



MEMORANDUM

TO: Kabetogama Town Board Members

FROM: Sara Lindberg & Colin Marcusen
Project Engineers

DATE: January 31, 2014

RE: Puck's Point SSD Engineering Updates
SEH No. KABET 119468 14

This memo shall serve to provide you with updates on the PPSSD engineering items for the regular meeting on February 4, 2014.

Schedule:

Discussion:

Plans, specifications, supporting design documents and permit application paperwork have been submitted to MPCA for review. It is anticipated that MPCA will review the documents over a period of 3 months. Therefore advertisement for bids is expected to begin in May. Construction will begin mid to late summer.

- Bob Nevalainen copied on entire submittal to MPCA
- Copies of plans for Board members

Easement Acquisition:

Discussion:

DNR land – Information has been provided to the DNR to show locations of land needed for treatment, dispersal, and piping. SEH had a conference call with Dave Ofelt with DNR, on Friday, January 31, 2014, to discuss next steps for securing the land. DNR would like to make “straight” lines to block off portions of the land to lease/sell. SEH to prepare map showing this.

- School trust land so needs to be leased
- Another option would be for DNR to condemn the land. At that point it could be sold to another public entity. However, this is a lengthy process, so we would need to start with a lease
- DNR well aware of desire to construct by summer and are willing to work with Township to make that happen.

SSD Land Owners – Melissa Maloney with Fryberger has been working on language for easements from each property owner. Both temporary construction easements and permanent utility easements will be required. Fryberger has been in touch with SEH staff to request project information. Drawings have been sent to them.

County ROW – Easements will not be needed from the County. However, a permit for work within the Right-of-Way will be required. This will be completed closer to the time of construction.

DNR capital payment

Discussion:

DNR recently inquired about ad-valorem charges that would need to be paid to the Township to secure capacity in the system.

- Charges established when DNR involvement was needed to make the project a go (prior to large grant funding availability)
- DNR representative has recently stated that they are more likely to pay large connection charge in the future than to pay monthly/yearly capital cost charges now. We need to convey to them that this does not reserve the capacity in the system for their flow.

Ordinances:

Discussion:

SEH has reviewed for content. EDU values were corrected in ordinance 13-2 by SEH in order to follow what was established by Julie and others involved in 2011. EDUs were originally calculated based on average design flows set by MN Rules Chapter 7081.

PFA, Small Communities Program

Discussion:

A list of action items was sent to SEH and the Township by Nancy Johnson of the PFA. The list was updated 01/31/14.

- Action Items
- SEH in discussion with Nancy Johnson at PFA to see what is required for the list of SSD members willing to hook up to new system.

IRRRB Grant Reimbursement:

Discussion:

As shown in the attached IRRRB reimbursement request letter.

Recommendations:

Review and approve Town Treasurer to submit IRRRB Grant Reimbursement Request #13.

If you have any questions regarding these items, please do not hesitate to contact either of us.

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Cc: Mary Manninen, Township Clerk and Jill Kiner, Township Treasurer
Enc: PFA List of Items Needed – Updated 01/31/14
IRRRB Grant Reimbursement Request #13.

PFA - List of Items Needed for Kabetogema Township/Puck's Point Application – updated 01/31/14
 Pucks Point, Kabetogema Township, Minnesota
 SEH # KABET 119468

Response Legend:

Red – Action items in question. Nancy Johnson, please respond to SEH.

Yellow – Action items in progress by SEH/Township. Info will be submitted to PFA at a later date.

Green – Item complete. No further attention needed.

Numbered items are the same as those sent to SEH by Nancy Johnson on 10/07/13. Responses are by Colin Marcusen, returned to Nancy Johnson on 10/30/13.

1. PFA will need a copy of the proceedings organizing the Service District. Could the Township ask Mary Francis Skala to send a copy?
 - a. SEH will request a copy from the Township.
2. Township may wish to do a reimbursement resolution and should consult Mary Frances.
 - a. SEH will recommend to the Township that they consult Mary Frances for preparation of a reimbursement resolution.
3. Copy of the draft sewer ordinance including sewer service charge plan.
 - a. In progress
4. Status of voluntary easements and additional land purchases, if necessary.
 - a. Land lease discussions with DNR underway.
5. Status of DNR's participation in the system.
 - a. The DNR will not connect Woodenfrog Campground to the system at this time. The EDUs from the campground are not included in the calculations previously submitted.
6. Status of DNR land required for dispersal system.
 - a. Land lease discussions with DNR are underway.
7. Financial plan with EDUs and Costs.
 - a. Complete.
8. Does budget include decommissioning existing ISTS systems?
 - a. Existing tanks and systems will be abandoned or removed by property owners unless improvements are proposed in the same areas. In this case the tanks and piping will be removed to construct the new systems.
9. Is any part of Pucks Point Service District on federal park land? If so, how does that impact future property sales and likewise revenues for the system?
 - a. No.
10. Township Financial Statements for FYE 2010, 2011, and 2012 – do not send summaries.
 - a. SEH will request the information from the Township.
11. Breakdown of system components, design life, and costs allocated to components.
 - a. This information was submitted to MPCA and PFA on October 29, 2013 by Colin Marcusen.
12. Copy of draft management plan for wastewater system

- a. Management plan for treatment system will be developed and submitted during construction in the summer of 2014.
13. Copy of draft management contract for system operation/maintenance.
 - a. Operator of the system will be determined by the Township during bidding/construction.
14. Who is permitting the facility? The permit fee is eligible under the Small Community Program.
 - a. The flow for the system is over 10,000 gpd. Therefore, the system will need a state permit through MPCA. The permit fee was not added in to the construction figures you have but can be estimated at \$9,300.
15. Copy of the permit when available.
 - a. A copy of the permit will be submitted to PFA during bidding or construction.
16. There is an updated Compliance Form for the Small Community Program Application that the Township's Authorized Official will need to sign. It incorporates the job reporting requirements listed below. I will send that out separately to the Township.
 - a. Acknowledged. SEH will remind the Township to sign and send back to PFA.
17. List of voluntary participants in the SSD to hook up to new system.
 - a. Searching for documentation of the establishment of the sanitary district. This document will show who decided to connect to the system.
18. Documentation that all necessary easements and land agreements are in place prior to construction.
 - a. Township lawyers, Fryberger, are working on language for all necessary easements. Documentation of land lease through the DNR will be sent to PFA when available.