

MINUTES

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

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

Absent: None

Also Present: Glen Geurts, District Director HOVMSD; Kevin Skogman, Director of Operations & Maintenance HOVMSD; Dawn Bartel, Office Manager HOVMSD; Chad Giackino, Regulatory Compliance Manager HOVMSD; John Stoeger of Stoeger Associates, Ed Nevers & Tracey Webb from Donohue & Associates, and John Neumier

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

President Casper called the meeting to order at 6:00 PM.

1A. Public Hearing for the Adoption of the 2017 Budget & Rate Charge Parameters

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

A motion was made by Commissioner Coffey 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 2017 Budget as presented in the amount of \$6,496,404 with the rate charge parameters as follows: Flow \$0.837/1000 gallons; BOD \$0.265/pound; Suspended Solids \$0.261/pound; Phosphorus \$6.136/pound; Ammonia-N \$1.625/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 2017 budget reflects a 3.19% increase from 2016.

2. Public Appearances – Introduction of Tracey Webb from Donohue & Associates as the new project manager for the I/I reduction/sustainability program

Ed Nevers introduced Tracey Webb to the Commission & Staff. There were no other public appearances for any items not listed on the agenda.

3. Approval of the Minutes of the October 11, 2016 Regular Meeting

The minutes of the October 11, 2016 Regular Meeting were presented to the Commission. A motion was made by Commissioner Sundelius and seconded by Commissioner Siebers 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 by John Stoeger

John Stoeger of Stoeger & Associates provided a written FOG update by community. The Commission also received an itemized copy of the October 2016 invoice. John's report also noted that one facility in Kaukauna has not installed a grease trap. The Commission directed Stoeger to send another certified letter stating that they will incur monetary penalties if the grease trap isn't installed by the end of the month. The Commission directed District Director Geurts to contact Attorney Tim Fenner to inquire how the monetary fees can be collected.

B. Permit Status – Path to Compliance

District Director Geurts provided the Commission with a memo outlining the progress for permit compliance, as well as what needs to be done going forward. The Commission decided that a special meeting should be held in early 2017 to discuss this more in depth.

C. City of Kaukauna Wildenberg North Annexation

Following a 30-day contestment period, Kaukauna's Annexation Ordinance No. 1730 will by default be accepted into the Metropolitan Sewerage District because it lies within the 2030 sewer service boundary. This annexation consists of approximately 29 acres from the Town of Vandenbroek. The current population is zero (0). A property description and map was attached; zoning is for single family residential.

D. City of Kaukauna Sanitary Sewer Lateral Connection & Sewer Abandonment

John Neumier spoke on behalf of the City of Kaukauna’s request for the connection of an existing sanitary sewer lateral into the HOV interceptor line. A map was reviewed; the lateral serves the Expera office building at the Elm Street and Thilmany Road intersection. The City would propose and I/I reduction project which abandons and fills 1,824 feet of concrete pipe and four sanitary manholes. After a discussion, the Commission consented to allow the City to proceed.

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 October. Revenue received from WPS/Fox Energy Center for final effluent purchased in October = \$4,883.14. Total revenue received from Fox Energy for 2016 = \$108,888.66.

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

| | |
|-------------------------|--------------------|
| cBOD | 4.89 mg/l |
| Suspended Solids | 24.85 mg/l |
| Phosphorus | .55 mg/l |
| Ammonia-N | .35 mg/l |
| Chlorides | 579.23 mg/l |

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

Kevin Skogman, Director of Operations & Maintenance, gave an update on the Actiflo mixing parts and the Aerzen blower issues. Kevin also noted that he is advertising for a mechanic/operator position.

6. Funds

A. November 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 \$152,309.24. A roll call vote was taken:

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

B. Budget Comparison Report

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

7. General Old or New Business

- ✓ District Director Geurts noted that the brochure is almost finalized and will soon be brought to a printer for a quote on printing/mailing. Mailing lists have been requested from each community.
- ✓ Greg Olson of the Sand County Foundation will be attending the December Commission Meeting to give an update on the FGD Study.
- ✓ United Liquid Waste will be starting to empty the sludge storage tanks this week.

8. Closed Session pursuant to Wisconsin State Statute 19.85 (1)(c) regarding the selection process for the District Director position

A motion was made by Commissioner Casper and seconded by Commissioner Coffey to enter into a Closed Session. Motion carried. (Time: 7:15 PM)

A motion was made by Commissioner Siebers and seconded by Commissioner Casper to return to Open Session. Motion carried.

9. Adjournment

With no further business before the Commission, a motion was made by Commissioner Sundelius and seconded by Commissioner Casper to adjourn the meeting. Motion carried unanimously. (Time: 9:30 PM)

SIGNED _____
Kevin P. Coffey, Secretary