

MINUTES

HEART OF THE VALLEY METROPOLITAN SEWERAGE DISTRICT REGULAR MEETING HELD ON **DECEMBER 11, 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
Chad Giackino - Regulatory Compliance Manager HOVMSD
Kent Taylor - Village of Little Chute

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 13, 2018 Regular Meeting and the November 27, 2018 Special Meeting

The minutes of the November 13, 2018 Regular Meeting and the November 27, 2018 Special Meeting were presented to the Commission. A motion was made by Commissioner Siebers and seconded by Commissioner Hennessey 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 November 2018 invoice.

B. Siphon Report / Invoice

The Commission received a copy of the cleaning report from Great Lakes TV & Seal along with email correspondence from R & R Visual, Inc. After a discussion, a motion was made by Commissioner Siebers and seconded by Commissioner Coffey to approve payment to Great Lakes TV & Seal, not to exceed \$25,000. A roll call vote was taken: Commissioner Casper, yes; Commissioner Sundelius, yes; Commissioner Hennessey, yes; and Commissioner Siebers, yes; and Commissioner Coffey, yes. Motion carried.

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 November. Revenue received from the WPS-Fox Energy Center for effluent purchased in November = \$3,005.76; revenue received to date for 2018 = \$115,375.19. WPS-Fox Energy purchased 12% of the effluent produced in October.

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

	<u>Monthly Average</u>	<u>Permit Limit</u>
cBOD	3.69 mg/L	25 mg/L
Suspended Solids	9.84 mg/L	30 mg/L
Phosphorus	.20 mg/L	1 mg/L
Ammonia-N	.40 mg/L	4.4 mg/L
Chlorides	517.69 mg/L	

All permit values were met for November 2018.

Kevin Skogman, Director of Operations & Maintenance, provided a written O & M Report and updated the Commission on the programming and start-up of the laser flow meters, replacement of a Biostyr blower, and the cleaning of the ATAD Digester.

6. Funds

A. November 2018 Accounts Payable; Action for Approval

After a review and discussion of the bills payable, a motion was made by Commissioner Casper and seconded by Commissioner Coffey to approve payment of the bills in the amount of \$166,880.58. 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.

B. Budget Comparison Report

The Commission received a Budget Comparison Report for December 2018, along with an explanation of exceedances.

7. General Old or New Business

District Director Helminger noted that he and Scott Schramm have sent out a questionnaire to several treatment plants regarding how they allocate costs to member communities. Commissioner Siebers noted that he'll be working with John Stoeger to put together a FOG presentation, and also asked staff to purchase a larger flag for the flag pole.

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

A motion was made by Commissioner Siebers and seconded by Commissioner Hennessey to enter into a Closed Session. Motion carried. (Time: 6:39 PM)

A motion was made by Commissioner Coffey and seconded by Commissioner Sundelius to return to Open Session. Motion carried. (Time: 7:20 PM)

A motion was made by Commissioner Coffey and seconded by Commissioner Siebers to approve a 2.75% across the board wage adjustment effective 1/1/2019 and place the District Director on step 3 of the 2019 pay schedule. 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.

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: 7:35 PM)

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