

MINUTES

HEART OF THE VALLEY METROPOLITAN SEWERAGE DISTRICT REGULAR MEETING HELD ON MAY 10, 2016 AT THE HEART OF THE VALLEY MEETING ROOM.

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

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; John Stoeger of Stoeger & Associates, and Roy VanGheem

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 April 12, 2016 Regular Meeting

The minutes of the April 12, 2016 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 Commission 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 Program Update – John Stoeger

John Stoeger of Stoeger & Associates provided a written FOG update by community. He also indicated that there are six sites who have not installed a grease trap and reminder letters have been sent out with a deadline of June for installation. The Commission also received an itemized copy of the April 2016 invoice.

B. FGD Gypsum Study meeting report

A meeting was held at HOV to consider a research program on the use of Flue Gas Desulfurization (FGD) gypsum, recovered from electrical power plants, in agricultural applications. The research group is considering the use of the District's farmland for this study. The study would involve the addition of FGD gypsum to the land; the runoff from the fields would be monitored with sampling and analysis. Gypsum can provide the benefits of improved soil health, crop yields, and water quality in nearby waterways; and can be an effective tool in controlling soluble Phosphorus contributions to surface waterways. The District may be able to use this measured reduction in Phosphorus runoff from its farm fields to obtain a Water Quality Trading Phosphorus credit toward meeting the next NPDES permit limits.

C. Employee Handbook Language Revisions

In a memo dated 5/3/2016, District Director Geurts proposed six changes to the Employee Manual; primarily for uniformity and clarity. A motion was made by Commissioner Hennessey and seconded by Commissioner Coffey to adopt the changes as presented. Motion carried.

D. Audit Agreement Discussion/Action

Commission President Casper signed the Audit Engagement Letter and Fraud Questionnaire from Erickson & Associates. The Commission directed staff to request a couple bids from other auditing/accounting firms. A discussion will be held at the June Commission meeting regarding these proposals and the possibility of signing a 3-year contract with Erickson & Associates, SC.

E. Arla Foods Request

Arla Foods in Hollandtown is investigating future treatment options and requested HOV to consider accepting their wastewater. After a review of the volume and strength numbers from Arla Foods, the Commission consented to decline their request. Commissioner Casper noted that it would be irresponsible to allow additional loadings that could be detrimental to the plant and communities served.

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 April. Revenue received from WPS/Fox Energy Center for final effluent purchased in April = \$3,707.37. Total revenue received from Fox Energy for 2016 = \$38,728.11.

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

cBOD	4.78 mg/l
Suspended Solids	9.51 mg/l
Phosphorus	.22 mg/l
Ammonia-N	.35 mg/l
Chlorides	447.50 mg/l

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

6. Funds

A. May 2016 Accounts Payable; Action for Approval

After a review and discussion of the bills payable, a motion was made by Commissioner Coffey and seconded by Commissioner Siebers to approve payment of the bills in the amount of \$186,463.56. A roll call vote was taken: Commissioner Casper, yes; Commissioner Coffey, yes; Commissioner Sundelius, yes; Commissioner Siebers, yes; and Commissioner Hennessey, yes. Motion carried unanimously.

B. Budget Comparison Report

The Commission received a Budget Comparison Report for April 2016, along with an explanation of exceedances.

7. General Old or New Business

WEFTEC Attendance: Commissioner Dave Casper and Commissioner John Sundelius indicated that they will be attending WEFTEC in New Orleans.

Waste Hauler delinquent bill update: The Commission directed District Director Geurts to investigate how to file a judgement with the County and to contact legal counsel if necessary. Interest will continue to be added on a monthly basis.

Biostyr Building Defects: District Director Geurts noted that he requested proposals from Boldt and Lunda. Boldt was on-site to look over the defective stairwell area and will be providing an estimate; Lunda hasn't responded to date.

Agropur (Simon's Cheese) Request: The Commission agreed to a request from Agropur to take their raw wastewater during their 3 – 7 day shutdown period.

8. Closed Session pursuant to Wisconsin State Statute 19.85 (1)(c) regarding personnel issues; and possible action.

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

A motion was made by Commissioner Casper and seconded by Commissioner Coffey to end the Closed Session. Motion carried.

The Commission directed District Director Geurts to add the word "retire" to vacation payout language in the Employee Manual; last paragraph of the Vacation section.

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: 7:16 PM)

SIGNED

Kevin P. Coffey, Secretary