

MINUTES

HEART OF THE VALLEY METROPOLITAN SEWERAGE DISTRICT REGULAR MEETING HELD ON **DECEMBER 13, 2022** AT THE HEART OF THE VALLEY MSD MEETING ROOM

Members Present: Dave Casper - President
Bruce Siebers - Vice President
Patrick Hennessey - Secretary
John Sundelius - Commissioner
Kevin Coffey - Commissioner

Absent: None

Also Present: Brian Helminger - District Director HOVMSD
Dawn Bartel - Office Manager HOVMSD
Chad Giackino - Regulatory Compliance Manager HOVMSD
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 November 8, 2022 Regular Meeting

The minutes of the November 8, 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 a letter dated 11/16/2022 from Outagamie County Recycling & Solid Waste regarding the landfill leachate management proposal. The District and Mike Gerbitz from Donohue will meet with the landfill on December 14th to discuss the expectations in detail.

5. Discussion Items

A. Introduction & Roundtable Discussion: Michael Avanzi of Kaukauna Utilities

Commissioner Casper welcomed Michael Avanzi, General Manager of Kaukauna Utilities. Commissioner Siebers talked about HOV's vision for strategic future planning, creating relationships and broadening connectivity with other utilities/entities, and making environmental impacts to ensure clean water.

B. Motor Control Center Upgrade: Discussion & Possible Action

The Commission received an email from Mike Gerbitz of Donohue, dated 11/29/2022, confirming that the cost breakdown from LW Allen is reasonable. The Commission directed staff to request a total cost affirmation from LW Allen including installation.

C. PK Boiler Replacement: Discussion & Possible Action

After a discussion and review of correspondence from Energy Control & Design regarding the solids building PK Boiler #3 operation and AHU-1M serving the admin building, a motion was made by Commissioner Casper and seconded by Commissioner Sundelius to enter into a contract with EC&D in the amount of \$37,910. 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.

D. Interceptor Rehab Project – Monthly Activity Report

Scott Schramm of Strategic Municipal Services provided a detailed written activity/progress summary for November. A working meeting with staff and Commissioner Casper will be held on December 28th as well as an appearance at an upcoming commission meeting. Public bidding is expected 1st quarter of 2023.

E. Effluent Filtration Project – Monthly Activity Report

District Director Helminger reviewed a project status report from Donohue detailing construction activities and progress photographs from October 23rd – November 19th. The Commission also received a copy of a letter from the DNR dated 11/28/2022 regarding reported soil contamination and an explanation of how to initiate the investigation and cleanup. Also copied for the Commission was a memorandum dated 12/13/2022 from Short Elliot Hendrickson, Inc. summarizing the identified soil contamination and outlining the next steps in the DNR's regulatory process. The Commission directed staff to get rates and a contract from SEH for their assistance with the soil testing and cleanup.

F. 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 November 2022 invoice.

G. Leonard & Finco – Monthly Activity Report

Leonard & Finco provided a written monthly update of projects completed in November as well as a list of ongoing and upcoming tasks for December & January. District Director Helminger informed the Commission that our account manager Scott Stein is retiring.

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 November 2022. Commissioner Hennessey noted that precipitation data for Darboy was absent from the monthly report. The District is waiting for a SIM card to arrive so that the data is transmitted automatically to the WWTF. Darboy data is being collected and needs to be retrieved manually and was not done in time for the November report. Revenue received from the WPS-Fox Energy Center for effluent purchased in November = \$12,906.55; Revenue received to date for 2022 = \$148,976.35. WPS-Fox Energy purchased 50% of the effluent produced in November.

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

	<u>Monthly Average</u>	<u>Permit Limit</u>
BOD	10 mg/L	30 mg/L
Suspended Solids	28.4 mg/L	30 mg/L
Suspended Solids	551 lbs.	801 lbs.
Phosphorus	.42 mg/L	1.0 mg/L
Ammonia	.38 mg/L	18 mg/L
Chlorides	664 mg/L	

All permit values were met for November 2022

Kevin Skogman, Director of Operations & Maintenance, provided a written O & M Report on plant operations for November. He noted that one pressure vessel tank is installed and up & running. A second tank was recently installed and will be put in service when it's time to switch DAFT units. The peak flow pump #3 VFD has been installed but not started yet due to a delay in receiving fuses. Kevin's report also talked about replacing the bio-filter media in ATAD with haydite stone, which should eliminate the restriction of air flow. Two quotes were received from Thermal Process Systems: \$23,053.14 for 66 tons and \$30,737.52 for 88 tons. Kevin recommended going with the 88 tons. The Commission asked staff to get other quotes for the haydite stone. This will be discussed again in January.

6. Funds

A. December 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 \$1,251,307.62. 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

- ✓ *Fox Wolf Sponsorship:* The Commission consented to sponsoring the Fox Wolf Watershed Conference at the gold level (\$1,200) which includes three conference attendees. The Conference will be held in Oshkosh on 2/28 & 3/1, 2023.
- ✓ *DNR Onsite Inspection:* The final inspection report has been received showing the District is in compliance with its NPDES permit.
- ✓ *Interceptor Pay Methodology:* No further communication from the City of Kaukauna on this issue and nothing from the PSC.

8. Closed Session pursuant to Wisconsin State Statute 19.85 91)(c) regarding 2023 wage adjustments: return to open session for possible action

A motion was made by Commissioner Coffey and seconded by Commissioner Siebers to enter into a Closed Session. Motion carried. (Time: 6:48 PM)

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

A motion was made by Commissioner Sundelius to adjust the step plan by 4% and increase the safety shoe reimbursement to \$200 and the safety glasses reimbursement to \$400. The Commission also granted District Director Helminger an additional week of vacation. The motion was seconded by Commissioner Siebers. 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

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: 7:45 PM)

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