

# MINUTES

**HEART OF THE VALLEY METROPOLITAN SEWERAGE DISTRICT  
SPECIAL MEETING HELD ON FEBRUARY 28, 2017 AT THE HEART OF THE  
VALLEY MEETING ROOM.**

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

**Absent:** None

**Also Present:** Brian Helminger, District Director HOVMSD

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

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

## **2. Commission Calendar**

New District staff and the start of a new year brought forth the continued development of the Commission Annual Calendar. The Commission reviewed the content and elements of the annual calendar with the District Director. Discussion ensued on monthly items and appropriate timing for Commission review. Addressing items proactively and the dissemination of information to the member communities were primary considerations in making adjustments to the calendar. Helminger was given verbal directive to move the budget process up one month and to notice future meeting agendas to include the elements of the Master agenda.

## **3. Review cash reserves and discuss a goals/limits policy**

After a brief discussion on the many ways utilities can determine policies on reserves, the Commission determined specific account balances and a detailed breakdown of designated versus undesignated reserves was needed to continue discussion. Helminger was directed to request expert assistance from Greg Heino of Erickson & Associates to provide options to the Commission on the subject of minimum fund balance levels. Action will be taken when this information is available for commission review.

## **4. General Old or New Business**

There was no old or new business.

## **5. 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: 7:38 p.m.)

**SIGNED** \_\_\_\_\_

**Kevin P. Coffey, Secretary**