

MINUTES

HEART OF THE VALLEY METROPOLITAN SEWERAGE DISTRICT REGULAR MEETING HELD ON APRIL 14, 2015 AT THE HEART OF THE VALLEY MEETING ROOM.

Members Present: Steve Giebel, Dave Casper, Bruce Siebers, Pat Hennessey, and Kevin Coffey

Absent: None

Also Present: Glen Geurts, District Director HOVMSD; John Johnson, Quality Assurance & Regulatory Compliance Manager HOVMSD; Dawn Bartel, Office Manager HOVMSD; Kevin Skogman, Director of Operations & Maintenance HOVMSD; James Fenlon, and John Stoeger

1. 6:00 p.m. Call to Order – Roll Call

Commission President Casper called the meeting to order at 6:00 PM.

2. Public Appearances

There were no public appearances for any items not listed on the agenda.

3. Approval of the Minutes of the March 10, 2015 Regular Meeting

The minutes of the March 10, 2015 Regular Meeting were presented to the Commission. A motion was made by Commissioner Coffey and seconded by Commissioner Hennessey to approve the minutes. Motion carried. The minutes were reviewed and pre-approved by Secretary Siebers.

4. Correspondence to/from/for Commission

Copied for the Commission were the e-mail messages sent between the Commissioners and District Director Geurts.

5. Plant Reports

A. FOG Program Report by John Stoeger

Stoeger provided a written update and inspection summary by community. He also provided information regarding regulatory requirements and codes for grease traps

from the State Plumbing Department and the Department of Health Services. A discussion was held regarding the Heiting Place and Gentleman Jacks – these sites should have grease traps but fall outside of the guidelines established by the FOG Program, but within the guidelines of the State Plumbing Code.

B. Meter Station #2 – Little Chute Bridge Agreement

District Director Geurts reviewed his memo to the Commission regarding the payments made to date by HOV for the rental of the temporary bridge. Based on Geurts' calculations, HOV still owes \$1,560. After a discussion, a motion was made by Commissioner Casper and seconded by Commissioner Siebers to authorize payment in the amount of \$1,560, based on historical responsibility and review of previous payment calculations. Motion carried. The Commission then reviewed the Access Agreement with James Fenlon, who expressed several concerns on behalf of the Village of Little Chute. Geurts will revise the Agreement to incorporate the agreed upon modifications and send another draft to James Fenlon for review. The Agreement will eventually be reviewed by Attorney Timothy Fenner.

C. Kaukauna Utilities Rate Increase

The Commission received a copy of a letter from Kaukauna Utilities, dated 4/8/15, regarding a billing discrepancy. HOV has multiple meters but has been getting charged one monthly customer charge rather than a separate charge for each meter. In addition, Kaukauna Utilities has undercharged for the billed demand and distribution demand components. The Utility will not be back billing for this error, however going forward the cost increase for HOV will be about \$2,000/year.

D. pH Limit

The Commission discussed the discrepancy of the language in the HOV Sewer Use Ordinance (6.0 SU) and the individual user pretreatment permits (5.0 SU). The communities were asked for their input. After a discussion, the Commission directed District Director Geurts to draft a Resolution for adoption at the May Commission meeting which states that upon renewal, the pretreatment permits will be changed to match the language of the Sewer Use Ordinance which is a minimum of 6.0 Standard Units to a maximum to 10.5 Standard Units.

UPDATES:

1. 2015 Flows & Revenues Report / Plant Operation Summary

The Commission received a copy of the Flow & Strength charts, which shows the year to date surplus/deficit revenue for the month of March. Revenue received from Fox Energy for final effluent purchased in March 2015 = \$11,571.25. Total revenue received from Fox Energy for 2015 = \$25,653.51.

The average final effluent concentrations for **March 2015** were as follows:

cBOD	5.90 mg/l
Suspended Solids	12.29 mg/l
Phosphorus	.45 mg/l
Ammonia-N	.36 mg/l
Chlorides	625.00 mg/l

**** All permit values were met for March 2015 ****

6. Funds

A. April 2015 Accounts Payable; Action for Approval

After a review and discussion of the bills payable, a motion was made by Commissioner Siebers and seconded by Commissioner Giebel to approve payment of the bills in the amount of \$373,923.06. A roll call vote was taken: Commissioner Giebel, yes; Commissioner Casper, yes; Commissioner Siebers, yes; Commissioner Coffey, yes; and Commissioner Hennessey, yes. Motion carried unanimously.

B. Budget Comparison Report

The Commission received a copy of the April 2015 Budget Comparison Report, along with an explanation of exceedances.

7. General Old or New Business

Electrical Power Use: District Director Geurts reviewed a spreadsheet showing electrical power use by MCC for November 2014 to the present.

Website: John Johnson informed the Commission that the website upgrade will cost \$2,800, and Ebiz is currently working on a new design for the home page.

Safety Glasses: District Director Geurts asked for Commission direction regarding the reimbursement amount for employee safety glasses. After a discussion, the Commission decided to pay \$235 towards safety glasses every other year. Safety glasses must comply with the ANSI guidelines for size and material.

Odor Control Units: District Director Geurts informed the Commission of an estimate of \$2,700 to lay mulch and plant junipers as a vegetative screen in this area.

Donohue/Antecedent Moisture Model: District Director Geurts noted that he met with Donohue to discuss the community I/I programs and review the findings of the antecedent moisture model.

8. Adjournment

With no further business before the Commission, a motion was made by Commissioner Giebel and seconded by Commissioner Siebers to adjourn the meeting. Motion carried unanimously. (Time: 8:22 PM)

SIGNED _____
Bruce M. Siebers, Secretary#

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