

MINUTES

HEART OF THE VALLEY METROPOLITAN SEWERAGE DISTRICT REGULAR MEETING HELD ON DECEMBER 12, 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; Kevin Skogman, Director of Operations & Maintenance HOVMSD; Dawn Bartel, Office Manager HOVMSD; Chad Giackino, Regulatory Compliance Manager HOVMSD; 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 November 14, 2017 Regular Meeting

The minutes of the November 14, 2017 Regular Meeting were presented to the Commission. A motion was made by Commissioner Siebers and seconded by Commissioner Coffey to approve the minutes as written. Motion carried. The minutes were reviewed and pre-approved by Secretary Hennessey.

4. Correspondence to/from/for Commission

Copied for the Commission were the e-mail messages sent between the Commissioners and District Director Helminger.

5. Discussion Items

A. FOG Program Update

John Stoeger of Stoeger & Associates provided a written Fats, Oil, and Grease update by community, including a grease trap inspection report. The Commission also received an itemized copy of the November 2017 invoice.

B. Adoption of Resolution #178; Levy Abatement

A motion was made by Commissioner Casper and seconded by Commissioner Siebers to adopt Resolution #178; Resolution Abating Levy of 2017 Real Estate Taxes. A roll call vote was taken: Commissioner Casper, yes; Commissioner Sundelius, yes; Commissioner Hennessey, yes; Commissioner Coffey, yes; and Commissioner Siebers, yes. Motion carried. The Resolution was signed by Commission Secretary Hennessey.

C. Interceptor Sewer Rehab by Scott Schramm of Strategic Municipal Services

Scott Schramm reviewed his handout which summarized a follow up to the November Commission Meeting, funding options, and pre-design tasks. After his presentation and discussion there was consensus among the Commission to approve a dollar amount of \$48,380 for engineering services, with a formal contract and scope to be presented at the January Commission Meeting. The Commission also directed District Director Helminger to draft a letter to the communities and East Central to update them on the interceptor sewer rehab project and the possible effect on future sewer rates.

D. Little Chute Annexation Ordinance No. 8, Series of 2017

Following a 30-day contestment period, Little Chute's Annexation Ordinance No. 8, Series of 2017 will by default be accepted into the Metropolitan Sewerage District because it lies within the 2030 sewer service boundary. This annexation consists of approximately .5 acres from the Town of VandenBroek. The current population is four (4). An annexation petition, property description, and map was attached; zoning is for single family residential.

E. Little Chute Annexation Ordinance No. 9, Series of 2017

Following a 30-day contestment period, Little Chute's Annexation Ordinance No. 9, Series of 2017 will by default be accepted into the Metropolitan Sewerage District because it lies within the 2030 sewer service boundary. This annexation consists of approximately one acre from the Town of VandenBroek. The current population is one (1). An annexation petition, property description, and map was attached; zoning is for single family residential.

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 November. Revenue received from the WPS-Fox Energy Center for final effluent purchased in November = \$9,979.75. Total revenue received to date from Fox Energy for 2017 = \$93,611.72.

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

cBOD	6.44 mg/l
Suspended Solids	25.55 mg/l
Phosphorus	.57 mg/l
Ammonia-N	.89 mg/l
Chlorides	606.15 mg/l

Kevin Skogman, Director of Operations & Maintenance, provided a written O & M Report. Skogman noted that plant operations are doing well but high concentrations of ammonia are still being seen on occasion. Skogman also informed the commission of projects planned for the first quarter of 2018.

Commissioner Casper suggested a meeting with staff and Fox Energy to discuss their future plans. Casper also questioned if HOV has ammonia limits in the Sewer Use Ordinance and industrial discharge permits.

6. Funds

A. December 2017 Accounts Payable; Action for Approval

After a review and discussion of the bills payable, a motion was made by Commissioner Coffey and seconded by Commissioner Hennessey to approve payment of the bills in the amount of \$184,106.73. 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 December 2017. There were no exceedances to discuss at this time.

7. General Old or New Business

- *TSS Trading Plan:* District Director noted that the TSS trading plan is still in progress. Waiting to hear back from Keith Marquardt of the DNR with more details.
- *Nutrient Management Plan:* Currently working with Tilth Agronomy on a nutrient management plan.

8. District Director's Report

- *Sand County Foundation:* Two flumes and minor berm work yet to be completed.
- *WPS Easement:* HOV will be receiving approximately \$27,000 from WPS for property purchased from HOV along Hwy ZZ. All paperwork has been signed and notarized.

9. Closed Session pursuant to Wisconsin State Statute 19.85 (1)(c) regarding 2018 wage adjustments

A motion was made by Commissioner Siebers and seconded by Commissioner Hennessey to enter into a Closed Session. Motion carried. (Time: 8:07 PM)

A motion was made by Commissioner Casper and seconded by Commissioner Coffey to reconvene to Open Session. Motion carried. (Time: 8:40 PM)

10. Return to Open Session – action/motion regarding 2018 wage adjustments

A motion was made by Commissioner Casper and seconded by Commissioner Sundelius to approve an increase of 2.5% to all employees for 2018 and to update the compensation plan in 2018 for 2019 wage adjustments. The District Director was given the discretion to provide mid-year bonuses, at a total dollar amount not to exceed \$3,480. 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.

11. 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: 8:45 PM)

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