

**NORTH ZUMBRO SANITARY SEWER DISTRICT**  
**Joint Powers Executive Committee Regular Meeting**  
**June 4<sup>th</sup>, 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\_\_\_ MO\_\_\_

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 = 5/7/2025**
- \*B) Bills-Accounts Payable 4/26/2025 – 5/23/2025**
  - 1. WHKS Invoice #54424 for \$183,347.99**
- \*C) 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. 2026 MMB Application (Due 6/13/2025)**

**B) Congressional Directed Spending**

**C) IUP Applications for CWSRF (Due 6/6/2025 and submitted by WHKS on 5/19/2025)**

**VI. NEW BUSINESS**

**VII. ADJOURN**

Time: \_\_\_\_\_ Motion: \_\_\_\_\_ Second: \_\_\_\_\_

**NORTH ZUMBRO SANITARY DISTRICT**  
**Joint Powers Executive Committee Meeting**  
**Wednesday, May 7, 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, Lisa Redepenning – Goodhue, and Michael Boulton – Wanamingo  
Executive Committee Alternate Directors: Todd Robertson and Michael Olson – Zumbrota (Late)

**ABSENT:** Executive Committee Directors: Brian Grudem – Zumbrota  
Executive Committee Alternate Directors: Pine Island, Jason Mandelkow – Goodhue and Stuart Ohr - Wanamingo

**ALSO PRESENT:** Bill Angerman – WHKS, Glenn Gustafson – WHKS, and Brandon Theobald – WHKS

**ADOPT AGENDA:** Boulton motioned to approve, seconded by Redepenning. Passed 3-0-0.

**CONSENT AGENDA:** Boulton motioned to approve, Seconded by Redepenning. Consent Agenda Items include: April 2, 2025 Executive Committee Meeting Minutes, WHKS Invoice #54161 for \$202,153.06, Goodhue County Treasurer Property Taxes (PID 72.450.001 - \$1,350.00 & PID 72.450.0050 - \$12.00), and PFA Disbursement Request Form. Passed 3-0-0.

**PUBLIC COMMENTS:** None

**OLD BUSINESS:**

**Bonding Bill Update** – Boulton stated that he and Redepenning attended the capital April 29<sup>th</sup>. The three weeks prior had been legislative work on committee budget targets and Easter/Passover break. Boulton stated that he and Redepenning met with Representatives Jacob, Altendorf, and Allen along with Senators Drazkowski and Jasinski. The meetings focused on potential bonding bill and keeping the project request at the top of their priorities. Boulton stated that the potential to phasing was discuss and how it would be structured. Phase II could be for lift stations and piping with a total request of \$13 million (1/2 costs). The legislators were told the if given less that a portion of Phase II could proceed by building out less than all four communities lift stations and piping.

**MPCA suggested language** – Angerman stated the Corey Hower of MPCA suggested that any bonding bill language be broad on how funds are applied and how they are able to be utilized so that the district does not run into problems similar to the first \$10 million grant.

**PSIG/Bonding/CWSRF funding discussion** - Gustafson stated that if any of the cities receive Point Source Implementation Grant (PSIG) funding that these funds would be required to be spent on that communities' lift station and piping only. With bonding funds there could be an re-adjustment in order to keep the cost share to the original agreed upon percentage. Angerman stated that any bonds language should allow cities discretion on how it is spent. Boulton stated that he would relay the advice to Tom Hanson so that if the project does receive funds that the final bill language allows for broad spending on the project. Gustafson stated that Cities will need to apply for the NPDES by July 2025 with approval to follow. There has to be plans and specs completed and approved by June 2026.

**Congressional Directed Spending** – Howard stated that she had spoken with John at Congressman Finstad’s office last week. The original application was limited to \$3-\$5 million. Congressman Finstad’s office had received word that the request can be for the full \$10.5 request. This will match the \$10.5 million request from Senator Klobuchar and Senator Smith’s offices. The reasonings was due to the request involve four separate communities. The congressionally directed spending application has now been submitted by Congressman Finstad’s office. The congressional directed spending requests from Senator Klobuchar and Senator Smith will be submitted at a later date.

**Land Ownership (rent, maintenance, insurance, etc.)** – Howard stated that the insurance had been paid from the rent proceeds. Howard included the Insurance Coverage Policy from LMCIT in the May 7<sup>th</sup> North Zumbro Sanitary District Joint Powers Meeting agenda packets.

### **Regulatory Meetings**

- a. **MPCA permitting meeting (PEL, EAW, NPDES) - 4/7/2025** – Angerman stated that the engineers had met with the MPCA to work on EAW (review process). Gustafson stated that the MPCA is working on review comments. Angerman stated that a different group within the MPCA is working with the engineers on Effluent/NPES limits. There is a 210-day window for this process. Angerman stated that there is a new Statewide sulfate limit to protect wild rice. No one in the State can meet the limit. The drinking water from each of the communities would not meet the current limits. Gustafson stated that there were estimates of an additional \$80 million on the project for treatment to meet the limits. Angerman stated that there are many different options including an agreed limit, request waiver, and a compliance schedule for meeting the limit. It was agreed that a complain schedule is best as no one can meet a limit, no one had requested waiver in the State, and a waiver can be requested later with a compliance schedule. Gustafson stated that a compliance schedule would be 15 years. At year 12 or 13 a waiver request can be submitted. Angerman stated that it was best for the board to understand reasoning for a compliance schedule. Angerman stated that it was important that the board had the discussion for future reference.
- b. **MPCA permitting meeting (NPDES, sulfate limit) – 4/15/2025**
- c. **Wetland TEP meeting 4/23/2025** – Angerman stated that there were no issues or concerns by the MPCA at the meeting.
- d. **EAW MPCA meeting – 5/7/2025** – Angerman stated that these meetings would occur monthly after the NZSD board meetings. Angerman stated that only the engineers would be required at the MPCA permitting meeting. Everyone else is welcome, but not needed to attend.

**Invoice for City of Pine Island – Reimbursement of legal fees for \$4,264.40** – Howard stated that the reimbursement was voted on last month to come out of the land cash rent. However, the property tax bill came in and should be paid out of the cash rent. Boulton moved to no longer utilize cash rent to reimburse legal fees, but to equally bill out the \$4,264.40 to each of the communities, seconded by Redepenning. Passed 3-0-0.

### **NEW BUSINESS:**

**IUP Applications for CWSRF – Due 6/6/2025** – Gustafson stated that a requirement was that the project needs to be applied and on the Project Priority List (PPL). Gustafson has stated that each of the communities have applied for the PPL and are on the list. CWSRF stands for Clean Water State Revolving Fund. The Cities have to indicate that they intend to move forward with the project. Each City has to have an approved Facility Plan as well.

\*The next meeting will be June 4, 2025 at 11:00AM.

**Adjourn:** At 11:28AM a motion to adjourn was made by Redepenning and seconded by Boulton. Passed 3-0-0.

Signed:

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Elizabeth Howard, Chair

Attest:

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Michael Boulton, Secretary



engineers + planners + land surveyors

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

June 02, 2025

Project No: 09870.00

Invoice No: 54424

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 April 26, 2025 through May 23, 2025**

Phase 011 Project Management and Administration  
**Technical Services 7,962.72**

**Total this Phase \$7,962.72**

Phase 013 Executive Committee Meetings  
**Technical Services 1,564.16**

**Unit Billing**

Co Vehicle Mileage  
**38.50**

**Total this Phase \$1,602.66**

Phase 016 Agency Stakeholder Meetings  
**Technical Services 555.52**

**Total this Phase \$555.52**

Phase 021 Prepare Anti-Degradation Report  
**Technical Services 1,249.92**

**Total this Phase \$1,249.92**

Phase 026 Prepare EAW  
**Technical Services 279.04**

**Total this Phase \$279.04**

Phase 027 Establish Effluent Limits  
**Technical Services 1,805.44**

**Total this Phase \$1,805.44**

Phase 028 NPDES Permit  
**Technical Services 1,113.60**

**Total this Phase \$1,113.60**

Phase 041 Main Site Topo Survey

Project	09870.00	North Zumbro Joint WWTF and Conveyance	Invoice	54424
<b>Technical Services</b>				<b>156.96</b>
			<b>Total this Phase</b>	<b>\$156.96</b>
Phase	042	Lift Stations and Forcemains Topo Survey		
<b>Technical Services</b>				<b>364.80</b>
			<b>Total this Phase</b>	<b>\$364.80</b>
Phase	071	Process Preliminary Design - WHKS Lead		
<b>Technical Services</b>				<b>93,080.96</b>
			<b>Total this Phase</b>	<b>\$93,080.96</b>
Phase	072	Geotechnical Analysis		
<b>Technical Services</b>				<b>555.52</b>
			<b>Total this Phase</b>	<b>\$555.52</b>
Phase	073	Process Structural Preliminary Design		
<b>Technical Services</b>				<b>5,095.20</b>
			<b>Total this Phase</b>	<b>\$5,095.20</b>
Phase	074	Proc. Elec. & Cntrl Instmt. Prlm Design		
<b>Technical Services</b>				<b>277.76</b>
			<b>Total this Phase</b>	<b>\$277.76</b>
Phase	075	Site Pipg & Grdg Plan Main Fac. Pre Des		
<b>Technical Services</b>				<b>161.92</b>
			<b>Total this Phase</b>	<b>\$161.92</b>
Phase	083	Building Struct. Prelim Design - NPR		
<b>Technical Services</b>				<b>4,793.60</b>
			<b>Total this Phase</b>	<b>\$4,793.60</b>
Phase	093	Wanamingo Lift Station Prelim. Design		
<b>Technical Services</b>				<b>9,604.00</b>
			<b>Total this Phase</b>	<b>\$9,604.00</b>
Phase	102	Zumbrota Conveyance Preliminary Design		
<b>Technical Services</b>				<b>555.52</b>
			<b>Total this Phase</b>	<b>\$555.52</b>
Phase	103	Wanamingo Force Main Preliminary Design		
<b>Technical Services</b>				<b>7,768.48</b>
<b>Unit Billing</b>				
Co Vehicle Mileage				<b>80.50</b>

**Total this Phase**                      **\$7,848.98**

Phase                      111                      Additional EAW Services  
 Services incurred by Stantec Consulting Services Inc.  
 Per contract 2% administrative fee for subsconsultant services.

**Consultants**

Wideth Smith Nolting & Assoc., Inc.			462.00	
<b>Total Consultants</b>		<b>1.02 times</b>	<b>462.00</b>	<b>471.24</b>
			<b>Total this Phase</b>	<b>\$471.24</b>

Phase                      200                      Subconsultants  
 Per contract 2% administrative fee for subsconsultant services.

**Consultants**

I & S Group, Inc.			14,113.40	
Wideth Smith Nolting & Assoc., Inc.			30,310.75	
<b>Total Consultants</b>		<b>1.02 times</b>	<b>44,424.15</b>	<b>45,312.63</b>
			<b>Total this Phase</b>	<b>\$45,312.63</b>

Phase                      201                      Expenses

**Reimbursable Expenses**

Permits & Filing Fees			500.00	
<b>Total Reimbursables</b>			<b>500.00</b>	<b>500.00</b>
			<b>Total this Phase</b>	<b>\$500.00</b>

**Billing Limits**

	<b>Current</b>	<b>Prior</b>	<b>To-Date</b>	
Total Billings	183,347.99	2,290,229.85	2,473,577.84	
Limit			8,638,950.00	
Remaining			6,165,372.16	
			<b>Total this Invoice</b>	<b>\$183,347.99</b>

**Billings to Date**

	<b>Current</b>	<b>Prior</b>	<b>Total</b>
Labor	136,945.12	1,572,673.10	1,709,618.22
Consultant	45,783.87	705,126.42	750,910.29
Expense	500.00	10,437.27	10,937.27
Expense - Unit	119.00	1,993.06	2,112.06
<b>Totals</b>	<b>183,347.99</b>	<b>2,290,229.85</b>	<b>2,473,577.84</b>

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



## INVOICE

### WHKS & Co

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

Invoice Number: 237721  
Date: April 30, 2025  
Project Number: 2023-11919

### North Zumbro Sanitary District

#### For Professional Services Rendered Through: April 11, 2025

Between March 15th, 2025 and April 11th, 2025

-		
-		\$38.50
Company Vehicle Mileage		\$38.50
<b>- Total:</b>		<b>\$38.50</b>

### 01 - Project Management and General Meetings

<b>011 - Project Management and Administration</b>	<b>\$3,400.00</b>
Labor	\$3,400.00
<b>013 - Executive Committee Meetings</b>	<b>\$300.00</b>
Labor	\$300.00
<b>014 - Technical Committee Meetings</b>	<b>\$150.00</b>
Labor	\$150.00

**01 - Project Management and General Meetings Total: \$3,850.00**

### 02 - MPCA Coordination/Permitting

<b>026 - Prepare EAW List Tasks</b>	<b>\$8,730.00</b>
Labor	\$4,168.00
Midwest Natural Resources	\$4,100.00
Stantec Consulting Services Inc	\$462.00

**02 - MPCA Coordination/Permitting Total: \$8,730.00**

**04 - Topographical Survey**

<b>041 - Main Site Topo Survey</b>	<b>\$385.00</b>
Labor	\$385.00
<b>042 - Lift Stations and Force mains Topo Survey</b>	<b>\$5,543.75</b>
Labor	\$5,543.75

**04 - Topographical Survey Total: \$5,928.75**

**05 - Land Acquisition Assistance**

<b>053 - Zumbrota Lift Stations and Force mains Land Acquisition and Easement Assistance</b>	<b>\$770.00</b>
Labor	\$770.00

**05 - Land Acquisition Assistance Total: \$770.00**

**08 - WWTF Building Architecture, MEP, Structural**

<b>081 - Building Architectural</b>	<b>\$192.00</b>
Labor	\$192.00
<b>082 - Mechanical, Electrical, Plumbing</b>	<b>\$715.00</b>
Labor	\$715.00

**08 - WWTF Building Architecture, MEP, Structural Total: \$907.00**

**09 - Lift Station Design**

<b>091 - Pine Island Lift Station Design</b>	<b>\$384.00</b>
Labor	\$384.00

**09 - Lift Station Design Total: \$384.00**

**10 - Force main and Local Collection System Design**

<b>101 - Pine Island</b>	<b>\$10,164.50</b>
Labor	\$10,164.50

**10 - Force main and Local Collection System Design Total: \$10,164.50**

**Historical Billings to Date**

	Previously Billed	Current Billing	Billed To Date
Labor	\$439,250.25	\$26,172.25	\$465,422.50
Outside Consultants	\$127,538.65	\$4,562.00	\$132,100.65
Reimbursable	\$3,963.30	\$38.50	\$4,001.80
	<b>\$570,752.20</b>	<b>\$30,772.75</b>	<b>\$601,524.95</b>

**Invoice Total**

**\$30,772.75**

<b>Invoice Number</b>	2373657
<b>Invoice Date</b>	March 28, 2025
<b>Purchase Order</b>	227707080
<b>Customer Number</b>	223001
<b>Project Number</b>	227707080

**Bill To**  
 Wideth Smith Nolting (WSN)  
 Accounts Payable  
 610 Filmore Street  
 Alexandria MN 56308  
 United States

**Please Remit To**  
 Stantec Consulting Services  
 Inc. (SCSI)  
 13980 Collections Center Drive  
 Chicago IL 60693  
 United States

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<b>Project</b>	<b>Wideth Smith Nolting: Air Quality EAW Assistance for North Zumbro Sanitary District WWTP</b>		
Project Manager	Taylor, Luke	For Period Ending	<b>March 21, 2025</b>
Current Invoice Total (USD)	462.00		

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<b>Top Task</b>	<b>100</b>	<b>Air Quality EAW Assistance</b>			
<b><u>Professional Services</u></b>					
<b>Category/Employee</b>			<b>Current Hours</b>	<b>Rate</b>	<b>Current Amount</b>
		Swor, Kathryn R (Katie)	0.25	204.00	51.00
		<b>Subtotal Professional Services</b>	<u>0.25</u>		<u>51.00</u>
Top Task Subtotal	Air Quality EAW Assistance				51.00

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<b>Top Task</b>	<b>300</b>	<b>Evaluate Air Permit Applicability</b>			
<b><u>Professional Services</u></b>					
<b>Category/Employee</b>			<b>Current Hours</b>	<b>Rate</b>	<b>Current Amount</b>
		Taylor, Lucas N (Luke)	1.50	274.00	411.00
		<b>Subtotal Professional Services</b>	<u>1.50</u>		<u>411.00</u>
Top Task Subtotal	Evaluate Air Permit Applicability				411.00

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<b>Total Fees &amp; Disbursements</b>	462.00
<b>INVOICE TOTAL (USD)</b>	<b><u>462.00</u></b>

**Net Due in 30 Days or in accordance with terms of the contract**





**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 117681  
 Date 04/30/2025

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

Progress billing for professional services provided through date of invoice

Invoice Dates: April 1, 2025 - April 30, 2025

Description	Contract Amount	Prior Billed	Current Billed
<b>Phase 1: Project Management &amp; General Meetings</b>			
1.1 Project Management & Administration	\$ 58,000.00	\$ 11,385.00	\$ 800.00
1.2 Project Kickoff Meeting	\$ 7,380.00	\$ 7,380.00	
1.3 Executive Committee Meetings	\$ 7,400.00	\$ 2,332.50	\$ 200.00
1.4 Technical Committee Meetings	\$ 27,000.00	\$ 6,063.20	
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		
<b>Phase 2: MPCA Coordination/Permitting</b>			
2.2.d Goodhue	\$ 76,325.00	\$ 76,325.00	
<b>Phase 3: Funding Assistance</b>			
3.2 PPL, IUP + PSIG Application	\$ 4,740.00	\$ 585.00	
<b>Phase 5: Land Acquisition Assistance</b>			
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		
<b>Phase 6: Demolition &amp; Abandon Existing Sites</b>			
6.4 Goodhue Demolition & Abandon Existing Sites	\$ 27,850.00		
<b>Phase 7: Preliminary &amp; Final Plant Design WHKS lead</b>			
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	\$ 502.50	\$ 1,060.00
7.6 Site Landscaping Plan - Main Facility	\$ 28,375.00		
<b>Phase 9: Lift Station Design</b>			
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	\$ 115.00	\$ 3,865.00
<b>Phase 10: Forcemain &amp; Local Collection System Design</b>			
10.4 Forcemain and Local Collection System Design	\$ 386,450.00	\$ 15,610.00	\$ 8,188.40
Reimbursables			
	<b>\$ 1,258,080.00</b>	<b>\$ 120,548.20</b>	<b>\$ 14,113.40</b>

**Invoice Amount** \$14,113.40

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
116652	3/31/2025	\$9,420.00	\$0.00	\$0.00	\$0.00	\$9,420.00
117681	4/30/2025	\$14,113.40				\$14,113.40
Total Outstanding		\$23,533.40	\$0.00	\$0.00	\$0.00	\$23,533.40



# 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: **13**

Amount: **\$183,347.99**

notes:

[Empty notes box]

Prepared by:

**Elizabeth R. Howard**

Authorized by:

Name (print)

**Elizabeth R. Howard**

Title/phone

**City Administrator - 507-356-4591 ext. 9**

Sign/date

*Elizabeth R. Howard*

**06/04/25**

*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 15<sup>th</sup> 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 #:** 13

Cost descriptions		Amounts
A.	Non-Construction: Engineering	\$ 183,347.99
	Legal/Finance	
	Administration	\$ -
	Other	
	Total Non-Construction	\$ 183,347.99
B.	Construction: <u>Clean Water...</u>	
	Treatment Facilities	\$ -
	Collector Systems	\$ -
	Interceptor	\$ -
	Lift Station	\$ -
	Equipment	\$ -
	Other	\$ -
	Total Construction	\$ -
C.	Total disbursement request (A + B):	\$ 183,347.99
D.	Total of previous requests submitted to PFA ** (see pg 2 for detail):	\$ 3,263,438.62
E.	Total requested to date (C + D):	\$ 3,446,786.61
F.	Original award total from above:	\$ 10,000,000.00
G.	Remaining un-drawn balance (F – E):	\$ 6,553,213.39

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	
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<b><i>total requested / paid prior to this request:</i></b>			<b><u>\$ 3,446,786.61</u></b>	<b><u>\$ 3,263,438.62</u></b>