IOWA DEPARTMENT OF NATURAL RESOURCES
ENVIRONMENTAL SERVICES DIVISION

To: City of Keokuk IDNR Project # S2012-0406
From: Jim Oppelt, IDNR Wastewater Engineering
Date: 07/11/12 – 2:00 p.m. CST
RE: Project Initiation Meeting – City of Keokuk

Attendees: Chuck Pietscher – City of Keokuk (chuckpietscher@cityofkeokuk.org)
Forrest Aldrich – V&K (faldrich@v-k.net)
Eric Wiklund – IDNR NPDES (eric.wiklund@dnr.iowa.gov)
Connie Dou – Waste Load Allocation (connie.dou@dnr.iowa.gov)
Jim Oppelt – IDNR Wastewater Engineering (james.oppelt@dnr.iowa.gov)
Paul Brandt – IDNR Field Office 6 (paul.brandt@dnr.iowa.gov)
Patti Cale-Finnegan – IDNR SRF (patti.cale-finnegan@dnr.iowa.gov)
Jeanne Johnson – IDNR SRF (jeanne.johnson@dnr.iowa.gov) new person – review bid documents

- On 07/11/12 at 2:00 pm CST a project initiation meeting was held at the Wallace Building in Des Moines to discuss wastewater improvements for the City of Keokuk, Iowa. A summary of the meeting follows:

  - Existing Facilities Overview:

Keokuk has an activated sludge wastewater treatment plant. Their current NPDES operating permit expires 3/31/2017. The design capacity for the treatment works is specified in Construction permit no. 92-84-S issued January 13, 1992. The existing treatment plant is designed to treat an ADW flow of 3.43 MGD, AWW of 5.00 MGD, and MWW of 7.50 MGD. Max BOD5 loading is 11,900 lbs/day. Max TKN loading is 2,088 lbs/day.

The current NPDES permit has a compliance schedule. Keokuk shall make necessary improvements to meet the final E. coli limit. The following summarizes the current schedule:

- Complete as Self-Assessment Matrix and submit a Work Record Request form to DNR's Wastewater Engineering Section by July 1, 2012. The forms and instructions are available on the DNR website at http://www.iowadnr.gov/InsideDNR/RegulatoryWater/WastewaterConstruction.aspx. Questions on the forms should be directed to either Terry Kirschenman at 515/281-8885 or Emy Liu at 515/281-8509.
- Submit progress report by April 1, 2013.
- Submit a Facility Plan by July 1, 2013. The Facility Plan shall be in accordance with Chapter 11.2 of the Iowa Wastewater Facilities Design Standards adopted April 25, 1979.
- Submit progress report by April 1, 2014.
- Submit final plans and specs by October 1, 2014.
- Award contract for construction of wastewater treatment improvements by March 1, 2015.
- Submit progress report by December 1, 2015.
- Complete construction of wastewater treatment improvements by March 1, 2016.
- Achieve compliance with the final E. coli limit by April 1, 2016.

Meeting Summary:

Items discussed included:

- NPDES – Keokuk is a Combined Sewer Overflow (CSO) community. Their Long Term Control Plan (LTCP) is due to the EPA on December 30, 2012. Some CSOs are being eliminated as part of the LTCP. Eventually the CSOs will be down to one at Des Moines and 3rd.

- Keokuk plans to increase the PHWW capability of the existing plant to 12.4 mgd. A CSO at Des Moines and 3rd will contain a gate that will be throttled when necessary to send flows beyond the capacity of the plant to the CSO facility (which will be part of the LTCP).

- UV – must be able to treat 50% of the PHWW with one channel (minimum of two channels required). The abandoned chlorine contact chambers will be retrofitted to install a UV disinfection system. The existing gas chlorine system was not considered.

- Other proposed improvements – The mechanical screen will be replaced with a larger capacity unit, a manual screen will be added for redundancy for the grit screening process. The pumps in the intermediate pump station will be replaced to increase the capacity. Controls will be updated.

- Anti-degradation – will not be required because the ADW, AWW, MWW, BOD and TKN are not being increased. Only the PHWW capacity will be increased.

- CWSRF-Patti Cale-Finnegan discussed the CWSRF Loan benefits and the environmental review process. Patti also announced that a rate reduction is being proposed. The 1% origination fee has been reduced to 0.5% with a cap of $100,000.

- The meeting adjourned at 2:45 pm.

- Additional information:

    - IDNR Wastewater Construction:
      http://www.iowadnr.gov/InsideDNR/RegulatoryWater/WastewaterConstruction.aspx

    - Iowa Finance Authority SRF: http://www.iowafinanceauthority.gov/index.cfm?nodeID=9916&audienceID=1

    - IDNR SRF:
      http://www.iowadnr.gov/InsideDNR/RegulatoryWater/WastewaterConstruction/StateRevolvingFund.aspx

- Contacts:

    - Construction Permitting:
      Jim Oppelt
      IDNR Wastewater Construction Permit Program
      502 E. 9th Street
      Des Moines, IA 50319-0034
      515/281-8868
      james.oppelt@dnr.iowa.gov

    - NPDES Permitting:
      Eric Wiklund
      IDNR NPDES Permits
      502 E. 9th Street
      Des Moines, IA 50319-0034
      515/281-7820
      eric.wiklund@dnr.iowa.gov

    - WLA:
      Connie Dou
      IDNR Water Resources
      502 E. 9th Street
      Des Moines, IA 50319-0034
      Phone: 515-281-3350
      connie.dou@dnr.iowa.gov

    - SRF Environmental Review:
      Patti Cale-Finnegan
      401 SW 7th St., Suite M
      Des Moines, IA 50309-4611
      Phone: 515-725-0487
      Fax: 515-725-0348
      patti.cale-finnegan@dnr.iowa.gov

    - SRF Loans:
      Tracy Scebold
      Iowa Finance Authority
      2015 Grand Ave.
      Des Moines, IA 50312

Phone: 800-432-7230
tracy.scebold@iowa.gov

- Construction permitting outline: Process steps are shown below with those steps associated with CWSRF funding highlighted in yellow. **Strikethrough items have been completed or are not needed**. For more detailed item descriptions, see the DNR Wastewater Construction Permitting Process Project Manual available at http://www.iowadnr.gov/InsideDNR/RegulatoryWater/WastewaterConstruction/ConstructionPermits.aspx

Wastewater Construction Permitting Process Steps

Planning

1. ~~Owner hires AE~~
2. ~~AE contacts DNR~~
3. ~~DNR assigns PM~~
4. ~~PM schedules meeting~~
5. ~~PM sends monthly operating report (MOR) data to AE~~
6. ~~Owner sends daily monitoring report (DMR) data to AE~~
7. ~~AE does data analysis~~
8. ~~PM sends meeting agenda~~
9. ~~PROJECT INITIATION MEETING~~
10. AE submits design loading criteria and WLA request
11. PM reviews criteria and request
12. PM concurs with the design criteria
13. PM requests WLA
14. WR calculates WLA
15. PM sends WLA and anti-degradation determination to engineer.
16. FACILITY PLAN PREPARATION
17. Owner approves facility plan

Facility Plan Review/Approval

18. FACILITY PLAN SUBMITTAL
19. PM does preliminary review
20. PM determines adequacy of facility plan
21. *ERSC Coordinator works with Owner, AE and others.*
22. *ERSC provides a preliminary EID to the AE and Owner and coordinates with the AE and Owner to determine a well-timed public hearing.*
23. *Owner places a 30-day public notice prior to public hearing.*
24. PM initiates site survey N/A
25. PM reviews facility plan
26. FO makes site survey contacts
27. FO conducts site survey
28. *ERSC prepares a final EID*
29. *ERSC holds public hearing for CWSRF*
30. *Owner provides proof of public notice and public comments*
31. *ERSC reviews EID and public input*
32. PM determines if facility plan is approvable
33. *ERSC issues FNSI*
34. PM sends site approval letter
35. *ERSC evaluates comments*
36. *ERSC issues FNSI clearance letter*
37. PM approves facility plan

Plans & Specifications Development and Construction Permitting

38. Owner authorizes AE to start design
39. AE begins construction permit application
40. PM reviews preliminary plans & specifications
41. PM schedules design conference

42. DESIGN CONFERENCE
43. AE continues with design
44. AE submits construction permit application
45. PM reviews application
46. PM determines if application can be approved
47. PM issues construction permit

Project Construction

48. Owner bids project and signs CWSRF loan
49. Consultant submits bid document package to DNR
50. During construction, DNR reviews cost eligibility
51. During construction, owner submits change orders to DNR
52. DNR conducts inspections
53. Owner submits final SRF loan disbursement request.

PM = DNR Project Manager
AE = Consulting Engineer
ERSC = DNR Environmental Review Services Coordinator
WLA = Wasteload Allocation
WR = DNR Water Resources Staff
EID = Environmental Information Document
CWSRF = Clean Water State Revolving Fund
SHPO = State Historical Preservation Office
FO = DNR Field Office
FNSI = Finding of No Significant Impact document