

MINUTES

HEART OF THE VALLEY METROPOLITAN SEWERAGE DISTRICT REGULAR MEETING HELD ON FEBRUARY 9, 2021 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
Kevin Skogman - Director of Operations & Maintenance HOVMSD
Dawn Bartel - Office Manager HOVMSD
Kent Taylor – Village of Little Chute
John Stoeger – Stoeger & Associates
Mayor Tony Penterman – City of Kaukauna
Lisa Cruz – Red Shoes, Inc.

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

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

2. Public Appearances

No appearances were made.

3. Approval of the Minutes of the January 12, 2021 Regular Meeting

The minutes of the January 12, 2021 Regular Meeting 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. The Commission also received a copy of a notification from the Wisconsin DNR regarding on-site effluent sampling for PFAS which will be sent to the Wisconsin State Lab of Hygiene for testing.

5. Discussion Items

A. Lisa Cruz of Red Shoes, Inc. – Introduction to Commission

Lisa Cruz of Red Shoes introduced herself and her company, and talked about her experience in public relations, communications, marketing, and crisis strategies. The Commission asked for a proposal to work with HOV and Scott Schramm during the interceptor rehab project. District Director Helminger will provide Ms. Cruz with an outline of communication concepts to review and include with a scope of services.

B. FOG Program Contract & Monthly Update; Discussion and Possible Action

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 January 2021 invoice. After a discussion, a motion was made by Commissioner Siebers and seconded by Commissioner Coffey to approve another 3-year contract with Stoeger & Associates which will expire on March 1, 2024. 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.

C. Annual Cash, Investments, and Debt Service Report

For informational purposes, the Commission received a copy of a cash & investments spreadsheet showing investment activity and year-end balances for 2020. The year-end balance of \$14,452,372.51 is an increase of \$899,543.45 compared to 2019. The Commission also received a debt service repayment schedule for the three outstanding Clean Water Fund loans.

D. Consideration and Funding Discussions of District Projects & Clean Water Fund Debt Service Obligations

District Director Helminger provided information and calculations regarding funding for the interceptor and cloth media filter projects, noting that Clean Water Fund interest rates are extremely low, 1.485%. Based on projections of costs for both projects, an estimated payback schedule was requested and received from the Clean Water Fund. Payments would begin with interest only due during construction and principal starting once the projects are completed and closed out.

The Commission then discussed debt service allocation methods for the projects. Helminger suggested the interceptor project be allocated 100% to the flow parameter and the cloth media disk filter project at 35% phosphorus, 35% suspended solids, 15% BOD, and 15% flow. Commissioner Sundelius questioned the equitability of the funding mechanism of 100% flow for the interceptor project and asked if an opinion has been obtained from legal counsel or the DNR.

Commissioner Siebers suggested soliciting expert advice from municipal funding firms regarding the allocation methods for the projects. Commissioner Coffey agreed and

suggested that the firm selected should be from outside the area with no ties to the District and member communities to avoid a conflict of interest.

Commissioner Casper asked that a special meeting be set up to discuss the funding in more detail and review alternatives prior to presenting information to the communities and asking for their input.

E. Interceptor Action Plan Monthly Activity Report

District Director Helminger and Scott Schramm have met with each of the communities individually and conversations have begun with the DNR, Kaukauna Utilities, Ahlstrom Munksjo, and the Army Corp. Field review has started on the meter stations, manhole structures, and local parks. A contractor team working meeting will be held on February 11th.

F. COVID-19 Current Pandemic Status

HOVMSD employees 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. 2021 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 January 2021. Revenue received from the WPS-Fox Energy Center for effluent purchased in January = \$14,186.49; Revenue received to date for 2021 = \$14,186.49. WPS-Fox Energy purchased 58% of the effluent produced in January.

The average effluent concentrations for **January 2021** were as follows:

	<u>Monthly Average</u>	<u>Permit Limit</u>
BOD	9.3 mg/L	25 mg/L
Suspended Solids	10.9 mg/L	30 mg/L
Suspended Solids	185 lbs.	801 lbs.
Phosphorus	.31 mg/L	1 mg/L
Ammonia-N	.42 mg/L	10 mg/L
Chlorides	707 mg/L	

All permit values were met for January 2021

Kevin Skogman, Director of Operations & Maintenance, provided a written O & M Report and updated the Commission on plant operations for January. Kevin's memo included updates on the laser flow meter modems, headworks HV unit, and ATAD digester cleaning.

6. Funds

A. February 2021 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 \$278,205.55. 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 Helming noted that Mike Gerbitz of Donohue was unable to attend the meeting but will be on the agenda for March 9th.
- The next community meeting is tentatively scheduled for Thursday, March 25th at the Kaukauna Community Room.
- Commissioner Casper expressed concern regarding cyber susceptibility and SCADA vulnerability. Skogman noted that software is in place for added security.

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: 6:48 PM)

SIGNED & APPROVED BY: _____


Patrick E. Hennessey, Secretary