

# MINUTES

## HEART OF THE VALLEY METROPOLITAN SEWERAGE DISTRICT REGULAR MEETING HELD ON **OCTOBER 13, 2015** AT THE HEART OF THE VALLEY MEETING ROOM.

**Members Present:** Dave Casper, John Sundelius, 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; Karen Brake, Accounts Payable/Fixed Assets HOVMSD; and Amy Vaclavik of McMahon Associates

### **1. 5:30 p.m. Call to Order – Roll Call**

President Casper called the meeting to order at 5:30 PM.

#### **1A. Appointment of John Sundelius to Commission**

Commission President Casper read the Oath of Office and John Sundelius was sworn in as Commissioner, replacing Steve Giebel. The Oath was signed by John Sundelius and notarized by Dawn Bartel.

#### **1B. Election of Officers**

Commissioner Siebers made a motion to nominate Dave Casper as President. The motion was seconded by Commissioner Hennessey. A roll call vote was taken: Commissioner Casper, abstained; Commissioner Sundelius, yes; Commissioner Siebers, yes; Commissioner Coffey, yes; and Commissioner Hennessey, yes. Motion carried.

Commissioner Casper made a motion to nominate Bruce Siebers as Vice President. The motion was seconded by Commissioner Coffey. A roll call vote was taken: Commissioner Casper, yes; Commissioner Sundelius, yes; Commissioner Siebers, abstained; Commissioner Coffey, yes; and Commissioner Hennessey, yes. Motion carried.

Commissioner Hennessey made a motion to nominate Commissioner Coffey as Secretary. The motion was seconded by Commissioner Siebers. A roll call vote was taken: Commissioner Casper, yes; Commissioner Sundelius, yes; Commissioner Siebers, yes; Commissioner Coffey, abstained; and Commissioner Hennessey, yes. Motion carried unanimously.

### **1C. Motion for Appointment of Official Newspaper**

A motion was made by Commissioner Siebers and seconded by Commissioner Casper to appoint the Appleton Post Crescent/Gannett Newspaper as the official newspaper for HOVMSD. A roll call vote was taken: Commissioner Casper, yes; Commissioner Sundelius, yes; Commissioner Siebers, yes; Commissioner Coffey, yes; and Commissioner Hennessey, yes. Motion carried unanimously.

### **1D. Resolution #168; Appointment of Public Depositories**

A motion was made by Commissioner Casper and seconded by Commissioner Siebers to adopt Resolution #168, which names the qualified public depositories for the HOVMSD. A roll call vote was taken: Commissioner Casper, yes; Commissioner Sundelius, yes; Commissioner Siebers, yes; Commissioner Coffey, yes; and Commissioner Hennessey, yes. Motion carried unanimously.

### **1E. 2016 Budget Workshop**

The Commission and Staff reviewed the 2016 proposed budget figures, replacement information, and rate and income data. The proposed 2016 budget of \$6,295,646 reflects a 2.63% increase. The proposed rates for 2016 are as follows: Flow \$0.79/1000 gallons; BOD \$0.254/pound; Suspended Solids \$0.219/pound; Phosphorus \$5.722/pound; Ammonia-N \$1.696/pound; and Chlorides \$0.005/pound. The budget and rate parameters will be officially adopted at the November 10, 2015 Regular Commission Meeting/Public Hearing.

## **2. Public Appearances**

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

## **3. Approval of the Minutes of the September 8, 2015 Regular Meeting**

The minutes of the September 8, 2015 Regular Meeting were presented to the Commission. A motion was made by Commissioner Hennessey seconded by Commissioner Coffey 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. Motion for Approval of Darboy Sanitary District Annexation; Ruys Property

A motion was made by Commissioner Casper and seconded by Commissioner Coffey to approve the Petition for Attachment of the Ruys property in the Town of Buchanan as presented at the public hearing on September 8, 2015. A roll call vote was taken: Commissioner Casper, yes; Commissioner Sundelius, yes; Commissioner Siebers, yes; Commissioner Coffey, yes; and Commissioner Hennessey, yes. Motion carried unanimously.

##### B. Health Insurance – Opt Out Incentive

After considerable discussion, the Commission tabled a decision and noted it to be put on the agenda again in the future.

##### C. FOG Report

The Commission received a written update from John Stoeger of Stoeger & Associates including a FOG Control Program update, a grease trap inspection summary by community, and a copy of the September 2015 invoice.

#### 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 September. Revenue received from Fox Energy for final effluent purchased in September 2015 = \$8,885.65. Total revenue received from Fox Energy for 2015 = \$91,064.72.

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

<b>cBOD</b>	<b>5.89 mg/l</b>
<b>Suspended Solids</b>	<b>27.24 mg/l</b>
<b>Phosphorus</b>	<b>.62 mg/l</b>
<b>Ammonia-N</b>	<b>.36 mg/l</b>
<b>Chlorides</b>	<b>562.86 mg/l</b>

**\*\* All permit values were met for September 2015 \*\***

## 6. Funds

### A. October 2015 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 Hennessey to approve payment of the bills in the amount of \$317,933.33. A roll call vote was taken: Commissioner Casper, yes; Commissioner Sundelius, 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 October 2015 Budget Comparison Report, along with an explanation of exceedances.

## 7. General Old or New Business

- The Commission received a report showing electrical use by MCC.
- The Commission received a report showing measurements of onsite oil & grease.
- District Director Geurts noted that the manhole work has been completed and final inspection with Scott Schramm of STS is tomorrow.
- Commissioner Casper asked about the \$1/year Boy Scout lot rental, and also inquired about the drainage on the farmland.
- Commissioner Coffey asked about the current status of the temporary bridge access. Geurts noted that Lunda Construction has installed the temporary bridge but HOV access won't happen until winter.
- Commissioner Coffey also asked District Director Geurts to share with the Commission the DNR's response letter regarding the TMDL issue.

## 8. Adjournment

With no further business before the Commission, a motion was made by Commissioner Coffey and seconded by Commissioner Siebers to adjourn the meeting. Motion carried unanimously. ( Time: 7:15 PM )

SIGNED \_\_\_\_\_

Kevin P. Coffey, Secretary#

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