

# MINUTES

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

**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 OVMSD  
Chad Giackino - Regulatory Compliance Manager HOVMSD  
Dawn Bartel - Office Manager HOVMSD  
Mike Gerbitz - Donohue  
Ryan Holzem - Donohue  
Attorney Bill Cole - Axley Brynelson (via teleconference)

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

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

### **2. Public Appearances**

No appearances were made.

### **3. Approval of the Minutes of the November 9, 2021 Regular Meeting**

The minutes of the November 9, 2021 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**

There was nothing to discuss under Correspondence.

### **5. Discussion Items**

#### **A. Closed Session pursuant to Wisconsin State Statute 19.85 (1)(g) regarding landfill leachate impacts and treatment agreements – return to Open Session**

A motion was made by Commissioner Hennessey and seconded by Commissioner Coffey to enter into a Closed Session. Motion carried.

A motion was made by Commissioner Casper and seconded by Commissioner Siebers to return to Open Session. Motion carried.

Commissioner Casper authorized District Director Helminger to continue discussions with legal counsel. This topic will be on the agenda for the January 11, 2022 Commission meeting where action may be taken.

#### **B. Mike Gerbitz of Donohue: Biostyr StressTesting Discussion & Possible Action**

After a discussion a motion was made by Commissioner Hennessey and seconded by Commissioner Coffey to approve Task Order 7A; a full-scale cold weather treatment system stress testing at a cost of \$14,800. 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 purpose of this test is to reveal the plant's cold weather treatment capacity. Information the test provides may be used to re-rate the facility. Developing and submitting a re-rating request to the DNR will be completed under a separate Task Order.

#### **C. Ryan Holzem of Donohue: Filter Project Update**

Ryan Holzem of Donohue gave a power point presentation and status update on the filter project. Ryan talked about chemical conditioning and filtering systems, hydraulic improvements for the disinfection process, and building improvements. The building will have new HVAC, replacement roof, and an additional restroom/locker room on the main level. Ryan then discussed workflow, budget, and scheduling with bid opening expected in March of 2022.

The Commission directed staff to send an update letter to the communities regarding the filter project.

#### **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 November 2021 invoice.

#### **E. Strategic Municipal Services – Interceptor Action Plan Monthly Activity Report**

Scott Schramm of SMS provided an activity/next steps summary for November 2021. Visu Sewer has completed the televising with the exception of two remaining interceptor sections. When river levels allow for safe access, Visu Sewer will return to complete the last interceptor sections.

#### **F. Leonard & Finco – Monthly Activity Report**

Leonard & Finco provided a written monthly update of projects completed in November 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 November 2021. Revenue received from the WPS-Fox Energy Center for effluent purchased in November = \$14,695.32; Revenue received to date for 2021 = \$147,628.60. WPS-Fox Energy purchased 63% of the effluent produced in November.

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

|                         | <u>Monthly Average</u> | <u>Permit Limit</u> |
|-------------------------|------------------------|---------------------|
| <b>BOD</b>              | <b>12.9 mg/L</b>       | <b>30 mg/L</b>      |
| <b>Suspended Solids</b> | <b>19.5 mg/L</b>       | <b>30 mg/L</b>      |
| <b>Suspended Solids</b> | <b>294 lbs.</b>        | <b>801 lbs.</b>     |
| <b>Phosphorus</b>       | <b>.53 mg/L</b>        | <b>1.0 mg/L</b>     |
| <b>Ammonia</b>          | <b>.56 mg/L</b>        | <b>4.4 mg/L</b>     |
| <b>Chlorides</b>        | <b>700 mg/L</b>        |                     |

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

Kevin Skogman, Director of Operations & Maintenance, provided a written O & M Report on plant operations for November. Kevin’s memo included updates on the phosphorus analyzer SCADA connection, the ordering of spare critical electronic components, polymer pricing and pre-order, the purchase of a new forklift, the filling of the PCT position, and ATAD cleaning.

**6. Funds**

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

After a review of the bills payable, a motion was made by Commissioner Casper and seconded by Commissioner Coffey to approve payment of the bills in the amount of \$332,335.54. A roll call vote was taken: Commissioner Casper, yes; Commissioner Sundelius, yes; Commissioner Siebers, yes; Commissioner Coffey, 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**

District Director Helminger talked about the need for improved, visible HOV signage. Helminger also informed the commission that the PCT position has been filled and the new employee starts on 12/20.

**8. Closed Session pursuant to Wisconsin State Statute 19.85 (1)(c) regarding 2022 wage adjustments – return to Open Session for possible action.**

A motion was made by Commissioner Casper and seconded by Commissioner Hennessey to enter into a Closed Session. Motion carried. (Time: 7:22 PM)

A motion was made by Commissioner Sundelius and seconded by Commissioner Siebers to return to Open Session. Motion carried.

A motion was made by Commissioner Casper to increase the salary grid by 1.9% and award a 1.1% bonus. The motion was seconded by Commissioner Coffey. A roll call vote was taken: Commissioner Casper, yes; Commissioner Sundelius, yes; Commissioner Siebers, yes; Commissioner Coffey, yes; and Commissioner Hennessey, yes. Motion carried unanimously.

**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: 7:48 PM)

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