

# MINUTES

## HEART OF THE VALLEY METROPOLITAN SEWERAGE DISTRICT REGULAR MEETING HELD ON **OCTOBER 13, 2020** AT THE CITY OF KAUKAUNA COUNCIL CHAMBERS

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

**Absent:** None

**Also Present:** Brian Helminger - District Director HOVMSD (via phone)  
Kevin Skogman - Director of Operations & Maintenance HOVMSD  
Dawn Bartel - Office Manager HOVMSD  
Chad Giackino - Regulatory Compliance Manager HOVMSD  
Scott Schramm - Strategic Municipal Services  
Mike Gerbitz - Donohue & Associates  
Kent Taylor - Village of Little Chute

### **1. 5:30 p.m. Call to Order – Roll Call**

Vice President Siebers called the meeting to order at 5:32 PM.

#### **1A. Public Hearing for the Adoption of the 2021 Budget & Rate Charge Parameters**

A motion was made by Commissioner Hennessey and seconded by Commissioner Coffey to enter into a Public Hearing. Motion carried.

The Public Notice was published in the Appleton Post Crescent on 9/18/2020. Hearing no comments from the audience and receiving no written correspondence, a motion was made by Commissioner Coffey and seconded by Commissioner Sundelius to close the Public Hearing. Motion carried.

A motion was made by Commissioner Coffey and seconded by Commissioner Hennessey to adopt the 2021 Budget as presented in the amount of \$6,750,233 with the rate charge parameters as follows: Flow \$0.628/1000 gallons; BOD \$0.189/pound; Suspended Solids \$0.238/pound; Phosphorus \$6.253/pound; Ammonia-N \$1.236/pound; and Chlorides \$0.003/pound. A roll call vote was taken: Commissioner Casper, yes; Commissioner Sundelius, yes; Commissioner Hennessey, yes; Commissioner Coffey, yes; and Commissioner Siebers, yes. Motion carried unanimously. The 2021 operating budget reflects a 3.71% increase from 2020.

## **1B. Public Hearing for the Adoption of modifications to the District's Sewer Use Ordinance, relative to Sec. 4.02 Specific Prohibitions**

A motion was made by Commissioner Hennessey and seconded by Commissioner Coffey to enter into a Public Hearing. Motion carried.

The Public Notice was published in the Appleton Post Crescent on 8/14/2020. Hearing no comments from the audience and receiving no written correspondence, a motion was made by Commissioner Coffey and seconded by Commissioner Sundelius to close the Public Hearing. Motion carried.

A motion was made by Commissioner Coffey and seconded by Commissioner Hennessey to approve the modifications to the District's Sewer Use Ordinance, as published. A roll call vote was taken: Commissioner Casper, yes; Commissioner Sundelius, yes; Commissioner Hennessey, yes; Commissioner Coffey, yes; and Commissioner Siebers, yes. Motion carried unanimously.

## **2. Public Appearances**

No appearances were made.

## **3. Approval of the Minutes of the September 8, 2020 Regular Meeting and the September 22, 2020 and September 30, 2020 Special Meetings**

The minutes of the September 8, 2020 Regular Meeting and the September 22, 2020 and September 30, 2020 Special Meetings were presented to the Commission. A motion was made by Commissioner Coffey and seconded by Commissioner Sundelius 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**

Mike Gerbitz of Donohue gave a presentation on the pros and cons of two cloth media disk filter manufacturers and explained the process of how each works, the hydraulic efficiencies and capacity, maintenance, and media life cycle. After a lengthy discussion and review of Task Order 4A – Effluent Filtration Design & Bidding Services, a motion was made by Commissioner Sundelius and seconded by Commissioner Hennessey to enter into a time & materials Agreement with Donohue not to exceed \$643,650; with Kruger being the selected filter manufacturer. 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. Strategic Municipal Services Presentation by Scott Schramm**

Scott Schramm of SMS talked about specialty contractors, project & bidding timetables, calendar year construction windows, construction easements & community impacts, and projected construction scheduling. After a discussion, the commission requested Scott to provide a pre-design work contract for consideration at the November Commission Meeting.

A motion was made by Commissioner Hennessey and seconded by Commissioner Sundelius to adopt Resolution #190 confirming project intent, and appointing the District Director, Office Manager, and Scott Schramm of Strategic Municipal Services as the authorized representatives of the District for the purpose of filing applications for financial assistance from the State of Wisconsin Environmental Improvement Fund-Clean Water Fund for interceptor rehabilitation & maintenance. 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. The Commission directed Staff to forward a copy of the resolution to the communities.

## **C. Election of Officers: President, Vice President, & Secretary**

Commissioner Coffey made a motion to maintain the incumbents for positions of President, Vice President, and Secretary. The motion was seconded by Commissioner Sundelius. A roll call vote was taken: Commissioner Casper, yes; Commissioner Sundelius, yes; Commissioner Coffey, yes; Commissioner Siebers, yes; and Commissioner Hennessey, yes. Motion carried unanimously.

## **D. Motion for Appointment of Official Newspaper**

A motion was made by Commissioner Siebers and seconded by Commissioner Coffey to appoint the Appleton Post Crescent/Gannett Newspaper as the official newspaper for the Heart of the Valley MSD. A roll call vote was taken: Commissioner Casper, yes; Commissioner Coffey, yes; Commissioner Sundelius, yes; Commissioner Siebers, yes; and Commissioner Hennessey, yes. Motion carried unanimously.

## **E. Adoption of Resolution #189; Appointment of Public Depositories**

A motion was made by Commissioner Sundelius and seconded by Commissioner Hennessey to adopt Resolution #189 listing the public depositories for the Heart of the Valley Metropolitan Sewerage District. A roll call vote was taken: Commissioner Casper, yes; Commissioner Sundelius, yes; Commissioner Coffey, yes; Commissioner Siebers, yes; and Commissioner Hennessey, yes. Motion carried unanimously.

## **F. 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 September 2020 invoice. The Commission consented to a notice of violation being sent to Pizza Hut in Kaukauna along

with a request to attend the November Commission meeting to discuss non-compliance issues with their cleaning schedule.

### G. Laser Flow Meters – September Results

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

### H. Chloride Limit Discussions

Staff provided influent chloride results for 2018-2020.

### I. Staff Position

District Director Helminger provided a corrected age & service time grid and noted that he's in the review process of the intern job description.

### J. COVID-19 Current Pandemic Status

District Director Helminger gave a brief update on the pandemic status. Masks are now required for all employees and visitors.

## ***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 September 2020. Revenue received from the WPS-Fox Energy Center for effluent purchased in September = \$9,618.99; Revenue received to date for 2020 = \$128,306.26. WPS-Fox Energy purchased 43% of the effluent produced in September.

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

	<u>Monthly Average</u>	<u>Permit Limit</u>
<b>BOD</b>	<b>9.72 mg/L</b>	<b>25 mg/L</b>
<b>Suspended Solids</b>	<b>12.09 mg/L</b>	<b>30 mg/L</b>
<b>Suspended Solids</b>	<b>297.30 lbs.</b>	<b>801 lbs.</b>
<b>Phosphorus</b>	<b>.34 mg/L</b>	<b>1 mg/L</b>
<b>Ammonia-N</b>	<b>.58 mg/L</b>	<b>4.4 mg/L</b>
<b>Chlorides</b>	<b>687.14 mg/L</b>	

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

Kevin Skogman, Director of Operations & Maintenance, provided a written O & M Report and updated the Commission on plant operations for September. Kevin's memo included updates on the Seven Oaks land purchase which is scheduled to close early November, PLC upgrades at meter stations, Biostyr blower replacement, and final effluent reuse pump. The blower and pump have been installed and are back in service.

The Commission was also copied on the DNR's positive response to the CMAR submission.

## 6. Funds

### A. October 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 Siebers to approve payment of the bills in the amount of \$283,477.07. 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

- *Influent Sewage Sampling/Wisconsin State Lab of Hygiene; Covid Testing:* The District was invited to participate in the influent covid testing with the State Lab of Hygiene. Weekly samples are sent out for analysis; to date the District has not received any results.
- *Landfill SSA Amendment/Leachate:* East Central RPC approved of splitting the landfill parcel for sewer service purposes with the Appleton WWTP getting the leachate from the yet-to-be built NW landfill cell. The landfill plans to install a pretreatment device that's estimated to remove 70% of ammonia and 50% of BOD. The landfill will pilot the device in 2021 with pretreatment of HOVMSD leachate to begin in 2023. Staff will provide estimates on how much organic capacity will be re-gained for ammonia and BOD for the November Commission Meeting.

## 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: 7:35 PM)

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