

MINUTES

HEART OF THE VALLEY METROPOLITAN SEWERAGE DISTRICT REGULAR MEETING HELD ON FEBRUARY 8, 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

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
Mike Gerbitz - Donohue & Associates

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 January 11, 2022 Regular Meeting

The minutes of the January 11, 2022 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

The commission received a copy of correspondence from Outagamie County Recycling & Solid Waste regarding the termination notice dated 1/13/2022.

5. Discussion Items

A. Filter Project Update & Substantial Completion Date Change - Mike Gerbitz

After a discussion with Mike Gerbitz of Donohue, the Commission consented to change the substantial completion date for the disc filter project from 1/1/2024 to 7/1/2024.

B. Closed Session pursuant to Wisconsin State Statute 19.85 (1)(e) Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session (Outagamie County Recycling & Solids Waste Department) Returning to Open Session for the continuance of the agenda.

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

A motion was made by Commissioner Casper and seconded by Commissioner Siebers to end the Closed Session and return to Open Session. Motion carried. (5:38 PM)

The Commission directed District Director Helmingier to draft a response to Outagamie County Recycling & Solid Waste and have it reviewed by Axley Brynelson.

C. Discussion and Possible Action on a Workshop Regarding Current and Future HOVMSD Facilities

The Commission talked about developing a symposium of community leadership to discuss and develop long range planning for the District. Commissioner Casper noted that he'd like this topic to be on the agenda for the February 17th community meeting.

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 January 2022 invoice.

E. Annual Investments & Debt Service Report

For informational purposes, the Commission received a copy of a cash & investments spreadsheet showing investment activity and year-end balances for 2021. The year-end balance of \$14,472,859.45 is an increase of \$20,486.94 compared to 2020. The Commission also received a debt service repayment schedule for the three outstanding Clean Water Fund loans.

F. Strategic Municipal Services – Interceptor Action Plan Monthly Activity Report

Scott Schramm of SMS provided an activity/next steps summary for January 2022. Scott will be providing an update at the community meeting on 2/17/2022. District Director Helmingier noted that a stand-alone interceptor rehab workshop should be scheduled once the remaining televising is complete.

G. Leonard & Finco – Monthly Activity Report

Leonard & Finco provided a written monthly update of projects completed in January as well as a list of upcoming tasks for February & March. Scott Stein will be attending the community meeting on 2/17/2022 and providing an update to community leadership.

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 January 2022. Revenue received from the WPS-Fox Energy Center for effluent purchased in January = \$13,528.91; Revenue received to date for 2022 = \$13,528.91. WPS-Fox Energy purchased 57% of the effluent produced in January.

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

	<u>Monthly Average</u>	<u>Permit Limit</u>
BOD	10.5 mg/L	30 mg/L
Suspended Solids	12.8 mg/L	30 mg/L
Suspended Solids	212 lbs.	801 lbs.
Phosphorus	.34 mg/L	1.0 mg/L
Ammonia	.46 mg/L	10 mg/L
Chlorides	746 mg/L	

All permit values were met for January 2022

Kevin Skogman, Director of Operations & Maintenance, provided a written O & M Report on plant operations for January. A motion was made by Commissioner Casper and seconded by Commissioner Hennessey to authorize the purchase of two rotating assemblies for the ATAD Jet Mix Pumps at an approximate cost of \$123,144.74. A roll call vote was taken: Commissioner Casper, yes; Commissioner Sundelius, yes; Commissioner Siebers, yes; and Commissioner Hennessey, yes. Motion carried unanimously.

A. February 2022 Accounts Payable; Action for Approval

After a review of the bills payable, a motion was made by Commissioner Siebers and seconded by Commissioner Hennessey to approve payment of the bills in the amount of \$280,336.80. 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.

7. General Old or New Business

- There will be a community meeting on Thursday, 2/17/2022 at the Village of Kimberly. Updates will be given by Strategic Municipal Services, Leonard & Finco, and Donohue. District Director Helminger will give a year-to-date plant update and Commission President Casper will talk about long range planning.
- East Central will be coming in for a plant tour on 2/22/2022 and will also be attending the community meeting.

- The micro grid grant study has begun. There was a kick off meeting on 2/3/2022; anticipate approximately six months to receive a final report.
- The Biostyr stress test has begun. Staff and Donohue are planning on bi weekly virtual meetings to monitor and discuss plant performance.
- The 2021 audit begins on April 4th.

8. Adjournment

With no further business before the Commission, a motion was made by Commissioner Sundelius and seconded by Commissioner Casper to adjourn the meeting. Motion carried unanimously. (Time: 6:36 PM)

SIGNED & APPROVED BY: _____
Patrick E. Hennessey, Secretary