

# MINUTES

## HEART OF THE VALLEY METROPOLITAN SEWERAGE DISTRICT SPECIAL MEETING HELD ON MARCH 23, 2020 AT THE HEART OF THE VALLEY MEETING ROOM.

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

**Absent:** Kevin Coffey - excused

**Also Present:** Brian Helminger - District Director HOVMSD  
Kevin Skogman - Director of Operations & Maintenance HOVMSD  
Dawn Bartel - Office Manager HOVMSD

### **1. 12:00 PM – Noon. Call to Order – Roll Call**

President Casper called the meeting to order at 12:00 PM.

### **2. Adoption of Resolution No. 187; A Resolution declaring a State of Emergency at the Heart of the Valley Metropolitan Sewerage District pursuant to Wisconsin State Statute 200.11**

A motion was made by Commission Siebers and seconded by Commissioner Hennessey to adopt Resolution No. 187 as presented. A roll call vote was taken: Commissioner Casper, yes; Commissioner Hennessey, yes; Commissioner Sundelius, yes; and Commissioner Siebers, yes. Motion carried by unanimous vote.

### **3. Discussion and approval of Pandemic Operations Plan**

After a review of the Pandemic Operations Plan, a motion was made by Commissioner Casper and seconded by Commissioner Sundelius to approve the Plan as presented. A roll call vote was taken: Commissioner Casper, yes; Commissioner Hennessey, yes; Commissioner Sundelius, yes; and Commissioner Siebers, yes. Motion carried by unanimous vote. The Plan will be distributed to all employees and will continue to be in effect until rescinded by the Commission.

### **4. General Old or New Business**

District Director Helminger informed the Commission that remote access has been set up for all staff personnel to have the option to work from home. Zoom has been purchased and will be up and running in the near future, along with teleconferencing capabilities. Eagle Graphics has been contacted to make employee ID badges. State of

Emergency COVID-19 expenses will be tracked under a separate newly created ledger account.

## **5. Adjournment**

With no further business before the Commission, a motion was made by Commissioner Sundelius and seconded by Commissioner Siebers to adjourn the meeting. Motion carried unanimously. (Time: 12:21 PM)

**SIGNED & APPROVED BY:** \_\_\_\_\_  
**Patrick E. Hennessey, Secretary**