

MINUTES

HEART OF THE VALLEY METROPOLITAN SEWERAGE DISTRICT REGULAR MEETING HELD ON **OCTOBER 9, 2018** AT THE HEART OF THE VALLEY MEETING ROOM.

Members Present: David Casper - President
Bruce Siebers - Vice President
Patrick Hennessey - Secretary
John Sundelius - Commissioner
Kevin Coffey - Commissioner

Absent: None

Also Present: Brian Helminger - District Director HOVMSD
Dawn Bartel - Office Manager HOVMSD
Kevin Skogman - Director of Operations & Maintenance HOVMSD
Chad Giackino - Regulatory Compliance Manager HOVMSD
Kent Taylor - Village of Little Chute
Allyn Dannhoff - Village of Kimberly
Scott Schramm - Strategic Municipal Services

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

President Casper called the meeting to order at 6:00 PM.

1A. Public Hearing - Adoption of the 2019 Budget & Rate Charge Parameters

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

The Public Notice was published in the Appleton Post Crescent on 9/22/2018. Hearing no comments from the audience and receiving no written correspondence, a motion was made by Commissioner Casper and seconded by Commissioner Coffey to close the Public Hearing. Motion carried.

A motion was made by Commissioner Casper and seconded by Commissioner Hennessey to adopt the 2019 Budget as presented in the amount of \$6,542,230 with the rate charge parameters as follows: Flow \$0.735/1000 gallons; BOD \$0.238/pound; Suspended Solids \$0.255/pound; Phosphorus \$6.239/pound; Ammonia-N \$1.324/pound; and Chlorides \$0.004/pound. A roll call vote was taken: Commissioner Casper, yes; Commissioner Sundelius, yes; Commissioner Hennessey, yes; Commissioner Coffey, yes; and Commissioner Siebers, yes. Motion carried unanimously. The 2019 operating budget reflects a 3.22% increase from 2018.

1B. Election of Officers; President, Vice President, and Secretary

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

Commissioner Siebers made a motion to nominate incumbent 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; Commissioner Coffey, yes; and Commissioner Hennessey, abstained. Motion carried.

1C. Motion for Appointment of Official Newspaper

A motion was made by Commissioner Coffey 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 Coffey, yes; Commissioner Sundelius, yes; Commissioner Siebers, yes; and Commissioner Hennessey, yes. Motion carried unanimously.

1D. Adoption of Resolution #180; Appointment of Public Depositories

A motion was made by Commissioner Casper and seconded by Commissioner Siebers to adopt Resolution #180 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.

2. Public Appearances

No appearances were made.

3. Approval of the Minutes of the September 11, 2018 Regular Meeting

The minutes of the September 11, 2018 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 unanimously. 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 September 2018 invoice. Mr. Taco in Kimberly is not in compliance with quarterly grease trap cleanings and was invited to the commission meeting to discuss their reason for non-compliance. The Commission directed staff to inform them that enforcement action will be necessary if they don't comply with their cleaning schedule and provide the required documentation.

B. Interceptor Action Plan – Strategic Municipal Services

Scott Schramm of Strategic Municipal Services reviewed his outline dated 10/9/2018. There was consensus among the Commission to schedule several special meetings for in depth discussions, planning, and strategizing. Scott noted the first special meeting would be to discuss alternatives, infrastructure lifecycles, and sulfides & mitigation.

Commissioner Casper stated that he had a conversation with Eric Fowle of East Central Regional Planning Commission regarding the upcoming interceptor project and the potential of East Central providing planning & technical assistance as well as mapping and GIS services. Casper asked staff to fill out a Technical Assistance Application on the East Central website.

A motion was made by Commissioner Casper and seconded by Commissioner Sundelius to adopt Resolution #181; Identifying authorized representatives to file applications for financial assistance from the State of WI Environmental Improvement Fund related to Clean Water Funding for rehabilitating the interceptor system. The primary reason for this resolution is to remain on the eligible project list with the State of Wisconsin. 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.

C. Scheduling of Additional Strategy Planning Meetings for 2018 & 2019

Along with the interceptor project, the Commission discussed several key items to be addressed during upcoming special meetings. These topics include H2S intervention, plant tertiary filters and headworks screening equipment replacement, reuse of biosolids, and flow meter replacement plan. There will be a special meeting on 10/23/2018 at 6:00 PM and another on 11/27/2018 at 7:00 PM.

PLANT REPORTS:

1. 2018 Flows & Revenues Report / Plant Operation Summary

The Commission received a copy of the hydraulic & organic loadings data, along with 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 effluent purchased in September = \$12,299.91; revenue received to date for 2018 = \$104,632.24. WPS-Fox Energy purchased 38% of the effluent produced in September.

The average effluent concentrations for **September 2018** were as follows:

	<u>Monthly Average</u>	<u>Permit Limit</u>
cBOD	6.42 mg/L	25 mg/L
Suspended Solids	20.89 mg/L	30 mg/L
Phosphorus	.26 mg/L	1 mg/L
Ammonia-N	1.30 mg/L	4.4 mg/L
Chlorides	417.14 mg/L	

All permit values were met for September 2018.

Chad Giackino pointed out the extremely high BOD concentrations for the Village of Little Chute for September. The Village was notified and are looking into the cause. Commissioner Sundelius questioned the decrease in flow gallons for Darboy when the other four communities had an increase. Chad will investigate and adjust the monthly bill if necessary.

Kevin Skogman, Director of Operations & Maintenance, provided a written O & M Report and updated the Commission on the bio-solids hauling, detention pond tours, laser flow meters, and the cleaning and maintenance on the ATAD digester. Skogman informed the Commission of a meeting with Outagamie County regarding the grass buffer zones by the detention pond and along Highway ZZ. The cost for the rock equipment crossings along ZZ will be approximately \$25,000 but HOV is eligible for a grant which will pay 70% of the cost. The Commission consented to proceed with the project. The area by the detention pond can wait for 2019/2020 but the repair of the drain tile will occur this fall.

6. Funds

A. October 2018 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 \$323,380.89. 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 October 2018, along with an explanation of exceedances.

7. General Old or New Business

- ✓ *NPDS Permit Issuance/Progress:* As advised by the DNR, HOV provided written comments on several permit related items to DNR staff in Green Bay. The Commission received a copy of that correspondence. District Director Helminger noted that he'll be attending the public hearing on 10/15/2018 at 9:00 AM.
- ✓ *Leachate/Ammonia Update:* HOV Staff met with the Outagamie County Landfill to discuss ongoing issues with leachate delivery to the sewer and the ammonia loadings on the treatment plant. Several items were discussed to minimize the impact on HOV. The East landfill cell has the ability and potential to be routed to the Appleton WWTP. The landfill is also looking into 20-30 gpm pumps versus the 60-70 gpm that the existing pumps discharge. Lastly, Appleton has confirmed that they have the ammonia capacity to handle discharge from the proposed Northwest landfill expansion.
- ✓ *Siphon Radar Project:* District Director Helminger reported that the 16-inch line was the only successful scan. Great Lakes/R&R flushed the 6-inch siphon with river water and a second attempt was made. The 30-inch line was unsuccessful. R&R is willing to return for the cost of mobilization (\$1775) to attempt the 30-inch line again, and the 6-inch if necessary. Great Lakes is currently \$1,000 under budget and will assist at no additional cost. The Commission consented to proceed and directed Helminger to consult with SMS.
- ✓ *Land Sale – Outagamie County:* After a residential complaint of view obstruction, Outagamie County is proposing to purchase approximately 1 acre of land from HOV along Hwy ZZ, which would be taken out of crop production. The formal paperwork will be coming in the near future.

8. 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: 7:40 PM)

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