

MINUTES

HEART OF THE VALLEY METROPOLITAN SEWERAGE DISTRICT REGULAR MEETING HELD ON JULY 14, 2020 AT THE CITY OF KAUKAUNA COUNCIL CHAMBERS

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
Mike Gerbitz – Donohue & Associates
Mayor Tony Penterman

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 June 9, 2020 Regular Meeting and the June 23, 2020 Special Meeting

The minutes of the June 9, 2020 Regular Meeting and the June 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. Mike Gerbitz of Donohue & Associates; Task Order Progress & Findings

Mike Gerbitz gave a PowerPoint presentation on the progress of Task Order 2 – Effluent Filtration. Mike reviewed TSS and phosphorus mass limits, compliance

dates, historical performance, and a mass discharge analysis. Mike talked about effluent filtration for phosphorus compliance, along with physical configurations and site-specific chemical conditioning. Commissioner Casper stated that partnering with the communities may help in predicting growth and future needs when going through a facilities plan. Mike will be at the August Commission meeting for more discussion.

B. Unrestricted Reserve Options

District Director Helminger proposed retaining the excess unrestricted funds and utilizing them to keep rates at the current level for 2021, maintain a minimum fund balance of 50% of the annual O & M costs as specified in Resolution #177, and place the remaining funds into the Master Plan/Compliance Fund at the Local Government Investment Pool. The Commission consented to revisit this at budget time.

C. Laser Flow Meters - June Results

The Commission received plant and meter station data from June 2020 for both the laser and ultrasonic flow meters. Staff noted that meter station #5S is now using the laser data for billing due to the ultrasonic meter failing at that station.

D. COVID-19 Current Pandemic Status

Commissioner Casper entertained discussion regarding the current pandemic status and revisiting limited staffing. The Commission directed District Director Helminger to remain flexible and aware, and to make any changes necessary for employee safety.

E. Chloride Limit Discussions

District Director Helminger informed the Commission that there will be a Public Hearing in September for the Sewer Use Ordinance language changes relating to chlorides. The Commission directed staff to notify the communities and industries of this ordinance modification.

F. Staff Position

District Director Helminger reviewed a flowchart which outlined the actionable steps for establishing the need for an additional staff position, from identifying District gaps and improvement opportunities to creating a job description with roles and responsibilities. The Commission also discussed outsourcing as a possibility. Commissioner Siebers will meet with Helminger to discuss the position in more detail. There will be more to report at the August Commission Meeting.

G. Offer to Purchase District Property – Discussion & Possible Action

The Commission received a copy of the Vacant Land Offer to Purchase from Jon Lamers. The offer is to purchase 3.94 acres of the District's farmland for \$47,280.00; the Buyer would be responsible for all transfer and title fees, closing

documents, recording fees, and any special assessment fees. After a discussion, the commission requested clarification on what the land would be used for. This topic will be placed on the agenda for the August Commission meeting.

H. FOG Program Update

John Stoeger of Stoeger & Associates provided a written Fats, Oil, and Grease update by community, including a grease trap inspection report and site visit correspondence. The Commission also received an itemized copy of the June 2020 invoice.

I. Adoption of Resolution #188; 2019 Compliance Maintenance Annual Report

After a review of the 2019 Compliance Maintenance Annual Report (CMAR), a motion was made by Commissioner Casper and seconded by Commissioner Sundelius to adopt Resolution #188 stating that the HOVMSD Commission has reviewed and understands the CMAR which will be submitted to the Wisconsin DNR. A roll call vote was taken: Commissioner Siebers, yes; Commissioner Sundelius, yes; Commissioner Hennessey, yes; and Commissioner Casper, yes. Motion carried unanimously. The CMAR was signed by President Casper and Secretary Hennessey.

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 June 2020. Revenue received from the WPS-Fox Energy Center for effluent purchased in June = \$16,169.59; Revenue received to date for 2020 = \$83,178.08. WPS-Fox Energy purchased 49% of the effluent produced in June.

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

	<u>Monthly Average</u>	<u>Permit Limit</u>
BOD	6.05 mg/L	25 mg/L
Suspended Solids	5.71 mg/L	30 mg/L
Suspended Solids	161.23 lbs.	801 lbs.
Phosphorus	.17 mg/L	1 mg/L
Ammonia-N	.48 mg/L	4.4 mg/L
Chlorides	515.38 mg/L	

All permit values were met for June 2020

Kevin Skogman, Director of Operations & Maintenance, provided a written O & M Report and updated the Commission on plant operations for June. Kevin noted that biosolids hauling has started and if weather permits, the tanks should be empty by mid-July. After the tanks are empty, the ATAD digester will be

taken down for cleaning. Upgrades to the PLC and SCADA system is scheduled for the first part of August.

6. Funds

A. July 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 \$246,128.30. A roll call vote was taken: Commissioner Casper, yes; Commissioner Sundelius, yes; Commissioner Siebers, 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

- *WI State Lab or Hygiene:* The Commission consented to participating in the WI State Laboratory of Hygiene study which will evaluate the presence of SARS-CoV2 in wastewater.
- *Mid-Year 2020 Loads:* The Commission received mid-year influent flow and loadings data showing that across the board loadings are only slightly lower than 2019, despite record rainfall in 2019.
- *Great Lakes Televising:* No televising has been completed since the last Commission meeting. Weather permitting televising could take place as soon as this week.
- *Water Quality Trade:* District staff had a virtual meeting with the DNR on appropriate DMR reporting for credits use. The District was advised to report credits used much like the District accounted for in the Water Quality Trade. The District anticipates future dialogue with the Department on credit use and TSS compliance for the remainder of the NPDES permit term.

8. Adjournment

With no further business before the Commission, a motion was made by Commissioner Sundelius and seconded by Commissioner Hennessey to adjourn the meeting. Motion carried unanimously. (Time: 7:00 PM)

SIGNED & APPROVED BY:



Patrick E. Hennessey, Secretary