

# MINUTES

## HEART OF THE VALLEY METROPOLITAN SEWERAGE DISTRICT REGULAR MEETING HELD ON **MAY 12, 2020** AT THE HEART OF THE VALLEY MEETING ROOM.

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

**MEETING HELD VIA ZOOM**

**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  
Greg Heino – Erickson & Associates

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

President Casper called the meeting to order at 5:08 PM.

### **2. Public Appearances**

No appearances were made.

### **3. Approval of the Minutes of the April 14, 2020 Regular Meeting and the April 23, 2020 Special Meeting/Annual Community Meeting**

The minutes of the April 14, 2020 Regular Meeting and the April 23, 2020 Special Meeting/Annual Community 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**

Copied for the Commission were the e-mail messages sent between the Commissioners and District Director Helminger.

### **5. Discussion Items**

#### **A. 2019 Audit Presentation by Greg Heino of Erickson & Associates**

Greg Heino of Erickson & Associates reviewed the audited financial statements dated 12/31/2019. A motion was made by Commissioner Casper and seconded by Commissioner Coffey to approve the 2019 audited financial statements, management letter, and communication letter, as prepared and presented by Erickson & Associates. A roll call vote was taken: Commissioner Sundelius, no vote (computer problems); Commissioner Coffey, yes; Commissioner Casper, yes; Commissioner Hennessey, yes; and Commissioner Siebers, yes. Motion carried.

### **B. 3-Year Contract with Erickson & Associates; Discussion & Possible Action**

After a review of the 3-year proposal provided by Erickson & Associates, a motion was made by Commissioner Siebers and seconded by Commissioner Hennessey to approve the contract as follows: 2020 @ \$15,100; 2021 @ \$15,200; 2022 @ \$15,300. A roll call vote was taken: Commissioner Sundelius, yes; Commissioner Coffey, yes; Commissioner Casper, yes; Commissioner Hennessey, yes; and Commissioner Siebers, yes. Motion carried.

### **C. Laser Flow Meters: April 2020 Results**

The Commission received plant and meter station data from April 2020 for both the laser and ultrasonic flow meters. The comparison results show that depending on the metering station there are continued disparities between metering technologies. The Commission directed staff to gather further information on the stations as the differences in flow totals is troublesome and does not promote confidence in moving forward to the laser meters until all questions are resolved.

### **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 April 2020 invoice. John noted in his report that due to the COVID-19 outbreak and businesses being shut down, the FOG Control Program is essentially on hold until restrictions are lifted. No reminder letters will be sent or site visits conducted.

### **E. COVID-19 Discussion: “Safer at Home” Order**

The Commission decided to continue compliance of the Safer at Home Order and monitor the COVID-19 situation for the next few weeks. The District will remain on the alternative staffing schedule and will revisit this discussion during the June 9<sup>th</sup> Commission meeting.

### **F. Pollution Policy; Discussion & Possible Action**

After a discussion, the Commission consented to decline the proposal from Ansay & Associates for pollution liability insurance through AXIS Surplus Insurance Company.

### **G. PLC and SCADA Upgrade; Discussion & Possible Action**

After a discussion, a motion was made by Commissioner Coffey to accept the proposal from Altronex Control Systems, proposal ID 20040615HKA, dated 4/6/2020, not to exceed \$60,000.

The motion was seconded by Commissioner Hennessey. 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. This quote provides for replacement of the obsolete PLC's at the metering stations and establishing communication and alarms to the treatment plant SCADA system.

**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 April 2020. Revenue received from the WPS-Fox Energy Center for effluent purchased in April = \$13,840.90; Revenue received to date for 2020 = \$53,972.28. WPS-Fox Energy purchased 45% of the effluent produced in April.

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

	<u>Monthly Average</u>	<u>Permit Limit</u>
<b>BOD</b>	<b>7.39 mg/L</b>	<b>25 mg/L</b>
<b>Suspended Solids</b>	<b>7.44 mg/L</b>	<b>30 mg/L</b>
<b>Suspended Solids</b>	<b>218.64 lbs.</b>	<b>801 lbs.</b>
<b>Phosphorus</b>	<b>.26 mg/L</b>	<b>1 mg/L</b>
<b>Ammonia-N</b>	<b>.83 mg/L</b>	<b>11 mg/L</b>
<b>Chlorides</b>	<b>568.46 mg/L</b>	

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

Kevin Skogman, Director of Operations & Maintenance, provided a written O & M Report and updated the Commission on plant operations for April. Kevin updated the Commission on the progress of the biosolids hauling, installation of the new TopView Alarm system, and the ordering of a new final effluent reuse pump and Biostyr blower. Skogman also noted that the main gate operator is now fully operational.

**6. Funds**

**A. May 2020 Accounts Payable; Action for Approval**

After a review and discussion of the bills payable, a motion was made by Commissioner Coffey and seconded by Commissioner Sundelius to approve payment of the bills in the amount of \$194,481.43. 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

- *Interceptor Action Plan:* Strategic Municipal Services has provided basic discussion points for a second community meeting. Manhole 42 field verification of measurements and isolation gate fabrication is in progress with installation likely to occur post COVID-19.
- *Great Lakes TV & Seal:* On 5/1/2020 Great Lakes launched televising efforts only to encounter high water levels and swift currents and had to abort televising. They plan on monitoring river levels and trying again once the water recedes.
- *Community Meeting:* Commissioner Siebers expressed concern over the lack of engagement from the communities at the virtual community meeting in April. Siebers suggested HOV providing monthly updates to the communities. This will be discussed again at the June Commission Meeting.
- *Water Quality Trading:* District Director Helminger informed the Commission of a teleconference with Jessica from Fox Wolf Watershed and Jeremy from Outagamie County to discuss credits along with options to modify the Water Quality Trading agreement using existing farmland and planting permanent vegetative cover.
- *Wisconsin DNR Pretreatment Audit:* The Sewer Use Ordinance and the pretreatment permits do not reflect the same value for acceptable pH levels and requires modifications. After a discussion regarding chloride enforcement, the commission directed staff to draft a progress letter to the DNR stating that the commission has been informed, understands the issue, and will keep the DNR updated on District's progress.

## 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: 6:29 PM)

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