

MINUTES

HEART OF THE VALLEY METROPOLITAN SEWERAGE DISTRICT REGULAR MEETING HELD ON JUNE 13, 2017 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: Brian Helminger, District Director HOVMSD; Kevin Skogman, Director of Operations & Maintenance HOVMSD; Dawn Bartel, Office Manager HOVMSD; Greg Heino of Erickson & Associates, Jessica Schultz of Fox Wolf Watershed Alliance, Jeremy Freund, and Mike Maas

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

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

2. Public Appearances

Mr. Mike Maas of 903 Laurel Lane, Kaukauna, WI voiced his concerns regarding survey monuments which are missing from his property at 903 Laurel Lane as well as his adjacent property at 907 Laurel Lane. Mr. Maas alleges that these monuments were disturbed and/or removed during the siphon crossing construction project in 2004. Maas is requesting that HOVMSD pay to have both lots surveyed and the marker stakes replaced. This topic will be placed on the July agenda for further discussion and possible action.

3. Approval of the Minutes of the May 9, 2017 Regular Meeting

The minutes of the May 9, 2017 Regular Meeting were presented to the Commission. A motion was made by Commissioner Coffey and seconded by Commissioner Hennessey to approve the minutes as written. 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 Helminger along with an article from wateronline.com "Fixing the EPA's Clean Water Problem."

5. Discussion Items

A. 2016 Audit Presentation by Erickson & Associates

Greg Heino of Erickson & Associates reviewed the audited financial statements dated 12/31/2016. A motion was made by Commissioner Siebers and seconded by Commissioner Hennessey to approve the 2016 audited financial statements, management letter, and communication letter, as prepared and presented by Erickson & Associates. A roll call vote was taken: Commissioner Sundelius, yes; Commissioner Coffey, yes; Commissioner Casper, yes; Commissioner Hennessey, yes; and Commissioner Siebers, yes. Motion carried.

B. Approval of the 2017-2019 Audit Proposal by Erickson & Associates

After a review of the 3-year proposal, a motion was made by Commissioner Siebers and seconded by Commissioner Coffey to accept the proposal from Erickson & Associates, dated 6/7/2017, for a three-year term as follows: 2017 @ \$14,700; 2018 @ \$14,900; and 2019 @ \$15,000. 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.

C. Update on Water Quality Trading Plan – Jessica Schultz

Jessica Schultz reviewed her Water Quality Trade Update with the Commission. She informed the Commission that the DNR came up with a new way to calculate TSS credits. The plan now needs to be updated with the new calculations submitted to the DNR for approval. Jessica also provided calculations of TSS credits for years 2018-2029. Interim credits can be utilized for 5 years. The Commission then received a breakdown of proposed costs for the sediment basin from Jeremy Freund of Outagamie County. After a discussion, Jeremy informed the Commission that he will re-bid to include the cost of an access road and bring more information to the July Commission meeting.

D. FOG Program Update

John Stoeger of Stoeger & Associates provided a written FOG update by community. The Commission also received an itemized copy of the May 2017 invoice.

E. Hauled Waste Program – Administrative Charge Revision

District Director Helminger provided calculations for an administrative charge for waste haulers at \$4.21/1000 gallons. After a review and discussion, Commissioner Siebers made a motion to approve the administrative charge as documented, with implementation to begin on 10/1/2017. This charge will be reviewed and adjusted annually. Commissioner Hennessey seconded the motion. A roll call vote was taken: Commissioner Siebers, yes; Commissioner Sundelius, yes; Commissioner Hennessey, yes; Commissioner Casper, yes; and Commissioner Coffey, yes. Motion carried unanimously. District Director Helminger noted that an ordinance language change is not required.

F. Adoption of Resolution #173; 2016 Compliance Maintenance Annual Report
After a review of the 2016 Compliance Maintenance Annual Report (CMAR), a motion was made by Commissioner Casper and seconded by Commissioner Siebers to adopt Resolution #173 stating that the HOVMSD Commission has reviewed and understands the CMAR which will be submitted to the Wisconsin DNR. A roll call vote was taken: Commissioner Siebers, yes; Commissioner Sundelius, yes; Commissioner Hennessey, yes; Commissioner Casper, yes; and Commissioner Coffey, yes. Motion carried unanimously. The CMAR was signed by President Casper and Secretary Coffey.

PLANT REPORTS:

1. 2017 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 May. Revenue received from WPS/Fox Energy Center for final effluent purchased in May = \$399.82. Total revenue received to date from Fox Energy for 2017 = \$31,654.41.

The average final effluent concentrations for **May 2017** were as follows:

cBOD	5.05 mg/l
Suspended Solids	8.74 mg/l
Phosphorus	.32 mg/l
Ammonia-N	.33 mg/l
Chlorides	489.29 mg/l

**** All permit values were met for May 2017 ****

Kevin Skogman, Director of Operations & Maintenance, reviewed his written O & M Report. Skogman discussed SCADA computer upgrades and ATAD programming which will be happening in July, biosolids hauling of 1.8 million gallons, and maintenance items including the process return pump drives, underground bio-solids storage tank valves, and Actiflo mixer shaft.

6. Funds

A. June 2017 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 \$258,952.64. 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 June 2017, along with an explanation of exceedances.

7. General Old or New Business

District Director Helminger informed the Commission that he's investigating the proper signage and lighting for the marine manholes. Commission President Casper informed the group that he plans on staying on the commission for another 5-year term, but wishes to change roles on the Commission.

8. Closed Session pursuant to Wisconsin State Statute 19.85 (1)(c) regarding compensation review for District Director; and possible action in open session

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

A motion was made by Commissioner Hennessey and seconded by Commissioner Siebers to end the closed session and return to open session. Motion carried.

A motion was made by Commissioner Siebers and seconded by Commissioner Sundelius to approve a salary increase of \$1,500 for the District Director, effective 7/1/2017. 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.

9. Adjournment

With no further business before the Commission, a motion was made by Commissioner Sundelius and seconded by Commissioner Coffey to adjourn the meeting. Motion carried unanimously. (Time: 8:09 PM)

SIGNED _____

Kevin P. Coffey, Secretary