

MINUTES

HEART OF THE VALLEY METROPOLITAN SEWERAGE DISTRICT REGULAR MEETING HELD ON NOVEMBER 10, 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; Dawn Bartel, Office Manager HOVMSD; Kevin Skogman, Director of Operations & Maintenance HOVMSD; Roy VanGheem of the Village of Little Chute, John Stoeger of Stoeger & Associates, and Tammy Kuehlmann/Ed Nevers of Donohue & Associates.

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

President Casper called the meeting to order at 5:57 PM.

1A. Public Hearing: Adoption of the 2016 Budget & Rate Charge Parameters

A motion was made by Commissioner Siebers and seconded by Commissioner Coffey to enter into a Public Hearing. Motion carried.

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A motion was made by Commissioner Casper and seconded by Commissioner Siebers to close the Public Hearing. Motion carried.

A motion was made by Commissioner Hennessey and seconded by Commissioner Coffey to adopt the 2016 Budget as presented in the amount of \$6,295,646 with the rate charge parameters 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. A roll call vote was taken: Commissioner Casper, yes; Commissioner Coffey, yes; Commissioner Sundelius, yes; Commissioner Hennessey, yes; and Commissioner Siebers, yes. Motion carried unanimously. The 2016 budget reflects a 2.63% increase from 2015.

2. Public Appearances

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

3. Approval of the Minutes of the October 13, 2015 Regular Meeting

The minutes of the October 13, 2015 Regular Meeting were presented to the Commission. A motion was made by Commissioner Casper seconded by Commissioner Siebers to approve the minutes. Motion carried. The minutes were reviewed and pre-approved by Secretary Coffey.

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 Report – John Stoeger

John Stoeger of Stoeger & Associates LLC gave a brief update of the FOG Program and noted that three facilities haven't installed grease traps; Dicks Drive In, Caring for Kids, and Village Limits, but he expects to have them in compliance by the end of the year. John also provided a written update including Grease Trap Inspection Summaries by community, a summary of site visits and correspondence, and a list of facilities requiring periodic trap and lateral inspections.

B. Donohue & Associates – Tammy Kuehlmann

Tammy Kuehlmann provided a 2014 Annual Flow Summary in draft form, along with a power point presentation. The report included background information, sustainability plan concepts, performance and peaking factor ratios, and flow data by community. After a lengthy discussion with questions and answers, President Casper requested a few verbiage changes and Vice President Siebers asked that the slide presentation be included as part of the document.

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 October. Revenue received from WPS/Fox Energy Center for final effluent purchased in October 2015 = \$13,232.89. Total revenue received from Fox Energy for 2015 = \$104,297.62.

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

cBOD	6.77 mg/l
Suspended Solids	28.99 mg/l
Phosphorus	.70 mg/l
Ammonia-N	.70 mg/l
Chlorides	610.83 mg/l

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

Commissioner Casper questioned the Suspended Solids number coming close to reaching the permit limit of 30 mg/l. District Director Geurts noted that he and Director of Operations & Maintenance, Kevin Skogman, have been investigating the problem. District Director Geurts will forward information to the Commission on the steps already taken, and further plans on dealing with the issue.

6. Funds

A. November 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 Hennessey to approve payment of the bills in the amount of \$224,455.03. 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 November 2015 Budget Comparison Report, along with an explanation of exceedances.

7. General Old or New Business

- *Farmland Drainage:* District Director Geurts followed up on an inquiry from Commissioner Coffey regarding the pond spillway problem and resolution. Geurts reported that the Outagamie County Land Conservation office, Town of Buchanan, and the land owner have repaired the spillway, installed erosion fabric and large rock rip-rap at the outfall to control erosion. All expenses related to the project were funded by the Land Conservation office and the Owner.

- *East Central Regional Planning Commission:* East Central has agreed to put GIS mapping of HOV's interceptor sewer manholes on its list of projects under consideration for 2016. A decision on approval should be made within the next few weeks. District Director Geurts noted that Eric Fowle of East Central has offered to attend a Commission meeting to introduce himself and give an update on the services available to HOV from East Central.
- *CMAR (Compliance Maintenance Annual Report):* District Director Geurts informed the Commission that the CMAR reports were due by October 31, 2015; all communities have complied with the deadline. Geurts will be meeting with each community to go over the contents of their CMAR.

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: 7:29 PM)

SIGNED _____

Kevin P. Coffey, Secretary#

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