

MINUTES

HEART OF THE VALLEY METROPOLITAN SEWERAGE DISTRICT REGULAR MEETING HELD ON **JANUARY 12, 2016** 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; and Kevin Skogman, Director of Operations & Maintenance HOVMSD

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 December 8, 2015 Regular Meeting

The minutes of the December 8, 2015 Regular Meeting were presented to the Commission. A motion was made by Commissioner Siebers seconded by Commissioner Hennessey 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. 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 December 2015 invoice.

The Commission also received a copy of correspondence from John Stoeger relative to a complaint from Bachelor's Bar concerning their FOG program compliance. This issue will be further discussed at the February Commission Meeting.

B. Kaukauna Annexation Ordinance #1722

Following a 30-day contestment period, Kaukauna's Annexation Ordinance No. 1722 will by default be accepted into the Metropolitan Sewerage District because it lies within the 2030 sewer service boundary. This annexation consists of approximately 9.8 acres from the Town of Buchanan. The current population is zero (0). A property description and map was attached; zoning is for single family residential. This annexation is for Expera and is part of the Red Hills Landfill.

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 December. Revenue received from WPS/Fox Energy Center for final effluent purchased in December 2015 = \$11,886.26. Total revenue received from Fox Energy for 2015 = \$126,991.75.

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

cBOD	5.76 mg/l
Suspended Solids	13.42 mg/l
Phosphorus	.30 mg/l
Ammonia-N	.63 mg/l
Chlorides	450.00 mg/l

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

6. Funds

A. January 2016 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 Coffey to approve payment of the bills in the amount of \$263,529.71. 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.

7. General Old or New Business

Extreme Weather Event: District Director Geurts provided the Commission with peak flow determinations for each metering station for the extreme wet weather/rainfall event on December 13th & 14th. These individual results will be shared with the individual communities.

Community Billing Calculations: The Districts billing methodology was briefly discussed. This item will be placed on the agenda for the February meeting for additional discussion and possible action.

Van's Septic Service: John Johnson informed the Commission of the past due bills for Van's Septic from 2015, amounting to over \$8,500. Several attempts have been made to contact Van's via mail and phone with no response. The Commission directed Johnson to send them a certified letter with a request for immediate payment or an invitation to attend a commission meeting to discuss payment options.

Government Affairs Seminar: Commissioner Siebers noted that he would like to attend the Government Affairs Seminar on February 25th with Geurts and Skogman.

8. Closed Session pursuant to Wisconsin State Statute 19.85 (1)(c) regarding wage adjustments and certification pay

A motion was made by Commissioner Casper and seconded by Commissioner Siebers to enter into a Closed Session. Motion carried.

A motion was made by Commissioner Coffey and seconded by Commissioner Siebers to end the Closed Session, and return to Open Session. Motion carried.

A motion was made by Commissioner Casper and seconded by Commissioner Coffey to approve step adjustments for the District Director and the Director of Operations & Maintenance. A dollar amount not to exceed \$20,000 was approved for 2016 salary adjustments for all eleven employees. The Commission gave District Director Geurts complete discretion to decide on the percentage or dollar amount increases for the employees, as well as a possible mid-year merit bonus based on their performance. 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.

Regarding Certification Pay, the Commission consented to put a requirement for full certification in the job descriptions of all positions deemed necessary, with a 5-year period allowed to obtain certification. Present employees who do not have the certification will not be required to get it. Certification Pay will provide for a pay increase of \$1.00/hour for all non-exempt positions who have at least two years of employment with the District.

9. Adjournment

With no further business before the Commission, a motion was made by Commissioner Sundelius and seconded by Commissioner Siebers to adjourn the meeting. Motion carried unanimously. (Time: 8:46 PM)

SIGNED _____
Kevin P. Coffey, Secretary#

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