

MINUTES

HEART OF THE VALLEY METROPOLITAN SEWERAGE DISTRICT REGULAR MEETING HELD ON OCTOBER 8, 2019 AT THE HEART OF THE VALLEY MEETING ROOM.

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

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
Karen Brake – Accounts Payable/Asset Coordinator HOVMSD
John Stoeger – Stoeger & Associates

1. 5:00 p.m. Call to Order – Roll Call

President Casper called the meeting to order at 5:00 PM.

2. Public Appearances

No appearances were made.

3. Approval of the Minutes of the September 10, 2019 Regular Meeting

The minutes of the September 10, 2019 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 email messages sent between the Commissioners and District Director Helminger, an email sent to community leadership regarding a high flow/blending event on September 11, 2019, a Times Villager article regarding Combined Locks' manhole inspection efforts, a thank you email from Crane Engineering, and notification from Calumet County that Commissioner Hennessey has been reappointed for another 5 year term.

5. Discussion Items

A. FOG Program Update by John Stoeger

John Stoeger of Stoeger & Associates was present to give a FOG update and 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 2019 invoice.

B. 2020 Budget Discussions

District Director Helminger informed the Commission of several updates to the 2020 budget from the previous budget workshop. A Public Hearing will be held on October 22nd at 5:00 PM to adopt the budget in final form. The Commission directed District Director Helminger to inform the communities of the new rates for 2020.

C. Election of Officers: President, Vice President, and Secretary

Commissioner Siebers made a motion to maintain the incumbents for positions of President, Vice President, and Secretary. The motion was seconded by Commissioner Sundelius. A roll call vote was taken: Commissioner Casper, yes; Commissioner Sundelius, yes; Commissioner Coffey, yes; Commissioner Siebers, yes; and Commissioner Hennessey, yes. Motion carried.

D. Motion for Appointment of Official Newspaper

A motion was made by Commissioner Casper 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.

E. Adoption of Resolution #185; Appointment of Public Depositories

A motion was made by Commissioner Casper and seconded by Commissioner Hennessey to adopt Resolution #185 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.

F. Closed Session pursuant to Wisconsin State Statute 19.85 (1)(c) regarding employee compensation. Returning to Open Session for possible action and the continuance of the agenda

A motion was made by Commissioner Casper and seconded by Commissioner Coffey to enter into a Closed Session. Motion carried. (5:27 PM)

A motion was made by Commissioner Casper to return to Open Session. Commissioner Hennessey seconded the motion. Motion carried. (6:19 PM)

The Commission approved adoption of the Carlson Dettman salary step plan applied to all District employees with step placement to a 2020 step that provides for a minimum of a 2% increase for 2020. The 2020 budget will be modified to reflect this Commission action.

PLANT REPORTS:

1. 2019 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 2019. Revenue received from the WPS-Fox Energy Center for effluent purchased in September = \$12,916.56; Revenue received to date for 2019 = \$112,351.01. WPS-Fox Energy purchased 36% of the effluent produced in September.

The average effluent concentrations for **September 2019** were as follows:

	<u>Monthly Average</u>	<u>Permit Limit</u>
BOD	8.08 mg/L	25 mg/L
Suspended Solids	20.48 mg/L	30 mg/L
Suspended Solids	790.51 lbs.	801 lbs.
Phosphorus	.39 mg/L	1 mg/L
Ammonia-N	.27 mg/L	4.4 mg/L
Chlorides	563.57 mg/L	

All permit values were met for September 2019.

Kevin Skogman, Director of Operations & Maintenance, provided a written O & M Report and updated the Commission on plant operations for September, a blending event on September 11th due to heavy rain and high flow volumes, the installation of the remaining flow meters, and bio-solids hauling stalled due to the rain. Skogman also noted that Altronics is scheduled for 10/17 to do the PLC upgrade to the polymer system in Actiflo.

6. Funds

A. October 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 \$264,837.04. 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 October 2019, along with an explanation of exceedances.

7. General Old or New Business

Interceptor Action Plan: Scott from SMS has been on site doing physical inspections of manholes both with and without land access to document changes over time and current conditions of the infrastructure, including scratch tests, photos, and measurements. The biofilm test results will be ready for presentation at the October 22nd Special Meeting.

Donohue Facility Rating & Planning: HOVMSD sought out legal review of the Donohue Terms and Conditions and all suggested changes were agreed to by Donohue. The Donohue agreement was signed and entered into by both parties. HOV is currently compiling lab data and operating information for Donohue's use in the project.

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: 7:00 PM)

SIGNED & APPROVED BY: _____


Patrick E. Hennessey, Secretary