

MINUTES

HEART OF THE VALLEY METROPOLITAN SEWERAGE DISTRICT REGULAR MEETING HELD ON **JANUARY 14, 2020** 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
Dawn Bartel - Office Manager HOVMSD
Chad Giackino – Regulatory Compliance Manager HOVMSD
Karen Brake – Accounts Payable/Asset Coordinator HOVMSD
Kent Taylor – Village of Little Chute
John Stoeger – Stoeger & Associates
Mike Gerbitz – Donohue & Associates
Joe Holzwart – Donohue & 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 December 10, 2019 Regular Meeting

The minutes of the December 10, 2019 Regular Meeting were presented to the Commission. A motion was made by Commissioner Coffey and seconded by Commissioner Siebers 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.

5. Discussion Items

A. Outagamie County Request to East Central RPC for Sewer Service Area Amendment

Commissioner Casper and District Director Helminger attended a meeting at East Central Wisconsin Regional Planning for a Sewer Service Area boundary change request initiated by Outagamie County. Outagamie County is in the process of developing an additional cell and the boundary change would allow for leachate to be treated by the City of Appleton. Heart of the Valley MSD is unable to accept additional raw leachate as it is approaching its design limit for ammonia. The request was tabled for closer review of design estimates and costs for leachate treatment.

B. Donohue & Associates

Clearwater Review Program-Introduction of Joe Holzwart: Mike Gerbitz of Donohue & Associates introduced Joe Holzwart who will be overseeing the I/I Program and presenting the 2019 findings at the April Community Meeting.

Presentation of historical flows, loadings, & plant performance: Mike Gerbitz gave a power point presentation showing concentration and mass limits for effluent BOD, TSS, TP, NH₃ along with violation probabilities. Mike also reviewed effluent data findings, influent flows & loadings, and influent contributions by community.

Facility Master Planning – Task Order 2 Effluent Filtration: The Commission received a copy of Task Order 2; Facility Master Planning – Effluent Filtration. The total cost for Task Order 2 is \$24,925. This will be a discussion and possible action item for the February 11, 2020 meeting.

Preliminary Discussion of Ammonia Local Limit: The Commission received monthly ammonia pounds for January – December of 2019 along with yearly ammonia loadings data comparing years 2010 – 2019. Mike Gerbitz of Donohue indicated he would accompany HOV to a meeting with the Outagamie County Landfill representatives.

C. Operational Evaluation Report

The Commission received a copy of the 2019 Operational Evaluation Report which was prepared to satisfy the requirement of HOVMSD's NPDES compliance schedule related to the removal of phosphorus, and to address final compliance with a phosphorus WQBEL for its discharge into the Fox River.

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 December 2019 invoice. John Stoeger distributed copies of a document written by himself and Commissioner Siebers; FOG: Control & Management in a Regional Wastewater Utility. This document will be submitted for presentation at the annual WWOA conference.

E. Laser Flow Meters – December Results

After a review and comparison of the laser meter readings for the month of December, the Commission requested a report from Mulcahy Shaw containing installation reports and final adjustments made to laser flow meters at final check out on December 3, 2019. The Commission requested Mulcahy provide a certification of meter accuracy from Isco along with recommended calibration frequency and normal adjustments that should be expected with this metering technology. The Commission requested the report along with a representative of Mulcahy Shaw to appear at the February Commission Meeting.

F. Village of Little Chute Annexation Ordinance No. 10, Series of 2019

Following a 30-day contestment period, Little Chute’s Annexation Ordinance No. 10, 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 17.96 acres from the Town of Grand Chute. The current population is zero (0). An annexation petition, property description, and map was attached; zoning is for Commercial Highway.

G. Cyber & Pollution Liability Coverage; Possible Action

A motion was made by Commissioner Siebers and seconded by Commissioner Hennessey to approve the purchase of cyber coverage with BCS as recommended by Ansay & Associates, not to exceed \$2,000 annually. 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.

After a discussion regarding the pollution liability coverage, the Commission directed Staff to contact legal counsel regarding statutory limits, and to discuss again in February.

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 December 2019. Revenue received from the WPS-Fox Energy Center for effluent purchased in December = \$13,349.56; Revenue received to date for 2019 = \$147,315.70. WPS-Fox Energy purchased 39% of the effluent produced in December.

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

	<u>Monthly Average</u>	<u>Permit Limit</u>
BOD	10.98 mg/L	25 mg/L
Suspended Solids	13.83 mg/L	30 mg/L
Suspended Solids	515.15 lbs.	801 lbs.
Phosphorus	.25 mg/L	1 mg/L
Ammonia-N	1.21 mg/L	18 mg/L

Chlorides

545.71 mg/L

All permit values were met for December 2019.

Kevin Skogman, Director of Operations & Maintenance, provided a written O & M Report and updated the Commission on plant operations for December, including the replacement of several items: the power supply for the processor in SCC-12, the main gate operator, and the discharge valve for post ATAD Pump 2.

A motion was made by Commissioner Casper and seconded by Commissioner Siebers to authorize the purchase of two rotating assemblies for Post ATAD #1 & #2 at a cost of \$18,500 each. 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.

Commissioner Casper directed Staff to review the methodology used for flow & strength projections and discuss the surplus at the February Commission Meeting.

6. Funds

A. January 2020 Accounts Payable; Action for Approval

After a review and discussion of the bills payable, a motion was made by Commissioner Siebers and seconded by Commissioner Hennessey to approve payment of the bills in the amount of \$337,833.43. 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.

7. General Old or New Business

Interceptor Action Plan: Great Lakes TV & Seal will complete the interceptor televising in the spring. Strategic Municipal Services is reviewing reports and footage in preparation for a summary of findings to the Commission. There will be a special commission meeting on February 6th for discussion on these findings. The Commission directed staff to inform Great Lakes TV & Seal that final completion of the interceptor televising is expected at the earliest possible date.

HR Services – Cottingham Butler: There will be an initial on-site meeting with Cottingham Butler to discuss the review of the Employee Manual. The next step will be a scope of services agreement and cost estimate for commission approval.

8. 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. Commissioner Coffey noted that he will not be at the February Regular Meeting. (Time: 7:23 PM)

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