

# MINUTES

## HEART OF THE VALLEY METROPOLITAN SEWERAGE DISTRICT REGULAR MEETING HELD ON **OCTOBER 11, 2022** AT THE HEART OF THE VALLEY MSD MEETING ROOM

**Members Present:** Dave Casper - President (virtual)  
Bruce Siebers - Vice President  
Patrick Hennessey - Secretary  
John Sundelius - Commissioner (virtual)  
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  
John Neumeier - City of Kaukauna  
Allyn Dannhoff - Village of Kimberly  
Brad Werner - McMahon Associates  
Mike Gerbitz - Donohue

### **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 September 13, 2022 Regular Meeting**

The minutes of the September 13, 2022 Regular Meeting were presented to the Commission. A motion was made by Commissioner Coffey 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**

The Commission received a copy of an article in the Times Villager dated 10/5/2022 regarding the ground breaking ceremony for the effluent disc filter project, along with a letter dated 9/27/2022 from Outagamie County regarding Commissioner Casper's reappointment for another five year term.

### **5. Discussion Items**

#### **A. Public Hearing for the Adoption of the 2023 Budget & 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 9/26/2022. Hearing no comments from the audience and receiving no written correspondence, a motion was made by Commissioner Hennessey and seconded by Commissioner Coffey to close the Public Hearing. Motion carried.

A motion was made by Commissioner Siebers and seconded by Commissioner Coffey to adopt the 2023 Budget as presented in the amount of \$6,948,590 with the rate charge parameters as follows: Flow \$0.705/1000 gallons; BOD \$0.176/pound; Suspended Solids \$0.238/pound; Phosphorus \$6.378/pound; Ammonia \$1.09/pound; and Chlorides \$0.003/pound. A roll call vote was taken: Commissioner Casper, yes; Commissioner Sundelius, yes; Commissioner Hennessey, yes; Commissioner Coffey, yes; and Commissioner Siebers, yes. Motion carried unanimously. The 2023 operating budget reflects a .27% decrease from 2022.

**B. Motor Control Center Upgrade Proposal from Altronex Control Systems-Review & Evaluation of Proposal; Possible Action**

This item will be placed on the agenda for November 8, 2022.

**C. Septage Receiving Station Repairs & Improvements – Donohue Task Order 10A/Design Amendment; Possible Action**

After a discussion, a motion was made by Commissioner Coffey and seconded by Commissioner Siebers to approve the professional services contract with Donohue, Task Order 10A; Waste Tank Rehabilitation, not to exceed \$18,405. A roll call vote was taken: Commissioner Casper, yes; Commissioner Sundelius, yes; Commissioner Hennessey, yes; Commissioner Coffey, yes; and Commissioner Siebers, yes. Motion carried unanimously. The waste tank upgrade is expected to cost approximately \$315,000.

**D. Biostyr Stress Test – Discussion & Findings; Mike Gerbitz of Donohue**

Mike Gerbitz of Donohue reviewed a memo dated 8/30/2022 showing the supporting data and information for a capacity re-rate request. After a discussion, a motion was made by Commissioner Casper and seconded by Commissioner Sundelius to authorize the submittal of a capacity re-rate request for BOD and ammonia to the Wisconsin DNR. A roll call vote was taken: Commissioner Casper, yes; Commissioner Sundelius, yes; Commissioner Hennessey, yes; Commissioner Coffey, yes; and Commissioner Siebers, yes. Motion carried unanimously.

**E. Release of Easement Rights for Parcel 250089300 Government Lot 4, S26, T21N, R18E, Village of Kimberly, Outagamie County – Possible Action**

After a discussion, a motion was made by Commissioner Siebers and seconded by Commissioner Coffey to sign the Release of Easement Rights, Parcel No. 250089300, as presented. 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 Release was signed by Commission Vice President Siebers and notarized.

#### **F. One Water Summit – Meeting Attendance Discussion & Summary**

Commissioner Siebers provided a written summary of the One Water Conference in Milwaukee on 9/13 - 9/15/2022 which he and District Director Helminger attended.

#### **G. 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; Commissioner Coffey, yes; and Commissioner Hennessey, yes. Motion carried unanimously. Commissioner Dave Casper will continue the position as President; Commissioner Bruce Siebers as Vice President, and Commissioner Pat Hennessey as Secretary.

#### **H. Motion for Appointment of Official Newspaper**

A motion was made by Commissioner Casper and seconded by Commissioner Coffey 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 Coffey, yes; Commissioner Sundelius, yes; Commissioner Siebers, yes; and Commissioner Hennessey, yes. Motion carried unanimously

#### **I. Adoption of Resolution #201: Appointment of Public Depositories**

A motion was made by Commissioner Siebers and seconded by Commissioner Hennessey to adopt Resolution #201 listing the public depositories for the Heart of the Valley Metropolitan Sewerage District. A roll call vote was taken: Commissioner Casper, yes; Commissioner Coffey, yes; Commissioner Sundelius, yes; Commissioner Siebers, yes; and Commissioner Hennessey, yes. Motion carried unanimously.

#### **J. Effluent Filtration Project – Monthly Activity Report**

District Director Helminger gave a brief update on the progress to date and noted that the groundbreaking ceremony on 9/19/2022 went well with ample media coverage. Approval of the invoices for October includes pay apps from CD Smith.

#### **K. Interceptor Rehab Project – Monthly Activity Report**

Scott Schramm of Strategic Municipal Services provided a detailed written activity/progress summary for September. A working meeting with staff will be held in the near future as well as an appearance at an upcoming commission meeting.

#### **L. Adoption of Resolution #202; 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 Coffey and seconded by Commissioner Siebers to adopt Resolution #202 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 Coffey, yes; Commissioner Siebers, yes; Commissioner Sundelius, yes; and Commissioner Hennessey, yes. Motion carried unanimously.

**M. FOG Program - Monthly Activity Report**

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 2022 invoice.

**N. Leonard & Finco - Monthly Activity Report**

Leonard & Finco provided a written monthly update of projects completed in September as well as a list of ongoing and upcoming tasks for October & November.

***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 September 2022. Revenue received from the WPS-Fox Energy Center for effluent purchased in September = \$12,137.14; Revenue received to date for 2022 = \$124,822.45. WPS-Fox Energy purchased 39% of the effluent produced in September.

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

	<u>Monthly Average</u>	<u>Permit Limit</u>
<b>BOD</b>	<b>11 mg/L</b>	<b>30 mg/L</b>
<b>Suspended Solids</b>	<b>15.6 mg/L</b>	<b>30 mg/L</b>
<b>Suspended Solids</b>	<b>715 lbs.</b>	<b>801 lbs.</b>
<b>Phosphorus</b>	<b>.40 mg/L</b>	<b>1.0 mg/L</b>
<b>Ammonia</b>	<b>.39 mg/L</b>	<b>4.4 mg/L</b>
<b>Chlorides</b>	<b>653 mg/L</b>	

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

Kevin Skogman, Director of Operations & Maintenance, provided a written O & M Report on plant operations for September. He noted that the DAFT pressure vessel tanks were received on 10/4, a new heating/air conditioning unit is on order for the solids building garage, and cleaning of the ATAD digester and contact tank is complete.

## 6. Funds

### A. October 2022 Accounts Payable; Action for Approval

After a review of the bills payable, a motion was made by Commissioner Coffey and seconded by Commissioner Hennessey to approve payment of the bills in the amount of \$2,469,218.35. 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

- *City of Kaukauna Open Records Request:* Additional supporting information and documents regarding the components of the engineer's original opinion of probable cost from 2017 was requested by the City of Kaukauna and has been delivered.
- *Community Meeting:* The next community meeting will be on Wednesday, October 26<sup>th</sup> in Combined Locks at noon.
- *Outagamie County Landfill:* HOV staff met with Attorney Cole and Mike Gerbitz of Donohue to discuss Foth's most recent correspondence and determined that the lack of detail did not satisfy the District's needs or appropriately address the issues. Mike Gerbitz of Donohue will be drafting a letter summarizing HOV's position. The Commission asked that Little Chute representatives be included as signatories on the letter and that the letter includes an invite to the January commission meeting to give a progress update. Casper also questioned what affect a DNR re-rate could have on the landfill issue. Mike Gerbitz informed the commission that a potential re-rate won't happen before the Landfill's 2/1/2023 deadline.

## 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: 6:28 PM)

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