

MINUTES

HEART OF THE VALLEY METROPOLITAN SEWERAGE DISTRICT REGULAR MEETING HELD ON DECEMBER 10, 2019 AT THE HEART OF THE VALLEY MEETING ROOM.

Members Present: David Casper - President
Bruce Siebers - Vice President
Patrick Hennessey - Secretary
Kevin Coffey - Commissioner
John Sundelius – Commissioner

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
Karen Brake – Accounts Payable/Asset Coordinator HOVMSD
Kent Taylor – Village of Little Chute
Patrick Glynn – Carlson Dettmann
Sheila Fenolio – Ansay & Associates
Tony Sartori – Ansay & Associates

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 November 12, 2019 Regular Meeting

The minutes of the November 12, 2019 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 unanimously. The minutes were reviewed and pre-approved by Secretary Hennessey.

4. Correspondence to/from/for Commission

There was no correspondence for the Commission.

5. Discussion Items

A. Presentation by Ansay & Associates – Cyber & Pollution Liability Coverage

Sheila Fenolio and Tony Sartori of Ansay & Associates provided information and costs for cyber and pollution liability coverage. The annual cyber coverage premium would cost \$1500-\$1900 depending on the coverage level. The pollution liability coverage prompted discussion regarding the PFAS issue as well as physical damage to the marine interceptor structure. There will be more discussion at the January Commission meeting with additional coverage details and quotes.

B. Interceptor Project Update

The Commission received a memo from Scott Schramm of Strategic Municipal Services dated 12/10/2019. The memo outlined historical loads & trends, reduction of point source loads, siphon improvements, and field observations. This topic will be talked about in January at either the regular commission meeting or a special meeting dedicated to interceptor project discussions.

C. Laser Flow Meters – November Results

Staff provided data showing gallons per community from the laser flow meters and the existing ultrasonic flow meters. After a discussion the commission's direction was to continue to monitor with both meters in December and review the data at the January meeting. More discussion was had regarding the amount of data needed before going live with the laser flow meters. Kent Taylor of the Village of Little Chute noted that Little Chute is aware of and understands the affect the new laser meters will have on their monthly billings. The Commission then talked about ways to assist Little Chute with the larger bills to lessen the impact. The December flow results will be a topic for the January Commission meeting.

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 November 2019 invoice.

E. Village of Kimberly Annexation Ordinance No. 6, Series of 2019

Following a 30-day contestment period, Kimberly's Annexation Ordinance No. 6, Series of 2019 will by default be accepted into the Metropolitan Sewerage District because it lies within the 2030 sewer service boundary. This annexation consists of approximately 6.74 acres from the Town of Buchanan. The current population is zero (0). An annexation petition, property description, and map was attached; zoning is for Industrial Limited.

F. Community Update Letter

District Director Helminger provided a draft of an interceptor project update letter for the communities. Commissioner Casper provided a revised version of the letter. Staff will incorporate the modifications and provide the update to the communities this week.

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 projections, which shows the year to date surplus/deficit revenue for the month of November 2019. Revenue received from the WPS-Fox Energy Center for effluent purchased in November = \$12,371.77; Revenue received to date for 2019 = \$133,966.14. WPS-Fox Energy purchased 40% of the effluent produced in November.

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

	<u>Monthly Average</u>	<u>Permit Limit</u>
BOD	9.58 mg/L	25 mg/L
Suspended Solids	17.29 mg/L	30 mg/L
Suspended Solids	520.37 lbs.	801 lbs.
Phosphorus	.32 mg/L	1 mg/L
Ammonia-N	.40 mg/L	18 mg/L
Chlorides	537.50 mg/L	

All permit values were met for November 2019.

Kevin Skogman, Director of Operations & Maintenance, provided a written O & M Report and updated the Commission on plant operations for November. Skogman also noted that Mulcahy Shaw checked all the laser flow meters and made minimal calibration adjustments.

6. Funds

A. December 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 Hennessey to approve payment of the bills in the amount of \$196,492.65. A roll call vote was taken: Commissioner Casper, yes; Commissioner Sundelius, yes; Commissioner Coffey, yes; Commissioner Siebers, yes; and Commissioner Hennessey, yes. Motion carried unanimously.

B. Budget Comparison Report

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

7. General Old or New Business

- ✓ A community meeting will likely be held in February to provide an update on the status of the interceptor project.
- ✓ A community meeting will be held in April to discuss 2019 I&I results and activities.
- ✓ Donohue Associates has been reviewing data and loadings numbers and will be onsite on 12/12/2019 to present initial findings on plant load and trends to Staff. Donohue will

be attending the January commission meeting to discuss the facility master plan and next steps in the process.

- ✓ Work is in progress on the operational evaluation report for TMDL. Preliminary conclusions indicate that meeting the TMDL is dependent on effluent reuse at Fox Energy.
- ✓ Jeremy Freund of Outagamie County approached HOV to use the sedimentation site for field research options in phosphorus removal methods. A letter of support from HOV was provided for the grant application.
- ✓ District Director Helminger noted that he has been in contact with Jenna Bidwell of Cottingham Butler to review the Employee Handbook. They will be providing a scope and services agreement in early 2020.
- ✓ Commissioner Casper asked about the emptying of the storage tank. Staff noted that it should be fine until spring, however other contingency options are being discussed.

8. Closed Session pursuant to Wisconsin State Statute 19.85 (1)(c) regarding 2020 employee compensation. Returning to Open Session for possible action and the continuance of the agenda

A motion was made by Commissioner Casper and seconded by Commissioner Siebers to enter into a Closed Session. Motion carried. (6:25 PM)

A motion was made by Commissioner Casper to return to Open Session. Commissioner Siebers seconded the motion. Motion carried. (7:00 PM)

A motion was made by Commissioner Casper and seconded by Commissioner Siebers to accept the salary plan implementation as previously adopted without any further changes. Motion carried unanimously.

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: 7:02 PM)

SIGNED & APPROVED BY: _____
Patrick E. Hennessey, Secretary