

MINUTES

HEART OF THE VALLEY METROPOLITAN SEWERAGE DISTRICT REGULAR MEETING HELD ON OCTOBER 10, 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; and Chad Giackino, Regulatory Compliance Manager HOVMSD

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

President Casper called the meeting to order at 6:00 PM. Commissioner Siebers acted as Secretary.

1A. Public Hearing for Adoption of the 2018 Budget & Rate Charge Parameters

A motion was made by Commissioner Casper and seconded by Commissioner Siebers to enter into a Public Hearing. Motion carried.

Hearing no comments from the audience and no written correspondence received, a motion was made by Commissioner Casper and seconded by Commissioner Hennessey to close the Public Hearing. Motion carried.

A motion was made by Commissioner Siebers and seconded by Commissioner Hennessey to adopt the 2018 Budget as presented in the amount of \$6,337,607 with the rate charge parameters as follows: Flow \$0.796/1000 gallons; BOD \$0.262/pound; Suspended Solids \$0.266/pound; Phosphorus \$6.290/pound; Ammonia-N \$1.499/pound; and Chlorides \$0.005/pound. A roll call vote was taken: Commissioner Casper, yes; Commissioner Sundelius, yes; Commissioner Hennessey, yes; and Commissioner Siebers, yes. Motion carried unanimously. The 2018 operating budget reflects a 2% decrease from 2017. Because of the reserve capacity, the total net increase to the communities is 1.45%. These figures are slightly different than what was previously discussed at the September budget workshop.

1B. Adoption of Resolution #177; Minimum Fund Balance

A motion was made by Commissioner Siebers and seconded by Commissioner Sundelius to adopt Resolution #177; stating that the annual minimum unrestricted net position is defined as 50% of the total O&M costs for the year. Funds in excess of the calculated value are available for use as the current conditions dictate solely with the approval of the Commission. A balance below the desired annual minimum will result in

increased sewer rates and/or fees to return the unrestricted net position to its desired annual minimum by year end. A roll call vote was taken: Commissioner Casper, yes; Commissioner Sundelius, yes; Commissioner Siebers, yes; and Commissioner Hennessey, yes. Motion carried unanimously.

1C. Election of Officers; President, Vice President, Secretary

Commissioner Siebers made a motion to nominate Pat Hennessey as Secretary. The motion was seconded by Commissioner Casper. Commissioner Hennessey accepted the nomination. A roll call vote was taken: Commissioner Casper, yes; Commissioner Sundelius, yes; Commissioner Siebers, yes; and Commissioner Hennessey, abstained. Motion carried.

Commissioner Casper made a motion to nominate incumbent Bruce Siebers as Vice President. The motion was seconded by Commissioner Hennessey. Commissioner Siebers accepted the nomination. A roll vote was taken: Commissioner Casper, yes; Commissioner Sundelius, yes; Commissioner Siebers, abstained; and Commissioner Hennessey, yes. Motion carried.

Commissioner Siebers made a motion to nominate incumbent Dave Casper as President. The motion was seconded by Commissioner Sundelius. Commissioner Casper accepted the nomination. A roll call vote was taken: Commissioner Casper, abstained; Commissioner Sundelius, yes; Commissioner Siebers, yes; and Commissioner Hennessey, yes. Motion carried.

1D. Motion for Appointment of Official Newspaper

A motion was made by Commissioner Casper and seconded by Commissioner Siebers to appoint the Appleton Post Crescent/Gannett Newspaper as the official newspaper for HOVMSD. A roll call vote was taken: Commissioner Casper, yes; Commissioner Sundelius, yes; Commissioner Siebers, yes; and Commissioner Hennessey, yes. Motion carried unanimously.

1E. Adoption of Resolution #176; Appointment of Public Depositories

After a discussion, there was consensus among the Commission to make revisions to Resolution #176 prior to approval. This will be placed on the November 2017 agenda for further discussion and adoption.

2. Public Appearances

No appearances were made.

3. Approval of the Minutes of the September 12, 2017 Regular Meeting

The minutes of the September 12, 2017 Regular Meeting were presented to the Commission. A motion was made by Commissioner Sundelius and seconded by Commissioner Hennessey 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. Adoption of Resolution #174; Identifying authorized representatives to file applications for financial assistance from the State of WI Environmental Improvement Fund related to Clean Water Funding for Interceptor System Rehabilitation

A motion was made by Commissioner Siebers and seconded by Commissioner Sundelius to adopt Resolution #174. A roll call vote was taken: Commissioner Casper, yes; Commissioner Sundelius, yes; Commissioner Siebers, yes; and Commissioner Hennessey, yes. Motion carried unanimously.

B. Adoption of Resolution #175; Declaring official intent to reimburse expenditures related to Clean Water Funding for Interceptor System Rehabilitation

A motion was made by Commissioner Siebers and seconded by Commissioner Hennessey to adopt Resolution #175. A roll call vote was taken: Commissioner Casper, yes; Commissioner Sundelius, yes; Commissioner Siebers, yes; and Commissioner Hennessey, yes. Motion carried unanimously.

C. 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 September 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 September. Revenue received from the WPS-Fox Energy Center for final effluent purchased in September = \$10,464.19. Total revenue received to date from Fox Energy for 2017 = \$75,264.05.

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

cBOD	7.26 mg/l
Suspended Solids	31.00 mg/l **
Phosphorus	.59 mg/l

**Ammonia-N
Chlorides**

**1.09 mg/l
617.69 mg/l**

**** Permit values were met for September 2017 with the exception of Suspended Solids, which has a monthly limit of 30 mg/l ****

Kevin Skogman, Director of Operations & Maintenance, reviewed his written O & M Report. Skogman discussed the high strength ammonia issue as the cause for exceeding the permit limit for suspended solids in September. Also discussed in his update was the ATAD transfers being done prior to going to off-peak hour electrical rates. Skogman also talked about the Biostyr blower, ATAD digester cleaning, ATAD blower, and gravity thickener pump VFD drive.

6. Funds

A. October 2017 Accounts Payable; Action for Approval

After a review and discussion of the bills payable, a motion was made by Commissioner Casper and seconded by Commissioner Hennessey to approve payment of the bills in the amount of \$312,938.64. 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 October 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 the detention pond is near completion. Staff will be meeting with Keith Marquardt of the DNR to discuss and give clarification to his questions regarding the second submission of the trading plan.

Ammonia Overload: HOV Staff and the Outagamie County Landfill are working cooperatively towards a resolution regarding the discharge of leachate from the landfill. Badger Labs has been contracted to perform two weeks of continuous monitoring of the landfills sewer discharge. Commissioner Casper questioned who is responsible for paying Badger Labs. District Director Helminger noted that HOV and the Village of Little Chute will be sharing the costs associated with the monitoring & sampling done by Badger Labs.

8. District Director's Report

A. Interceptor Action Plan

District Director Helminger noted that Scott Schramm of Strategic Municipal Services will be attending the November Commission Meeting to present findings, costs, and a draft document which describes the recommended course of action for rehabilitating the deteriorated areas of the interceptor sewer and manholes.

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: 7:19 PM)

SIGNED & APPROVED BY: _____
Patrick E. Hennessey, Secretary