

MINUTES

HEART OF THE VALLEY METROPOLITAN SEWERAGE DISTRICT REGULAR MEETING HELD ON MARCH 8, 2016 AT THE HEART OF THE VALLEY MEETING ROOM.

Members Present: Dave Casper, John Sundelius, Bruce Siebers, and Pat Hennessey

Absent: Kevin Coffey, excused

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; Tammy Kuehlmann & Ed Nevers of Donohue & Associates, Roy VanGheem, and Racquel Giese.

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

President Casper called the meeting to order at 6:00 PM. Commissioner Siebers acted as Secretary.

2. Public Appearances

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

3. Approval of the Minutes of the February 9, 2016 Regular Meeting

The minutes of the February 9, 2016 Regular Meeting were presented to the Commission. A motion was made by Commissioner Casper seconded by Commissioner Hennessey to approve the minutes. Motion carried. The minutes were reviewed and pre-approved by Acting 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, along with a letter from East Central Regional Planning Commission regarding GIS interceptor sewer manhole mapping in which East Central will be providing free technical assistance.

5. Discussion Items

A. Public Hearing for the purpose of Pre-Treatment Modifications to the District's Sewer Use Ordinance; and adoption

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

District Director Geurts noted that the legal publication for the public notice was posted in the Appleton Post Crescent. No written comments were received for or against. Commissioner Casper opened the floor for public comments; there were none.

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

A motion was made by Commissioner Casper to incorporate the changes into the Sewer Use Ordinance and directed staff to put the updated copy of the Ordinance on the website. Commissioner Siebers seconded the motion. A roll call vote was taken: Commissioner Casper, yes; Commissioner Sundelius, yes; Commissioner Siebers, yes; and Commissioner Hennessey, yes. Motion carried unanimously.

B. Donohue & Associates-Draft Sustainability Program report and presentation

The Commission received a memo from Donohue dated 3/3/2016 regarding 2015 annual flow summaries, and Tammy Kuehlmann used a power point presentation to review the draft data. Included in the presentation was annual peak flows by community, antecedent moisture model data by community, 3-year rolling averages of peak flows, CMAR performance indicators, storm event comparisons, and plant performance. This information will also be presented to the member communities in mid April.

C. Alternative District billing process; discussion & possible action

Presently, the community billings are generated from sampling strengths at each meter station and the communities are billed using monthly averages in mg/L for the parameters for BOD, Total Suspended Solids, Phosphorus, Ammonia Nitrogen, and Chlorides. A more accurate method would breakdown each individual sampling event and convert the mg/L for the five parameters to total pounds per sampling event. Commissioner Casper drafted proposed language to incorporate this enhanced billing method into the Sewer Use Ordinance. After a discussion, a motion was made by Commissioner Casper and seconded by Commissioner Hennessey to authorize District Director Geurts to move forward with the publication and scheduling of a Public Hearing at the April 12th Commission Meeting. Motion carried unanimously.

D. FOG Program Update

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 February 2016 invoice. Commissioner Casper voiced his displeasure with the handful of businesses who fail to comply or ignore reminder letters; which in turn takes more time for John Stoeger, causing his bill for that particular community to increase.

E. 2015 Chemical Use Report

Kevin Skogman, Director of Operations & Maintenance, provided a report showing the cost of each chemical used in the treatment process, the cost per MGD treated, and the amount purchased. Also included was the dollars spent on natural gas, potable water, and electricity.

PLANT REPORTS:

1. 2016 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 February. Revenue received from WPS/Fox Energy Center for final effluent purchased in February 2016 = \$11,252.63. Total revenue received from Fox Energy for 2016 = \$22,590.64.

The average final effluent concentrations for **February 2016** were as follows:

cBOD	6.88 mg/l
Suspended Solids	14.11 mg/l
Phosphorus	.40 mg/l
Ammonia-N	.20 mg/l
Chlorides	577.69 mg/l

**** All permit values were met for February 2016 ****

6. Funds

A. March 2016 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 Siebers to approve payment of the bills in the amount of \$155,653.41. A roll call vote was taken:

Commissioner Casper, yes; Commissioner Sundelius, yes; Commissioner Siebers, yes; and Commissioner Hennessey, yes. Motion carried unanimously.

7. General Old or New Business

Sewer Line Plugging Issues (John Sundelius): In December of 2015, the treatment plant received a large quantity of polyester polyurethane, which caused plugging to meter station #6. After an investigation, it was discovered to be discharged from Albany International. Commissioner Sundelius noted that Albany International has been very cooperative in rectifying the situation.

Waste Hauler delinquent bill update: The Commission directed staff to continue adding interest to the delinquent bill, and if payment isn't received by the end of April, proceed with collections.

Flue Gas Disulfurization (FGD): District Director Geurts has no new information to report at this time.

Sewer Use Ordinance Language-Connection Fee A: District Director Geurts explained that Fee A of the Connection Fees was established as part of the 20-year loan for the 1995 expansion/plant upgrade. The loan payments for the 1995 upgrade ended in 2015, so Fee A was meant to end at the same time.

Asset Management Software: District Director Geurts noted that HOV's outside IT vendor requested permission to familiarize themselves with the asset management program, and investigate the possibility of utilizing a newer, updated program. The vendor who currently provides support and programming is close to retiring. The Commission asked that a confidentiality agreement be signed.

Woodland Management: District Director Geurts contacted the Outagamie County Forester and will be meeting with him to look over the HOV land and make a recommendation for timber harvesting.

8. 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: 7:40 PM)

SIGNED _____
Bruce M. Siebers, Acting Secretary