

MINUTES

HEART OF THE VALLEY METROPOLITAN SEWERAGE DISTRICT REGULAR MEETING HELD ON JANUARY 9, 2018 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; John Stoeger, and Marty DeCoster

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 December 12, 2017 Regular Meeting

The minutes of the December 12, 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 December 2017 invoice. Marty DeCoster of Plan B was present to discuss the grease trap requirement. Commissioner Casper explained the background of the FOG program and the process by which the Commission uses to determine if a trap is necessary. John Stoeger will be providing an updated 3-year contract at the February Commission Meeting.

B. Strategic Municipal Services Engineering Contract; Possible Action

After a discussion, a motion was made by Commissioner Casper and seconded by Commissioner Sundelius to approve the Agreement Amendment dated 12/20/2017 for Professional Study Services-Priority Action Plan for Interceptor System; not to exceed \$48,380. 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 contract was signed by Commission President Casper and District Director Helming.

C. Review of Commission Compensation

After a discussion, a motion was made by Commissioner Casper to continue compensating the commission as outlined in Resolution #154; \$150 per meeting. The Commission will reconsider the compensation plan if it appears to be exceeding the budget due to several unplanned special meetings. The motion was seconded by Commissioner Hennessey. A roll call vote was taken: Commissioner Casper, yes; Commissioner Sundelius, yes; Commissioner Hennessey, yes; Commissioner Coffey, yes; and Commissioner Siebers, yes. Motion carried.

D. Little Chute Annexation Ordinance No. 7, Series of 2017

Following a 30-day contestment period, Little Chute’s Annexation Ordinance No. 7, 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 2.88 acres from the Town of VandenBroek. The current population is zero (0). An annexation petition, property description, and map was attached; zoning is for commercial highway.

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 December. Revenue received from the WPS-Fox Energy Center for final effluent purchased in December = \$11,281.91. Total revenue received to date from Fox Energy for 2017 = \$104,893.63.

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

cBOD	6.96 mg/l
Suspended Solids	25.29 mg/l
Phosphorus	.62 mg/l
Ammonia-N	.74 mg/l
Chlorides	679.23 mg/l

All permit values were met for December 2017.

The Commission and Staff discussed the probable meter inaccuracy at meter station #1 for the Village of Kimberly. The meter showed abnormally low flows for the month of December. The Commission directed staff to notify Kimberly of the problem and that their bill may be adjusted accordingly. The Commission also directed Staff to draft a Standard Operating Procedure in case this happens in the future, with more discussion at the February Commission Meeting.

Kevin Skogman, Director of Operations & Maintenance, provided a written O & M Report. Skogman noted that plant operations are doing well and the below average weather temps haven't caused any major problems. Skogman noted that the total cost of the bio-filter project including removal and replacement of the lava rock and wood media will be around \$43,000. He also informed the Commission that HOV is looking into updating to laser technology for the area velocity flow meters. A demo unit will be set up this month.

6. Funds

A. January 2018 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 \$184,909.36. 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.

7. General Old or New Business

Commissioner Hennessey noted that the Darboy Sanitary District received the letter from HOVMSD regarding an initial interceptor project update.

8. District Director's Report

District Director Helminger gave brief updates on the progress of the Water Quality Trading Plan with Keith Marquardt of the DNR, the land rental agreement with John Lamers, and the Tilth Agronomy agreement for a nutrient management plan.

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: 7:12 PM)

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