

# **MINUTES**

**HEART OF THE VALLEY METROPOLITAN SEWERAGE DISTRICT  
REGULAR MEETING HELD ON APRIL 14, 2020 AT THE HEART OF THE VALLEY  
MEETING ROOM.**

<b><u>Members Present:</u></b>	David Casper - President Bruce Siebers - Vice President Patrick Hennessey - Secretary John Sundelius - Commissioner Kevin Coffey - Commissioner	<b>MEETING HELD VIA ZOOM</b>
<b><u>Absent:</u></b>	None	
<b><u>Also Present:</u></b>	Brian Helminger - District Director HOVMSD Kevin Skogman - Director of Operations & Maintenance HOVMSD Dawn Bartel - Office Manager HOVMSD Chad Giackino - Regulatory Compliance Manager 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 March 10, 2020 Regular Meeting, March 20, 2020 Special Meeting, and March 23, 2020 Special Meeting**

The minutes of the March 10, 2020 Regular Meeting, March 20, 2020 Special Meeting, and the March 23, 2020 Special 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.

**5. Discussion Items**

**A. Donohue & Associates 2019 I/I Clearwater Review**

Mike Gerbitz and Joe Holzwart of Donohue gave a power point presentation via Zoom on the analysis and observations of the 2019 clear water (I/I) flow component of the overall

HOVMSD wastewater flow. HOVMSD 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 Donohue's presentation was a plant performance & antecedent moisture model analysis, optimization trends, individual community performance summaries, rainfall/flow comparisons, and peak flow data. This information will also be presented at the annual community meeting on April 23, 2020.

### **B. Laser Flow Meters: March 2020 Results**

The Commission received plant and meter station data from March 2020 for both the laser and ultrasonic flow meters. The Commission directed Staff to initiate discussions with Donohue and Steve Strickland regarding the results from the laser meters and the incorporation of that data into the antecedent moisture model.

### **C. 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 March 2020 invoice.

### **D. Chemical Use Report for 2019**

Kevin Skogman, Director of Operations & Maintenance, provided a written update showing chemical usage for 2019, along with gas, electric, and water consumption. The report also detailed the cost of the chemicals purchased, gallons purchased, and cost per MGD treated. The Commission asked staff to calculate total cost of treatment per million gallons.

### **E. Resolution #187; COVID-19 Discussion**

The Commission discussed the emergency order and alternative staffing and decided to follow the state mandated guidelines for returning to normal business. The topic will be put on the May agenda for continued discussion and updates. A special meeting may be needed to terminate the alternative staffing schedule and rescind Resolution #187.

## **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 March 2020. Revenue received from the WPS-Fox Energy Center for effluent purchased in March = \$13,007.54; Revenue received to date for 2020 = \$40,131.38. WPS-Fox Energy purchased 28% of the effluent produced in March.

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

	<u>Monthly Average</u>	<u>Permit Limit</u>
BOD	8.27 mg/L	25 mg/L
Suspended Solids	10.76 mg/L	30 mg/L
Suspended Solids	720.66 lbs.	801 lbs.
Phosphorus	.19 mg/L	1 mg/L
Ammonia-N	.27 mg/L	10 mg/L
Chlorides	493.57 mg/L	

***All permit values were met for March 2020***

Kevin Skogman, Director of Operations & Maintenance, provided a written O & M Report and updated the Commission on plant operations for March. Kevin informed the Commission that the Process Control Technician vacancy has been filled and the start date is May 18<sup>th</sup>. Skogman talked about the Win911 dialer system being unreliable and would like to purchase a new software called TopView Alarm Notification Software, recommended by LW Allen, at a cost of \$9,450. The replacement of the Biostyr blower has been put on hold because the claims adjuster is out of the office until 4/21. Skogman also asked for Commission approval to replace final effluent reuse pump #2, at a cost of \$25,430.00.

A motion was made by Commissioner Casper to authorize the purchase of TopView Alarm Notification Software at a cost of \$9,450. The motion was seconded by Commissioner Sundelius. A roll call vote was taken: Commissioner Casper, yes; Commissioner Sundelius, yes; Commissioner Siebers, yes; Commissioner Coffey, yes; and Commissioner Hennessey, yes. Motion carried unanimously.

A motion was made by Commissioner Hennessey to authorize the purchase of a final effluent reuse pump (#2) at a cost of \$25,430. Commissioner Siebers seconded the motion. A roll call vote was taken: Commissioner Casper, yes; Commissioner Sundelius, yes; Commissioner Siebers, yes; Commissioner Coffey, yes; and Commissioner Hennessey, yes. Motion carried unanimously. Replacement funds will be used for this purchase. The rebuild cost of the existing pump to use as a backup will be addressed at budget time.

Because it will take several months to receive, the Commission directive was to order the Biostyr blower and continue with the insurance claim process for reimbursement.

## 6. Funds

### A. April 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 Coffey to approve payment of the bills in the amount of \$312,738.75. A roll call vote was taken: Commissioner Casper, yes; Commissioner Sundelius, yes; Commissioner Siebers, yes; Commissioner Coffey, yes; and Commissioner Hennessey, yes. Motion carried unanimously.

### B. Budget Comparison Report

The Commission received a copy of the Budget Comparison Report, along with an explanation of exceedances.

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

- *Annual Community Meeting:* The annual community meeting will be held on Thursday, April 23<sup>rd</sup> at 11:30 AM via Zoom.
- *2019 Audit:* The 2019 audit presentation by Erickson & Associates will be on the agenda for the May regular commission meeting. Erickson will also be bringing a proposal for another three-year contract.
- *Pollution Liability Coverage:* The Commission received a copy of correspondence from Bill Cole of Axley Brynelson, dated 3/10/2020, regarding the District's liability regarding pollution prevention. The Commission directed staff to obtain quotes from Ansay for one million and three million, along with coverage details.
- *Water Quality Trade:* Staff reviewed five years effluent discharge data for TSS and phosphorus to determine the credit needs of the District. A virtual meeting will be held with Jessica of Fox Wolf Watershed and Jeremy of Outagamie County to discuss the revised credit needs prior to meeting with the DNR.
- *Interceptor Action Plan:* Strategic Municipal Services provided drawings for field verification of measurements in manhole 42. HOV personnel will verify sizing prior to fabrication of the replacement gate. Great Lakes TV Seal indicated that the televising will be started, and possibly completed, by the end of April.

## **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. (Time: 7:45 PM)

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