

MINUTES

HEART OF THE VALLEY METROPOLITAN SEWERAGE DISTRICT REGULAR MEETING HELD ON JANUARY 12, 2021 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
Kent Taylor – Village of Little Chute
Scott Schramm - Strategic Municipal Services

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 December 8, 2020 Regular Meeting

The minutes of the December 8, 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. The Commission also received a copy of a DNR news release regarding a PFAS Action Plan and information from East Central Regional Planning Commission regarding current population in comparison to estimates from prior sewer service area projections through 2040.

5. Discussion Items

A. Interceptor Action Plan – Scott Schramm of Strategic Municipal Services

Monthly Activity Report: District Director Helminger reviewed his monthly summary of activities which included meetings with Kimberly, Little Chute, Combined Locks, and Kaukauna. The communities are well informed and willing to help with informing the general public and stakeholders. A meeting with Darboy is scheduled for January 26th. Helminger also updated the Commission on a zoom meeting with Red Shoes, Inc., a communications, marketing, and public relations firm in Appleton. The Commission asked that staff invite Red Shoes to the February Commission Meeting to discuss their areas of expertise and possible employment by the District for the interceptor project.

Presentation & possible action on Engineering Services Agreement with SMS:

After a discussion, a motion was made by Commissioner Coffey and seconded by Commissioner Siebers to accept the proposal from Strategic Municipal Services dated 1/4/2021 in the amount not to exceed \$622,550.00 (including reimbursable expenses), contingent on legal review of the Standard Terms & Conditions. The scope of services includes preliminary design, public finance, agency submittals, design/contract documents, and public bidding. 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. Donohue Task Order Updates – Cloth Media Disk Filter Monthly Activity Report

District Director Helminger reviewed his monthly summary of activities including a remote kick-off meeting to discuss inception of the planning & design and another remote planning session focusing on existing SCADA and the integration of the filtration equipment. Kruger filter site visits are scheduled in January for Oconomowoc and Medford. These visits will provide an opportunity to see the filters in operation and discuss the pro's and con's of operation and maintenance. Mike Gerbitz of Donohue will be at the February Commission meeting to discuss Task Order #1; Master Planning.

C. Laser Flow Meters – December Results

The Commission received plant and meter station data from December 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 abandoned and removed. Laser meter data will be programmed into the SCADA system by LW Allen.

D. 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 December 2020 invoice, along with a non-compliance letter that was sent to Little Chicago. After a discussion, the Commission agreed to have John Stoeger notify Subway that they need to clean their grease trap or invite them to the February commission meeting and explain why they continue to be non-compliant.

E. COVID-19 Current Pandemic Status

HOVMSD staff continue to practice workplace safety measures and social distancing. Commission meetings will continue to be held at the City of Kaukauna Council Chambers until further notice.

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 December 2020. Revenue received from the WPS-Fox Energy Center for effluent purchased in December = \$14,379.43; Revenue received to date for 2020 = \$166,678.38. WPS-Fox Energy purchased 67% of the effluent produced in December.

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

	<u>Monthly Average</u>	<u>Permit Limit</u>
BOD	11.39 mg/L	25 mg/L
Suspended Solids	14.94 mg/L	30 mg/L
Suspended Solids	184.05 lbs.	801 lbs.
Phosphorus	.41 mg/L	1 mg/L
Ammonia-N	.58 mg/L	18 mg/L
Chlorides	688.57 mg/L	

All permit values were met for December 2020

Kevin Skogman, Director of Operations & Maintenance, provided a written O & M Report and updated the Commission on plant operations for December. Kevin’s memo included updates on the PLC upgrades at the metering stations, laser flow meter modems, the headworks heating and ventilating unit, and the purchase of a new plant pickup/plow truck.

6. Funds

A. January 2021 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 Hennessey to approve payment of the bills in the amount of \$309,295.09. 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 signed the check voucher register which includes general, pre-paid, and petty cash checks.

7. General Old or New Business

District Director Helminger informed the commission of a \$172,396.00 check received from the Darboy Sanitary District for connection fees from a large multi-unit apartment building.

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: 6:04 PM)

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