

# MINUTES

## HEART OF THE VALLEY METROPOLITAN SEWERAGE DISTRICT REGULAR MEETING HELD ON **JANUARY 10, 2023** 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  
Kevin Skogman - Director of Operations & Maintenance HOVMSD  
Chad Giackino - Regulatory Compliance Manager HOVMSD  
John Neumeier - City of Kaukauna  
Kent Taylor - Village of Little Chute  
Lisa Remiker-Dewall - Village of Little Chute  
Brian VanStraten - Outagamie County Recycling & Solid Waste  
Marty Sturzl - SCS Engineers  
Chris Anderson - Foth

### **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 December 13, 2022 Regular Meeting**

The minutes of the December 13, 2022 Regular Meeting were presented to the Commission. A motion was made by Commissioner Coffey and seconded by Commissioner Hennessey to approve the minutes as written. Motion carried unanimously. The minutes were reviewed and pre-approved by Secretary Hennessey.

### **4. Correspondence**

There was nothing to report under Correspondence.

## **5. Discussion Items**

### **A. Outagamie County Landfill Leachate Plans – Presentation by Brian VanStraten**

The Commission received a copy of a letter from Brian VanStraten of the Outagamie County Recycling & Solid Waste, dated 12/20/2022 requesting attendance at the commission meeting. Also included with the letter was a preliminary design report for the leachate metering tank that is being proposed to be installed at the northeast landfill, and a summary of the discussions from the December 14, 2022 meeting with the landfill, HOVMSD, and the Village of Little Chute.

Marty Sturzl presented information for a leachate management plan and noted three main objectives of the plan: ability to control and deliver leachate based on approved ammonia mass load, provide consistent flow and eliminate shock loads being discharged to the sanitary system, and provide an accurate and reliable method for flow measurement and leachate sampling. Mr. Sturzl also reviewed a proposed timeline for the project showing August 2024 as final completion.

After a lengthy discussion a motion was made by Commissioner Siebers and seconded by Commissioner Sundelius to extend the deadline for service to April 30, 2023 to allow Outagamie County RSW time to act on the timeline as discussed. Staff was directed to advise legal counsel of the proposed details and date extension and have Attorney Cole draft a formal letter with the April 30, 2023 extension. 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. Amendment to Donohue Task Order 6A-Wet Weather Modeling**

A motion was made by Commissioner Coffey and seconded by Commissioner Hennessey to enter into a contract with Donohue; Amendment No. 1 to Engineering Services Agreement Task Order 6A. Compensation for the services shall be increased by \$43,950, resulting in a total contract amount of \$79,980 for Task Order 6A (\$36,030 Original Contract + \$43,950 for Amendment 1). 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.

After a discussion the commission consented to continuing to utilize and download data from District owned rain gauges located in member communities rather than relying on public rainfall data available online.

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

District Director Helminger reviewed a project status report from Donohue detailing construction activities and progress photos from November 20-December 31, 2022. The contaminated soil (144 tons) has been excavated and landfilled. The info has been turned over to SEH to assist in developing a site plan to locate all the contaminated soil so it

can be quantified, removed, and hauled off site. The District should receive a draft work plan from SEH next week.

**D. Motor Control Center Upgrade: Discussion & Possible Action**

This will be tabled until the February 14, 2023 meeting when more information becomes available.

**E. Interceptor Rehab Project – Monthly Activity Report**

Scott Schramm of Strategic Municipal Services provided a detailed written activity/progress summary for December. District Director Helminger informed the Commission that the exterior manhole coatings will be removed from the project scope. Helminger also noted that Riverside Park in Kaukauna has a better access point and may be used instead of Central Park.

**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 December 2022 invoice.

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

Leonard & Finco provided a written monthly update of projects completed in December as well as a list of ongoing and upcoming tasks for January & February.

***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 December 2022. Revenue received from the WPS-Fox Energy Center for effluent purchased in December = \$12,435.65; Revenue received to date for 2022 = \$161,411.99. WPS-Fox Energy purchased 48% of the effluent produced in December.

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

	<u>Monthly Average</u>	<u>Permit Limit</u>
<b>BOD</b>	<b>9.6 mg/L</b>	<b>30 mg/L</b>
<b>Suspended Solids</b>	<b>14 mg/L</b>	<b>30 mg/L</b>
<b>Suspended Solids</b>	<b>318 lbs.</b>	<b>801 lbs.</b>
<b>Phosphorus</b>	<b>.36 mg/L</b>	<b>1.0 mg/L</b>
<b>Ammonia</b>	<b>.58 mg/L</b>	<b>18 mg/L</b>
<b>Chlorides</b>	<b>696 mg/L</b>	

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

Kevin Skogman, Director of Operations & Maintenance, provided a written O & M Report on plant operations for December. After a discussion and review of the haydite media quotes from Thermal Process Systems, a motion was made by Commissioner Hennessey and seconded by Commissioner Siebers to authorize the purchase of 88 tons of haydite at a cost of \$30,737.52. 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.

## 6. Funds

### A. January 2023 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 \$953,273.01. 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 gold level sponsorship donation for the Fox Wolf Conference has been completed and includes three conference participants.
- ✓ *PCT Resignation:* A Process Control Technician has accepted a job offer with Kaukauna Utilities. The search for a replacement is in the initial stages.
- ✓ *Annual Calendar of Events:* The Commission noted a few topics for the annual agenda items list: Employee Handbook review, meeting with NEW Water & Fox Wolf, and a staff meeting/luncheon for the commissioners and employees. Commissioner Siebers asked staff to think of ways to provide employees with challenges and growth opportunities within the organization.

## 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: 7:07 PM)

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