

# MINUTES

## HEART OF THE VALLEY METROPOLITAN SEWERAGE DISTRICT REGULAR MEETING HELD ON **APRIL 13, 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  
Chad Giackino - Regulatory Compliance Manager HOVMSD  
Dawn Bartel - Office Manager HOVMSD  
Mike Gerbitz - Donohue & Associates, Inc.  
Joe Holzward – Donohue & Associates, Inc.  
Ben Grunwald – Donohue & Associates, Inc.  
Susan Finco - Leonard & Finco Public Relations, Inc.  
Scott Stein – Leonard & Finco Public Relations, Inc.

### **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 March 9, 2021 Regular Meeting and the March 25, 2021 Special Community Meeting**

The minutes of the March 9, 2021 Regular Meeting and the March 25, 2021 Special Community Meeting were presented to the Commission. A motion was made by Commissioner Siebers and seconded by Commissioner Coffey 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 was an article from the Times Villager dated 3/24/2021 regarding the City of Kaukauna's concern with the cost allocation of the interceptor project, another article dated 3/31/2021 regarding the highlights of an HOV/Community quarterly meeting held on

March 25, 2021, and a third article dated 3/31/2021 regarding clarifications to the article published on 3/24/2021.

## **5. Discussion Items**

### **A. Presentation by Leonard & Finco Public Relations, Inc. – Discussion & Possible Action**

Susan Finco and Scott Stein of Leonard & Finco Public Relations, Inc. gave a presentation and reviewed their implementation plan for timely and effective communications with the communities, residents, and key stakeholder groups during the interceptor rehab project. Their proposal included an annual cost of \$35,000.

The Commission decided to hold a special meeting on Tuesday April 27, 2021 dedicated to the review, discussion, and action on the proposals presented by Red Shoes and Leonard & Finco.

### **B. Donohue & Associates 2020 I/I Clearwater Review**

Joe Holzwart of Donohue & Associates, Inc. presented the 2020 Annual Flow Summary, which outlined plant performance, antecedent moisture model analysis, modeled vs. measured flows, and optimization trends. Joe then reviewed each community's data including annual peak flows, along with a 3-year rolling average trend line as compared to the program success line. Peak flows during intense rain periods continue to cause plant capacity issues, however CMAR data shows that member community collection systems and the interceptor do have adequate conveyance capacity. Based on the 2020 report, efforts to locate and remove inflow sources should be a higher priority than infiltration sources. The data and graphs show that large volumes of clear water continue to enter the collection systems during rain events that, if severe, will trigger blending events at the treatment plant.

### **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 March 2021 invoice. A notice of violation has been posted at the Mariner in Kaukauna.

### **D. Interceptor Action Plan - Monthly Activity Report from Strategic Municipal Services**

Scott of SMS reviewed a memo dated 4/10/2021 which briefed the commission on the current activity and interactions with various stakeholders; there will be a second contractor meeting in April along with physical inspections of the structures and interceptor.

### **E. Chemical Use Report for 2020**

Kevin Skogman, Director of Operations & Maintenance, provided a written update showing chemical usage for 2020, along with gas, electric, and water consumption. The report also detailed the cost of the chemicals purchased, gallons purchased, and cost per MGD treated.

## F. Quarterly Chlorides Report for 2021

The Commission received chloride data for the first quarter of 2021.

## G. COVID-19 Current Pandemic Status

HOVMSD employees continue to practice workplace safety measures and social distancing and will continue to follow CDC and county guidelines. The majority of employees have received their second dose of the Covid-19 vaccination. Commission meetings will 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 March 2021. Revenue received from the WPS-Fox Energy Center for effluent purchased in March = \$14,697.43; Revenue received to date for 2021 = \$40,047.57. WPS-Fox Energy purchased 40% of the effluent produced in March.

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

	<u>Monthly Average</u>	<u>Permit Limit</u>
<b>BOD</b>	<b>7.0 mg/L</b>	<b>30 mg/L</b>
<b>Suspended Solids</b>	<b>7.1 mg/L</b>	<b>30 mg/L</b>
<b>Suspended Solids</b>	<b>259 lbs.</b>	<b>801 lbs.</b>
<b>Phosphorus</b>	<b>.20 mg/L</b>	<b>1 mg/L</b>
<b>Ammonia-N</b>	<b>.28 mg/L</b>	<b>10 mg/L</b>
<b>Chlorides</b>	<b>603 mg/L</b>	

***All permit values were met for March 2021***

Kevin Skogman, Director of Operations & Maintenance, provided a written O & M Report and updated the Commission on plant operations for March. Kevin's memo included updates on the replacement of several items: the micro controller for the Actiflo poly blend system, air cushion on the check valve of turbine pump #1, and the discharge pressure ring on the ATAD feed pump #2. Skogman also noted that HOV and Mulcahy Shaw are in the process of getting the remaining four laser flow meter modems up and running.

## **6. Funds**

### **A. April 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 Coffey to approve payment of the bills in the amount of \$258,551.74. 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.

**B. Budget Comparison Report**

The Commission received a Budget Comparison Report, along with a verbal explanation of exceedances.

**7. General Old or New Business**

District Director Helming informed the Commission that Ehlers will be at the May commission meeting to give financial advice and discuss loan options for the upcoming projects. Helming noted that current interest rates for a Clean Water Fund Loan are 1.485% for up to 20 years and 1.595% for 21-30 years.

**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: 6:51 PM)

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