2,742.40
			Total this Phase	\$2,742.40
Phase	031	Bonding Bill Assistance		
Technical Services				529.28
			Total this Phase	\$529.28
Phase	051	Main Facility Land Acquisition Assistanc		
Technical Services				1,093.32
			Total this Phase	\$1,093.32
Billing Limits		Current	Prior	To-Date
Total Billings		59,106.02	386,913.10	446,019.12
Limit				8,500,000.00
Remaining				8,053,980.88
			Total this Invoice	\$59,106.02
Billings to Date		Current	Prior	Total
Labor		59,032.32	384,885.50	443,917.82
Expense		0.00	1,561.67	1,561.67
Expense - Unit		73.70	465.93	539.63
Totals		59,106.02	386,913.10	446,019.12



April 1, 2024
Project No: 09870.00
Invoice No: 50733

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 February 24, 2024 through March 22, 2024

Phase 011 Project Management and Administration
Technical Services 12,828.16

Total this Phase \$12,828.16

Phase 013 Executive Committee Meetings
Technical Services 2,133.02

Unit Billing

Co Vehicle Mileage
36.85

Total this Phase \$2,169.87

Phase 014 Technical Committee Meetings
Technical Services 2,067.04

Unit Billing

Co Vehicle Mileage
36.85

Total this Phase \$2,103.89

Phase 015 City Council Meetings
Technical Services 555.76

Unit Billing

Co Vehicle Mileage
36.85

Total this Phase \$592.61

Phase 016 Agency Stakeholder Meetings
Technical Services 555.76

Unit Billing

Co Vehicle Mileage
33.50

Total this Phase \$589.26

Phase 021 Prepare Anti-Degradation Report

Please remit payment to: WHKS & Co., P.O. Box 1467 Mason City, IA 50402-1467

Project	09870.00	North Zumbro Joint WWTF and Conveyance		Invoice	50733
Technical Services					7,465.44
Total this Phase					\$7,465.44

Phase	022	Pine Island Facilities Plan			
Technical Services					3,969.60
Total this Phase					\$3,969.60

Phase	023	Zumbrota/District Facilities Plan			
Technical Services					8,577.60
Total this Phase					\$8,577.60

Phase	024	Wanamingo Facilities Plan			
Technical Services					6,693.76
Reimbursable Expenses					
Mileage & Transport				44.22	
Total Reimbursables				44.22	44.22
Total this Phase					\$6,737.98

Phase	025	Goodhue Facilities Plan			
Technical Services					1,587.84
Total this Phase					\$1,587.84

Phase	051	Main Facility Land Acquisition Assistanc			
Technical Services					655.55
Total this Phase					\$655.55

Phase	200	Subconsultants			
Per contract 2% administrative fee for subsconsultant services.					
Consultants					
I & S Group, Inc.				85,685.40	
Widseth Smith Nolting & Assoc., Inc.				191,171.33	
Total Consultants				1.02 times 276,856.73	282,393.86
Total this Phase					\$282,393.86

Billing Limits		Current	Prior	To-Date	
Total Billings		329,671.66	446,019.12	775,690.78	
Limit				8,500,000.00	
Remaining				7,724,309.22	
Total this Invoice					\$329,671.66

Billings to Date					
		Current	Prior	Total	
Labor		47,089.53	443,917.82	491,007.35	
Consultant		282,393.86	0.00	282,393.86	
Expense		44.22	1,561.67	1,605.89	
Expense - Unit		144.05	539.63	683.68	
Totals		329,671.66	446,019.12	775,690.78	



I & S Group, Inc.
115 E. Hickory St.
Suite 300
Mankato, MN 56001
507-387-6651
www.ISGInc.com

WHKS
1412 6th St SW
PO Box 1467
Mason City, IA 50402-1467

Invoice Number 100651
Date 12/31/2023

**Project 23-30164 North Zumbro
Sanitary Sewer District WWTF -
Goodhue, MN**

Progress billing for professional services provided through date of invoice

-Effort from start to December. Project setup + kickoff meeting, executive + tech committee meetings, preliminary work on facilities plan and flows/loadings.

Description	Contract Amount	Prior Billed	Current Billed
Phase 1: Project Management & General Meetings			
1.1 Project Management & Administration	\$ 58,000.00		\$ 2,500.00
1.2 Project Kickoff Meeting	\$ 7,380.00		\$ 7,380.00
1.3 Executive Committee Meetings	\$ 7,400.00		\$ 760.00
1.4 Technical Committee Meetings	\$ 27,000.00		\$ 3,040.00
1.5 City Council Meetings	\$ 7,700.00		
1.6 Agency Stakeholder Meetings	\$ 3,950.00		
1.7 Public Outreach	\$ 6,120.00		
1.8 Sanitary District Formation	\$ 10,390.00		
Phase 2: MPCA Coordination/Permitting			
2.2.d Goodhue	\$ 76,325.00		\$ 19,081.25
Phase 3: Funding Assistance			
3.2 PPL, IUP + PSIG Application	\$ 4,740.00		
Phase 5: Land Acquisition Assistance			
5.2 Lift Stations & Force mains Land Acquisition & Easement Assistance			
5.2.D Goodhue Lift Stations & Force mains Land Acquisition & Easement Assistance	\$ 14,800.00		
Phase 6: Demolition & Abandon Existing Sites			
6.4 Goodhue Demolition & Abandon Existing Sites	\$ 27,850.00		



I & S Group, Inc.
115 E. Hickory St.
Suite 300
Mankato, MN 56001
507-387-6651
www.ISGInc.com

Description	Contract Amount	Prior Billed	Current Billed
Phase 7: Preliminary & Final Plant Design WHKS lead			
7.1 Process Design	\$ 4,560.00		
7.4 Process Electrical & Control Instrumentation	\$ 408,400.00		
7.6 Site Landscaping Plan - Main Facility	\$ 28,375.00		
Phase 9: Lift Station Design			
9.1 Pine Island Lift Station Design	\$ 22,625.00		
9.2 Zumbrota Siphon Preliminary Design	\$ 24,525.00		
9.3 Wanamingo	\$ 22,625.00		
9.4 Goodhue	\$ 108,865.00		
Phase 10: Forcemain & Local Collection System Design			
10.4 Forcemain and Local Collection System Design	\$ 386,450.00		
Reimbursables			
	\$ 1,258,080.00		\$ 32,761.25
	Invoice Amount		\$32,761.25

Payment Terms: Net 30 days from invoice date. Past due balances are subject to late fees in the amount of 1.5% per month.
If you have a question regarding your invoice or are interested in receiving invoices electronically, please e-mail AR@ISGInc.com

Automated Clearing House (ACH) Instructions

Account Name: I&S Group, Inc.
ABA/Routing Number: 073000642
Account Number: 2348642289
Send Remittance to: AR@ISGInc.com



I & S Group, Inc.
115 E. Hickory St.
Suite 300
Mankato, MN 56001
507-387-6651
www.ISGInc.com

WHKS
1412 6th St SW
PO Box 1467
Mason City, IA 50402-1467

Invoice Number 102075
Date 01/31/2024

**Project 23-30164 North Zumbro
Sanitary Sewer District WWTF -
Goodhue, MN**

Progress billing for professional services provided through date of invoice

Notes:

-PMT, Tech Committee + Executive Committee Meetings; WIP Application, Facility Plan development

Description	Contract Amount	Prior Billed	Current Billed
Phase 1: Project Management & General Meetings			
1.1 Project Management & Administration	\$ 58,000.00	\$ 2,500.00	\$ 292.50
1.2 Project Kickoff Meeting	\$ 7,380.00	\$ 7,380.00	
1.3 Executive Committee Meetings	\$ 7,400.00	\$ 760.00	\$ 97.50
1.4 Technical Committee Meetings	\$ 27,000.00	\$ 3,040.00	\$ 762.90
1.5 City Council Meetings	\$ 7,700.00		
1.6 Agency Stakeholder Meetings	\$ 3,950.00		
1.7 Public Outreach	\$ 6,120.00		
1.8 Sanitary District Formation	\$ 10,390.00		
Phase 2: MPCA Coordination/Permitting			
2.2.d Goodhue	\$ 76,325.00	\$ 19,081.25	\$ 26,713.75
Phase 3: Funding Assistance			
3.2 PPL, IUP + PSIG Application	\$ 4,740.00		\$ 585.00
Phase 5: Land Acquisition Assistance			
5.2 Lift Stations & Force mains Land Acquisition & Easement Assistance			
5.2.D Goodhue Lift Stations & Force mains Land Acquisition & Easement Assistance	\$ 14,800.00		
Phase 6: Demolition & Abandon Existing Sites			
6.4 Goodhue Demolition & Abandon Existing Sites	\$ 27,850.00		



I & S Group, Inc.
115 E. Hickory St.
Suite 300
Mankato, MN 56001
507-387-6651
www.ISGInc.com

Description	Contract Amount	Prior Billed	Current Billed
Phase 7: Preliminary & Final Plant Design WHKS lead			
7.1 Process Design	\$ 4,560.00		
7.4 Process Electrical & Control Instrumentation	\$ 408,400.00		
7.6 Site Landscaping Plan - Main Facility	\$ 28,375.00		
Phase 9: Lift Station Design			
9.1 Pine Island Lift Station Design	\$ 22,625.00		
9.2 Zumbrota Siphon Preliminary Design	\$ 24,525.00		
9.3 Wanamingo	\$ 22,625.00		
9.4 Goodhue	\$ 108,865.00		
Phase 10: Forcemain & Local Collection System Design			
10.4 Forcemain and Local Collection System Design	\$ 386,450.00		
Reimbursables			
	\$ 1,258,080.00	\$ 32,761.25	\$ 28,451.65
	Invoice Amount		\$28,451.65

Payment Terms: Net 30 days from invoice date. Past due balances are subject to late fees in the amount of 1.5% per month.
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Automated Clearing House (ACH) Instructions

Account Name: I&S Group, Inc.
ABA/Routing Number: 073000642
Account Number: 2348642289
Send Remittance to: AR@ISGInc.com

Aging Summary

Invoice Number	Invoice Date	0 - 30	31 - 60	61-90	Over 90	Balance
100651	12/31/2023	\$0.00	\$32,761.25	\$0.00	\$0.00	\$32,761.25
102075	1/31/2024	\$28,451.65				\$28,451.65
Total Outstanding		\$28,451.65	\$32,761.25	\$0.00	\$0.00	\$61,212.90



I & S Group, Inc.
115 E. Hickory St.
Suite 300
Mankato, MN 56001
507-387-6651
www.ISGInc.com

WHKS
1412 6th St SW
PO Box 1467
Mason City, IA 50402-1467

Invoice Number 102951
Date 02/29/2024

**Project 23-30164 North Zumbro
Sanitary Sewer District WWTF -
Goodhue, MN**

Progress billing for professional services provided through date of invoice

Notes:
-PMT, Tech Committee + Executive Committee Meetings, Facilities Plan

Description	Contract Amount	Prior Billed	Current Billed
Phase 1: Project Management & General Meetings			
1.1 Project Management & Administration	\$ 58,000.00	\$ 2,792.50	\$ 682.50
1.2 Project Kickoff Meeting	\$ 7,380.00	\$ 7,380.00	
1.3 Executive Committee Meetings	\$ 7,400.00	\$ 857.50	\$ 292.50
1.4 Technical Committee Meetings	\$ 27,000.00	\$ 3,802.90	\$ 600.00
1.5 City Council Meetings	\$ 7,700.00		
1.6 Agency Stakeholder Meetings	\$ 3,950.00		
1.7 Public Outreach	\$ 6,120.00		
1.8 Sanitary District Formation	\$ 10,390.00		
Phase 2: MPCA Coordination/Permitting			
2.2.d Goodhue	\$ 76,325.00	\$ 45,795.00	\$ 22,897.50
Phase 3: Funding Assistance			
3.2 PPL, IUP + PSIG Application	\$ 4,740.00	\$ 585.00	
Phase 5: Land Acquisition Assistance			
5.2 Lift Stations & Force mains Land Acquisition & Easement Assistance			
5.2.D Goodhue Lift Stations & Force mains Land Acquisition & Easement Assistance	\$ 14,800.00		
Phase 6: Demolition & Abandon Existing Sites			
6.4 Goodhue Demolition & Abandon Existing Sites	\$ 27,850.00		



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Mankato, MN 56001
507-387-6651
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Description	Contract Amount	Prior Billed	Current Billed
Phase 7: Preliminary & Final Plant Design WHKS lead			
7.1 Process Design	\$ 4,560.00		
7.4 Process Electrical & Control Instrumentation	\$ 408,400.00		
7.6 Site Landscaping Plan - Main Facility	\$ 28,375.00		
Phase 9: Lift Station Design			
9.1 Pine Island Lift Station Design	\$ 22,625.00		
9.2 Zumbrota Siphon Preliminary Design	\$ 24,525.00		
9.3 Wanamingo	\$ 22,625.00		
9.4 Goodhue	\$ 108,865.00		
Phase 10: Forcemain & Local Collection System Design			
10.4 Forcemain and Local Collection System Design	\$ 386,450.00		
Reimbursables			
	\$ 1,258,080.00	\$ 61,212.90	\$ 24,472.50
	Invoice Amount		\$24,472.50

Payment Terms: Net 30 days from invoice date. Past due balances are subject to late fees in the amount of 1.5% per month.
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Send Remittance to: AR@ISGInc.com

Aging Summary

Invoice Number	Invoice Date	0 - 30	31 - 60	61-90	Over 90	Balance
100651	12/31/2023	\$0.00	\$32,761.25	\$0.00	\$0.00	\$32,761.25
102075	1/31/2024	\$28,451.65	\$0.00	\$0.00	\$0.00	\$28,451.65
102951	2/29/2024	\$24,472.50				\$24,472.50
Total Outstanding		\$52,924.15	\$32,761.25	\$0.00	\$0.00	\$85,685.40

WIDSETH SMITH NOLTING & ASSOC., INC.
216 S MAIN ST
CROOKSTON, MN 56716
T. 218-281-6522



INVOICE

WHKS & Co
2905 Broadway Avenue S
Rochester, MN 55904

Invoice Number: 228110
Date: December 29, 2023
Project Number: 2023-11919

North Zumbro Sanitary District

For Professional Services Rendered Through: December 08, 2023

01 - Project Management and General Meetings

011 - Project Management and Administration	\$17,445.99
Labor	\$17,370.00
Company Vehicle Mileage	\$75.99
012 - Project Kickoff Meeting	\$5,087.00
Labor	\$5,087.00
013 - Executive Committee Meetings	\$742.50
Labor	\$658.00
Company Vehicle Mileage	\$84.50
014 - Technical Committee Meetings	\$1,024.50
Labor	\$940.00
Company Vehicle Mileage	\$84.50
017 - Public Outreach	\$1,078.00
Labor	\$1,078.00

01 - Project Management and General Meetings Total: \$25,377.99

02 - MPCA Coordination/Permitting

022 - Pine Island	\$1,317.00
Labor	\$1,317.00
023 - Zumbrota Collection System and District WWTF Facilities Plan	\$4,078.50
Labor	\$4,078.50

026 - Prepare EAW List Tasks	\$5,774.50
Labor	\$5,774.50
02 - MPCA Coordination/Permitting Total:	\$11,170.00
03 - Funding Assistance	
031 - Funding Assistance	\$641.25
Labor	\$641.25
03 - Funding Assistance Total:	\$641.25
04 - Topographical Survey	
041 - Main Site Topo Survey	\$3,680.16
Labor	\$3,576.00
Company Vehicle Mileage	\$104.16
042 - Lift Stations and Force mains Topo Survey	\$8,910.78
Labor	\$8,580.00
Company Vehicle Mileage	\$232.53
Field Supplies	\$98.25
04 - Topographical Survey Total:	\$12,590.94
05 - Land Acquisition Assistance	
051 - Main Facility Land Acquisition Assistance	\$1,316.00
Labor	\$1,316.00
05 - Land Acquisition Assistance Total:	\$1,316.00
06 - Demolition and Abandon Existing Sites	
061 - Pine Island Demolition and Abandon Existing Sites	\$1,395.00
Labor	\$1,395.00
06 - Demolition and Abandon Existing Sites Total:	\$1,395.00
07 - Preliminary Plant Design	
071 - Process Design	\$2,455.00
Labor	\$2,455.00
082 - Geotechnical Analysis	\$470.00
Labor	\$470.00
07 - Preliminary Plant Design Total:	\$2,925.00

Invoice Total

\$55,416.18

WIDSETH SMITH NOLTING & ASSOC., INC.
216 S MAIN ST
CROOKSTON, MN 56716
T. 218-281-6522



INVOICE

WHKS & Co
2905 Broadway Avenue S
Rochester, MN 55904

Invoice Number: 228280
Date: January 25, 2024
Project Number: 2023-11919

North Zumbro Sanitary District

For Professional Services Rendered Through: January 12, 2024

01 - Project Management and General Meetings

011 - Project Management and Administration	\$3,705.00
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Labor	\$3,705.00
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013 - Executive Committee Meetings	\$419.48
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Labor	\$390.00
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Company Vehicle Mileage	\$29.48
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014 - Technical Committee Meetings	\$729.48
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Labor	\$700.00
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Company Vehicle Mileage	\$29.48
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017 - Public Outreach	\$2,313.75
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Labor	\$2,313.75
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01 - Project Management and General Meetings Total:	\$7,167.71
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02 - MPCA Coordination/Permitting

022 - Pine Island	\$4,587.50
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Labor	\$4,587.50
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026 - Prepare EAW List Tasks	\$8,962.50
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Labor	\$8,962.50
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02 - MPCA Coordination/Permitting Total:	\$13,550.00
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03 - Funding Assistance

032 - PPL, IUP, and PSIG Application	\$1,645.00
Labor	\$1,645.00

03 - Funding Assistance Total: \$1,645.00

04 - Topographical Survey

041 - Main Site Topo Survey	\$1,200.00
Labor	\$1,200.00
042 - Lift Stations and Forcemains Topo Survey	\$29,088.71
Labor	\$4,632.50
95West Aerial Mapping, LLC	\$24,456.21

04 - Topographical Survey Total: \$30,288.71

05 - Land Acquisition Assistance

051 - Main Facility Land Acquisition Assistance	\$872.50
Labor	\$872.50
052 - Pine Island Lift Stations and Forcemains Land Acquisition and Easement Assistance	\$1,432.50
Labor	\$1,432.50
053 - Zumbrota Lift Stations and Forcemains Land Acquisition and Easement Assistance	\$92.50
Labor	\$92.50
054 - Wanamingo Lift Stations and Forcemains Land Acquisition and Easement Assistance	\$92.50
Labor	\$92.50
055 - Goodhue Lift Stations and Forcemains Land Acquisition and Easement Assistance	\$92.50
Labor	\$92.50

05 - Land Acquisition Assistance Total: \$2,582.50

07 - Preliminary Plant Design

071 - Process Design	\$1,127.50
Labor	\$1,127.50
082 - Geotechnical Analysis	\$780.00
Labor	\$780.00

07 - Preliminary Plant Design Total: \$1,907.50

09 - Lift Station Design

091 - Pine Island Lift Station Design	\$185.00
Labor	\$185.00

09 - Lift Station Design Total:	\$185.00
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10 - Forcemain and Local Collection System Design

101 - Pine Island	\$1,156.25
Labor	\$1,156.25
102 - Zumbrota	\$786.25
Labor	\$786.25
103 - Wanamingo	\$786.25
Labor	\$786.25
104 - Goodhue	\$786.25
Labor	\$786.25

10 - Forcemain and Local Collection System Design Total:	\$3,515.00
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Invoice Total	\$60,841.42
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WIDSETH SMITH NOLTING & ASSOC., INC.
216 S MAIN ST
CROOKSTON, MN 56716
T. 218-281-6522

WIDSETH

INVOICE

WHKS & Co

2905 Broadway Avenue S
Rochester, MN 55904

Invoice Number: 229323
Date: February 29, 2024
Project Number: 2023-11919

North Zumbro Sanitary District

For Professional Services Rendered Through: February 09, 2024

01 - Project Management and General Meetings

011 - Project Management and Administration	\$7,534.50
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Labor	\$7,534.50
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013 - Executive Committee Meetings	\$516.98
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Labor	\$487.50
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Company Vehicle Mileage	\$29.48
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014 - Technical Committee Meetings	\$115.00
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Labor	\$115.00
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017 - Public Outreach	\$872.25
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Labor	\$872.25
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01 - Project Management and General Meetings Total:	\$9,038.73
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02 - MPCA Coordination/Permitting

022 - Pine Island	\$15,971.25
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Labor	\$15,971.25
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026 - Prepare EAW List Tasks	\$7,842.50
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Labor	\$7,842.50
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02 - MPCA Coordination/Permitting Total:	\$23,813.75
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03 - Funding Assistance

031 - Funding Assistance	\$487.50
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Labor	\$487.50
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032 - PPL, IUP, and PSIG Application**\$2,730.00**

Labor

\$2,730.00

03 - Funding Assistance Total:**\$3,217.50****04 - Topographical Survey****042 - Lift Stations and Force mains Topo Survey****\$20,518.75**

Labor

\$14,568.75

Company Vehicle Mileage

\$232.49

95West Aerial Mapping, LLC

\$5,717.51

04 - Topographical Survey Total:**\$20,518.75****05 - Land Acquisition Assistance****051 - Main Facility Land Acquisition Assistance****\$1,267.50**

Labor

\$1,267.50

05 - Land Acquisition Assistance Total:**\$1,267.50****07 - Preliminary Plant Design****082 - Geotechnical Analysis****\$97.50**

Labor

\$97.50

07 - Preliminary Plant Design Total:**\$97.50****09 - Lift Station Design****091 - Pine Island Lift Station Design****\$185.00**

Labor

\$185.00

09 - Lift Station Design Total:**\$185.00****10 - Force main and Local Collection System Design****101 - Pine Island****\$5,997.50**

Labor

\$5,997.50

102 - Zumbrota**\$3,611.25**

Labor

\$3,611.25

103 - Wanamingo**\$3,606.25**

Labor

\$3,606.25

104 - Goodhue**\$3,560.00**

Labor

\$3,560.00

10 - Forcemain and Local Collection System Design Total:	\$16,775.00
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Invoice Total	\$74,913.73
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Land Purchase Agreement - NZSSD
Tasks to Complete, 3/11/2024

Section		Responsibility	Date Complete	Notes
3	Purchase Price and Terms			
3.1	Price	n/a		
3.2	Payment Terms	Elizabeth Howard		work with title company at closing
3.3	Deed/Marketable Title	Brian Grudem		work with Seller to obtain
4	Access and Utility Easement	WHKS		prepare legal prior to closing
5	Sewer Line Easement	WHKS		prepare legal prior to closing
6	Info & Title Inspection			
6.1	Seller's Info	Brian Grudem		work with Seller to obtain, Owner has 10 days to provide after agreement date
6.2	Title/Survey	EH/BG/WHKS	(Title Commitment Ordered - EH)	EH - order title commitment within 14 days after agreement, BG - correspond with Owner, WHKS - complete survey
7	Due Diligence	BG/Widseth		120 day period after agreement, BG - correspond with Owner, Widseth - due diligence env. items
8	Contingencies			
8A	Approval / Buyers	Exec Committee		each City to approve
8B	Approval / Exec. Committee	EH/Widseth		coordinate with PFA
8C	Annexation	BG/WHKS		work with Owner to petition during 120 due diligence period
8D	Subdivision of Property	BG/WHKS		complete prior to closing
8E	Acquisition	EH/Widseth		coordinate with PFA
8F	Agreement w/PFA	EH/WHKS/Widseth	in process, last correspondence with Anita was 3/25/24	enter into grant agreement prior to closing
8G	Cultural Resources Study	Widseth		complete federal section 106 items and soil borings prior to closing (borings are completed)
8H	Survey	WHKS		prepare survey prior to closing
8I	Due Diligence Period	Exec Committee		confirm items are satisfied prior to closing
8J	Title Condition	Elizabeth Howard	ordered	coordinate with Attorney to complete
9	Closing	EH/BG		coordinate with Attorney and Owner
10	Closing Costs	Elizabeth Howard		coordinate with Attorney to complete
11	Taxes / Spec. Assessments	Elizabeth Howard		coordinate with Attorney to complete
12.1 - 12.7	Closing Documents	Elizabeth Howard		coordinate with Attorney and Owners Attorney
13	Closing Documents	Elizabeth Howard		coordinate with Attorney and Owners Attorney
14A-O	Seller's Warranties	EH/BG		coordinate with Attorney and Owners Attorney

January 26, 2024

Via Email to bgrudem@ci.zumbrota.mn.us and bangerman@whks.com

City of Zumbrota
Attn: Brian Grudem, City Administrator
175 West Avenue
Zumbrota, MN 55992

Re: Comments on Technical Memorandum 4
Proposed Design Loads for Dairy Farmers of America, Inc. (“DFA”)
North Zumbro Sanitary Sewer District (the “District”)

Dear Mr. Grudem:

Thank you for providing DFA the opportunity to review and comment on the proposed Technical Memorandum 4 (the “Memo”) regarding the design loads for the DFA facility located in Zumbrota, Minnesota (the “Facility”). In review of the proposed design, DFA respectfully requests the following changes be made to the memorandum.

Design Loads, page 1 of 2:

The Memo states that “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.” DFA’s wastewater pretreatment plant is designed to treat waste to meet the parameters of constituents as represented by DFA during discussions with the City and its wastewater engineer consultant. In the event that the District wants to add additional wastewater constituent parameters, DFA would need the opportunity to evaluate those parameters alongside its own wastewater treatment capabilities.

Table 1 Proposed Design Loads for Dairy Farmers of America – Design Year 2045, page 2 of 2:

DFA can agree to the following constituent values proposed in the Memo:

- **Flow:** 0.600 MGD (maximum and average);
- **CBOD₅:** 25 mg/L (average) and 40 mg/L (maximum);
- **TSS:** 40 mg/L (average) and 50 mg/L (maximum); and
- **TKN (average):** 10 mg/L and 0.600 MGD, equal to 50 PPD

DFA requests adjustments to the TKN (maximum) and TP values in Table 1 as set forth below. The values proposed by DFA are known to be below typical domestic strength standards and the District is expected to be capable of treating to these levels.

- **TKN (maximum):** 30 mg/L (and .600 MGD), equal to 150 PPD; and
- **TP:** 6.0 mg/L and 0.600 MGD, equal to 30 PPD (average); 10 mg/L and 0.600 MGD, equal to 50 PPD (maximum).

In the event that the District does not agree to the proposed TP values, DFA’s wastewater pretreatment plant may require a chemical treatment, such as Ferric Chloride, in addition to the current biological treatment.



Definitions, page 2 of 2:

DFA requests clarification on the average and maximum periods that are planned to be set forth in the design. We understand that the “average value” would be a monthly average and the “maximum value” would be the monthly maximum sample taken in the calendar month. Please confirm that we have correctly interpreted these definitions.

Planned Service and Maintenance Activities:

From time to time, DFA will perform planned service and maintenance activities at the Facility that may impact wastewater discharged to the District. In those instances, DFA requests the opportunity discuss such activities with the District in advance and agree on an appropriate plan to manage wastewater impacted by such activities.

DFA appreciates the opportunity to comment on the Memo and meet with the City on January 24 to discuss the proposed design loads to the new District. We look forward to continue working collaboratively together in this new capacity.

If you have any questions or would like to further discuss any of the requests outlined, please contact me at 507.577.6033 or Esden Schreier, Senior Director of Engineering, at 507.993.0539.

Respectfully,

Terry Johnson

Terry Johnson
Plant Director



From: [Bill Angerman](#)
To: [Esden Schreier](#)
Cc: [Terry Johnson](#); bgrudem@ci.zumbrota.mn.us; [Glenn Gustafson](#); [Craig Britton](#)
Subject: RE: DFA's response to Zumbrota Design Loads
Date: Wednesday, February 14, 2024 7:42:00 PM
Attachments: [image002.png](#)
[image003.png](#)
[image004.png](#)

Esden – Following is an update based on our discussions regarding the phosphorus limits. Note that this is from our engineering team and would still need to be reviewed by our Executive Committee.

- We believe we can adjust the phosphorus limit from 1 mg/l to 2 mg/l.
- The rough estimate for the capital charge would be \$5.5 - \$6.0 million dollars. This would be the same for 1 mg/l or 2 mg/l of phosphorus. Final determination of the capital charge would be made after bidding and all grants were decided/awarded.
- We would propose a per pound charge for phosphorus between >2 – 4.0 mg/l. This would be a similar concept to the high strength BOD charge that is in the current permit. This is not a penalty.
- A maximum phosphorus limit of 4.0 mg/l would be established. Loadings >4 mg/l would incur a penalty charge.
- The permit limit for phosphorus would be a monthly average of 2 mg/l. Loadings that were between 2 and 4 mg/l would only incur a per pound charge and not a penalty if the monthly average stays below 2 mg/l.
- Changing the monthly average to 3.0 mg/l would change the capital charge to \$6.5 - \$7.0 million dollars.
- Changing the monthly average to 4.0 mg/l would change the capital charge to \$7.5 - \$8.0 million dollars.
- No BOD minimum/floor would be required if the maximum limit stays at 4 mg/l. Limits above 4 mg/l would require further discussion.

Please review and discuss with your team. We are available for a call or a meeting.

Thanks

Bill

William Angerman, P.E. | Executive Vice President, COO

Voice: 507.288.3923 | www.whks.com



Click [here](#) to subscribe to our newsletter.



From: Terry Johnson <tjohnson3@dfamilk.com>

Sent: Friday, January 26, 2024 5:50 PM

To: bgrudem@ci.zumbrota.mn.us; Bill Angerman <bangerman@whks.com>

Subject: [EXTERNAL] DFA's response to Zumbrota Design Loads

Hi Brian and Bill,

Sorry for late in the day response, but attached is DFA's response to design loads. Have a great week end.

Terry Johnson

Plant Manager, Ingredient Solutions

Dairy Farmers of America

1313 Northstar Dr, Zumbrota, MN 55992

P: 507.577.6033 **C:** 479.462.9856

tjohnson3@dfamilk.com

dfamilk.com

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

February 26, 2024

Via Email to bgrudem@ci.zumbrota.mn.us and bangerman@whks.com

City of Zumbrota
Attn: Brian Grudem, City Administrator
175 West Avenue
Zumbrota, MN 55992

Re: Revised Comments on Technical Memorandum 4
Proposed Design Loads for Dairy Farmers of America, Inc. ("DFA")
North Zumbro Sanitary Sewer District (the "District")

Dear Mr. Grudem:

Following discussions between Esden Schrier and Bill Angerman, please find DFA's revised comments on the proposed Technical Memorandum 4 (the "Memo") regarding the design loads for the DFA facility located in Zumbrota, Minnesota (the "Facility"). In review of the proposed design, DFA respectfully requests the following changes be made to the memorandum.

Design Loads, page 1 of 2:

The Memo states that "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." DFA's wastewater pretreatment plant is designed to treat waste to meet the parameters of constituents as represented by DFA during discussions with the City and its wastewater engineer consultant. In the event that the District wants to add additional wastewater constituent parameters, DFA would need the opportunity to evaluate those parameters alongside its own wastewater treatment capabilities.

Table 1 Proposed Design Loads for Dairy Farmers of America – Design Year 2045, page 2 of 2:

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- **TSS:** 40 mg/L (average) and 50 mg/L (maximum); and
- **TKN (average):** 10 mg/L and 0.600 MGD, equal to 50 PPD

DFA requests adjustments to the TKN (maximum) and TP values in Table 1 as set forth below. The values proposed by DFA are known to be below typical domestic strength standards and the District is expected to be capable of treating to these levels.

- **TKN (maximum):** 30 mg/L (and .600 MGD), equal to 150 PPD; and
- **TP:** 2.0 mg/L (and 0.600 MGD), equal to 10 PPD (monthly average)

Per Bill Angerman, a per pound phosphorus surcharge would be incurred for greater than 2 mg/L, and 4 mg/L would be the maximum TP level.

The average TP value listed above will likely require DFA's wastewater pretreatment plant to use a chemical treatment, such as Ferric Chloride, in addition to the current biological treatment. DFA proposes the City updating DFA's current wastewater permit to allow for use of Ferric Chloride so that we can start gathering data on phosphorus removal.

Definitions, page 2 of 2:

DFA requests clarification on the average and maximum periods that are planned to be set forth in the design. We understand that the “average value” would be a monthly average and the “maximum value” would be the monthly maximum sample taken in the calendar month. Please confirm that we have correctly interpreted these definitions.

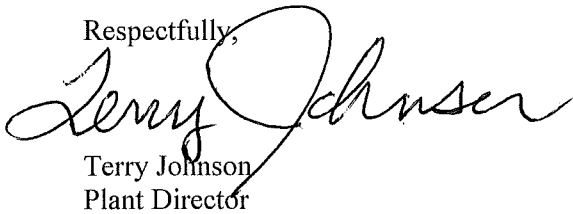
Planned Service and Maintenance Activities:

From time to time, DFA will perform planned service and maintenance activities at the Facility that may impact wastewater discharged to the District. In those instances, DFA requests the opportunity discuss such activities with the District in advance and agree on an appropriate plan to manage wastewater impacted by such activities.

DFA appreciates the opportunity to revise our comments on the Memo. We look forward to continuing to work collaboratively with the City in this new capacity.

If you have any questions or would like to further discuss any of the requests outlined, please contact me at 507.577.6033 or Esden Schreier, Senior Director of Engineering, at 507.993.0539.

Respectfully,

A handwritten signature in black ink, reading "Terry Johnson". The signature is fluid and cursive, with the first name "Terry" and last name "Johnson" clearly legible. The signature is positioned above the printed name and title.

Terry Johnson
Plant Director

3/29/24

North Zumbro Sanitary Sewer District Website: Preliminary Outline

Home Page

Links on top to jump to each section:

Project overview

Project schedule

Significant developments

Other relevant information

Announcements

Upcoming meetings

Meeting agendas and minutes

Detours or other project impacts

Other relevant information

Progress reports

Updates as specific milestones are reached

About Page

Background Information

Board members

System details/specs

FAQ Page

How will utility rates be affected?

Other questions

Contact Us Page

Form for comments and questions

Note: The domain **northzumbro.com** and hosting for three years has been purchased. We recommend using this domain name for clarity and branding strength. We have not yet purchased **nzssd.com**, which we believe will be less intuitive and harder to remember, but will do so if the Executive Committee still wishes to pursue this option.