

# MINUTES

## HEART OF THE VALLEY METROPOLITAN SEWERAGE DISTRICT REGULAR MEETING HELD ON **AUGUST 13, 2019** AT THE HEART OF THE VALLEY MEETING ROOM.

**Members Present:** David Casper - President  
Bruce Siebers - Vice President  
Patrick Hennessey - Secretary

**Absent:** Kevin Coffey – excused  
John Sundelius - excused

**Also Present:** Brian Helminger - District Director HOVMSD  
Dawn Bartel - Office Manager HOVMSD  
Kevin Skogman - Director of Operations & Maintenance HOVMSD  
Chad Giackino – Regulatory Compliance Manager HOVMSD  
Karen Brake – Accounts Payable/Asset Coordinator HOVMSD

### **1. 5:00 p.m. Call to Order – Roll Call**

President Casper called the meeting to order at 5:00 PM.

### **2. Public Appearances**

No appearances were made.

### **3. Approval of the Minutes of the July 9, 2019 Regular Meeting**

The minutes of the July 9, 2019 Regular Meeting were presented to the Commission. A motion was made by Commissioner Siebers and seconded by Commissioner Hennessey to approve the minutes as written. Motion carried unanimously. 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. Also received was a copy of a Times Villager article regarding the River in Recovery bus tour to the HOV sedimentation basin.

### **5. Discussion Items**

#### **A. Salary Study Discussions by Patrick Glynn of Carlson Dettmann**

Patrick Glynn gave a power point presentation and provided an overview and process of the project, job evaluation factors, market comparisons, data sources,

internal equity, and market placement. Glynn also discussed pay structure, administration, and plan implementation. The Commission consented to the comparables presented by Glynn and based the wage structure at 105% of the market rate/control point. They also discussed the step plan and noted important factors such as ease of administration and flexibility. Glynn suggested placing positions on the step increment which provides a minimum of a 2% increase for 2020. More information will be provided at the September commission meeting.

**B. 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 July 2019 invoice.

**C. 2019 BOD Loading Update**

After a discussion the Commission directed District Director Helminger to request a proposal from Donohue & Associates to include a scope of services, project timeline, and cost for consulting services for Commission consideration at the September Commission Meeting.

**D. PFAS Discussion & Possible Action on DNR Correspondence**

The Commission received a copy of a letter dated 7/22/19 requesting that municipal wastewater treatment facilities with industrial pretreatment programs or contributing industries expected to be sources of PFAS to sample their influent and effluent for PFAS compounds. After a lengthy discussion and based on several factors, the Commission directed District Director Helminger to send a letter to the DNR declining their request.

**E. Micrologix 1400 Purchase – Commission Approval**

A motion was made by Commissioner Siebers and seconded by Commissioner Hennessey to authorize the purchase of three Micrologix 1400 PLC's from L.W. Allen to replace the existing Micrologix 1500's, which are obsolete in the Actiflo polymer system. The total cost is \$26,600. A roll call vote was taken: Commissioner Casper, yes; Commissioner Siebers, yes; and Commissioner Hennessey, yes. Motion carried unanimously.

***PLANT REPORTS:***

**1. 2019 Flows & Revenues Report / Plant Operation Summary**

The Commission received a copy of the hydraulic & organic loadings data, along with flow & strength charts, which shows the year to date surplus/deficit revenue for the month of July 2019. Revenue received from the WPS-Fox Energy Center for effluent purchased in July = \$15,094.79; revenue received to date for 2019 = \$83,954.38. WPS-Fox Energy purchased 56% of the effluent produced in July.

The average effluent concentrations for **July 2019** were as follows:

|             |                        |                     |
|-------------|------------------------|---------------------|
|             | <u>Monthly Average</u> | <u>Permit Limit</u> |
| <b>BOD5</b> | <b>7.05 mg/L</b>       | <b>30 mg/L</b>      |

|                  |             |          |
|------------------|-------------|----------|
| Suspended Solids | 11.30 mg/L  | 30 mg/L  |
| Suspended Solids | 208.58 lbs. | 801 lbs. |
| Phosphorus       | .28 mg/L    | 1 mg/L   |
| Ammonia-N        | .26 mg/L    | 4.4 mg/L |
| Chlorides        | 657.69 mg/L |          |

***All permit values were met for July 2019.***

Kevin Skogman, Director of Operations & Maintenance, provided a written O & M Report and updated the Commission on the bio-solids hauling, replacement of the ATAD foam level gauge, replacement of a peak flow pump shaft, replacement of two waste hauler station pumps, and an upgrade to the main entrance gate controller and keypad. Skogman also noted that the three rock equipment crossings are scheduled to begin next week.

## **6. Funds**

### **A. August 2019 Accounts Payable; Action for Approval**

After a review and discussion of the bills payable, a motion was made by Commissioner Casper and seconded by Commissioner Siebers to approve payment of the bills in the amount of \$250,104.67. A roll call vote was taken: Commissioner Casper, yes; Commissioner Siebers, yes; and Commissioner Hennessey, yes. Motion carried unanimously.

### **B. Budget Comparison Report**

The Commission received a Budget Comparison Report for August 2019, along with an explanation of exceedances.

## **7. General Old or New Business**

*2020 Budget:* District Director Helminger noted that Staff is working on budget figures for 2020. There will be a budget workshop on September 10<sup>th</sup> with formal adoption scheduled for October 8<sup>th</sup>.

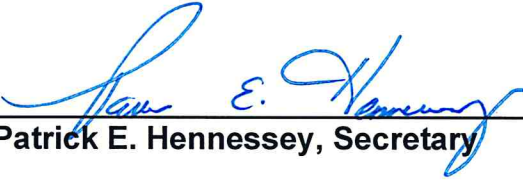
*Interceptor Action Plan:* District Director Helminger noted that in general, the effect of increasing seasonal temperatures are very apparent in the monitoring results. Strategic Municipal Services will retrieve sample tabs in early September for bio film testing and analysis. Televising efforts will begin after removal of the tabs. The Commission discussed scheduling a special commission meeting in mid October dedicated to SMS's summary findings, biofilm results, review of pilot data, and next step planning.

*Outagamie County Landfill:* District Director Helminger noted that he represented HOV at a joint meeting with the Village of Little Chute, Outagamie County Landfill, consultants, and legal council regarding metering and billing.

## 8. Adjournment

With no further business before the Commission, a motion was made by Commissioner Siebers and seconded by Commissioner Hennessey to adjourn the meeting. Motion carried unanimously. (Time: 7:30 PM)

SIGNED & APPROVED BY: \_\_\_\_\_

  
Patrick E. Hennessey, Secretary