

# MINUTES

## HEART OF THE VALLEY METROPOLITAN SEWERAGE DISTRICT REGULAR MEETING HELD ON MAY 9, 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  
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  
Greg Heino - Erickson & Associates  
Steve Sticklen - Donohue (remote)  
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 April 11, 2023 Regular Meeting**

The minutes of the April 11, 2023 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**

There was no correspondence to report for the record.

### **5. General Discussion Items**

#### **A. 2022 Audit Presentation – Greg Heino of Erickson & Associates**

Greg Heino of Erickson & Associates reviewed the audited financial statements dated 12/31/2022. A motion was made by Commissioner Casper seconded by Commissioner Sundelius to accept the 2022 audited financial statements, management letter, and communication letter, as prepared and presented by Erickson & Associates. A roll call vote was taken: Commissioner Sundelius, yes; Commissioner Coffey, yes; Commissioner Casper, yes; Commissioner Hennessey, yes; and Commissioner Siebers, yes. Motion carried.

### **B. 3-Year Contract with Erickson & Associates; Discussion & Possible Action**

After a review of the 3-year proposal provided by Erickson & Associates, a motion was made by Commissioner Coffey and seconded by Commissioner Hennessey to approve the contract as follows: 2023 @ \$15,500; 2024 @ \$15,700; 2025 @ \$15,900. A roll call vote was taken: Commissioner Sundelius, yes; Commissioner Coffey, yes; Commissioner Casper, yes; Commissioner Hennessey, yes; and Commissioner Siebers, yes. Motion carried.

### **C. 2022 Antecedent Moisture Model I/I Analysis – Mike Gerbitz & Steve Sticklen**

Mike Gerbitz and Steve Sticklen of Donohue reviewed a power point presentation showing the differences between the previous antecedent moisture model and the new MikeUrban model. The MikeUrban program is used nationwide and is an advanced model that is readily available off the shelf. Its improved technology provides industry standard metrics that are easier to understand and can be compared to other MikeUrban users nationwide. MikeUrban allows for more sophisticated and predictive simulations using up to 50 years of weather data. The Commission asked Donohue to make a presentation at the community meeting on May 17<sup>th</sup>, keeping the information in a general format, then meet individually with each community to discuss individualized data and results.

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

District Director Helminger reviewed a project status report from Donohue detailing construction activities and progress photos from March 26 – April 22, 2023. Helminger noted that construction is progressing timely and the six filters are onsite with installation expected next week.

### **-Change Order for Hauled Waste Tank Rehab; Discussion & Possible Action**

The Commission received a memo from Scott Hermsen of Donohue regarding options to rehabilitate the hauled waste tank which is showing significant corrosion and deterioration. The preferred method, a cast-in- place concrete cover with a tank liner coating is approximately \$492,677. The Commission questioned the fairness to the communities to rehabilitate the tank so HOV can continue accepting high strength waste from haulers bringing waste in from outside the service area. The Commission also inquired if there are any DNR requirements to continue the program. Mike Gerbitz from Donohue will check on other options and report back next month.



## **E. City of Kaukauna Public Service Commission Complaint**

The Commission was copied on the Public Service Commission complaint filed by the City of Kaukauna on 4/4/2023 in regards to the debt service cost allocation for the interceptor rehab project. Attorney Cole has submitted a response on behalf of the District and he noted that from this point forward any discussions on this matter should be held in closed session. Commissioner Casper noted that the bidding process and construction schedule will not be altered because of the complaint.

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

Scott Schramm of Strategic Municipal Services provided a detailed written activity/progress summary for April. The bidding process will begin shortly. Scott will also be giving a progress report and presentation at the community meeting on May 17<sup>th</sup>.

## **G. 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 April 2023 invoice.

## **H. Site Remediation Update**

The Commission received a copy of the DNR's review of the SEH site plan dated 3/9/2023. Site excavation for underground piping uncovered more contaminated soil the week of April 24<sup>th</sup>. The material was hauled off site and disposed of like the original contaminated soil, and SEH and the DNR was informed of the additional contaminated area. A drill rig and crew will be on site on 5/17/2023 to collect samples and carry out the testing plan.

## **I. Leonard & Finco – Monthly Activity Report**

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

## **J. 2022 Chemical Use Report**

Kevin Skogman, Director of Operations & Maintenance, provided a written update showing chemical usage for 2022, along with gas, electric, and water consumption. The report also detailed the cost of chemicals purchased, gallons purchased, removal efficiency, and cost per MGD treated. The cost per gallons treated increased due to higher chemical costs primarily for ferric sulfate and sodium hypochlorite.

## **K. HR Consulting Proposals for Employee Handbook Revisions; Discussion & Possible Action**

After a review and discussion of three proposals, a motion was made by Commissioner Sundelius and seconded by Commissioner Siebers to enter into a contract with Human Resources Consulting LLC for employee handbook revisions, as outlined in their proposal

dated 5/10/2023, in the amount of \$4,800, contingent on a positive reference from the City of Kaukauna. A roll call vote was taken: Commissioner Sundelius, yes; Commissioner Coffey, yes; Commissioner Casper, yes; Commissioner Hennessey, yes; and Commissioner Siebers, yes. Motion carried.

**6. Plant Reports for April 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 April 2023. Revenue received from the WPS-Fox Energy Center for effluent purchased in April = \$13,733.57; Revenue received to date for 2023 = \$57,266.58. WPS-Fox Energy purchased 26% of the effluent produced in April.

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

<i>Parameter</i>	<i>Monthly Average</i>	<i>Permit Limit</i>
BOD-Biochemical Oxygen Demand	12.2 mg/L	30 mg/L
Suspended Solids	15.6 mg/L	30 mg/L
Suspended Solids	1143 lbs.	801 lbs.
Phosphorus	.34 mg/L	1.0 mg/L
Ammonia	.99 mg/L	10 mg/L
Chlorides	526 mg/L	n/a

***All permit values were not met for April 2023.  
All available credits were used in March 2023.***

**B. Operations & Maintenance Report**

Kevin Skogman, Director of Operations & Maintenance, provided a written O & M Report on plant operations for April. Kevin noted that a PCT/Operator has been hired and starts on May 22<sup>nd</sup>. More updates included the following: a water champ motor has been replaced in Actiflo, still waiting on the heat sink fan retrofit kit for turbine pump #1 VFD, a new chilled water coil has been installed in the administration building, and the heating/air conditioning unit for the solids building garage is in the process of being replaced.

**7. Funds**

**A. May 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 \$6,128,918.24. 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. The Commission signed the check voucher



register which includes general, pre-paid, and petty cash checks. The bi-annual debt service payments are now included on the pre-paid check listing.

**B. Budget Comparison Report**

The Commission received a Budget Comparison Report, along with a verbal explanation of exceedances.

**8. General Old or New Business**

- *Safety Luncheon:* There will be a safety luncheon on Monday, May 22<sup>nd</sup> at noon.
- *Community Meeting:* The first community meeting for 2023 will be on Wednesday, May 17th, at noon in Combined Locks.
- *Asset Update:* The Commission received a copy of the 2022 asset report including purchased assets, depreciation, and a plant breakdown of costs.

**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: 7:30 PM)

SIGNED & APPROVED BY:



Patrick E. Hennessey, Secretary