

MINUTES

HEART OF THE VALLEY METROPOLITAN SEWERAGE DISTRICT REGULAR MEETING HELD ON DECEMBER 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
John Stoeger - Stoeger & Associates
Scott Schramm - Strategic Municipal Services

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

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

2. Public Appearances

No appearances were made.

3. Approval of the Minutes of the November 10, 2020 Regular Meeting

The minutes of the November 10, 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.

5. Discussion Items

A. 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 November 2020 invoice. Stoeger noted that most businesses have re-opened since the temporary closures due to COVID-19. After a discussion regarding Little Chicago's lack of compliance and probable closure/sale, the Commission directed staff to send them a letter stating that if operations resume, compliance is mandatory.

B. Interceptor Rehab Project Scope/Discussions with Strategic Municipal Services – Consideration and Possible Action

Scott Schramm of Strategic Municipal Services reviewed his memorandum dated 12/8/2020 which included a proposed scope of services, task summary, public impacts, and agency submittals. SMS will be preparing a detailed scope of services for discussion and possible action at the January 2021 regular commission meeting.

C. Donohue Local Limits Report/Surcharges & Discharge Prohibition Discussions

District Director Helminger gave a power point presentation and discussed prohibitions and surcharges as two viable options originally presented by Donohue at the community meeting. The Commission stressed the importance of preserving the useful life of the treatment plant and communicating the issues with the communities. After a lengthy discussion, the Commission talked about a community meeting to describe the problems, offer paths forward, and request comments and input. The community meeting would then be followed by individual community working meetings with HOV staff. This topic will on the January 2021 agenda for more discussion.

D. Laser Flow Meters – November Results

The Commission received plant and meter station data from November 2020 for both the laser and ultrasonic flow meters. The laser flow meter data will be used for billing purposes starting January 2021 and the ultrasonic meters will be off-line.

E. Chloride Limit Discussions

District Director Helminger reviewed current and previous months activities. The District requested a P99 calculation from the DNR on its 2020 data. The DNR determined that if the District's NPDES permit were being reissued it would not require a chlorides limit. After a discussion, Commissioner Siebers directed Staff to formulate a chloride policy stating exactly what the District is planning to do.

F. Staff Position

The job description has been converted to the standard HOVMSD format and is in final review stages. Prioritizing a project list will begin in early 2021.

G. COVID-19 Current Pandemic Status

HOVMSD staff continue to practice workplace safety measures and social distancing.

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 November 2020. Revenue received from the WPS-Fox Energy Center for effluent purchased in November = \$13,488.57; Revenue received to date for 2020 = \$152,298.95. WPS-Fox Energy purchased 51% of the effluent produced in November.

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

	<u>Monthly Average</u>	<u>Permit Limit</u>
BOD	13.93 mg/L	25 mg/L
Suspended Solids	17.99 mg/L	30 mg/L
Suspended Solids	401.29 lbs.	801 lbs.
Phosphorus	.39 mg/L	1 mg/L
Ammonia-N	1.32 mg/L	18 mg/L
Chlorides	576.15 mg/L	

All permit values were met for November 2020

Kevin Skogman, Director of Operations & Maintenance, provided a written O & M Report and updated the Commission on plant operations for November. Kevin's memo included updates on the PLC upgrades at the metering stations and the ATAD liquid level sensor installation. Kevin also noted that eight of the odalogs used for the H2S study will be sold back for \$300 each.

6. Funds

A. December 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 Sundelius to approve payment of the bills in the amount of \$223,704.04. 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

- *Sale of Farmland:* The Commission was informed that the sale of farmland to Seven Oaks Dairy has been finalized and closed.
- *Signage:* Commissioner Siebers requested that signage be updated on the HOV property and on Thilmany Road with larger signs, along with no hunting signs on the farmland property.

- *Interceptor*: Commissioner Casper questioned the status of a public relations firm for the interceptor project. District Director Helminger noted that he found a company in Appleton that may work. Initial meetings have been set up with Kimberly and Little Chute to discuss the areas where the interceptor project will impact their communities.
- *Facility Master Planning*: Plant recycle data has been given to Donohue for their plant loading and capacity review. The analysis is ongoing and a final report will be presented at the February 2021 Commission meeting.
- *Effluent Filtration*: Donohue was onsite with their new 3D measurement and imaging equipment.

8. Closed Session pursuant to Wisconsin State Statute 19.85 (1)(c) regarding 2021 wage adjustments - return to Open Session for possible action.

A motion was made by Commissioner Coffey and seconded by Commissioner Hennessey to enter into a Closed Session. Motion carried unanimously. (Time: 7:51 PM)

A motion was made by Commissioner Siebers and seconded by Commissioner Sundelius to return to Open Session. Motion carried unanimously.

A motion was made by Commissioner Sundelius and seconded by Commissioner Coffey to award a 1.65% wage adjustment along with the appropriate step increase. 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.

9. 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: 8:06 PM)

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