

# MINUTES

## HEART OF THE VALLEY METROPOLITAN SEWERAGE DISTRICT REGULAR MEETING HELD ON **JULY 11, 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

### **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 June 13, 2023 Regular Meeting**

The minutes of the June 13, 2023 Regular Meeting were presented to the Commission. A motion was made by Commissioner Hennessey 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 for the Commission.

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

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

District Director Helminger reviewed a project status report from Donohue detailing construction activities and progress photos from May 21 – June 24, 2023. District Director Helminger noted that the project is going well and equipment start-up is tentatively planned

for mid December. Mike Gerbitz of Donohue will be at the August commission meeting to discuss options to rehabilitate the septage receiving station.

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

Scott Schramm of Strategic Municipal Services provided a detailed written activity/progress summary for June. A mandatory pre-bid meeting was held on June 22<sup>nd</sup> with a presentation in the morning and a field observation tour in the afternoon. Bid opening has been extended to July 27<sup>th</sup>, and awarding of a contract will be at the August 8<sup>th</sup> Commission Meeting. District Director Helminger informed the commission that a dedicated email has been set up for public use for questions and concerns regarding the project.

### **C. 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 June 2023 invoice.

### **D. Site Remediation Update**

The Commission received a copy of the Site Investigation Sample Results Notification which was submitted to the Wisconsin DNR, along with the laboratory analytical report of soil and groundwater samples.

A motion was made by Commissioner Casper and seconded by Commissioner Hennessey to authorize payment of \$1,050 for the DNR review fee. 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.

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

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

### **F. Review of District Spending Threshold & Purchasing Process: Discussion & Possible Action**

After a discussion, the Commission decided that when a purchase of over \$25,000 is critical to prevent a catastrophic failure or a situation which could impact permit limits, the District Director is to notify all five commissioners of the situation prior to the emergency unplanned expenditure.

### **G. Employee Handbook Update; Discussion & Possible Action**

There was a consensus to increase the logo clothing allowance from \$100 to \$200 annually, per employee and to include all hours worked when calculating overtime pay, including sick leave. After a discussion the Commission decided not to make any changes to the plant

personnel work hours. Also discussed was a change in the vacation schedule, HRA amounts, and sick leave payout modifications. The Commission directed District Director Helminger to get comparables from other utilities. These items will be on the agenda at the August commission meeting.

## 6. Plant Reports for June 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 June 2023. Revenue received from the WPS-Fox Energy Center for effluent purchased in June = \$15,456.17; Revenue received to date for 2023 = \$82,577.00. WPS-Fox Energy purchased 51% of the effluent produced in June.

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

<i>Parameter</i>	<i>Monthly Average</i>	<i>Permit Limit</i>
BOD-Biochemical Oxygen Demand	10.3 mg/L	30 mg/L
Suspended Solids	12.4 mg/L	30 mg/L
Suspended Solids	299 lbs.	801 lbs.
Phosphorus	.34 mg/L	1.0 mg/L
Ammonia	.87 mg/L	4.4 mg/L
Chlorides	805 mg/L	n/a

**All permit values were met for June 2023.**

### B. Operations & Maintenance Report

Kevin Skogman, Director of Operations & Maintenance, provided a written O & M Report on plant operations for June. Kevin noted that bio-solids hauling will begin soon, a new biostyr blower is on order, and a rain gauge for Darboy has been ordered. The HVAC unit for the solids building garage has been installed.

## 7. Funds

### A. July 2023 Accounts Payable; Action for Approval

After a review of the bills payable, a motion was made by Commissioner Hennessey and seconded by Commissioner Coffey to approve payment of the bills in the amount of \$960,488.18. 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.

## **B. Budget Comparison Report**

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

## **8. General Old or New Business**

- Individual community I/I meetings were held on June 21<sup>st</sup> & 22<sup>nd</sup> with Steve Sticklen of Donohue and District Director Helminger. Donohue's 2022 I/I report is nearing completion.
- The Commission was reminded of the WWOA Annual Conference in Wisconsin Dells and the WEFTEC Conference in Chicago, both in October. Scott Schramm will be giving a presentation on interceptor corrosion at the WWOA Conference on Thursday, October 26<sup>th</sup>.
- Website updates continue as the interceptor rehab project progresses.
- District Staff met with Outagamie County Land Conservation on 7/10/2023 regarding the sedimentation basin and projects that are being considered. Testing of phosphorus traps has concluded and the District has end of pipe locations on its properties that would be good candidates for the new phosphorus traps. Approval to install the traps will appear on a future agenda.

## **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: 7:16 PM)

**SIGNED & APPROVED BY:** \_\_\_\_\_

**Patrick E. Hennessey, Secretary**