

MINUTES

HEART OF THE VALLEY METROPOLITAN SEWERAGE DISTRICT REGULAR MEETING HELD ON **MAY 10, 2022** AT THE HEART OF THE VALLEY MSD 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
Kevin Skogman - Director of Operations & Maintenance HOVMSD
Chad Giackino - Regulatory Compliance Manager HOVMSD
Dawn Bartel - Office Manager HOVMSD
Blaine Priebusch - Erickson & Associates
John Neumeier - City of Kaukauna

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 April 12, 2022 Regular Meeting

The minutes of the April 12, 2022 Regular 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

The commission received a copy of the Spring 2022 edition of Central States Water magazine featuring HOVMSD as the plant profile article.

5. Discussion Items

A. 2021 Audit Presentation by Blaine Priebusch of Erickson & Associates

Blaine Priebusch of Erickson & Associates reviewed the audited financial statements dated 12/31/2021. A motion was made by Commissioner Siebers seconded by Commissioner

Casper to accept the 2021 audited financial statements, management letter, and communication letter, as prepared and presented by Erickson & Associates. A roll call vote was taken: Commissioner Sundelius, yes; Commissioner Coffey, yes; Commissioner Casper, yes; Commissioner Hennessey, yes; and Commissioner Siebers, yes. Motion carried.

B. Effluent Filtration Project Debt Service & Operational Cost Allocations

District Director Helminger provided a potential breakdown of costs for the filtration project.

The principal and interest due to the Clean Water Fund loan was approved in March of 2021 using 15% for volume, 15% BOD, 35% Suspended Solids, and 35% Phosphorus. These payments will begin until the year after the project closes out.

There are numerous chemical and input costs identified by Donohue that also will need to be allocated into the Sewer User Charge system. Helminger presented a table with the various items and their proposed allocation percentages. These costs include: polymer, coagulant, electricity, and additional biosolids handling and disposal costs. The electrical costs will not be distinguishable from the rest of the electrical use at the plant and will need to be allocated along with the total plant electrical expenses.

Polymer and coagulant were proposed to be allocated the same as those chemicals that are used in the Actiflo process. Biosolids costs would also be allocated in the same proportions as has been done since the last rate study completed in 2008.

Helminger was directed to bring this item back for discussion next month and to provide a cleaner report with additional detail relating to the logic behind the proposed allocations along with mass calculations representing expected solids removal by the media disc filters.

C. Wastewater & Water Symposium Progress Update

Commissioner Siebers provided an update on the planning of a Fox Valley Water/Wastewater Symposium and included information regarding the One Water Summit in Milwaukee on September 13-15. Next steps will be to finalize steering committee participants, connect with Green Bay Regional Delegation leadership, and set up the first meeting date.

D. FOG Program Update

John Stoeger of Stoeger & Associates provided a written fats, oil, and grease update by community, including a grease trap inspection report and site visit correspondence. The Commission also received an itemized copy of the April 2022 invoice.

E. Donohue – Effluent Filtration Project Monthly Activity Report

District Director Helminger noted frequent calls and emails for information and necessary documents to satisfy the requirements for the Clean Water Fund loan. The District has verified the types and amounts of insurance that is in place by CD Smith. The District sought

legal review of the contract documents and they all check out for signatures and implementation.

Donohue will be invited to present a status update for the filter project at the June 29th Community Meeting.

F. Strategic Municipal Services – Interceptor Rehab Project Monthly Activity Report

Scott Schramm of SMS provided an activity/next steps summary for April 2022. After a discussion a motion was made by Commissioner Casper to authorize the purchase of equipment necessary for the installation of temporary electrical service for bypass pumping with Kaukauna Utilities at a cost of \$66,300. The motion was seconded by Commissioner Hennessey. 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. Commissioner Casper asked staff to verify that there will be backup generator power onsite as well, and Commissioner Sundelius asked staff to find out if the electrical equipment is HOV property after the project is complete.

G. Leonard & Finco Monthly Activity Report

Leonard & Finco provided a written monthly update of projects completed in April as well as a list of upcoming tasks for May & June.

PLANT REPORTS:

5PR. Flows & Revenues / Operations & Maintenance

The Commission received a copy of the hydraulic & organic loadings data, along with flow & strength projections, which shows the year-to-date surplus/deficit in revenue for the month of April 2022. Revenue received from the WPS-Fox Energy Center for effluent purchased in April = \$13,573.40; Revenue received to date for 2022 = \$51,809.22. WPS-Fox Energy purchased 35% of the effluent produced in April.

The average effluent concentrations for **April 2022** were as follows:

	<u>Monthly Average</u>	<u>Permit Limit</u>
BOD	10.9 mg/L	30 mg/L
Suspended Solids	19.2 mg/L	30 mg/L
Suspended Solids	629 lbs.	801 lbs.
Phosphorus	.21 mg/L	1.0 mg/L
Ammonia	.83 mg/L	10 mg/L
Chlorides	520 mg/L	

All permit values were met for April 2022

Kevin Skogman, Director of Operations & Maintenance, provided a written O & M Report on plant operations for April. Kevin updated the commission on the relocation of the rain gauges, installation of the ATAD Blower #3, and the purchase of an economy remanufactured peak flow pump #3 VFD for \$12,672.00. After a discussion a motion was made by Commissioner Hennessey to authorize the purchase of two new pressure vessels at a cost of \$39,987.50 each, plus shipping. The motion was seconded by Commissioner Siebers. 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. May 2022 Accounts Payable; Action for Approval

After a review of the bills payable, a motion was made by Commissioner Casper and seconded by Commissioner Sundelius to approve payment of the bills in the amount of \$231,797.08. 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. The Commission signed the check voucher register which includes general, pre-paid, and petty cash checks.

B. Budget Comparison Report

The Commission received a Budget Comparison Report, along with a verbal explanation of exceedances.

7. General Old or New Business

- *Landfill Communications:* Legal counsel advised that no additional information be provided unless the landfill confirms a commitment to meet the HOV's leachate discharge requirements. Outagamie County Recycling & Solid Waste was advised that absent their commitment to addressing three major leachate discharge issues, that the District will not be providing further comments.
- *Website:* The site is in the final review stage and will be going live soon. Timios will then provide training so updating the information on the site can be done in-house.
- *Community Meeting:* The next community meeting will be held on June 29th at the City of Kaukauna Community Room.

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: 6:21 PM)

SIGNED & APPROVED BY: _____

Patrick E. Hennessey, Secretary