

MINUTES

HEART OF THE VALLEY METROPOLITAN SEWERAGE DISTRICT REGULAR MEETING HELD ON **NOVEMBER 12, 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
Scott Schramm – Strategic Municipal Services

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 October 8, 2019 Regular Meeting and the October 22, 2019 Special Meeting

The minutes of the October 8, 2019 Regular Meeting and October 22, 2019 Special Meeting were presented to the Commission. A motion was made by Commissioner Siebers and seconded by Commissioner Coffey 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 which included a thank you from Crane Engineering and an article regarding PFAS contaminated cows and milk in Michigan.

5. Discussion Items

A. Interceptor Project Discussions – Scott Schramm of Strategic Municipal Services

Scott Schramm of SMS reviewed his memorandum dated November 12, 2019 including the key ideas, field observations, and conclusions from the October 22nd special meeting. After a discussion the Commission directed Staff to contact Great Lakes TV & Seal to find out when televising will begin. If Great Lakes isn't able to do the televising soon, then Staff was directed to contact other contractors. District Director Helminger noted that the City of Kaukauna and Village of Little Chute have been notified of the H₂S levels at meter stations 2, 3, and 6. The Commission also discussed what the community expectations should be in regards to ammonia reduction, how much reduction will reduce the rate of deterioration, how to measure it, and how much reduction is enough. The Commission gave several directives to Scott Schramm for the next commission meeting. It was then decided that there will not be a community meeting in December. A community update meeting will be held in early 2020 when more information is available and the televising is complete.

B. Initial Findings of Laser Flow Meter Installations

District Director Helminger reviewed a progress report which outlined observations of the accuracy of the new laser meters and historical information of the ultrasonic meters and metering stations. Helminger also provided data showing how the new laser flow meters will impact community bills. Several specific metering stations pose challenges due to less than ideal flow velocities and past sizing of flumes to handle peak wet weather sewage flows. Discussion continued on the timing of transition over to the laser meters for billing and reporting purposes along with implications for the switch over for member community billing. This item will again appear on the December agenda along with flow reports and totals for the month of November.

C. 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 October 2019 invoice.

D. Adoption of Resolution #186; Levy Abatement

A motion was made by Commissioner Casper and seconded by Commissioner Siebers to adopt Resolution #186; Resolution Abating Levy of 2019 Real Estate Taxes. A roll call vote was taken: Commissioner Casper, yes; Commissioner Sundelius, yes; Commissioner Coffey, yes; Commissioner Hennessey, yes; and Commissioner Siebers, yes. Motion carried. The Resolution was signed by Commission Secretary Hennessey.

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 October 2019. Revenue received from the WPS-Fox Energy Center for effluent purchased in October = \$9,243.36; Revenue received to date for 2019 = \$121,594.37. WPS-Fox Energy purchased 25% of the effluent produced in October.

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

	<u>Monthly Average</u>	<u>Permit Limit</u>
BOD	10.0 mg/L	25 mg/L
Suspended Solids	22.58 mg/L	30 mg/L
Suspended Solids	1019.5 lbs.	801 lbs.
Phosphorus	.34 mg/L	1 mg/L
Ammonia-N	.35 mg/L	4.4 mg/L
Chlorides	482.86 mg/L	

All permit values were not met for October 2019.

Kevin Skogman, Director of Operations & Maintenance, provided a written O & M Report and updated the Commission on plant operations for October. Due to wet weather causing higher than average flows, along with Fox Energy/WPS being down and not taking effluent, HOV had to use TSS credits from the Water Quality Trading Plan for the first time in 2019. Altronex has completed the upgrade of the Acti-Flo Polymer PLC's.

6. Funds

A. November 2019 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 \$264,478.26. 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 November 2019, along with an explanation of exceedances.

7. General Old or New Business

District Director Helminger noted that the HOV insurance rep from Ansay has suggested adding pollution liability coverage and cyber liability coverage to the insurance policy. They may be making a presentation at the December meeting if the quotes are available by then. The Commission consented to move forward with hiring an outside firm to review the employee handbook and HR policies & procedures as well as provide guidance with organizational development, team building, lean practices, and succession planning. Commissioner Siebers suggested having an annual commission/employee luncheon.

8. Closed Session pursuant to Wisconsin State Statute 19.85 (1)(c) regarding 2020 employee compensation. Returning to Open Session for possible action and the continuance of the agenda

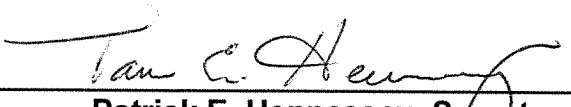
A motion was made by Commissioner Casper and seconded by Commissioner Coffey to enter into a Closed Session. Motion carried. (7:08 PM)

A motion was made by Commissioner Sundelius to return to Open Session. Commissioner Coffey seconded the motion. Motion carried. (7:50 PM). No action was taken.

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: 8:00 PM)

SIGNED & APPROVED BY:



Patrick E. Hennessey, Secretary