

# MINUTES

## HEART OF THE VALLEY METROPOLITAN SEWERAGE DISTRICT REGULAR MEETING HELD ON MARCH 13, 2018 AT THE HEART OF THE VALLEY MEETING ROOM.

**Members Present:** Dave Casper, Bruce Siebers, John Sundelius, Kevin Coffey, and Pat Hennessey

**Absent:** None

**Also Present:** Brian Helminger, District Director HOVMSD; Kevin Skogman, Director of Operations & Maintenance HOVMSD; Dawn Bartel, Office Manager HOVMSD; Chad Giackino, Regulatory Compliance Manager HOVMSD; Tracey Webb of Donohue Associates, Adam Breest of the Village of Little Chute, and John Stoeger of Stoeger & Associates

### **1. 6:00 p.m. Call to Order – Roll Call**

President Casper called the meeting to order at 6:00 PM.

### **2. Public Appearances**

No appearances were made.

### **3. Approval of the Minutes of the February 13, 2018 Regular Meeting**

The minutes of the February 13, 2018 Regular Meeting were presented to the Commission. A motion was made by Commissioner Siebers and seconded by Commissioner Coffey to approve the minutes as written. Motion carried. The minutes were reviewed and pre-approved by Secretary Hennessey.

### **4. Correspondence to/from/for Commission**

Copied for the Commission were the e-mail messages sent between the Commissioners and District Director Helminger. The Commission was informed of the 2018 Impact – Watershed Hero Award received from Fox Wolf Watershed Alliance in recognition of outstanding efforts in the protection, restoration, and sustainability of the water resources in Wisconsin's Fox-Wolf River Basin. HOV was also mentioned in a Times Villager article regarding the assistance given to Crane Engineering for their development and testing of mobile septage treatment systems for underdeveloped countries.

## **5. Discussion Items**

### **A. Donohue & Associates 2017 I/I Clearwater Review; Tracey Webb**

Tracey Webb of Donohue gave a power point presentation on the analysis and observations of the 2017 clear water (I/I) flow component of the overall HOVMSD wastewater flow. HOVMSD has implemented a self-regulated sustainability program to maintain, monitor, and regulate flow to the WWTP. The goal of the sustainability program is to maintain or extend the longevity of the WWTP and interceptor capacity by not increasing the existing level of clear water in the system and decreasing the clear water entering the system where possible. Included in Tracey's presentation was plant performance & antecedent moisture model analysis, individual community performance summaries, and peak flow data. This information will also be presented at the annual community meeting in April. The Commission directed Tracey to share Combined Locks' information with them prior to the community meeting.

### **B. Interceptor Action Plan Progress Update – alternative route boring considerations and possible action**

After a review of the information and geotechnical proposals provided by Scott Schramm of Strategic Municipal Services, a motion was made by Commissioner Casper and seconded by Commissioner Siebers to approve an amendment to the Strategic Municipal Services (SMS) Agreement to allow for SMS to hire Nummellin Testing for sub surface borings and characterization of the bedrock depth in the amount of \$20,370; and further approved up to an additional \$5,000 for work that is unforeseen and necessary at SMS's discretion and billed at the quoted rates by Nummellin Testing. Anything over \$5,000 would need further Commission authorization. District Director Helminger was authorized to sign the amendment on behalf of the Commission. A roll call vote was taken: Commissioner Casper, yes; Commissioner Coffey, yes; Commissioner Sundelius, yes; Commissioner Siebers, yes; and Commissioner Hennessey, yes. Motion carried unanimously.

### **C. Kaukauna – Fox River Boardwalk**

The Commission reviewed an email and maps from Patrick Skalecki of Graef regarding the proposed trail/boardwalk and discussed the proximity of the trail to HOV's odor control structure. Also discussed was the timing of the trail project along with the possibility of HOV using that same route for a southside interceptor. The Commission supports the efforts and consented to cooperate with the City as much as possible.

### **D. FOG Program Update**

John Stoeger of Stoeger & Associates provided a written Fats, Oil, and Grease update by community, including a grease trap inspection report. The Commission also received an itemized copy of the February 2018 invoice. Commissioner Casper asked if there was written criteria used for determining the cleaning frequency of

each facility. Commissioner Siebers suggested developing a paper/presentation of the FOG Program at wastewater conferences.

#### **E. 2017 Chemical Use Report**

Kevin Skogman, Director of Operations & Maintenance, provided a written update showing the chemical use for 2017, along with gas, electric, and water consumption. The report also detailed the cost of the chemical purchase, gallons purchased, and cost per MGD treated.

### ***PLANT REPORTS:***

#### **1. 2018 Flows & Revenues Report / Plant Operation Summary**

The Commission received a copy of the Flow & Strength charts, which shows the year to date surplus/deficit revenue for the month of February. Revenue received from the WPS-Fox Energy Center for final effluent purchased in February = \$10,609.34. Total revenue received to date from Fox Energy for 2018 = \$19,698.04.

The average final effluent concentrations for **February 2018** were as follows:

<b>cBOD</b>	<b>5.38 mg/l</b>
<b>Suspended Solids</b>	<b>11.73 mg/l</b>
<b>Phosphorus</b>	<b>.34 mg/l</b>
<b>Ammonia-N</b>	<b>.27 mg/l</b>
<b>Chlorides</b>	<b>691.67 mg/l</b>

***All permit values were met for February 2018.***

Kevin Skogman, Director of Operations & Maintenance, provided a written O & M Report. Skogman noted that plant operations are doing well. Skogman reported on the Fremont Water Solutions polymer testing, the changing of the Bio-Filter stone and wood media, area velocity flow meter trial with Mulcahy Shaw, and the replacing of the suction and gland side liner and one impellor in the Actiflo sand pumps, at a cost of \$15,407.00.

### **6. Funds**

#### **A. March 2018 Accounts Payable; Action for Approval**

After a review and discussion of the bills payable, a motion was made by Commissioner Coffey and seconded by Commissioner Hennessey to approve payment of the bills in the amount of \$229,870.34. A roll call vote was taken: Commissioner Casper, yes; Commissioner Coffey, yes; Commissioner

Sundelius, yes; Commissioner Siebers, yes; and Commissioner Hennessey, yes. Motion carried unanimously.

**B. Budget Comparison Report**

The Commission received a Budget Comparison Report for March 2018, along with an explanation of exceedances.

**7. General Old or New Business**

Commissioner Casper noted that he and Commissioner Siebers attended the Fox Wolf Watershed Conference at Lambeau Field. HOVMSD received an award and was recognized for the sedimentation pond project. Casper also commended District Director Helminger for the presentation he and Jessica Schultz made at the conference. Commissioner Siebers asked staff if there has been any signage put up or a gate installed by the pond site.

**8. District Director's Report**

There was nothing to report under District Director's Report.

**9. Adjournment**

With no further business before the Commission, a motion was made by Commissioner Sundelius and seconded by Commissioner Coffey to adjourn the meeting. Motion carried unanimously. (Time: 8:00 PM)

**SIGNED & APPROVED BY:** \_\_\_\_\_  
**Patrick E. Hennessey, Secretary**