

MINUTES

HEART OF THE VALLEY METROPOLITAN SEWERAGE DISTRICT REGULAR MEETING HELD ON FEBRUARY 14, 2023 AT THE HEART OF THE VALLEY MSD MEETING ROOM

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

Absent: Dave Casper, excused

Also Present: Brian Helminger - District Director HOVMSD
Dawn Bartel - Office Manager HOVMSD
Kevin Skogman - Director of Operations & Maintenance HOVMSD
John Neumeier - City of Kaukauna
Beau Bernhoft - Village of Little Chute
Racquel Giese – Village of Combined Locks
Justin Krueger – Village of Combined Locks
Cathy Vander Zanden – Village of Combined Locks

1. 5:00 p.m. Call to Order – Roll Call

Vice President Siebers called the meeting to order at 5:00 PM.

2. Public Appearances

No appearances were made.

3. Approval of the Minutes of the January 10, 2023 Regular Meeting

The minutes of the January 10, 2023 Regular Meeting were presented to the Commission. A motion was made by Commissioner Coffey and seconded by Commissioner Sundelius to approve the minutes as written. Motion carried unanimously. The minutes were reviewed and pre-approved by Secretary Hennessey.

4. Correspondence

Copied for the Commission was a letter sent to Brian VanStraten of Outagamie County Recycling & Solid Waste regarding a termination deadline extension, and two articles from the Times Villager regarding the interceptor rehab project. District Director Helminger also noted that the amount owed the Village of Little Chute by the Outagamie County has been paid in full.

5. General Discussion Items

A. Consideration of City of Kaukauna Request to Modify Cost Recovery Methodology for Interceptor Rehab Project

The Commission was copied on a letter and informational packet from Mayor Tony Penterman of the City of Kaukauna, dated 2/9/2023, requesting that HOVMSD reconsider its proposed methodology for allocating capital costs for the interceptor rehab project. The letter states that the City supports the project but continues to advocate using the “reach” methodology. After a discussion the Commission directed staff to set up a special meeting with legal counsel to discuss the District’s position and formalize a response to the City of Kaukauna.

B. Biosolids Hauling Contract; Discussion & Possible Action

After a review and discussion of three proposals, a motion was made by Commissioner Coffey and seconded by Commissioner Hennessey to accept the contract from Badger State Waste, upon final review from legal counsel. A roll call vote was taken: Commissioner Sundelius, yes; Commissioner Coffey, yes; Commissioner Siebers, yes; and Commissioner Hennessey, yes. Motion carried unanimously.

C. Land Rental Agreement; Discussion & Possible Action

District Director Helmingier noted that the rental agreement has been reviewed by legal counsel. Three changes were made from the previous rental agreement: 1) the length of the agreement will be 10 years, 2) there will be annual CPI adjustments to the per acre charge, and 3) a two year severance notice is required rather than a one year. A motion was made by Commissioner Siebers and seconded by Commissioner Coffey to enter into a land rental agreement with Jon Lamers of Seven Oaks Dairy as presented. A roll call vote was taken: Commissioner Sundelius, yes; Commissioner Coffey, yes; Commissioner Siebers, yes; and Commissioner Hennessey, yes. Motion carried unanimously.

D. Motor Control Center Upgrade; Discussion & Possible Action

After review and discussion, a motion was made by Commissioner Sundelius and seconded by Commissioner Hennessey to enter into a contract with Altronex Control Systems for modifications and upgrades to the motor control centers as outlined in Proposal #20222572, at a cost of \$1,567,717.00. A roll call vote was taken: Commissioner Sundelius, yes; Commissioner Coffey, yes; Commissioner Siebers, yes; and Commissioner Hennessey, yes. Motion carried unanimously. This will be a replacement fund expense.

E. Annual Investments & Debt Service Report

For informational purposes, the Commission received a copy of a cash & investments spreadsheet showing investment activity and year-end balances for 2022. The year-end balance of \$15,857,154.27 is an increase of \$1,384,294.82 compared to 2021. The Commission also received a debt service repayment schedule for the three outstanding Clean Water Fund loans.

F. Effluent Filtration Project – Monthly Activity Report

District Director Helminger reviewed a project status report from Donohue detailing construction activities and progress photos from January 1 – 21, 2023. Helminger noted that the project is continuing on schedule and filters are expected to arrive in late April.

G. Site Remediation Update

The Commission received a copy of the Site Investigation Work Plan, dated 1/27/2023, prepared by SEH which has been submitted to the DNR for commentary and approval. A motion was made by Commissioner Sundelius and seconded by Commissioner Coffey to enter into a Professional Services Agreement with SEH for pre-investigation activities, soil and groundwater sampling & analysis, regulatory reporting, and virtual participation at a Commission meeting, at a cost of \$25,700. A roll call vote was taken: Commissioner Sundelius, yes; Commissioner Coffey, yes; Commissioner Siebers, yes; and Commissioner Hennessey, yes. Motion carried unanimously.

H. Interceptor Rehab Project – Monthly Activity Report

Scott Schramm of Strategic Municipal Services provided a detailed written activity/progress summary for January. After a discussion there was consensus among the commission to move forward with electric bypass pumping versus diesel, at an expected cost savings of 1.4 million dollars. Kaukauna Utilities has confirmed that they're able to commit existing transformer inventory to the construction project with HOV leasing the equipment. District Director Helminger noted that electric bypass pumping will not only save money but avoid a noise issue for local residents. Helminger also informed the Commission that the project has been placed on Clean Water Fund's project priority list. Commissioner Hennessey asked staff to inquire about options for back-up power sources.

I. 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 January 2023 invoice.

J. Leonard & Finco – Monthly Activity Report

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

K. HR/Staffing Considerations

The Commission discussed hiring an outside firm to assist with updates and revisions to the Employee Handbook and job descriptions, and directed staff to provide consultant options for the March commission meeting.

6. Plant Reports for January 2023

A. Flows & Revenues Report

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 January 2023. Revenue received from the WPS-Fox Energy Center for effluent purchased in January = \$14,573.58; Revenue received to date for 2023 = \$14,573.58. WPS-Fox Energy purchased 42% of the effluent produced in January.

The average effluent concentrations for **January 2023** were as follows:

<i>Parameter</i>	<i>Monthly Average</i>	<i>Permit Limit</i>
BOD-Biochemical Oxygen Demand	8.0 mg/L	30 mg/L
Suspended Solids	8.0 mg/L	30 mg/L
Suspended Solids	251 lbs.	801 lbs.
Phosphorus	.23 mg/L	1.0 mg/L
Ammonia	.43 mg/L	18 mg/L
Chlorides	616 mg/L	n/a

All permit values were met for January 2023

B. Operations & Maintenance Report

Kevin Skogman, Director of Operations & Maintenance, provided a written O & M Report on plant operations for January. Skogman updated the Commission on the leaking coil on the administration building air handling unit, the completion of replacing the wood material in the bio-filter with haydite stone, and a PK boiler on order along with a heating/air conditioning unit for the solids building garage.

7. Funds

A. February 2023 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 \$903,011.66. A roll call vote was taken: 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.

8. General Old or New Business

Commissioner Siebers asked staff to schedule an employee/commission luncheon.

9. 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: 5:59 PM)

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