

## MINUTES

### HEART OF THE VALLEY METROPOLITAN SEWERAGE DISTRICT REGULAR MEETING HELD ON JULY 11, 2017 AT THE HEART OF THE VALLEY MEETING ROOM.

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

**Absent:** Kevin Coffey, excused

**Also Present:** Brian Helminger, District Director HOVMSD; Kevin Skogman, Director of Operations & Maintenance HOVMSD; Chad Giackino, Regulatory Compliance Manager HOVMSD; Jessica Schultz of Fox Wolf Watershed Alliance, Jeff Elrick, and John Stoeger

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

Commission President Casper called the meeting to order at 6:00 PM. Commissioner Siebers acted as Secretary in Kevin Coffey's absence.

#### 2. Public Appearances

No appearances were made.

#### 3. Approval of the Minutes of the June 13, 2017 Regular Meeting

The minutes of the June 13, 2017 Regular Meeting were presented to the Commission. A motion was made by Commissioner Siebers 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

There was no correspondence to present or discuss.

#### 5. Discussion Items

##### A. Property Survey Considerations – Mike Maas

After a discussion, a motion was made by Commissioner Casper and seconded by Commissioner Sundelius to obtain quotes from Strategic Municipal Services and one additional company to reestablish the rear property markers on the three properties in Kaukauna; 900 Laurel Lane, 903 Laurel Lane, and 907 Laurel Lane, not to exceed

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\$4,500. Motion carried. The commission directed staff to notify Mike Maas in writing of this decision.

### **B. FOG Program Update**

John Stoeger of Stoeger & Associates provided a written FOG update by community. The Commission also received an itemized copy of the June 2017 invoice. Stoeger also discussed the anomalies of the grease trap and interceptor at Rico's Family Restaurant in Combined Locks.

## **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 June. Revenue received from the WPS-Fox Energy Center for final effluent purchased in June = \$5,817.71. Total revenue received to date from Fox Energy for 2017 = \$37,472.13.

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

<b>cBOD</b>	<b>4.64 mg/l</b>
<b>Suspended Solids</b>	<b>11.16 mg/l</b>
<b>Phosphorus</b>	<b>.31 mg/l</b>
<b>Ammonia-N</b>	<b>.25 mg/l</b>
<b>Chlorides</b>	<b>478.08 mg/l</b>

**\*\* All permit values were met for June 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 the week of July 24th, conversations with Kaukauna Utilities about recent power outages, and maintenance items including the process return pump drives, underground bio-solids storage tank valves, Actiflo mixer shaft, and polymer feed skids.

## **6. Funds**

### **A. July 2017 Accounts Payable; Action for Approval**

After a review and discussion of the bills payable, a motion was made by Commissioner Siebers and seconded by Commissioner Sundelius to approve payment of the bills in the amount of \$230,375.21. A roll call vote was taken: Commissioner Casper, yes; Commissioner Sundelius, yes; Commissioner Siebers, yes; and Commissioner Hennessey, yes. Motion carried unanimously.

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**B. Budget Comparison Report**

The Commission received a Budget Comparison Report for July 2017. There were no exceedances to discuss at the half way point of the budget year.

**7. General Old or New Business**

*Marine Manhole Buoy Lights:* District Director Helminger noted that he should be receiving information from the Coast Guard early next week. The interceptor action plan and work needing to be completed for that project may require the delay of the installation of buoy lights on certain marine structures.

*Interceptor System Action Plan:* District Director Helminger reviewed his written update and noted that Strategic Municipal Services (SMS) has identified 14 key structures to investigate as potential problem areas in the system. The attack of H2S on the concrete has gotten worse since last inspected in 2010. Based on location and access it may be more cost effective to replace some manholes rather than rehabilitate them. SMS will continue their inspections for pipe and structure condition assessments.

*Water Quality Trading Plan:* District Director Helminger noted that the sediment basin project was put out to bid and no acceptable bids were received. However, Outagamie County Highway Department submitted a cost estimate of approximately \$55,000. Jessica Schultz discussed the revised trading plan and contract with the DNR. Helminger was directed to forward the Agreement to legal counsel for review and comment. Final review by the DNR may take a month with final approval of the project at the September Commission Meeting.

**8. Closed Session pursuant to Wisconsin State Statute 19.85 (1)(c) regarding 2017 merit bonus distribution**

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

A motion was made by Commissioner Casper and seconded by Commissioner Siebers to end the closed session and 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 Hennessey to adjourn the meeting. Motion carried unanimously. (Time: 7:28 PM )

**SIGNED & APPROVED BY:** \_\_\_\_\_

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**Bruce M. Siebers, Acting Secretary**

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