

NORTH ZUMBRO SANITARY DISTRICT
Joint Powers Executive Committee Regular Meeting
April 30th, 2024
1:00 P.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 = 4/3/2024**

***B) Bills-Accounts Payable 3/23/2024 – 4/19/2024**

1) WHKS Invoice #50992 for \$127,762.34

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 Submittals**
- B) Grant Agreement Update**
- C) Land Purchase Agreement Action Items**
- D) Bonding Bill Update**
- E) Website and Logo Update**

VI. New Business

- A) MPCA Meeting on PEL, 5/6/2024**

VII. ADJOURN

Time: _____ Motion: _____ Second: _____

NORTH ZUMBRO SANITARY DISTRICT
Joint Powers Executive Committee Special Meeting
Wednesday, April 3, 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, and Michael Boulton – Wanamingo
Executive Committee Alternate Directors: Jason Mandelkow – Goodhue,
Todd Roberts – Pine Island, Stuart Ohr – Wanamingo, and Michael Olson - Zumbrota

ABSENT: Executive Committee Director: Brian Grudem - Zumbrota

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

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

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

CONSENT AGENDA: Buck motioned to approve, Seconded by Olson. Consent Agenda Items include: February 7, 2024 and February 28, 2024 Executive Committee Meeting Minutes, February 13, 2024 and March 22, 2024 Technical Committee Meeting Minutes, and WHKS Invoices for \$59,106.02 and \$329,671.66. Passed 4-0-0.

PUBLIC COMMENTS: None

OLD BUSINESS:

Public Hearing Dates – Pine Island held their public hearing on March 19th while Goodhue held their public hearing on March 27th. Zumbrota will be holding their public hearing on April 4th while Wanamingo will be holding their public hearing on April 8th. Angerman and Gustafson will attend the Zumbrota public hearing while Angerman and Theobald will attend the Wanamingo public hearing. Howard stated that the Pine Island public hearing went well. There was one person who attended the meeting for the public hearing while there were minimal questions by those in attendance. Buck stated that no one specifically attended the meeting for the public hearing and that there were only a few questions from the City Council members. Howard asked who should receive the Resolutions adopting the facilities plans for the wastewater system improvements. Gustafson stated that he should receive the executed resolution and copies of the meeting minutes (public hearing excerpts).

Grant Agreement Update – Howard spoke with Anita Gallentine from MN PFA. The grant agreement has been slowed by the language of the appropriation bill by the legislature. The bill awarded the funds to North Zumbro Sanitary District (NZSD) where the agreement and official documents call North Zumbro Sanitary Sewer District (NZSSD). Gallentine will approve NZSSD and will get her boss to approve the name so that the grant agreement can proceed. Howard stated that invoices are due the 15th of the month, approved by MN PFA the 17th of the month, and checks are issued the 24th of the month. Howard plans to submit all the invoices, including the contractor and sub-contractor invoices soon after the meeting. Howard stated that a special NZSSD executive board meeting may need to take place to approve the final grant agreement. Angerman stated

that Howard should reach out to Gallentine to obtain a draft copy of the agreement. Angerman stated that this would be beneficial to review to make sure the appropriate land purchase steps are being taken. Angerman stated that there may be steps and costs not needed, depending on the agreement.

Land Purchase Agreement Action Items – Angerman had previously provided an action item matrix for the purchase agreement. Howard stated that the title policy had been ordered. Angerman stated that Grudem had been working with the land owner and their attorney. Angerman stated that the land survey is in progress. The entire North Zumbro river adjacent to the parcels would need to be surveyed to confirm the river location. Britton stated that the soil boring had been completed. A draft boring log was complete. The historical/archeological work would start soon but involves a lot of time and effort. Howard thanked Angerman for putting together the action item matrix. The matrix helped to assign and track tasks for the land purchase agreement.

DFA Loadings Update – Angerman stated that the loadings information for both DFA and LOL had been included in the facilities plans. Correspondences between the engineers and DFA were included in the agenda packets. There are preliminary commitments on behalf of the North Zumbro Sanitary Sewer District with DFA. They include phosphorous, capital charges, rate structure, maximums on limits before penalties, monthly averages, potential charges for change to higher limits, and no BOD limits.

- 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.

DFA included responses to the commitments that will be reviewed by the engineers and appropriately responded to if changes can be made. LOL will have a similar process for loadings as DFA. Zumbrota will be placing a capital charge onto DFA as part of the process. Pine Island can choose to place a capital charge on LOL or absorb their share of the cost and bill out to all rate payers.

Bonding Bill Update – Howard stated that the visits to the Capital have slowed with the last one taking place March 14th. The legislature has been on recess for the holidays. Howard stated that the project has been viewed positively by the legislators. There is bipartisan consensus that water/sewer projects should be a priority in the bonding bill since this is a universal need and should not be partisan. However, the funding has received mixed feedback. The \$44.8 million request is considered high for a local project. If the legislature passes a bonding bill, it may be between \$800 million to \$1 billion. Local projects will be a portion. So, appropriating \$44.8 of that to one project will be a large ask for the local project portion. We have a meeting with House Capital Investments committee Chair Fae Lee on April 9th. Prairie Island Indian Community will need to take a large roll in advocating for the project with the governor and legislature. Prairie Island Indian Community Elk Run

development hinges on there being infrastructure to support the growth, including sewer treatment. Howard stated the Pine Island Mayor Friese has been in contact with tribal leaders expressing the importance of their roll in obtaining funding from the State. Phasing the project questions have started to come up with legislators. The project was phased with \$10 million last session for land acquisition and pre design work. If there is partial funding and a portion of the project moves forward there would be no mechanism to pay for the local share. Sewer ratepayers can not be asked to pay for a portion of the project without the proposed new treatment facility and collections systems being constructed and in operation. Gustafson stated that Goodhue is on a compliance schedule with the MPCA and would face non compliance if the project does not move forward. Angerman stated that the project would be pushed back roughly 6-12 months if full funding was not made available until the 2026 legislature appropriation. Boulton stated that Grudem and he will place the reasoning for not phasing information into a document that can be shared with legislators. Howard stated that there will be further discussion on phasing, if need be. However, this should be held back from consideration until there are no options at the end of the legislative session. Howard stated that there will be pressure from all sides to the legislature from Cities, Lobbyists, and the Tribe.

Website Update – Britton stated that the outline for the website was included in the packet. The website domain, www.northzumbro.com has been purchased. The website domain, www.nzssd.com, is available however may not be needed as previously discussed by the executive board. Howard stated that domain names can be purchased for roughly \$9. Britton asked if there were any concerns or comments regarding the proposed website. Angerman stated that the website would be a repository for information about the project for the public. Boulton stated that the basic outline works to get it off the ground and that the website would be added to as the project proceeds. Angerman stated that the section regarding comments and questions should be submitted rather than an open thread blog. The website should be for information and not for discussion.

Angerman stated that the Technical Committee, scheduled for next week, has been canceled. There are no pending agenda items for consideration.

Howard stated that she and Grudem would not be available for the next regularly scheduled executive board meeting on May 1st. Howard suggested changing the meeting to April 30th at 11:00AM. Britton stated that the morning of April 30th does not work and suggested 1:00PM instead.

*The next meeting will be April 30, 2024 at 1:00PM.

Adjourn: At 11:32AM a motion to adjourn was made by Boulton and seconded by Buck. Passed 4-0-0.

Signed:

Attest:

Elizabeth Howard, Chair

Michael Boulton, Secretary



April 26, 2024
Project No: 09870.00
Invoice No: 50992

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 March 23, 2024 through April 19, 2024

Phase 011 Project Management and Administration
Technical Services 16,360.48

Total this Phase \$16,360.48

Phase 013 Executive Committee Meetings
Technical Services 1,595.46

Unit Billing

Co Vehicle Mileage 36.85

Total this Phase \$1,632.31

Phase 021 Prepare Anti-Degradation Report
Technical Services 7,108.96

Total this Phase \$7,108.96

Phase 023 Zumbrota/District Facilities Plan
Technical Services 2,673.28

Unit Billing

Co Vehicle Mileage 36.85

Total this Phase \$2,710.13

Phase 024 Wanamingo Facilities Plan
Technical Services 2,236.96

Unit Billing

Co Vehicle Mileage 50.25

Total this Phase \$2,287.21

Phase 025 Goodhue Facilities Plan
Technical Services 1,587.84

Total this Phase \$1,587.84

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	50992
Phase	027	Establish Effluent Limits		
Technical Services				4,204.93
		Total this Phase		\$4,204.93
Phase	051	Main Facility Land Acquisition Assistanc		
Technical Services				2,786.98
Unit Billing				
Co Vehicle Mileage				33.50
		Total this Phase		\$2,820.48
Phase	200	Subconsultants		
Per contract 2% administrative fee for subconsultant services.				
Consultants				
I & S Group, Inc.			8,726.00	
Widseth Smith Nolting & Assoc., Inc.			78,577.92	
Total Consultants		1.02 times	87,303.92	89,050.00
		Total this Phase		\$89,050.00
Billing Limits		Current	Prior	To-Date
Total Billings		127,762.34	775,690.78	903,453.12
Limit				8,500,000.00
Remaining				7,596,546.88
			Total this Invoice	\$127,762.34
Billings to Date				
	Current	Prior	Total	
Labor	38,554.89	491,007.35	529,562.24	
Consultant	89,050.00	282,393.86	371,443.86	
Expense	0.00	1,605.89	1,605.89	
Expense - Unit	157.45	683.68	841.13	
Totals	127,762.34	775,690.78	903,453.12	



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 103802
Date 03/31/2024

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

Progress billing for professional services provided through date of invoice

Invoice Dates: March 1, 2024 - March 31, 2024

Notes:

-PMT, Tech 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	\$ 3,475.00	\$ 127.50
1.2 Project Kickoff Meeting	\$ 7,380.00	\$ 7,380.00	
1.3 Executive Committee Meetings	\$ 7,400.00	\$ 1,150.00	
1.4 Technical Committee Meetings	\$ 27,000.00	\$ 4,402.90	\$ 966.00
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	\$ 68,692.50	\$ 7,632.50
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		



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	\$ 85,685.40	\$ 8,726.00
	Invoice Amount		\$8,726.00

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

Aging Summary

Invoice Number	Invoice Date	0 - 30	31 - 60	61-90	Over 90	Balance
100651	12/31/2023	\$0.00	\$0.00	\$0.00	\$32,761.25	\$32,761.25
102075	1/31/2024	\$0.00	\$28,451.65	\$0.00	\$0.00	\$28,451.65
102951	2/29/2024	\$0.00	\$24,472.50	\$0.00	\$0.00	\$24,472.50
103802	3/31/2024	\$8,726.00				\$8,726.00
Total Outstanding		\$8,726.00	\$52,924.15	\$0.00	\$32,761.25	\$94,411.40

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: 229883
Date: March 29, 2024
Project Number: 2023-11919

North Zumbro Sanitary District

For Professional Services Rendered Through: March 08, 2024
Between February 10, 2024 and March 08, 2024

01 - Project Management and General Meetings

011 - Project Management and Administration	\$4,158.64
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Labor	\$4,130.50
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Company Vehicle Mileage	\$28.14
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013 - Executive Committee Meetings	\$195.00
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Labor	\$195.00
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014 - Technical Committee Meetings	\$710.64
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Labor	\$682.50
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Company Vehicle Mileage	\$28.14
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017 - Public Outreach	\$1,459.70
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Labor	\$1,436.25
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Company Vehicle Mileage	\$23.45
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01 - Project Management and General Meetings Total:	\$6,523.98
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02 - MPCA Coordination/Permitting

022 - Pine Island	\$22,195.00
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Labor	\$22,195.00
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026 - Prepare EAW List Tasks	\$9,397.50
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Labor	\$9,397.50
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02 - MPCA Coordination/Permitting Total:	\$31,592.50
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03 - Funding Assistance

032 - PPL, IUP, and PSIG Application	\$560.00
Labor	\$560.00

03 - Funding Assistance Total:	\$560.00
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04 - Topographical Survey

042 - Lift Stations and Force mains Topo Survey	\$14,923.94
Labor	\$3,233.75
Company Vehicle Mileage	\$30.15
95West Aerial Mapping, LLC	\$11,660.04

04 - Topographical Survey Total:	\$14,923.94
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05 - Land Acquisition Assistance

051 - Main Facility Land Acquisition Assistance	\$975.00
Labor	\$975.00

05 - Land Acquisition Assistance Total:	\$975.00
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07 - Preliminary Plant Design

082 - Geotechnical Analysis	\$1,272.50
Labor	\$1,272.50

07 - Preliminary Plant Design Total:	\$1,272.50
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09 - Lift Station Design

091 - Pine Island Lift Station Design	\$935.00
Labor	\$935.00

09 - Lift Station Design Total:	\$935.00
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10 - Force main and Local Collection System Design

101 - Pine Island	\$5,815.00
Labor	\$5,815.00
102 - Zumbrota	\$5,265.00
Labor	\$5,265.00
103 - Wanamingo	\$5,450.00
Labor	\$5,450.00

104 - Goodhue	\$5,265.00
Labor	\$5,265.00
10 - Forcemain and Local Collection System Design Total:	\$21,795.00
Invoice Total	\$78,577.92

North Zumbro Sanitary District Logo Options
Round 1

April 15, 2024

Broken Hexagon



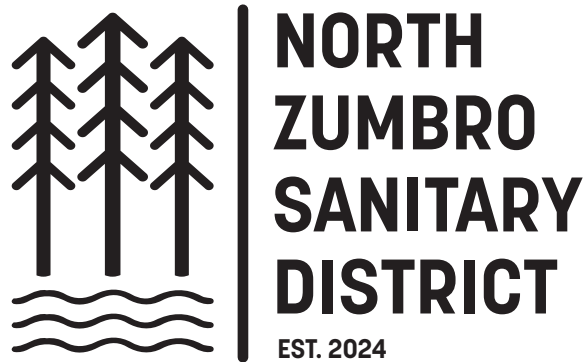
Sunny Shore



Sunrise







Big Sun over Pines & Stream



Palettes

Earthy II



Garden



Elements I



Elements II



B/W



Font
KOROLEV BOLD