

# MINUTES

## HEART OF THE VALLEY METROPOLITAN SEWERAGE DISTRICT REGULAR MEETING HELD ON SEPTEMBER 14, 2021 AT THE CITY OF KAUKAUNA COUNCIL CHAMBERS

**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  
Chad Giackino - Regulatory Compliance Manager HOVMSD  
Dawn Bartel - Office Manager HOVMSD  
Kent Taylor - Village of Little Chute  
Lisa Remiker Dewalt - Village of Little Chute  
Jon Cameron - Ehlers Public Finance Advisors  
Lisa Trebatoski - Ehlers Public Finance Advisors

### **1. 5:30 p.m. Call to Order – Roll Call**

President Casper called the meeting to order at 5:30 PM.

#### **1A. 2022 Budget Workshop**

The Commission and Staff reviewed the 2022 proposed budget figures including detailed expense accounts, debt service, rate & income data, and replacement information. The commission consented to increasing the budget for legal fees and joining the Municipal Environmental Group. They also consented to expanding the scope of services for Donohue's disk filter contract to include the design of a women's locker room.

After a discussion a motion was made by Commissioner Casper and seconded by Commissioner Siebers to partner with Outagamie County and pay \$4,000 towards electrical service installation at the sedimentation basin and pay up to \$1,000/year for the monthly service. 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.

The 2022 budget and rate parameters will be officially adopted at the October 12, 2021 Regular Commission Meeting/Public Hearing.

## **2. Public Appearances**

No appearances were made.

## **3. Approval of the Minutes of the August 10, 2021 Regular Meeting**

The minutes of the August 10, 2021 Regular Meeting were presented to the Commission. A motion was made by Commissioner Coffey 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**

There was nothing to report under Correspondence.

## **5. Discussion Items**

### **A. Connection Fee Process – Kaukauna Interest Discussion & Possible Action**

After a discussion the Commission decided to place this topic on the agenda for the next community meeting which will be held on Thursday, October 28, 2021 at 11:30 AM at the Combined Locks Village Hall.

### **B. Jon Cameron of Ehlers – Long Range Cash Flow & Debt Modeling Analysis**

Jon Cameron of Ehlers stated that he had a conference call and a follow up email with the Department of Administration regarding the Clean Water Funding for the disk filter project and interceptor project. The DOA recognizes the issue that the District faces and are open to flexibility with overlapping the new debt with current debt to alleviate a spike in rates.

The Commission asked Ehlers to provide a services agreement for Clean Water Fund loan assistance for approval at the October 12<sup>th</sup> Commission Meeting.

Commissioner Sundelius requested Staff to look into the American Rescue Plan Act and see if there's an opportunity for government funding for the upcoming projects.

### **C. Adoption of Resolution #194; Authorizing Representatives to File Applications for Financial Assistance from the State of WI Environmental Improvement Fund**

A motion was made by Commissioner Casper and seconded by Commissioner Coffey to adopt Resolution #194; Authorizing Representatives to File Applications for Financial Assistance from the State of WI Environmental Improvement Fund. 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.

#### **D. Adoption of Resolution #195; Declaring Official Intent to Reimburse Expenditures from Proceeds of Borrowing**

A motion was made by Commissioner Casper and seconded by Commissioner Siebers to adopt Resolution #195; Declaring Official Intent to Reimburse Expenditures from Proceeds of Borrowing. 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. Outagamie County Landfill; Foth Pilot and Leachate Memo dated 8/20/2021**

The Commission received a copy of a letter from Foth dated 8/20/2021 regarding the leachate pilot study and pretreatment options evaluation. District Director Helminger noted that nothing has changed with respect to ammonia and BOD loadings coming to the plant and both parameters regularly exceed 90% of rated capacity. The landfill wants to re-engage the District in leachate discussions because it appears that Xogen pretreatment is no longer an option. After a lengthy discussion the Commission directed Helminger to send a letter to the Outagamie County Landfill reiterating the District's expectations for pretreatment of leachate discharged to HOVMSD.

#### **F. 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 August 2021 invoice.

#### **G. Strategic Municipal Services; Interceptor Action Plan Monthly Activity Report**

Scott Schramm of SMS provided an activity summary for August 2021. A working meeting is scheduled with HOVMSD staff on 9/30/2021.

#### **H. Leonard & Finco; Monthly Activity Report**

Leonard & Finco provided a written monthly update of projects completed in August as well as a list of upcoming tasks.

### ***PLANT REPORTS:***

#### **1. 2021 Flows & Revenues Report / Plant Operation Summary**

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 August 2021. Revenue received from the WPS-Fox Energy Center for effluent purchased in August = \$16,561.03; Revenue received to date for 2021 = \$110,340.31. WPS-Fox Energy purchased 39% of the effluent produced in August.

The average effluent concentrations for **August 2021** were as follows:

	<u>Monthly Average</u>	<u>Permit Limit</u>
BOD	12.0 mg/L	30 mg/L
Suspended Solids	13.6 mg/L	30 mg/L
Suspended Solids	581 lbs.	801 lbs.
Phosphorus	.31 mg/L	1.0 mg/L
Ammonia-N	.42 mg/L	4.4 mg/L
Chlorides	561 mg/L	

***All permit values were met for August 2021***

Kevin Skogman, Director of Operations & Maintenance, provided a written O & M Report on plant operations for August. Kevin's memo included updates on the completion of biosolids hauling, the repair of the water champ guide rail system, the replacement of the support brackets on the fill and decant pipes of storage tank #1, and the phosphorus analyzer. Kevin also informed the commission of a biosolids spill on August 30<sup>th</sup> in which the DNR and state spill hotline were notified. The Commission received a copy of the DNR's Grade A response to the CMAR submitted in June.

**6. Funds**

**A. September 2021 Accounts Payable; Action for Approval**

After a review and discussion of the bills payable, a motion was made by Commissioner Casper and seconded by Commissioner Hennessey to approve payment of the bills in the amount of \$284,336.71. 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. 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**

There will be a special commission meeting on Tuesday, October 26, 2021 at 5:30 PM at the City of Kaukauna Council Chambers. This meeting will be dedicated to a progress update by Strategic Municipal Services on the interceptor rehab project. The next HOV/Community Meeting will be held on Thursday, October 28<sup>th</sup> at the Village of Combined Locks at 11:30 AM.

**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: 7:58 PM)

SIGNED & APPROVED BY: \_\_\_\_\_

  
 Patrick E. Hennessey, Secretary