

MINUTES

HEART OF THE VALLEY METROPOLITAN SEWERAGE DISTRICT REGULAR MEETING HELD ON **JANUARY 8, 2019** 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

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 11, 2018 Regular Meeting and the December 19, 2018 Special Meeting

The minutes of the December 11, 2018 Regular Meeting and the December 19, 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 December 2018 invoice. Commissioner Sundelius noted that the kitchen in the new fire station should be added to John Stoeger's grease trap inspection list.

B. Interceptor Project Update

After a discussion, a motion was made by Commissioner Coffey and seconded by Commissioner Casper to authorize Great Lakes TV Seal Inc. to proceed with the marine interceptor inspections as outlined in their quote #10825, dated 1/3/2019, not to exceed \$36,000; which includes the canal west portion if necessary. 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.

The Commission requested that Scott Schramm of SMS submit a cost estimate for his assistance in 2019.

There will not be a special meeting in January. The next special meeting will be on February 26th at 7:00 PM.

C. Employee Policy Manual Addition; discussion & possible action

A motion was made by Commissioner Casper and seconded by Commissioner Hennessey to approve the language for the Employee Policy Manual regarding the purchase of HOV apparel. HOV will provide Heart of the Valley logo apparel for each employee, up to \$100 per calendar year. Employees are asked to turn in their logo apparel when leaving employment. 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 December. Revenue received from the WPS-Fox Energy Center for effluent purchased in December = \$9,297.83; revenue received to date for 2018 = \$124,673.02. WPS-Fox Energy purchased 36% of the effluent produced in December.

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

	<u>Monthly Average</u>	<u>Permit Limit</u>
cBOD	4.16 mg/L	25 mg/L
Suspended Solids	11.17 mg/L	30 mg/L
Phosphorus	.23 mg/L	1 mg/L
Ammonia-N	.38 mg/L	18 mg/L
Chlorides	546.15 mg/L	

All permit values were met for December 2018.

Kevin Skogman, Director of Operations & Maintenance, provided a written

O & M Report and updated the Commission on the laser flow meters and ATAD jet mix pumps, and included a quote from Thermal Process Systems. After a discussion, a motion was made by Commissioner Hennessey and seconded by Commissioner Siebers to authorize the purchase of two jet pumps as described in Option 1; at a cost of \$122,541.54. 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.

6. Funds

A. January 2019 Accounts Payable; Action for Approval

After a review and discussion of the bills payable, a motion was made by Commissioner Siebers and seconded by Commissioner Coffey to approve payment of the bills in the amount of \$158,716.57. 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.


7. General Old or New Business

- ✓ District Director Helminger informed the Commission of a meeting he attended at Donohue on 1/21/2019 where Lystek gave a presentation on Low Temperature Thermal Hydrolysis Process for Biosolids & Organics Management.
- ✓ District Director Helminger presented the Commission with an outline of ideas and suggested scope items for the 2019 compensation study and RFP. The Commission agreed that all employee positions be included in the study.

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: 7:21 PM)

SIGNED & APPROVED BY:



Patrick E. Hennessey, Secretary