



MEMORANDUM

TO: Kabetogama Town Board Members

FROM: Sara Lindberg & Colin Marcusen
Project Engineers

DATE: November 27, 2013

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 December 3, 2013.

Schedule:

Discussion:

Schedule has not changed since reported last meeting. The plans and specifications are anticipated to be submitted to MPCA near the middle to end of December.

Easement Acquisition:

Discussion:

SEH and the Township will work with the DNR on land acquisition and easements to construct the mounds in the near future, after the locations of the mounds have been determined in early December.

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 11/26/13 to show that the financial plan has been completed by Scott Harder and submitted to PFA. Items of note or that can/should be addressed now include:

- PFA will need a copy of the proceedings organizing the Sanitary District. Email from Christopher Virta indicates this is in progress and electronic copies will be sent directly to Colin, SEH.
- Township should consult Mary Frances Scala on drafting and adopting a reimbursement resolution. A copy should be forwarded to SEH/PFA.
- Township financial statements for 2010 through 2012 are needed by PFA. Please submit to either SEH, or directly to PFA. Summaries are not adequate.

IRRRB Grant Reimbursement:

Discussion:

As shown in the attached IRRRB reimbursement request letter.

IRRRB has noted that the maximum payment amount that IRRRB can issue for engineering is 10% of total project costs. However, IRRRB did not have the most current total project cost figures. Total project cost is estimated at \$2.6 Million. 10% of this would be \$260,000, which is more than the total grant amount through IRRRB of \$250,000.

Recommendations:

Review and approve Town Treasurer to submit IRRRB Grant Reimbursement Request #11.

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 for Kab – updated 11/26/13

PFA - List of Items Needed for Kabetogema Township/Puck's Point Application – updated 11/26/13
 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. I assume this ordinance will need to be adopted by the Township Board after the final determination of user rates has been completed – after bidding of the project. Is this correct? What else needs to be included in the sewer ordinance?
4. Status of voluntary easements and additional land purchases, if necessary.
 - a. Land lease from the DNR will be discussed further once placement of the treatment areas has been finalized (mid November).
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. See item 4 above. Land discussion will be finalized with DNR after completion of soils investigation and preliminary placement of dispersal systems. Soils investigation is underway and land discussions are anticipated to take place in mid to late December.
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. The permit application will be completed by SEH and will be reviewed by MPCA concurrently with the review of plans and specifications. 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.