

# MINUTES

## HEART OF THE VALLEY METROPOLITAN SEWERAGE DISTRICT REGULAR MEETING HELD ON MARCH 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  
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  
Kent Taylor - Village of Little Chute  
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 February 8, 2022 Regular Meeting and February 17, 2022 Special Community Meeting**

The minutes of the February 8, 2022 Regular Meeting and the February 17, 2022 Special Community Meeting were presented to the Commission. A motion was made by Commissioner Casper and seconded by Commissioner Siebers 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 Boardman & Clark LLP dated 3/2/2022 regarding a public records request for the City of Kaukauna.

### **5. Discussion Items**

#### **A. Discussion & Possible Action on a Future Planning Workshop**

The Commission talked about hosting a roundtable discussion/workshop to discuss the demands and expectations of the utility, as well as future needs and growth planning. Commissioner Siebers noted that he'd work on a rough agenda and present it at the April Commission meeting.

**B. 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 February 2022 invoice.

**C. Strategic Municipal Services – Interceptor Rehab Project Monthly Activity Report**

Scott Schramm of SMS provided an activity/next steps summary for February 2022. Safely accessing and televising the remaining two sections is planned for June. District Director Helminger noted that there will be an additional ten structures added to the project located in the Village of Kimberly.

**D. Leonard & Finco – Monthly Activity Report**

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

**E. Quarles & Brady – Discussion & Possible Action on Engagement Letter related to Bonding for Disc Filter Project**

After a discussion a motion was made by Commissioner Coffey and seconded by Commissioner Siebers to accept the proposal from Quarles & Brady, dated 3/3/2022, for bond counsel services related to approximately \$15,000,000 revenue bonds-Clean Water Fund Loan, not to exceed \$22,000. 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 Scope of Engagement was signed by Commission President Casper.

***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 February 2022. Revenue received from the WPS-Fox Energy Center for effluent purchased in February = \$10,820.94; Revenue received to date for 2022 = \$24,349.85. WPS-Fox Energy purchased 51% of the effluent produced in February.

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

	<u>Monthly Average</u>	<u>Permit Limit</u>
<b>BOD</b>	<b>11.3 mg/L</b>	<b>30 mg/L</b>
<b>Suspended Solids</b>	<b>13.3 mg/L</b>	<b>30 mg/L</b>

<b>Suspended Solids</b>	<b>249 lbs.</b>	<b>801 lbs.</b>
<b>Phosphorus</b>	<b>.33 mg/L</b>	<b>1.0 mg/L</b>
<b>Ammonia</b>	<b>.49 mg/L</b>	<b>10 mg/L</b>
<b>Chlorides</b>	<b>829 mg/L</b>	

***All permit values were met for February 2022***

Kevin Skogman, Director of Operations & Maintenance, provided a written O & M Report on plant operations for February. Kevin updated the commission on the sodium hypochlorite tank repair, air handling unit VFD drive for Acti-Flo, and an exchange blower for ATAD.

**6. Funds**

**A. March 2022 Accounts Payable; Action for Approval**

After a review 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 \$199,555.85. 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 Response Letter:* HOV Staff continues to work on a draft response which will be reviewed by legal counsel prior to sending.
- *East Central Regional Planning:* Staff met with ECRPC regarding revisions to the Fox Valley SSA remapping. If stress testing results in an increase in rated capacity then the mapping can be amended to reflect the capacity increases.
- *Micro Grid Grant Study:* District Director Helminger updated the commission on the progress of the micro grid grant study along with four scenarios which are being reviewed.

**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: 5:49 PM)

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