

MINUTES

HEART OF THE VALLEY METROPOLITAN SEWERAGE DISTRICT REGULAR MEETING HELD ON NOVEMBER 10, 2020 AT THE CITY OF KAUKAUNA COUNCIL CHAMBERS

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

Absent: David Casper - excused

Also Present: Brian Helminger - District Director HOVMSD
Kevin Skogman - Director of Operations & Maintenance HOVMSD
Dawn Bartel - Office Manager HOVMSD

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

Vice President Siebers called the meeting to order at 5:30 PM.

2. Public Appearances

No appearances were made.

3. Approval of the Minutes of the October 13, 2020 Regular Meeting

The minutes of the October 13, 2020 Regular Meeting were presented to the Commission. A motion was made by Commissioner Coffey and seconded by Commissioner Siebers 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 along with an article from the Times Villager regarding the community meeting.

5. Discussion Items

A. Adoption of Resolution #192; District Intent & Identifying authorized representatives to file applications for financial assistance from the State of WI Environmental Improvement Fund/Clean Water Fund related to the purchase and installation of Cloth Media Disk Filters

A motion was made by Commissioner Hennessey and seconded by Commissioner Sundelius to adopt Resolution #192. A roll call vote was taken: Commissioner Sundelius, yes; Commissioner Coffey, yes; Commissioner Siebers, yes; and Commissioner Hennessey, yes. Motion carried unanimously.

B. Interceptor Rehabilitation Progress Update

District Director Helminger updated the Commission on a working meeting held with himself, Scott Schramm of SMS, Kevin Skogman, and Commissioners Siebers and Casper. The Commission received a copy of a letter from SMS dated 11/4/2020 regarding a partnership with an independent public relations consultant to provide valued expertise and education to facilitate and engage the communities and affected public stakeholders. The Commission requested a scope and contract from SMS for review at the December commission meeting.

C. 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 October 2020 invoice.

D. Adoption of Resolution #191; Abating Levy

A motion was made by Commissioner Coffey and seconded by Commissioner Sundelius to adopt Resolution #191; Resolution Abating Levy of 2020 Real Estate Taxes. A roll call vote was taken: Commissioner Sundelius, yes; Commissioner Coffey, yes; Commissioner Hennessey, yes; and Commissioner Siebers, yes. Motion carried. The Resolution was signed by Commission Secretary Hennessey.

E. Laser Flow Meters – October Results

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

F. Chloride Limit Discussions

Staff followed up from the previous month's discussion on 2020 influent concentration levels with information on chloride mass loadings. Mass loadings would be more representative as the total mass is not as influenced by annual precipitation and collection system infiltration.

G. Staff Position

District Director Helminger had no new information to share only noting that the intern job description will be converted into the same format as all the HOVMSD job descriptions and that a project listing will be reviewed and prioritized prior to filling the position.

H. COVID-19 Current Pandemic Status

District Director noted that employees continue to wear masks and practice social distancing to minimize potential exposure.

I. Sponsorship & Support for 2021

A motion was made by Commissioner Coffey to support the Fox Wolf Watershed Alliance with a \$1200 gold sponsorship for 2021, which includes three full registrations to the annual conference. The motion was seconded by Commissioner Hennessey. A roll call vote was taken: Commissioner Coffey, yes; Commissioner Siebers, yes; Commissioner Sundelius, yes; and Commissioner Hennessey, yes. Motion carried unanimously.

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 October 2020. Revenue received from the WPS-Fox Energy Center for effluent purchased in October = \$10,504.12; Revenue received to date for 2020 = \$138,810.38. WPS-Fox Energy purchased 40% of the effluent produced in October.

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

	<u>Monthly Average</u>	<u>Permit Limit</u>
BOD	13.09 mg/L	25 mg/L
Suspended Solids	19.91 mg/L	30 mg/L
Suspended Solids	516.84 lbs.	801 lbs.
Phosphorus	.47 mg/L	1 mg/L
Ammonia-N	.84 mg/L	4.4 mg/L
Chlorides	594.62 mg/L	

All permit values were met for October 2020

Kevin Skogman, Director of Operations & Maintenance, provided a written O & M Report and updated the Commission on plant operations for October. Kevin's memo included updates on the closure of the Seven Oaks land purchase, PLC upgrades at meter stations which are scheduled for early December, replacement of ATAD liquid level sensor, the purchase of a new electronic motor overload, and a request to LW Allen to provide a cost estimate to upgrade plant communications to ethernet. Skogman also informed the commission that the District's IT company is looking into options for a better and faster internet service.

6. Funds

A. November 2020 Accounts Payable; Action for Approval

After a review and discussion of the bills payable, a motion was made by Commissioner Hennessey and seconded by Commissioner Sundelius to approve payment of the bills in the amount of \$165,036.14. A roll call vote was taken: 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

- *Landfill Leachate/Xogen Removals:* The proposed treatment technology to be installed at the Outagamie County Landfill is the Xogen process which is scheduled to be pilot tested in 2021. Assuming the pilot is successful, full scale leachate pretreatment is planned for 2023. Staff presented information on the potential impacts to HOV based on the expected removal efficiencies and regained organic capacity.
- *Facility Master Planning – Donohue Task Order 1:* Sampling has ended and data will be turned over to Donohue to complete their review of total loads and plant capacity. A final report should be available at the February 2021 commission meeting.
- *Effluent Filtration – Donohue Task Order 2:* District Director Helminger noted that Donohue will be coming on-site with new 3D imaging technology to capture the lower level pipe gallery and tertiary filter room. This imaging will allow them to present drawings and a process layout & design at the initial project kick off meeting with staff.
- *Surcharges – Initial Discussions:* District Director Helminger reviewed an outline of initial discussion points for the implementation of a surcharge program along with revenue estimations by community based on Donohue’s suggested thresholds. The Commission directed Staff to develop a procedure and policy plan for surcharges and present a draft at the December 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: 7:03 PM)

SIGNED & APPROVED BY: _____
Patrick E. Hennessey, Secretary