

# MINUTES

## HEART OF THE VALLEY METROPOLITAN SEWERAGE DISTRICT REGULAR MEETING HELD ON MAY 8, 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, and James Fenlon - Little Chute Village Administrator

### **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 April 10, 2018 Regular Meeting**

The minutes of the April 10, 2018 Regular Meeting were presented to the Commission. A motion was made by Commissioner Coffey and seconded by Commissioner Siebers to approve the minutes as written. Motion carried unanimously. The minutes were reviewed and pre-approved by Secretary Hennessey.

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

The Commission received a copy of an email from Chad Olsen of McMahon Associates, Inc. dated 4/16/2018. The Town of Holland is preparing a Facilities Plan for their wastewater treatment facilities and one option would be to pump their wastewater to HOV and abandon their existing facility. After a discussion, the Commission directed District Director Helminger to draft a letter to Chad Olsen stating that because of HOV's service area growth and its responsibility to its member communities, HOV respectfully declines.

### **5. Discussion Items**

#### **A. Interceptor Action Plan April Updates**

District Director Helminger informed the Commission that Nummelin has completed 3 borings to date. Once the core testing is complete, a final report will be drafted. So far there has been nothing to indicate that the land option for the interceptor

project isn't feasible. Helminger noted that he anticipates Scott Schramm of Strategic Municipal Services to give a report of findings at the July Commission Meeting.

### **B. 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 April 2018 invoice.

### **C. Little Chute Annexation Ordinance No. 6, Series of 2018**

Following a 30-day contestment period, Little Chute's Annexation Ordinance No. 6, Series of 2018 will by default be accepted into the Metropolitan Sewerage District because it lies within the 2030 sewer service boundary. This annexation consists of approximately 3.766 acres from the Town of VandenBroek. The current population is one (1). An annexation petition, property description, and map was attached; zoning is for Residential Conventional Single Family and Residential Two Family.

### **D. Little Chute Annexation Ordinance No. 7, Series of 2018**

Following a 30-day contestment period, Little Chute's Annexation Ordinance No. 7, Series of 2018 will by default be accepted into the Metropolitan Sewerage District because it lies within the 2030 sewer service boundary. This annexation consists of approximately 36.06 acres from the Town of VandenBroek. The current population is zero (0). An annexation petition, property description, and map was attached; zoning is for Industrial District.

## ***PLANT REPORTS:***

### **1. 2018 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 April. Revenue received from the WPS-Fox Energy Center for final effluent purchased in April = \$5,312.41; revenue received to date for 2018 = \$37,682.67. WPS-Fox Energy purchased 14% of the final effluent produced in April which is lower than normal due to a plant shutdown.

The average final effluent concentrations for **April 2018** were as follows:

	<u>Monthly Average</u>	<u>Permit Limit</u>
<b>cBOD</b>	<b>5.37 mg/L</b>	<b>25 mg/L</b>
<b>Suspended Solids</b>	<b>9.68 mg/L</b>	<b>30 mg/L</b>
<b>Phosphorus</b>	<b>.20 mg/L</b>	<b>1 mg/L</b>
<b>Ammonia-N</b>	<b>.17 mg/L</b>	<b>10 mg/L</b>
<b>Chlorides</b>	<b>475.38 mg/l</b>	

***All permit values were met for April 2018.***

Kevin Skogman, Director of Operations & Maintenance, provided a written O & M Report. Skogman noted that despite the record snowfall during the month of April and the spring thaw, plant operations are doing well. Skogman reported on the Fremont Water Solutions daft polymer testing, area velocity flow meter

trial with Mulcahy Shaw, the blower exchange unit for the Biostyr which has been installed and put in service, the upcoming compliance evaluation inspection with the DNR, and the CMAR which is due on 6/30/18.

## 6. Funds

### A. May 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 \$162,581.30. 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 May 2018, along with an explanation of exceedances.

## 7. General Old or New Business

Commissioner Casper asked staff to contact legal counsel to find out if HOV is required to publish meeting minutes in the Appleton Post Crescent.

## 8. District Director's Report

*HOV Property/Rental Agreement:* A 5-year rental agreement for 232 acres has been signed by Jon Lamers of Seven Oaks with an increase of \$5 per year per acre. This will show up as an increase in the revenue budget line for 2019.

*Staff Development:* District Director Helminger noted that the two newest hires have completed full wastewater certification. A total of 25 staff days were utilized in 2017 to attend regional and annual WWOA meetings, annual biosolids symposium, and WEFTEC.

*Server/IT Security:* A new router has been installed for added firewall security which will require a yearly license fee for continual updated protection.

## 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: 6:51 PM)

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

Patrick E. Hennessey, Secretary