

# MINUTES

## HEART OF THE VALLEY METROPOLITAN SEWERAGE DISTRICT REGULAR MEETING HELD ON SEPTEMBER 8, 2020 AT THE CITY OF KAUKAUNA COUNCIL CHAMBERS

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

**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

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

Vice President Siebers called the meeting to order at 5:00 PM. President Casper arrived at 5:05 PM.

### **2. Public Appearances**

No appearances were made.

### **3. Approval of the Minutes of the August 11, 2020 Regular Meeting**

The minutes of the August 11, 2020 Regular 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. Donohue & Associates Presentation – Mike Gerbitz**

**-Task Order 4A - Effluent Filtration Design & Bidding Services**

The Commission agreed to delay possible action on Task Order 4A until the October 13, 2020 Commission meeting when Mike Gerbitz is present. After a review of the lump sum contract of \$666,675.00, the Commission asked that Donohue prepare a time & effort/cost not to exceed contract for the October 13, 2020 Commission Meeting. District Director Helminger noted that Task Order 4A is for engineering services up to award and does not include construction services.

**-Task Order 5A – Advancing a Local Limits Program Framework**

A motion was made by Commissioner Casper and seconded by Commissioner Siebers to approve the contract (Task Order 5A) with Donohue & Associates for a cost of \$14,250. A roll call vote was taken: Commissioner Casper, yes; Commissioner Coffey, yes; Commissioner Siebers, yes; Commissioner Sundelius, yes; and Commissioner Hennessey, yes. Motion carried unanimously.

**-Task Order 6A – Updating the Inflow Reduction Model/Software**

A motion was made by Commissioner Sundelius and seconded by Commissioner Siebers to approve the contract (Task Order 6A) with Donohue & Associates for a cost of \$36,030. A roll call vote was taken: Commissioner Casper, yes; Commissioner Coffey, yes; Commissioner Siebers, yes; Commissioner Sundelius, yes; and Commissioner Hennessey, yes. Motion carried unanimously.

**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 August 2020 invoice.

**C. Laser Flow Meters - August Results**

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

**D. Chloride Limit Discussions**

District Director Helminger informed the Commission that the public hearing for the sewer use ordinance changes will be held at the October 13, 2020 Commission meeting.

**E. Staff Position**

After a discussion, a motion was made by Commissioner Casper and seconded by Commissioner Hennessey to endorse the use of 2021 funds for a marketing & communications intern for the summer of 2021. A roll call vote was taken: Commissioner Casper, yes; Commissioner Coffey, yes; Commissioner Siebers, yes; Commissioner Sundelius, yes; and Commissioner Hennessey, yes. Motion carried unanimously. Commissioner Siebers also requested that the monthly agenda

include status updates on communication activity as well as progress made on special projects. District Director Helminger discussed succession planning concepts and anticipated retirements.

**F. COVID-19 Current Pandemic Status**

The Commission directed staff to develop a plan and protocol for an employee who tests positive for Covid-19 or has been in close contact with someone who has the virus.

***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 August 2020. Revenue received from the WPS-Fox Energy Center for effluent purchased in August = \$17,666.99; Revenue received to date for 2020 = \$118,687.27. WPS-Fox Energy purchased 77% of the effluent produced in August.

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

|                         | <u>Monthly Average</u> | <u>Permit Limit</u> |
|-------------------------|------------------------|---------------------|
| <b>BOD</b>              | <b>10.24 mg/L</b>      | <b>25 mg/L</b>      |
| <b>Suspended Solids</b> | <b>11.42 mg/L</b>      | <b>30 mg/L</b>      |
| <b>Suspended Solids</b> | <b>100.44 lbs.</b>     | <b>801 lbs.</b>     |
| <b>Phosphorus</b>       | <b>.29 mg/L</b>        | <b>1 mg/L</b>       |
| <b>Ammonia-N</b>        | <b>.52 mg/L</b>        | <b>4.4 mg/L</b>     |
| <b>Chlorides</b>        | <b>769.23 mg/L</b>     |                     |

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

Kevin Skogman, Director of Operations & Maintenance, provided a written O & M Report and updated the Commission on plant operations for August. Kevin’s memo included updates on the 34” siphon re-route and weir installation, cleaning of the ATAD digester, PLC upgrades at the meter stations, installation of ATAD peak flow pump drives, and installation of a new Biostyr blower and final effluent reuse pump.

**6. Funds**

**A. September 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 Coffey to approve payment of the bills in the amount of \$336,496.67. A roll call vote was taken: Commissioner Casper, yes; Commissioner Coffey, yes; Commissioner Siebers,

yes; Commissioner Sundelius, 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:* SMS has received and reviewed the televising records and footage from Great Lakes TV & Seal. HOV & SMS conducted a working meeting on 8/25 to discuss and summarize televising findings, new information, and to prepare for the community meeting on 9/22.
- *Wisconsin State Lab of Hygiene-COVID testing:* HOV has accepted an invitation to participate in sampling for the study.
- *2020 BOD/Ammonia Loadings:* The projected loadings for both parameters are expected to have a substantial increase over 2019 total loadings. The commission received data/graphs showing the increases over the past several years.
- *Land Sale:* The Commission asked for a status update on the land sale to Seven Oaks Dairy. Staff indicated that the paperwork is in the process of being finalized.

**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: 6:50 PM)

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