

MINUTES

HEART OF THE VALLEY METROPOLITAN SEWERAGE DISTRICT REGULAR MEETING HELD ON AUGUST 8, 2017 AT THE HEART OF THE VALLEY MEETING ROOM.

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

Absent: John Sundelius, excused

Also Present: Brian Helminger, District Director HOVMSD; Kevin Skogman, Director of Operations & Maintenance HOVMSD; Dawn Bartel, Office Manager HOVMSD; Chad Giackino, Regulatory Compliance Manager HOVMSD; Tracey Webb & Ed Nevers of Donohue, and Danielle Block of the Village of Kimberly

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

No appearances were made.

3. Approval of the Minutes of the July 11, 2017 Regular Meeting

The minutes of the July 11, 2017 Regular Meeting were presented to the Commission. A motion was made by Commissioner Hennessey and seconded by Commissioner Siebers to approve the minutes as written. Motion carried. The minutes were reviewed and pre-approved by Acting Secretary Siebers.

4. Correspondence to/from/for Commission

There was no correspondence to present or discuss.

5. Discussion Items

A. Donohue & Associates – Amendment No. 12

After an in-depth discussion of the three proposed options for Amendment No. 12 to the Engineering Services Agreement for I/I reduction dated 7/27/2017, the Commission directed Donohue to revise their proposal to incorporate both Option B and Option C. This new option (B+) would provide the annual review based on the original model and include additional services to identify potential impacts caused by

existing landfill properties and also review and develop a needs list of other potential contributors within the District, as well as coordinate with the DNR regarding concurrence and approval of a potential model change regarding the I/I compliance plan. A revised proposal will be available for review, discussion, and approval at the September Commission meeting.

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 July 2017 invoice.

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 July. Revenue received from the WPS-Fox Energy Center for final effluent purchased in July = \$14,803.75. Total revenue received to date from Fox Energy for 2017 = \$52,275.88.

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

cBOD	3.41 mg/l
Suspended Solids	11.72 mg/l
Phosphorus	.25 mg/l
Ammonia-N	.29 mg/l
Chlorides	490.00 mg/l

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

Kevin Skogman, Director of Operations & Maintenance, reviewed his written O & M Report. Skogman discussed SCADA computer upgrades and ATAD programming which has been delayed to the week of August 14th, replacement of the Actiflo MCC room air conditioner, completion of the asphalt seal coating, and the overhaul of a Biostyr blower.

6. Funds

A. August 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 Coffey to approve payment of the bills in the amount of \$189,180.02. A roll call vote was taken: Commissioner Casper, 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 August 2017. There were no exceedances to discuss at this time.

7. General Old or New Business

Water Quality Trading Plan: District Director Helminger noted that Jessica Schultz from Fox-Wolf Watershed Alliance is working with Outagamie County to obtain a letter of compliance with NR151 – Agricultural Performance/Runoff Management Standards. The DNR has requested that this be included as part of the plan. Helminger indicated that pond construction could start mid September.

Crane Engineering: After a discussion, a motion was made by Commissioner Casper and seconded by Commissioner Siebers to endorse and support the request by Crane Engineering to have HOV be the host site for a mobile sewage treatment system that Crane is pilot testing for remote locations. Commission directed District Director Helminger to obtain proper legal documentation including indemnification and liability insurance. Motion carried. This will be in operation 24/7 with continual testing, for approximately 2-3 weeks. Crane will provide all resources; HOV will be the sewage source (4 GPM).

8. District Director's Report

A. 2018 Budget

District Director Helminger discussed the fund balance applied calculation and past practice used in the budget process which reduces the rate structure to the member communities and results in HOV holding less cash in the undesignated reserve fund. The recommendation of the auditor is to maintain at least 6 months of O & M costs in the undesignated reserves. Because of this balance now at 54%, the fund balance applied practice is no longer advisable. After a review of Helminger's calculations and a look at the history of unrestricted assets applied, the Commission consented to using a fund balance applied calculation that applies only to the fund balance in excess of a 50% threshold when compared to the annual HOV O & M costs.

B. Interceptor Action Plan

Scott Schramm of Strategic Municipal Services has been on site several times and is working with contractors who are capable of doing this type of marine work. Details are being gathered on how to best approach the marine based work including equipment needs and land based access points which can be used to reach the interceptor sewer. Commissioner Casper asked staff to request a timetable from Scott Schramm.

C. Monument Location – McFarland Place

Fox Valley Land Surveying will be surveying the parcels on Laurel Lane; 900, 903, and 907 for a cost of \$1,000. The work should be complete within the next couple weeks. Mr. Mike Maas has been kept informed of the progress to date.

9. Adjournment

With no further business before the Commission, a motion was made by Commissioner Coffey and seconded by Commissioner Siebers to adjourn the meeting. Motion carried unanimously. (Time: 7:35 PM)

SIGNED & APPROVED BY: _____

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Kevin P. Coffey, Secretary

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