

MINUTES

HEART OF THE VALLEY METROPOLITAN SEWERAGE DISTRICT REGULAR MEETING HELD ON JUNE 14, 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
Scott Schramm - Strategic Municipal Services
John Neumeier - City of Kaukauna
John Stoeger - Stoeger & 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 May 10, 2022 Regular Meeting

The minutes of the May 10, 2022 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

The commission received a copy of correspondence from Outagamie County Recycling & Solid Waste dated 5/17/2022 and two articles in the Times Villager dated 5/11/2022 and 5/18/2022.

5. Discussion Items

A. Strategic Municipal Services – Interceptor Rehab Project Monthly Activity Report

After a discussion a motion was made by Commissioner Coffey and seconded by Commissioner Sundelius to approve the Agreement Amendment for Professional Design Services dated 6/8/2022 in the amount of \$117,580. 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.

B. Effluent Filtration Project Debt Service & Operational Cost Allocations

District Director Helminger previously provided a breakdown of costs for the filtration project using 15% for volume, 15% BOD, 35% Suspended Solids, and 35% Phosphorus for the Clean Water Fund Debt Service.

Helminger reviewed calculations for operational costs which vary between categories for electricity, polymer, iron salt, and biosolids. After a review and discussion of the calculations, there was consensus among the commission that the information provided is a defensible breakdown of cost allocations for operational expenses.

C. Wastewater & Water Symposium Progress Update

Commissioner Siebers and District Director Helminger will be attending the One Water Summit in Milwaukee on September 13th-15th.

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 May 2022 invoice.

E. Adoption of Resolution #199; 2021 Compliance Maintenance Annual Report

After a review of the 2021 Compliance Maintenance Annual Report (CMAR), a motion was made by Commissioner Casper and seconded by Commissioner Hennessey to adopt Resolution #199 stating that the HOVMSD Commission has reviewed and understands the CMAR which will be submitted to the Wisconsin DNR. A roll call vote was taken: Commissioner Siebers, yes; Commissioner Sundelius, yes; Commissioner Hennessey, yes; Commissioner Coffey, yes; and Commissioner Casper, yes. Motion carried unanimously. The CMAR was signed by President Casper and Secretary Hennessey.

F. Donohue – Effluent Filtration Project Monthly Activity Report

The Commission received an updated project budget sheet showing a breakdown of eligible expenses and an estimated Clean Water Fund borrowing amount of \$19,159,949.00. Helminger noted that there is a project kick-off meeting on July 1, 2022.

G. Information Request – Maes Street Project in Kimberly

The Commission was copied on an email from Excel Engineering, Inc. regarding the proposed rebranding of the existing, vacant Shopko building in Kimberly.

H. Leonard & Finco Monthly Activity Report

Leonard & Finco provided a written monthly update of projects completed in May as well as a list of upcoming tasks for June & July.

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 May 2022. Revenue received from the WPS-Fox Energy Center for effluent purchased in May = \$10,441.47; Revenue received to date for 2022 = \$62,250.69. WPS-Fox Energy purchased 35% of the effluent produced in May.

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

	<u>Monthly Average</u>	<u>Permit Limit</u>
BOD	11.9 mg/L	30 mg/L
Suspended Solids	9.6 mg/L	30 mg/L
Suspended Solids	484 lbs.	801 lbs.
Phosphorus	.22 mg/L	1.0 mg/L
Ammonia	1.39 mg/L	11 mg/L
Chlorides	644 mg/L	

All permit values were met for May 2022

Kevin Skogman, Director of Operations & Maintenance, provided a written O & M Report on plant operations for May. Kevin updated the commission on the purchase of DAFT pressure vessel tanks, MCC ethernet to device net module, and the rebuild of peak flow pump #3.

6. Funds

A. June 2022 Accounts Payable; Action for Approval

After a review of the bills payable, a motion was made by Commissioner Casper and seconded by Commissioner Siebers to approve payment of the bills in the amount of \$372,301.26. 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.

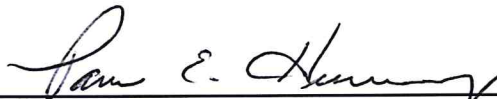
7. General Old or New Business

- *Landfill Communications:* HOV will be hosting a meeting with District staff, Commissioner Casper, Bill Cole of Axley Brynelson, the Outagamie County Landfill, Village of Little Chute, and Foth officials on 6/23/2022.
- *Website:* The updated website is now live. Moving forward there will be money budgeted for annual enhancements and maintenance.
- *Biostyr Stress Test:* Donohue is currently evaluating the data and the need for a summer stress test to further validate the winter results. It appears that Actiflo removes approximately 15% more BOD than was originally calculated, therefore justification is probable for a DNR request for a capacity rate increase.
- *Micro Grid Grant Study:* The District hosted a meeting with Kaukauna Utilities on 6/6/2022 to discuss the draft final report on green energy and back-up power for the plant, and provide comments to SEPA. SEPA intends to follow up with investigation and grant funding. A final report will be distributed once its finalized and complete.

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: 6:33 PM)

SIGNED & APPROVED BY:



Patrick E. Hennessey, Secretary