

MINUTES

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

Members Present: David Casper - President
Bruce Siebers - Vice President
Patrick Hennessey - Secretary
John Sundelius - Commissioner

Absent: Kevin Coffey, excused

Also Present: Brian Helminger - District Director HOVMSD
Dawn Bartel - Office Manager HOVMSD
Kevin Skogman - Director of Operations & Maintenance HOVMSD
Chad Giackino – Regulatory Compliance Manager
John Neumeier - City of Kaukauna
John Stoeger - Stoeger & Associates
Kent Taylor - Village of Little Chute

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 February 14, 2023 Regular Meeting and the March 3, 2023 Special Meeting

The minutes of the February 14, 2023 Regular Meeting and March 3, 2023 Special Meeting were presented to the Commission. A motion was made by Commissioner Siebers 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

There was no correspondence for the Commission.

5. General Discussion Items

A. Site Remediation Update

District Director Helminger informed the commission that the DNR is doing a final review of the submitted site plan from SEH. Once the approval letter is received, DNR comments and recommendations will be incorporated into the site investigation work.

B. FOG Program - Monthly Activity Report

John Stoeger of Stoeger & Associates was present to provide a verbal report and reviewed his 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 February 2023 invoice.

C. Effluent Filtration Project - Monthly Activity Report

District Director Helminger reviewed a project status report from Donohue detailing construction activities and progress photos from January 22 – February 18, 2023. Helminger noted that Donohue has completed the septage receiving station drawings and specifications and that the District will receive a quote for this work as part of a change order.

D. Interceptor Rehab Project - Monthly Activity Report

Scott Schramm of Strategic Municipal Services provided a detailed written activity/progress summary for February. SMS continues to work towards bidding and will begin prequalification of contractors in the next couple weeks. Scott is planning to appear at the next regular Commission meeting in April. The interceptor rehab project was included in the recently released DNR funding list for interest rate subsidized Clean Water Funding.

E. Leonard & Finco - Monthly Activity Report

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

F. HR/Staffing Considerations

District Director Helminger talked about the continued search to fill the Process Control Technician opening and noted that he'll be reaching out to human resource consulting firms for assistance with revamping the Employee Handbook. Attracting talent and retaining existing talent will be a key focus to the handbook revision. More information will be available at the April commission meeting.

6. Plant Reports for February 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 February 2023. Revenue received from the WPS-Fox Energy Center for effluent purchased in February = \$13,443.21; Revenue received to date for 2023 = \$28,016.79. WPS-Fox Energy purchased 51% of the effluent produced in February.

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

<i>Parameter</i>	<i>Monthly Average</i>	<i>Permit Limit</i>
BOD-Biochemical Oxygen Demand	7.9 mg/L	30 mg/L
Suspended Solids	10.1 mg/L	30 mg/L
Suspended Solids	223 lbs.	801 lbs.
Phosphorus	.51 mg/L	1.0 mg/L
Ammonia	.25 mg/L	10 mg/L
Chlorides	706 mg/L	n/a

All permit values were met for February 2023

B. Operations & Maintenance Report

Kevin Skogman, Director of Operations & Maintenance, provided a written O & M Report on plant operations for February. Skogman updated the Commission on the completion of the Seven Oaks Land Rental Agreement and the completion of the P K Boiler installation. A new chilled water coil for the administration building has been ordered from Air Distributors at a cost of \$6,602. A new heating/air conditioning unit for the solids building garage has been ordered, and the aggregate for the bio filter has been received and put into place.

7. Funds

A. March 2023 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 \$1,290,447.28. A roll call vote was taken: Commissioner Casper, yes; Commissioner Sundelius, 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

- *PFAS Testing-WI State Lab of Hygiene:* HOV received an invitation to participate in a study for a new comprehensive level of characterization of potential PFAS sources to groundwater. The study is free, including data, reports, and logistic costs. After a discussion a motion was made by Commissioner Casper to direct staff to participate in the study and submit requested samples to the WI State Lab of Hygiene. Commissioner Siebers seconded the motion. A roll call vote was taken: Commissioner Casper, yes; Commissioner Sundelius, yes; Commissioner Siebers, yes; and Commissioner Hennessey, yes. Motion carried unanimously.
- *Interest Rates:* District Director Helmingier informed the Commission that rates on investments are favorable and the District will exceed interest projections for 2023.

- *NWTC Mock Interviews:* District Director Helminger noted that he met with NWTC students during the mock interview process for the environmental engineering technology program. Helminger also asked the instructor to communicate to the upcoming May graduates of our job opening.
- *WWOA Technical Committee:* District Director Helminger accepted an invitation to be on the WWOA Technical Committee. The committee reviews and selects the relevant technical presentations to be presented at the WWOA annual conference in October.

9. Adjournment

With no further business before the Commission, a motion was made by Commissioner Sundelius and seconded by Commissioner Hennessey to adjourn the meeting. Motion carried unanimously. (Time: 5:51 PM)

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