

# MINUTES

## HEART OF THE VALLEY METROPOLITAN SEWERAGE DISTRICT REGULAR MEETING HELD ON **OCTOBER 12, 2021** AT THE CITY OF KAUKAUNA COUNCIL CHAMBERS

**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  
Chad Giackino - Regulatory Compliance Manager HOVMSD  
Dawn Bartel - Office Manager HOVMSD  
Kent Taylor - Village of Little Chute  
Scott Schramm - Strategic Municipal Services

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

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

#### **1A. Public Hearing for the Adoption of the 2022 Budget and Rate Charge Parameters**

A motion was made by Commissioner Siebers and seconded by Commissioner Hennessey to enter into a Public Hearing. Motion carried.

The Public Hearing was officially noticed and published in the Appleton Post Crescent/Gannett on 9/22/2021. Hearing no comments from the audience and receiving no written correspondence, a motion was made by Commissioner Casper and seconded by Commissioner Siebers to close the Public Hearing. Motion carried.

A motion was made by Commissioner Siebers and seconded by Commissioner Hennessey to adopt the 2022 Budget as presented in the amount of \$6,967,273 with the rate charge parameters as follows: Flow \$0.763/1000 gallons; BOD \$0.193/pound; Suspended Solids \$0.254/pound; Phosphorus \$6.692/pound; Ammonia \$1.247/pound; and Chlorides \$0.004/pound. A roll call vote was taken: Commissioner Casper, yes; Commissioner Sundelius, yes; Commissioner Hennessey, yes; and Commissioner Siebers, yes. Motion carried unanimously. The 2022 operating budget reflects a 3.12% increase from 2021.

### **2. Public Appearances**

No appearances were made.

### **3. Approval of the Minutes of the September 14, 2021 Regular Meeting**

The minutes of the September 14, 2021 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**

There was nothing to report under Correspondence.

### **5. Discussion Items**

#### **A. Ehlers Service Agreement; Discussion & Possible Action**

A motion was made by Commissioner Sundelius and seconded by Commissioner Siebers to enter into an Agreement with Ehlers Public Finance Advisors to assist in the preparation of a Clean Water Fund Loan application related to the disk filter project, at a cost of \$8,500. A roll call vote was taken: Commissioner Casper, yes; Commissioner Sundelius, yes; Commissioner Siebers, yes; and Commissioner Hennessey, yes. Motion carried unanimously.

#### **B. Donohue Task Order 4A Contract Amendment #1; Discussion & Possible Action**

A motion was made by Commissioner Siebers and seconded by Commissioner Hennessey to accept Amendment No. 1 to Task Order 4A with Donohue for the design services of a women's locker room and ADA bathroom as an addition to the effluent filtration design agreement. This additional cost of \$44,930 will increase the total contract amount to \$688,580. A roll call vote was taken: Commissioner Casper, yes; Commissioner Sundelius, yes; Commissioner Siebers, yes; and Commissioner Hennessey, yes. Motion carried unanimously.

#### **C. Outagamie County Landfill; HOV Correspondence & 9/21/2021 Zoom Meeting Recap**

The commission received a copy of a 9/21/2021 letter drafted by District Director Helminger and sent to the Outagamie County Landfill. The letter reiterated the Districts position stating that the Outagamie County Landfill should evaluate its options and implement a combination of any and all actions that are necessary to meet its leachate treatment obligations and comply with all other terms and conditions of both the Village of Little Chute and HOVMSD sewer use ordinances.

#### **D. Election of Officers: President, Vice President, and Secretary**

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

## **E. 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 the Heart of the Valley MSD. A roll call vote was taken: Commissioner Casper, yes; Commissioner Sundelius, yes; Commissioner Siebers, yes; and Commissioner Hennessey, yes. Motion carried unanimously

## **F. Adoption of Resolution #196; Appointment of Public Depositories**

A motion was made by Commissioner Casper and seconded by Commissioner Hennessey to adopt Resolution #196 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 Siebers, yes; and Commissioner Hennessey, yes. Motion carried unanimously.

## **G. 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 September 2021 invoice.

## **H. Strategic Municipal Services; Interceptor Action Plan**

### **-Monthly Activity Report**

Scott Schramm of SMS provided an activity/next steps summary for September 2021.

### **-Interceptor Televising Request; Discussion & Possible Action**

After a lengthy discussion regarding the liner deficiencies noted in manholes 6A-4 and manholes 8-6A, the commission consented to contracting with Visu Sewer to jet clean and televise the noted areas as soon as possible with Scott Schramm in control of the performance and inspection during the televising. The Commission also consented to direct Scott Schramm to investigate the deficiencies and put together a history of the facts, issues, and discovery.

### **-Adoption of Resolution #197; District Intent and Identifying Authorized Representatives to file Applications for financial assistance from the State of WI Environmental Improvement Fund related to Clean Water Funding for Interceptor Rehabilitation**

A motion was made by Commissioner Casper and seconded by Commissioner Sundelius to adopt Resolution #197 confirming project intent, and appointing the District Director, Office Manager, and Scott Schramm of Strategic Municipal Services as the authorized representatives of the District for the purpose of filing applications for financial assistance from the State of Wisconsin Environmental Improvement Fund-Clean Water Fund for interceptor rehabilitation. A roll call vote was taken: Commissioner Casper, yes;

Commissioner Siebers, yes; Commissioner Sundelius, yes; and Commissioner Hennessey, yes. Motion carried unanimously.

**I. Leonard & Finco; Monthly Activity Report**

Leonard & Finco provided a written monthly update of projects completed in September as well as a list of upcoming tasks. The Commission also received a copy of the Community Outreach Plan and a 2021/2022 Task & Timeline.

**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 September 2021. Revenue received from the WPS-Fox Energy Center for effluent purchased in September = \$12,534.78; Revenue received to date for 2021 = \$122,875.09. WPS-Fox Energy purchased 40% of the effluent produced in September.

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

|                         | <u>Monthly Average</u> | <u>Permit Limit</u> |
|-------------------------|------------------------|---------------------|
| <b>BOD</b>              | <b>11.2 mg/L</b>       | <b>30 mg/L</b>      |
| <b>Suspended Solids</b> | <b>15.9 mg/L</b>       | <b>30 mg/L</b>      |
| <b>Suspended Solids</b> | <b>492 lbs.</b>        | <b>801 lbs.</b>     |
| <b>Phosphorus</b>       | <b>.40 mg/L</b>        | <b>1.0 mg/L</b>     |
| <b>Ammonia</b>          | <b>.53 mg/L</b>        | <b>4.4 mg/L</b>     |
| <b>Chlorides</b>        | <b>654 mg/L</b>        |                     |

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

Kevin Skogman, Director of Operations & Maintenance, provided a written O & M Report on plant operations for September. Kevin’s memo included updates on the installation of plug assemblies on the decant valves of storage tank #2, the repair of the guide rail system on the water champ, asphalt sealing, and laser flow meter modems. Kevin also noted that an operator has resigned and took a position with the Village of Wrightstown.

**6. Funds**

**A. October 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 \$470,609.18. A roll call vote was taken: Commissioner Casper, 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.
- ✓ District Director Helminger noted that HOV gave a plant and sedimentation basin tour to students from NWTC on 9/23/2021.
- ✓ The Kaukauna Utilities micro grid study grant has been accepted.

**8. 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: 7:32 PM)

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