

MINUTES

HEART OF THE VALLEY METROPOLITAN SEWERAGE DISTRICT REGULAR MEETING HELD ON FEBRUARY 11, 2020 AT THE HEART OF THE VALLEY MEETING ROOM.

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

Absent: Kevin Coffey - excused

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
Mark Duerr - Mulcahy Shaw
Mike Gerbitz - 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 January 14, 2020 Regular Meeting and the February 6, 2020 Special Meeting

The minutes of the January 14, 2020 Regular Meeting and the February 6, 2020 Special Meeting were presented to the Commission. A motion was made by Commissioner Siebers and seconded by Commissioner Sundelius 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. Laser Flow Meters: January 2020 Results; Mark Duerr of Mulcahy Shaw

Mark Duerr of Mulcahy Shaw gave a presentation on the accuracy, safety, and maintenance of the laser flow meters, as well as the theory of operation and sensor tabular data. Duerr also explained how the meters are able to adapt to changing flow conditions using multipoint velocity and depth. Duerr noted he has total confidence in the laser meters and supports the accuracy of the data generated for billing purposes. Commissioner Casper requested that Mark supply HOV with a synopsis summary for the communities. Commissioner Hennessey questioned if quarterly calibration is needed and Mark said no.

B. Donohue & Associates: Presentation by Mike Gerbitz

Task Order 1 Future Capacity Analysis & Rerate Opportunities:

Mike Gerbitz from Donohue gave a power point presentation which showed historical performance and violation probabilities for BOD and TSS. The objective of the master planning analysis is to define true plant capacity and determine not only what limitations exist, but also project when increasing loads will reach treatment plant capacity. Mike noted areas in the plant where additional ammonia data would be beneficial and that some TKN data is needed before a final analysis can be made. The District will incorporate additional ammonia and TKN testing on select influent and process recycle samples and report the data to Donohue.

Task Order 2 Effluent Filtration; Discussion & Possible Action:

Donohue provided a written task order to evaluate and estimate costs for the existing deep bed sand filters and conversion costs to move to newer effluent filtration technology using cloth media disk filtration technology. Effluent filtration is a common tertiary treatment method for attaining low level phosphorus and suspended solids concentrations in treatment plant effluent. A motion was made by Commissioner Sundelius and seconded by Commissioner Siebers to approve the professional services agreement for Task Order 2; Facility Master Planning-Effluent Filtration at a cost of \$24,925. A roll call vote was taken: Commissioner Casper, yes; Commissioner Sundelius, yes; Commissioner Siebers, yes; and Commissioner Hennessey, yes. Motion carried unanimously.

Task Order 3 Local Limits Support:

A motion was made by Commissioner Siebers and seconded by Commissioner Hennessey to approve the professional services agreement for Task Order 3; Local Limits Support at a cost of \$9,500. A roll call vote was taken: Commissioner Casper, yes; Commissioner Sundelius, yes; Commissioner Siebers, yes; and Commissioner Hennessey, yes. Motion carried unanimously.

C. Undesignated Reserve Options

District Director Helminger discussed several undesignated reserve options for the 2019 anticipated surplus. After a discussion the Commission directed staff to investigate pay off options for clean water fund loans. Once the audit is complete and the numbers are substantiated, this topic will be placed on the agenda for more discussion.

D. Annual Cash, Investments, & Debt Service Update

For informational purposes, the Commission received a copy of a cash & investments spreadsheet showing investment activity and year-end balances for 2019. The year-end balance of \$13,552,829.06 is an increase of \$1,329,786.88 compared to 2018. The Commission also received a debt service repayment schedule for the three outstanding Clean Water Fund loans.

E. 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 January 2020 invoice. Stoeger noted that the grease traps and downstream manholes for several locations in Darboy were checked and scheduled for cleaning.

F. Carlson Dettmann Proposal for Employee Manual Review; Possible Action

After a discussion of the Carlson Dettmann contract for professional services in the amount of \$10,000 to review the employee policy manual, the Commission directed District Director Helminger to seek proposals from other firms.

PLANT REPORTS:

1. 2020 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 January 2020. Revenue received from the WPS-Fox Energy Center for effluent purchased in January = \$13,755.37; Revenue received to date for 2020 = \$13,755.37. WPS-Fox Energy purchased 50% of the effluent produced in January.

The average effluent concentrations for **January 2020** were as follows:

	<u>Monthly Average</u>	<u>Permit Limit</u>
BOD	7.2 mg/L	25 mg/L
Suspended Solids	9.64 mg/L	30 mg/L
Suspended Solids	218.70 lbs.	801 lbs.
Phosphorus	.19 mg/L	1 mg/L

**Ammonia-N
Chlorides**

**.24 mg/L
632.31 mg/L**

10 mg/L

All permit values were met for January 2020

Kevin Skogman, Director of Operations & Maintenance, provided a written O & M Report and updated the Commission on plant operations for January. Kevin informed the Commission of a Biostyr blower fire. The belts started burning, then it spread to the foam inside the enclosure and to the intake rubber coupling. The heat caused a meltdown of all wiring and burnt the paint off the exterior. An insurance claim has been initiated. Rotating assemblies for Post ATAD 1 & 2 jet pumps have been ordered as well as a main gate operator. Work on the rock equipment crossings for the grass buffers may begin in the near future. Kevin also noted the retirement of a plant operator after nearly 40 years of employment with the District.

6. Funds

A. February 2020 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 \$212,983.11. A roll call vote was taken: Commissioner Casper, yes; Commissioner Sundelius, yes; Commissioner Siebers, yes; and Commissioner Hennessey, yes. Motion carried unanimously.

7. General Old or New Business

Sedimentation Basin: A meeting is scheduled for February 19th with the DNR to discuss and clarify the water quality trading permit language and reporting.

Pollution Liability: As part of the review of insurance coverages for the District, input has been requested from Attorney Bill Cole from Axley Brynelson regarding past case law awards to estimate District limits of liability.

8. Adjournment

With no further business before the Commission, a motion was made by Commissioner Sundelius and seconded by Commissioner Siebers to adjourn the meeting. Motion carried unanimously. (Time: 7:54 PM)

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