

NORTH ZUMBRO SANITARY SEWER DISTRICT
Joint Powers Executive Committee Regular Meeting
October 1st, 2025
11:00 A.M.
Zumbrota City Council Chambers
Zumbrota, MN

I. CALL TO ORDER

II. ROLL CALL

LR___ EH ___ MB___ BG _____

JM___ TR_____ SO_____ JM _____

BA___ CB_____ RS ___ GG ___ BT _____

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 – 9/3/2025**
- *C) Bills-Accounts Payable 8/23/2025 – 9/19/2025**
 - 1. WHKS Invoice #55577 for \$239,799.75**
- *D) PFA Disbursement Request Form**

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) Bonding Bill Update

- a. Senate Bonding Committee Tour**

B) Congressional Directed Spending

C) Wendt Watermain Easement

D) CWSRF 2026/2027 IUP change

- a. Follow-up email from Corey Hower**

E) Regulatory Meetings

- a. MPCA EAW, Anti-deg, NPDES permit – 10/1/2025**

F) MN PFA Payment Update

VI. NEW BUSINESS

VII. ADJOURN

Time: _____ Motion: _____ Second: _____

**NORTH ZUMBRO SANITARY DISTRICT
Joint Powers Executive Committee Meeting
Wednesday, September 3, 2025 11:00 A.M.
Zumbrota City Council Chambers
Zumbrota, MN**

CALL TO ORDER: Chair Elizabeth Howard.

PRESENT: Executive Committee Directors: Elizabeth Howard – Pine Island, Brian Grudem – Zumbrota, Lisa Redepenning – Goodhue, and Michael Boulton – Wanamingo
Executive Committee Alternate Directors: Jason Mandelkow – Goodhue and substitute Jeff Meyers - Zumbrota

ABSENT: Executive Committee Directors: None
Executive Committee Alternate Directors: Todd Robertson – Pine Island & Stuart Ohr – Wanamingo

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

ADOPT AGENDA: Grudem motioned to approve the agenda, seconded by Redepenning. Passed 4-0-0.

CONSENT AGENDA: Boulton motioned to approve, Seconded by Grudem. Consent Agenda Items include: August 6, 2025 Executive Committee Meeting Minutes, August 12, 2025 Technical Committee Notes, WHKS Invoice #55314 for \$230,143.27, and PFA Disbursement Request Form. Passed 4-0-0.

PUBLIC COMMENTS: None

OLD BUSINESS:

Bonding Bill Update – Senate Bonding Tour – September 17th at 7:50AM in Zumbrota – Howard stated that the Senate Capital Investments Committee Administrator had reached out to Boulton with the date and time. Boulton worked with Grudem to secure Zumbrota City Hall location. Boulton stated that he spoke with Area 57 regarding coffee and light snack. Boulton stated that he recommended having the tour stop at Zumbrota City Hall rather than Wanamingo City Hall. Howard asked what time everyone thought they should be there. Boulton said a half hour ahead of time would be sufficient. Howard stated that she would not be able to be there until close to 7:50AM. Johnson stated that the legislature has not been very active since the end of session. Johnson stated that committees, including Capital Investments, are just starting to schedule meetings. 2026 is a bonding year. There is appetite at the legislature for a bonding bill, though it is not expected to be large due to the upcoming projected deficit. This North Zumbro Sanitary District request is high on many of the legislators' list for funding. Grudem asked if the one-page handout and past PowerPoint presentation should be updated. Angerman stated that he would review the PowerPoint presentation. Britton stated that he would review the one-page handout. Angerman suggested sending on the updated one-page handout and PowerPoint presentation onto Senator Jasinski. Angerman stated that it might be good to ask Senator Jaskinski for any pointers for the presentation and/or request. Angerman suggested inviting Mayors from each of the communities to the tour stop and having at least Mayor Hammel provide a welcome. Grudem asked if the lobbyist should be contacted. Howard stated that a new lobbyist contract would be needed. Boulton stated that he would reach out to Tom Hanson from Winthrop and Weinstine regarding a 2025-2026 lobbyist contract. Boulton stated that the executive board could review and consider approval at the October meeting.

Congressional Directed Spending – Howard stated that the request had been reduced from \$10.5 million to \$1 million. The project and request are still included in the appropriation process. Howard stated that if received, the \$1 million would need to be utilized within one year. Howard stated that building the road to the plant is a possibility. Boulton stated that installing the fence around the property could be an option. Angerman stated that it would not be a problem to find places to spend the \$1 million on the project.

Wendt Watermain Easement – Grudem stated that he had spoken with Jim Wendt regarding the watermain easement. Grudem stated the Wendt’s are good to move forward with the watermain easement. Grudem stated that Wendt’s only concern is not having hydrants in the middle of the field. Angerman stated that they would move forward with putting together the easement documents.

PSIG (Point Source Implementation Grant Program) Applications – submitted 7/31/2025 – Follow-up email from Corey Hower - Gustafson stated that Hower and the MPCA had requested specific forms where potential P-SIG dollars would be utilized. The engineers will work to complete the requested forms and submit back to MPCA.

Regulatory Meetings – MPCA EAW, Anti-deg, NPDES permit – 9/3/2025 – Angerman stated that the meetings are an FYI to the executive committee. There is nothing controversial or problematic on the agenda.

MN PFA Payment Update - Howard noted that the MN PFA had not paid out the full July disbursement request. Howard asked the MN PFA why the costs were not eligible and pushed for reasoning. Howard stated that the MPCA had corrected much of the coding issues on their end. The July disbursement request for these funds was again submitted with the August disbursement request. All but \$35.50 was paid. Howard stated that she and the Pine Island finance director would work with the MN PFA to resolve and resubmit in September. Howard stated that WHKS was paid in full for the July and August invoices.

NEW BUSINESS:

City of Pine Island Invoice – Abdo Fees - \$300 total (\$75 per community) – Howard stated that the additional \$300 in fee from Abdo were submitting the appropriate audit documents to the State.

*The next meeting will be October 1, 2025 at 11:00AM.

Adjourn: At 11:21AM a motion to adjourn was made by Grudem and seconded by Redepenning. Passed 4-0-0.

Signed:

Attest:

Elizabeth Howard, Chair

Michael Boulton, Secretary



engineers + planners + land surveyors

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

September 26, 2025

Project No: 09870.00

Invoice No: 55577

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

Project 09870.00 North Zumbro Joint WWTF and Conveyance

Professional Engineering Services from August 23, 2025 through September 19, 2025

Phase	011	Project Management and Administration	
Technical Services			21,437.60

Unit Billing

Co Vehicle Mileage			38.50
		Total this Phase	\$21,476.10

Phase	013	Executive Committee Meetings	
Technical Services			2,398.72

Unit Billing

Co Vehicle Mileage			38.50
		Total this Phase	\$2,437.22

Phase	021	Prepare Anti-Degradation Report	
Technical Services			10,664.64

		Total this Phase	\$10,664.64
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Phase	053	Zumbro LS & FM Land Acquis. & Easmt.	
Technical Services			209.28

		Total this Phase	\$209.28
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Phase	071	Process Preliminary Design - WHKS Lead	
Technical Services			72,561.12

		Total this Phase	\$72,561.12
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Phase	073	Process Structural Preliminary Design	
Technical Services			11,708.00

		Total this Phase	\$11,708.00
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Phase	075	Site Pipg & Grdg Plan Main Fac. Pre Des	
Technical Services			4,803.52



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 122724
 Date 08/31/2025

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

Progress billing for professional services provided through date of invoice

Invoice Dates: August 1, 2025 - August 31, 2025

Description	Contract Amount	Prior Billed	Current Billed
Phase 1: Project Management & General Meetings			
1.1 Project Management & Administration	\$ 58,000.00	\$ 12,985.00	\$ 600.00
1.2 Project Kickoff Meeting	\$ 7,380.00	\$ 7,380.00	
1.3 Executive Committee Meetings	\$ 7,400.00	\$ 3,132.50	\$ 200.00
1.4 Technical Committee Meetings	\$ 27,000.00	\$ 7,169.50	\$ 1,091.00
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	\$ 76,325.00	
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	\$ 555.00	\$ 2,370.00
Phase 7: Preliminary & Final Plant Design WHKS lead			
7.1 Process Design	\$ 4,560.00	\$ 250.00	



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
7.4 Process Electrical & Control Instrumentation	\$ 408,400.00	\$ 48,212.50	\$ 16,380.00
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	\$ 32,010.00	\$ 12,775.00
Phase 10: Forcemain & Local Collection System Design			
10.4 Forcemain and Local Collection System Design	\$ 386,450.00	\$ 70,538.40	\$ 35,680.00
Reimbursables			
	\$ 1,258,080.00	\$ 259,142.90	\$ 69,096.00

Invoice Amount \$69,096.00

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
120268	6/30/2025	\$0.00	\$0.00	\$48,941.30	\$0.00	\$48,941.30
121521	7/31/2025	\$0.00	\$51,775.00	\$0.00	\$0.00	\$51,775.00
122724	8/31/2025	\$69,096.00				\$69,096.00
Total Outstanding		\$69,096.00	\$51,775.00	\$48,941.30	\$0.00	\$169,812.30

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

WIDSETH

INVOICE

WHKS & Co
ggustafson@whks.com
2905 Broadway Avenue S
Rochester, MN 55904

Invoice Number: 240164
Date: August 27, 2025
Project Number: 2023-11919

North Zumbro Sanitary District

For Professional Services Rendered Through: August 08, 2025

Between July 12th, 2025 and August 8th, 2025

01 - Project Management and General Meetings

011 - Project Management and Administration	\$5,318.75
Labor	\$5,318.75
013 - Executive Committee Meetings	\$29.40
Company Vehicle Mileage	\$29.40

01 - Project Management and General Meetings Total: \$5,348.15

02 - MPCA Coordination/Permitting

026 - Prepare EAW List Tasks	\$5,742.75
Labor	\$5,618.00
Stantec Consulting Services Inc	\$124.75

02 - MPCA Coordination/Permitting Total: \$5,742.75

08 - WWTF Building Architecture, MEP, Structural

081 - Building Architectural	\$6,971.00
Labor	\$6,971.00
082 - Mechanical, Electrical, Plumbing	\$8,333.75
Labor	\$8,333.75
083 - Building Structural Design - Non Process Related	\$1,990.00
Labor	\$1,990.00

08 - WWTF Building Architecture, MEP, Structural Total: \$17,294.75

09 - Lift Station Design

091 - Pine Island Lift Station Design	\$296.00
Labor	\$296.00

09 - Lift Station Design Total: \$296.00

10 - Forcemain and Local Collection System Design

101 - Pine Island	\$11,959.25
Labor	\$11,959.25
102 - Zumbrota	\$206.25
Labor	\$206.25
103 - Wanamingo	\$330.00
Labor	\$330.00
104 - Goodhue	\$206.25
Labor	\$206.25

10 - Forcemain and Local Collection System Design Total: \$12,701.75

Historical Billings to Date

	Previously Billed	Current Billing	Billed To Date
Labor	\$553,855.00	\$41,229.25	\$595,084.25
Outside Consultants	\$137,068.65	\$124.75	\$137,193.40
Reimbursable	\$4,153.00	\$29.40	\$4,182.40
	\$695,076.65	\$41,383.40	\$736,460.05

Invoice Total \$41,383.40



INVOICE

Invoice Number 2426560
Invoice Date July 18, 2025
Customer Number 223001
Project Number 227706915

Bill To Widseth Smith Nolting (WSN) Accounts Payable 610 Filmore Street Alexandria MN 56308 United States	<u>EFT/ACH Remit To (Preferred)</u> Stantec Consulting Services Inc. (SCSI) Bank of America ABA No. : 111000012 Account No: 3752096026 Email Remittance: eff@stantec.com	Alternative Remit To Stantec Consulting Services Inc. (SCSI) 13980 Collections Center Drive Chicago IL 60693 United States Federal Tax ID 11-2167170
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Project Description: North Zumbro Sanitary District - Alternate Route

Stantec Project Manager:	Julin, Angela
Authorization Amount:	\$60,425.00
Authorization Previously Billed:	\$30,890.90
Authorization Budget Remaining:	\$29,409.35
Authorization Billed to Date:	\$31,015.65
Current Invoice Due:	\$124.75
For Period Ending:	June 27, 2025

Contact Name :	Mike Pederson
Contact Job Title :	Director of Environmental Services
Invoice email :	mike.pederson@widseth.com
Client contact email :	mike.pederson@widseth.com

Net due upon payment from end client or in accordance with terms of the contract
Stantec will not change our banking information. If you receive a request noting our banking information has changed, please contact your Stantec Project Manager

INVOICE

Invoice Number

2426560

Project Number

227706915

Top Task 100 Archaeological Survey

Professional Services

Billing Level	Date	Hours	Rate	Current Amount
Archaeology Crew Lead Witt, Claire	2025-02-10	0.75	95.00	71.25
		<u>0.75</u>		<u>71.25</u>
Professional Services Subtotal		<u>0.75</u>		<u>71.25</u>

Top Task 100 Total **71.25**

Top Task 400 Project Management

Professional Services

Billing Level	Date	Hours	Rate	Current Amount
Project Controller Cabral, Marie Grace Antillon (Grace)	2025-03-13	0.25	107.00	26.75
Cabral, Marie Grace Antillon (Grace)	2025-04-16	0.25	107.00	26.75
		<u>0.50</u>		<u>53.50</u>
Professional Services Subtotal		<u>0.50</u>		<u>53.50</u>

Top Task 400 Total **53.50**

Total Fees & Disbursements \$124.75

INVOICE TOTAL (USD) **\$124.75**

Please contact Kyera Tessier if you have any questions concerning this invoice.

[E-mail: Kyera.Tessier@Stantec.com](mailto:Kyera.Tessier@Stantec.com)

** PLEASE INCLUDE AN INVOICE # WITH PAYMENT **

Thank you.



MINNESOTA

PUBLIC FACILITIES AUTHORITY

Water Infrastructure Project Disbursement Request Form

Recipient - Contract ID: **North Zumbro SSD_SPAP_01**

Project Title: North Zumbro Sanitary District Project

Disbursement request details:

Request Number:

17

Amount:

\$239,799.75

notes:

Prepared by:

Elizabeth R. Howard

Authorized by:

Name (print)

Elizabeth R. Howard

Title/phone

City Administrator - 507-356-4591 ext. 9

Sign/date

10/01/25

I hereby certify that this request for disbursement is, to the best of my knowledge and belief, true and accurate and made in accordance with the conditions of the project agreement, and that I am authorized to request disbursements on behalf of the recipient.

MPFA approvals:

MPFA Loan Officer	date	MPFA Executive Director	date
#N/A			

The remainder of this form is reserved for MPFA Disbursement Coding.

The Note for this project is: **N/A-grant only**

Loan Officer - please check this box IFF this is the final request on this project:

see the back page of this form for general instructions.

MN Public Facilities Authority - Water Infrastructure Project Disbursement Request Form Instructions

Disbursement requests must be received by PFA no later than the 15th of each month in order to be paid during that month. Generally, disbursements will be processed on the Wed following the 4th Tue. Recipients are advised to include a provision in their contracts specifying contractor deadlines for invoice submittal, so that local approval can be coordinated with the PFA disbursement schedule.

To request funds, an authorized official of the recipient entity must sign a completed Project Disbursement Request Form, to be submitted by mail, e-mail or fax (**ONLY ONE**) to your MPFA loan officer. Copies of invoices and supporting documents must be submitted with the request. Retain a copy of the request and all documentation for your files.

The request form contains a certification. Each certification relates to the request and related back-up for expenditures, as to accuracy and compliance with agreement conditions.

In addition, if the PFA project funding includes or may include federal monies, the certification also includes language regarding labor standards compliance. U. S. Department of Labor Davis Bacon regulations at 29CFR 5.5(a)(1) require that covered employees are properly paid the full amount of required wages and fringes, that workers are compensated for the type of work being performed according to the classification, and additional classifications, if needed, were sought and employees paid the approved rate. For full text of 29 CFR 5.5(a)(1) see hyperlink below:

[29 CFR 5.5\(a\)\(1\)](#)

<-- this is the hyperlink; below is the full web url:

<http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&rqn=div5&view=text&node=29:1.1.1.1.6&idno=29#29:1.1.1.1.6.1.27.4>

If the Recipient has hired a consulting engineer or other consultant for labor standards compliance, obtain a signed and dated certification from that entity that states "To the best of our knowledge, the certified payroll records received in connection with invoice number (identify number) from (identify contractor(s)) are in compliance with the U.S. Department of Labor prevailing wage requirements of 29 CFR 5.5(a)(1)." Keep the signed certifications on file with the disbursement request.

The *Summary of Project Costs* form may be useful to track project costs through the disbursement phase. Please submit this form with the Disbursement Request Form and supporting documents.

Submit completed and signed the Project Disbursement Request Form and all supporting invoices and other documentation, by **ONLY ONE** of the following methods:

mail: Minnesota Public Facilities Authority
#N/A
332 Minnesota Street, W820
1st National Bank Building
Saint Paul, MN 55101-1378

OR e-mail: [#N/A](#)

OR fax: 651-296-8833

MN Public Facilities Authority
Project Disbursement Request - Summary of Project Costs

Recipient - Contract ID: **North Zumbro SSD_SPAP_01**

SPAP:	MPFA-SPAP-G-061-FY24	\$	10,000,000
			\$ 10,000,000

note to recipient: complete the yellow-highlighted boxes below for each request:

The costs detailed below relate to **Project Disbursement Request #:** 17

Cost descriptions	Amounts																																
A. Non-Construction: <table style="margin-left: 20px; border-collapse: collapse;"> <tr><td>Engineering</td><td></td></tr> <tr><td>Legal/Finance</td><td></td></tr> <tr><td>Administration</td><td></td></tr> <tr><td>Other</td><td></td></tr> <tr><td colspan="2" style="text-align: right;">Total Non-Construction</td></tr> </table>	Engineering		Legal/Finance		Administration		Other		Total Non-Construction		<table style="width: 100%; border-collapse: collapse;"> <tr><td style="border: 1px solid black;">\$ 239,672.50</td></tr> <tr><td style="border: 1px solid black;">-</td></tr> <tr><td style="border: 1px solid black;">\$ -</td></tr> <tr><td style="border: 1px solid black;">\$ 127.25</td></tr> <tr><td style="border: 1px solid black; border-top: 1px solid black;">\$ 239,799.75</td></tr> </table>	\$ 239,672.50	-	\$ -	\$ 127.25	\$ 239,799.75																	
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C. Total disbursement request (A + B):	\$ 239,799.75																																
D. Total of previous requests submitted to PFA ** (see pg 2 for detail):	\$ 4,086,514.19																																
E. Total requested to date (C + D):	\$ 4,326,313.94																																
F. Original award total from above:	\$ 10,000,000.00																																
G. Remaining un-drawn balance (F – E):	\$ 5,673,686.06																																

Notes:

page 2 may be used by the recipient for tracking past disbursement requests on this project

** History of payment requests submitted to PFA:

Req #	Dated	Notes	\$ amount Requested	\$ amount Paid by PFA
1	05/16/24		\$ 894,082.89	\$ 894,082.89
2	06/11/24		\$ 97,365.45	\$ 97,365.45
3	08/14/24		\$ 145,397.77	\$ 145,397.77
4	09/16/24		\$ 60,053.89	\$ 60,053.89
5	10/15/24		\$ 1,029,827.54	\$ 1,029,827.54
6	11/14/24		\$ 124,868.17	\$ 124,868.17
7	12/12/24		\$ 117,642.42	\$ 117,642.42
8	01/16/25		\$ 110,208.82	\$ 110,208.82
9	02/05/25		\$ 152,346.73	\$ 152,346.73
10	03/07/25		\$ 201,612.18	\$ 201,612.18
11	04/01/25		\$ 127,879.70	\$ 127,879.70
12	05/06/25		\$ 202,153.06	\$ 202,153.06
13	06/04/25		\$ 183,347.99	\$ 183,347.99
14	07/02/25		\$ 162,117.49	\$ 147,140.89
15	08/05/25		\$ 265,266.74	\$ 280,207.84
16	09/03/25		\$ 230,143.27	\$ 212,378.85
17	10/01/25		\$ 239,799.75	
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35				
36				
<i>total requested / paid prior to this request:</i>			\$ 4,344,113.86	\$ 4,086,514.19