

MEMO

TO: District Commissioners
FR: District Director
RE: Annual Commission Schedule / Report
DT: Sept. 3, 2015

Comments on the August/September portion of the draft annual Commission schedule.

- a) Potential for phosphorus trading. I have met with Mark Corbett and Keith Marquardt of the WDNR, and with Jeremy Freund of the Outagamie County Land Conservation Department in the past month to discuss setting up "P" trading for the Districts tillable farm acreage. The Department is still in the process of setting the level of credits available per acre, and the County is developing their program to aid the sellers (HOV) and assisting the farmers in developing the minimal tillage, crop rotation, and other farm practices required for the "P" trade program. I will continue to work with both entities to move this process forward to ensure the District will have the program available and defined prior to the "Permit" inception of the reduced limits.
- b) District operational and technical knowledge documentation. The staff will be creating an "Administrative Procedures Manual" to include direction for routine practices which occur, or tasks that are required to be performed by the Director. The Commission schedule would be one element of this document. Staff and crew are creating written SOP's for treatment equipment and process's operation in "manual" mode, to be available for use by operational personnel should events cause automation systems to fail.
- c) General Gap identification (District short comings or deficiencies). I have been in contact with colleagues who are developing an "Ethics Policy" for their quality assurance/regulatory compliance, laboratory, and other critical employees. It will include a form requiring a signature from individuals performing work in these areas. They have indicated they will share the product with me when completed. Others?
- d) Annual meeting with East Central Regional Planning. I have reached out to Eric Fowle of East Central, via e-mail, requesting a meeting.
- e) Reviews with local utilities. In the past month I have met with representatives of Kaukauna Utilities (electric and water), Constellation Energy (natural gas), and WPS/Integritys (Fox Energy). All as part of budget preparation work.
- f) Approval of designated depositories for HOV funds. Dawn has contacted local banks and credit unions. A list should be available for approval at the October Commission meeting.
- g) Sustainability planning. Donohue will be reporting on the sewer collection system modeling at the September Commission meeting. I have reviewed and am near completion of an updated CMOM program document for the District. The asset management team continues to make progress toward full implementation of the asset program.
- h) Participation in professional organizations. Members of the HOV staff are members of WEF, CSWEA, and WWOA. We receive publications, notices, and other informational products from these organizations, and also attend training sessions and conferences provided by these entities.
- i) Developing and tracking a capital improvement plan. The asset management team is continuing to integrate the old computerized maintenance management program into the asset management process and program. The asset program will be used to generate lists of equipment at, and near, their end-of-life cycle. The condition of this equipment can be assessed, and data then can be reviewed and equipment life cycle reclassified, scheduled for repair, or

replacement analysis performed and scheduled. This process should provide us with the information we need to produce a significant part of the 5-year replacement and capital expenditures plan. New process or equipment needs will require foresight.

- j) Consistency of District's vision with that of member Communities. Aligning with the District's Mission Statement, to provide wastewater treatment to preserve process functions so we protect the public health, safety of the citizens, and the quality of our environment. To maximize plant performance and treatment at the most effective cost.
- k) Succession planning/updates. John has been providing training to Karen on budget document preparation, Chad with pre-treatment program requirements and regulatory compliance reporting requirements, and assisting Kevin with the sludge program administration as needed. Kevin has established a safety program which involves all crew members, and is providing Dustin with direction on operation and maintenance program leadership, and assisting in providing maintenance activity training for John G. I am starting to prepare an administrative procedures manual to contain guidance for activities, reports, etc. the Director is involved in.
- l) Annual cost management plan. Energy, chemicals, automation, and equipment efficiencies. We are tracking the multiple meter billing dispute between the FCC and Electrical suppliers, including Kaukauna Utility. It has the potential to result in a significant energy cost increase for the District. In 2015, tracking of individual treatment systems electrical use was initiated. It is hoped that continual monitoring of this data and analysis of electrical use by MCC may reveal the potential for reductions in use, or efficiency opportunities, and cost savings. Optimization of chemical use in treatment systems is ongoing. Significant savings have been realized in the past and we continue to strive for additional use reductions and savings. As equipment ages, efficiencies tend to drop. This is considered when repair / replacement of equipment options are evaluated.

Glen Geurts

From: Glen Geurts <Glen.Geurts@hvmsd.org>
Sent: Wednesday, August 12, 2015 9:23 AM
To: 'David Casper'; s.giebel3101@gmail.com; 'bsieb17204@aol.com'; 'kcoffey238@gmail.com'; pathennessey@yahoo.com
Cc: john.johnson@hvmsd.org; 'Dawn Bartel'
Subject: Commission Annual Agenda

Gentlemen;

At the August Commission meeting the subject of an "annual Commission schedule" was brought up. I searched old meeting packets and in the February 28, 2012 meeting minutes I found an annual agenda and schedule for the commission. It is listed as a "draft" agenda, and is as follows.

- June: CMAR report review and submission
- June: Annual Meeting with Communities (forum for communication of plans, issues and community input for the commission)
- July: District Financial Audit Review and adoption.
- August/September: Annual update of the District's Vision and Strategy (specific activities and examples of subject matter that may be included in this meeting include)
 - a. Potential for phosphorus trading (or other permit trading)
 - b. District operational and technical knowledge documentation. This will facilitate information transfer to new employees and resources as experienced personnel retire or transfer to new employees and resources as experienced personnel retire or transition out of the organization.
 - c. General Gap identification (District short comings or deficiencies)
 - d. Annual meeting with East Central Wisconsin Regional Planning Commission
 - e. Reviews with local utilities (i.e. Kaukauna Utilities)
 - f. Approval of designated depositories for HOVMSD funds for the coming year
 - g. Sustainability planning
 - h. Participation in professional organizations (including how information and expertise is integrated into the HOVMSD)
 - i. Developing and tracking a capital improvement plan
 - i.leveraging the asset management program to improve operations
 - ii.generate an equipment replacement schedule
 - iii.Asset management plan used as a tool to generate a 5 year asset plan
 - j. Ensuring the District's vision is consistent with the participating Communities'
 - k. Succession planning/updates
 - l. Annual Cost Management Plan
 - i.Energy
 - ii.Chemicals
 - iii.Automation
 - iv.Equipment efficiency
- October: Annual Budget and Rate Development
- October: Employee objective development
- November: Annual re-election of Commission officers and re-organization
- November: Annual personnel reviews (District Manager and review.endorsement)
- November: Budget adoption
- December: (TBD)

The plan is to review and refine this list of annual agenda items and formalize it for adoption.