

# MINUTES

## HEART OF THE VALLEY METROPOLITAN SEWERAGE DISTRICT REGULAR MEETING HELD ON SEPTEMBER 12, 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; Dawn Bartel, Office Manager HOVMSD; Chad Giackino, Regulatory Compliance Manager HOVMSD; Karen Brake, Accounts Payable/Asset Management HOVMSD; Tracey Webb and Ed Nevers of Donohue & Associates, and Jeff Elrick

### **1. 5:00 p.m. Call to Order – Roll Call**

Commission President Casper called the meeting to order at 5:30 PM.

#### **1A. 2018 Budget Workshop**

The Commission and Staff reviewed the 2018 proposed budget figures, replacement information, and rate & income data. The proposed 2018 budget of \$6,337,607 reflects a 2% decrease from 2017. The proposed rates for 2018 are as follows: Flow \$0.827/1000 gallons; BOD \$0.268/pound; Suspended Solids \$0.272/pound; Phosphorus \$6.415/pound; Ammonia-N \$1.546/pound; and Chlorides \$0.005/pound. The Commission decided to increase the fund balance applied calculation for 2018. Staff was directed to draft a policy in resolution format regarding the six months of projected O & M costs which would not be included as part of the fund balance calculation. The 2018 budget and rate parameters will be officially adopted at the October 10, 2017 Regular Commission Meeting/Public Hearing.

### **2. Public Appearances**

No appearances were made.

### **3. Approval of the Minutes of the August 8, 2017 Regular Meeting**

The minutes of the August 8, 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 Secretary Coffey.

### **4. Correspondence to/from/for Commission**

There was no correspondence to present or discuss.

## 5. Discussion Items

### A. Donohue & Associates – Amendment No. 12

After a discussion, a motion was made by Commissioner Siebers and seconded by Commissioner Sundelius to approve Amendment No. 12 to the Engineering Services Agreement with Donohue & Associates, not to exceed \$77,800. This Amendment will provide the annual review of flow date for 2017 and 2018 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 roll call vote was taken: Commissioner Casper, yes; Commissioner Sundelius, yes; Commissioner Siebers, yes; and Commissioner Hennessey, yes. Motion carried unanimously.

### B. FOG Program Update

John Stoeger of Stoeger & Associates provided a written Fats, Oil, and Grease update by community. The Commission also received an itemized copy of the August 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 August. Revenue received from the WPS-Fox Energy Center for final effluent purchased in August = \$12,523.98. Total revenue received to date from Fox Energy for 2017 = \$64,799.86.

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

<b>cBOD</b>	<b>6.42 mg/l</b>
<b>Suspended Solids</b>	<b>29.26 mg/l</b>
<b>Phosphorus</b>	<b>.59 mg/l</b>
<b>Ammonia-N</b>	<b>.91 mg/l</b>
<b>Chlorides</b>	<b>640.00 mg/l</b>

**\*\* All permit values were met for August 2017 \*\***

Kevin Skogman, Director of Operations & Maintenance, reviewed his written O & M Report. Skogman discussed SCADA computer upgrades, Biosolids hauling and storage tank valves, Biostyr blower overhaul, and ATAD Digester cleaning.

## 6. Funds

### A. September 2017 Accounts Payable; Action for Approval

After a review and discussion of the bills payable, a motion was made by Commissioner Hennessey and seconded by Commissioner Siebers to approve payment of the bills in the amount of \$286,506.78. A roll call vote was taken: Commissioner Casper, yes; Commissioner Sundelius, yes; Commissioner Siebers, yes; and Commissioner Hennessey, yes. Motion carried unanimously.

**B. Budget Comparison Report**

The Commission received a Budget Comparison Report for September 2017. There were no exceedances to discuss at this time.

**7. General Old or New Business**

*Water Quality Trading Plan:* District Director Helminger informed the Commission that work will be starting on the detention pond later this week. There will be more information available for the October Commission Meeting.

*Ammonia Overload:* District Director Helminger provided a written update with the details of the ammonia problem which, after sample analysis and investigation, was found to be coming from the Outagamie County Landfill. HOV Staff is now working with the landfill and the Village of Little Chute to determine what can be done so an ammonia overload doesn't occur in the future. Commissioner Casper voiced his concern and noted that the landfill needs to fully understand the detrimental impact ammonia overloads have on the process of the treatment plant. Badger Labs will be conducting a two-week continuous monitoring of the landfill's sewer discharge.

**8. District Director's Report**

*A. Interceptor Action Plan*

Scott Schramm of Strategic Municipal Services has been onsite with various contractors to work out the details of the project. Scott will be presenting findings and a draft document that describes the recommended course of action for rehabilitating the deteriorated areas of the HOV interceptor sewers and manholes. To begin the clean water fund loan process, there will be resolutions to be adopted at the October Commission Meeting with a presentation by Scott at the November Commission meeting.

*B. Monument Location – McFarland Place*

Fox Valley Land Surveying surveyed the parcels on Laurel Lane; 900, 903, and 907 for a cost of \$1,000. Mr. Mike Maas has been notified of the completion.

**9. 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: 7:00 PM )

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

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**Bruce M. Siebers, Acting Secretary#**