

MINUTES

HEART OF THE VALLEY METROPOLITAN SEWERAGE DISTRICT REGULAR MEETING HELD ON NOVEMBER 14, 2017 AT THE HEART OF THE VALLEY MEETING ROOM.

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

Absent: None

Also Present: Brian Helminger, District Director HOVMSD; Dawn Bartel, Office Manager HOVMSD; Chad Giackino, Regulatory Compliance Manager HOVMSD; John Stoeger of Stoeger & Associates, and Scott Schramm of Strategic Municipal Services

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

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 October 10, 2017 Regular Meeting

The minutes of the October 10, 2017 Regular Meeting were presented to the Commission. A motion was made by Commissioner Siebers and seconded by Commissioner Sundelius to approve the minutes as written. Motion carried. The minutes were reviewed and pre-approved by Secretary Hennessey.

4. Correspondence to/from/for Commission

The Commission received correspondence from Outagamie County confirming the reappointment of Dave Casper for another five-year term.

5. Discussion Items

A. FOG Program by John Stoeger of Stoeger & Associates

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. After a discussion the Commission directed Mr. Stoeger to send a letter to Plan B Bar in Kaukauna informing them of the requirement to install a grease trap at their facility.

B. Adoption of Resolution #176; Appointment of Public Depositories

A motion was made by Commissioner Siebers and seconded by Commissioner Hennessey to adopt an amended version of Resolution #176 listing the public depositories for the Heart of the Valley Metropolitan Sewerage District. 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. District Director Helminger suggested HOV draft and implement a formal financial handbook to outline the investment and disbursement guidelines. Commissioner Casper noted that assistance may be required from Erickson & Associates and/or legal counsel when preparing this document.

C. Interceptor Sewer Findings & Recommendations by Scott Schramm of Strategic Municipal Services

Scott Schramm of SMS gave a detailed presentation of the findings and recommendations for the rehab of the interceptor conveyance system. Scott talked about and showed photos of the deterioration caused by hydrogen sulfide and MIC (microbial induced corrosion). Scott discussed structural conditions of the interceptor, marine manholes, and meter stations, along with access & logistics, construction sequencing, and reviewed a condition & defect assessment. Lastly, costs were reviewed with an Opinion of Cost Summary showing a total of \$21,475,330. The Commission directed Scott to prepare a cost estimate for constructing a new interceptor on land. This topic will be on the December agenda at which time costs and financing can be reviewed in detail. There will also be several special meetings in the near future, along with a presentation for the communities.

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 October. Revenue received from the WPS-Fox Energy Center for final effluent purchased in October = \$8,367.92. Total revenue received to date from Fox Energy for 2017 = \$83,631.96.

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

cBOD	4.84 mg/l
Suspended Solids	17.25 mg/l
Phosphorus	.38 mg/l
Ammonia-N	.50 mg/l
Chlorides	592.14 mg/l

Kevin Skogman, Director of Operations & Maintenance, provided a written O & M Report. Skogman noted that plant operations are doing well and Biostyr has recovered from the high concentrations of ammonia. Skogman also informed the commission of the replacement of discharge valves on two ATAD foam pumps, along with the replacement of an MCC module.

6. Funds

A. November 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 \$199,706.39. A roll call vote was taken: Commissioner Casper, yes; Commissioner Coffey, 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 November 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 complete, and the highway department is currently working on the access driveway. In the coming weeks the rest of the monitoring equipment will be installed. The final plan document was submitted to the DNR on 11/6/2017. The DNR is anticipating an April 1, 2018 date for the new NPDES permit that will incorporate the TMDL mass limits and the TSS credits generated by the trading plan.

8. District Director's Report

A. Initial Discussion of 2018 Wage Adjustments

The Commission was provided with wage adjustments for the served communities, Kaukauna Utilities, and the CPI index. There will be a closed session on the December 2017 agenda for further discussions.

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: 8:50 PM)

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