

# MINUTES

## HEART OF THE VALLEY METROPOLITAN SEWERAGE DISTRICT REGULAR MEETING HELD ON **AUGUST 11, 2020** AT THE VILLAGE OF COMBINED LOCKS COUNCIL CHAMBERS

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

**Absent:** John Sundelius - 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  
Mike Gerbitz – Donohue & Associates  
John Stoeger – Stoeger & Associates  
Kent Taylor – Village of Little Chute

### **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 July 14, 2020 Regular Meeting**

The minutes of the July 14, 2020 Regular 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 – Mike Gerbitz**

## **-Task Order 2 Effluent Filtration**

Mike Gerbitz of Donohue reviewed a draft Effluent Filtration Evaluation Report dated 8/10/2020. Mike talked about four technologies, two being practical and well conceived; deep bed sand filters and cloth media disk filters. Mike's recommendation to the commission was the cloth media disk filters which yields the most favorable capital cost, life cycle cost, cost per unit of capacity, and non-economic score, and would provide consistent TSS compliance and ultimately comply with the impending effluent total phosphorus mass limits. After a discussion the commission asked Donohue to prepare a cost proposal for a Facilities Plan Amendment to be presented at the September 8<sup>th</sup> meeting.

## **-Task Order 3 Local Limits**

Mike Gerbitz of Donohue reviewed his memorandum dated 7/13/2020 regarding the background and potential framework for a local limits program. Mike talked about anticipated populations compared to design population, historical flows and loadings, and BOD and ammonia exceedances. The Commission agreed that there is a need for stronger enforcement and monetary disincentives. Staff was directed to send a letter to the communities inviting them to a roundtable discussion/workshop to get their input on enforcement strategies. Mike indicated that he would also be at that meeting.

## **B. 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 July 2020 invoice.

## **C. Laser Flow Meters - July Results**

The Commission received plant and meter station data from July 2020 for both the laser and ultrasonic flow meters.

## **D. Chloride Limit Discussions**

The Commission directed District Director to send out a monthly update report to the community administrators as well as their board members.

## **E. Offer to Purchase District Property – Discussion & Possible Action**

A motion was made by Commissioner Siebers and seconded by Commissioner Casper to accept the Offer to Purchase District Property from Jon Lamers of Seven Oaks Dairy. The offer is for 3.94 acres for a total of \$47,280. A roll call vote was taken: Commissioner Casper, yes; Commissioner Coffey, yes; Commissioner Siebers, yes; and Commissioner Hennessey, yes. Motion carried unanimously.

## F. Staff Position

The Commission discussed the scope of the proposed position including community engagement & education, special projects, website design, and communications. Also discussed was the possibility of an intern, or an outside consultant, and whether the position would be fulltime or part-time. District Director Helminger talked about succession planning for future retirements.

## G. COVID-19 Current Pandemic Status

The commission meetings will be held at the City of Kaukauna Council Chambers for the remainder of 2020. The September 8<sup>th</sup> meeting will start at 5:00 PM, however the October 13<sup>th</sup>, November 10<sup>th</sup>, and December 8<sup>th</sup> meetings will begin at 5:30 PM. There is also a special commission meeting scheduled for September 22<sup>nd</sup> at 5:00 PM.

### ***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 July 2020. Revenue received from the WPS-Fox Energy Center for effluent purchased in July = \$17,842.20; Revenue received to date for 2020 = \$101,020.28. WPS-Fox Energy purchased 61% of the effluent produced in July.

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

	<u>Monthly Average</u>	<u>Permit Limit</u>
<b>BOD</b>	<b>10.65 mg/L</b>	<b>25 mg/L</b>
<b>Suspended Solids</b>	<b>10.59 mg/L</b>	<b>30 mg/L</b>
<b>Suspended Solids</b>	<b>212.72 lbs.</b>	<b>801 lbs.</b>
<b>Phosphorus</b>	<b>.30 mg/L</b>	<b>1 mg/L</b>
<b>Ammonia-N</b>	<b>.82 mg/L</b>	<b>4.4 mg/L</b>
<b>Chlorides</b>	<b>640.00 mg/L</b>	

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

Kevin Skogman, Director of Operations & Maintenance, provided a written O & M Report and updated the Commission on plant operations for July. Kevin noted that biosolids hauling is complete with 4.53 million gallons being hauled and injected. Now that the tanks are empty, the ATAD digester can be cleaned. Kevin also gave updates on the ATAD/peak flow pump drives, PLC upgrades at the meter stations, Biostyr blower installation, and final effluent reuse pump.

A motion was made by Commissioner Casper to authorize the District Director to approve emergency, unbudgeted expenses up to \$25,000. The current

amount is \$10,000. The motion was seconded by Commissioner Coffey. A roll call vote was taken: Commissioner Casper, yes; Commissioner Coffey, yes; Commissioner Siebers, yes; and Commissioner Hennessey, yes. Motion carried unanimously.

## 6. Funds

### A. August 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 \$282,316.93. A roll call vote was taken: Commissioner Casper, yes; Commissioner Coffey, 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

- *Term Renewal for Commissioner John Sundelius:* Commissioner Sundelius has requested to be appointed for another 5-year term.
- *Great Lakes TV & Seal – Televising:* Final televising has been completed and Scott Schramm of SMS will be reviewing and making recommendations at a special meeting on September 22, 2020.
- *Sewer Use Ordinance Changes – Public Hearing:* There will be a public hearing on October 13<sup>th</sup> for sewer use ordinance modifications. Commissioner Casper noted that he will be unable to attend the October meeting.

## 8. Adjournment

With no further business before the Commission, a motion was made by Commissioner Coffey and seconded by Commissioner Hennessey to adjourn the meeting. Motion carried unanimously. (Time: 7:40 PM)

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