

MINUTES

HEART OF THE VALLEY METROPOLITAN SEWERAGE DISTRICT REGULAR MEETING HELD ON DECEMBER 8, 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, Regulatory Compliance Manager HOVMSD; Dawn Bartel, Office Manager HOVMSD; Kevin Skogman, Director of Operations & Maintenance HOVMSD; Roy VanGheem of the Village of Little Chute, 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 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 November 10, 2015 Regular Meeting

The minutes of the November 10, 2015 Regular Meeting were presented to the Commission. A motion was made by Commissioner Siebers seconded by Commissioner Coffey 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. Discussion Items

A. Donohue & Associates

A motion was made by Commissioner Coffey to accept the Engineering Services Agreement from Donohue & Associates for annual evaluation of flow data collected in 2015 and 2016, and provide yearly data analysis and reporting, as outlined in the

Scope of Services of Amendment No. 11; not to exceed \$19,900 per year. The motion was seconded by Commissioner Siebers. 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. Strategic Municipal Services

Scott Schramm of SMS gave a final status update on the interceptor structure improvement project. Scott noted that the two-year warranty for the base project (structure interiors and venting) started April 2015, and the two-year warranty for the additive project (canal structure exteriors) began October 2015. The final payment to Great Lakes will be made in the amount of \$196,523.86. Commissioner Casper directed staff to send a thank you letter to Great Lakes TV & Seal.

C. FOG Report

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

D. Adoption of Resolution #169; Levy Abatement

A motion was made by Commissioner Casper and seconded by Commissioner Coffey to adopt Resolution #169; Resolution Abating Levy of 2015 Real Estate Taxes. A roll call vote was taken: Commissioner Casper, yes; Commissioner Sundelius, yes; Commissioner Hennessey, yes; Commissioner Coffey, yes; and Commissioner Siebers, yes. Motion carried.

E. Kaukauna Annexation Ordinance #1717

Following a 30-day contestment period, Kaukauna's Annexation Ordinance No. 1717 will by default be accepted into the Metropolitan Sewerage District because it lies within the 2030 sewer service boundary. This annexation consists of approximately 3.8 acres from the Town of Vandebroek. The current population is zero (0). A property description and map was attached; zoning is for single family residential.

F. 2016 Wage Adjustments/Certification Pay

District Director Geurts provided the Commission with information regarding comparable wage adjustments and then talked about the different levels of certification pay for each job category, and asked for Commission input on making the certification pay equal for each job. The certification test is the same for everyone. Commissioner Casper questioned whether or not there should be additional pay for an employee receiving Grade 4 certification, or if it should be included as part of the job descriptions and a requirement for hire. After a lengthy discussion, it was decided to place this topic on the agenda as a closed session item in January, along with discussion regarding wage adjustments for 2016.

G. Little Chute Mill Street Bridge

District Director Geurts informed the Commission that the Village of Little Chute has negotiated with Lunda Construction to allow HOVMSD personnel and contractors to use the temporary bridge across the canal to access meter station #2. Lunda is requiring HOV to sign an "Indemnification & Release from Liability" form. Little Chute has requested that HOV wait until the new bridge is complete before entering into an inter-municipal agreement relative to meter station #2 access.

PLANT REPORTS:

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 November. Revenue received from WPS/Fox Energy Center for final effluent purchased in November 2015 = \$10,807.88. Total revenue received from Fox Energy for 2015 = \$115,105.49.

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

cBOD	5.35 mg/l
Suspended Solids	15.63 mg/l
Phosphorus	.39 mg/l
Ammonia-N	.71 mg/l
Chlorides	509.23 mg/l

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

6. Funds

A. December 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 \$322,262.48. 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 December 2015 Budget Comparison Report, along with an explanation of exceedances.

7. General Old or New Business

A motion was made by Commissioner Siebers and seconded by Commissioner Hennessey to authorize Commission President Casper to sign the letters to the four credit unions, identifying Glen Geurts and Dawn Bartel as the designated signers and to open accounts on behalf of the Heart of the Valley MSD. Motion carried. Resolution #168, identifying the public depositories for the District was also re-signed due to the change in the secretary position.

8. Adjournment

With no further business before the Commission, a motion was made by Commissioner Sundelius and seconded by Commissioner Coffey to adjourn the meeting. Motion carried unanimously. (Time: 7:40 PM)

SIGNED _____
Kevin P. Coffey, Secretary#

#