

# MINUTES

## HEART OF THE VALLEY METROPOLITAN SEWERAGE DISTRICT REGULAR MEETING HELD ON **SEPTEMBER 12, 2023** AT THE HEART OF THE VALLEY MSD MEETING ROOM

**Members Present:** David Casper - President (teleconference)  
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  
Chad Giackino - Regulatory Compliance Manager HOVMSD  
Karen Brake - Accounts Payable/Asset Management 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. Commissioner Siebers took over the meeting for Commissioner Casper who was attending by teleconference.

### **2. Public Appearances**

No appearances were made.

### **3. Approval of the Minutes of the August 8, 2023 Regular Meeting**

The minutes of the August 8, 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**

The commission received a copy of an article in the Times Villager regarding the contract award for the interceptor rehab project.

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

#### **A. 2024 Budget Workshop**

The Commission and staff reviewed the 2024 proposed budget figures including detailed expense accounts, debt service, rate & income data, and replacement information. Utilities and chemical costs played a large role in the overall budget increase of 8%. Increases to interest revenue and projected growth in loadings offset a large part of the overall increase and stabilized the individual sewage rate parameters.

The 2024 budget and rate parameters will be officially adopted at the October 10, 2023 Regular Commission Meeting/Public Hearing.

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

Scott Schramm of Strategic Municipal Services provided a detailed written activity/progress summary for August. The contract documents have been sent to legal counsel for language review and feedback on insurance coverages. SMS will be preparing a construction related services/observation contract for review and possible action at the October commission meeting.

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

The Commission received a project status report from Donohue detailing construction activities and progress photos from July 23 – August 26, 2023.

### **D. 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 August 2023 invoice.

### **E. Site Remediation Report**

District Director informed the Commission that the site investigation report is in draft form and should be available next week for staff review. Once the report is finalized it will be submitted to DNR for their review. SEH believes that the report will be found satisfactory and that it will be reviewed by the DNR site closure committee.

### **F. Leonard & Finco - Monthly Activity Report**

Leonard & Finco provided a written monthly update of projects completed in August as well as a list of ongoing and upcoming tasks for September & October. District Director Helminger noted that there will be a meeting on 9/19/2023 with Leonard & Finco, Staff, Commissioner Casper, and Scott Schramm to discuss public communications and community outreach for the interceptor rehab project.

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

District Director Helminger distributed a handout showing comparisons and proposals for a vacation schedule, sick leave payout, and health reimbursement account. A motion was

made by Commissioner Siebers and seconded by Commissioner Sundelius to table discussions for the October commission meeting. Motion carried unanimously.

## 6. Plant Reports for July 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 August 2023. Revenue received from the WPS-Fox Energy Center for effluent purchased in August = \$18,350.25; Revenue received to date for 2023 = \$119,242.55. WPS-Fox Energy purchased 64% of the effluent produced in August.

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

<i>Parameter</i>	<i>Monthly Average</i>	<i>Permit Limit</i>
BOD-Biochemical Oxygen Demand	9.5 mg/L	30 mg/L
Suspended Solids	22.2 mg/L	30 mg/L
Suspended Solids	519 lbs.	801 lbs.
Phosphorus	.49 mg/L	1.0 mg/L
Ammonia	.39 mg/L	4.4 mg/L
Chlorides	691 mg/L	n/a

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

### B. Operations & Maintenance Report

Kevin Skogman, Director of Operations & Maintenance, provided a written O & M Report on plant operations for August. Kevin noted that bio-solids hauling will resume soon, another biostyr blower failed and has been sent in for a possible rebuild, the Actiflo mixer has been installed and put into service, and a new rain gauge for Darboy has arrived and will be installed soon.

## 7. Financials

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

After a review of the bills payable, a motion was made by Commissioner Siebers and seconded by Commissioner Hennessey to approve payment of the bills in the amount of \$1,324,208.35. 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**

- The District hosted a plant tour for NWTC students on 8/14/2023.
- District Director Helminger was interviewed for a television show called Building Wisconsin. The Local 400 union was highlighted along with the construction work they completed on the disc filter project.
- Donohue's 2022 clearwater review report is near completion and will be presented at the October commission meeting as well as the next community meeting.
- Commissioner Sundelius noted that he will not be present for the November commissioner meeting.

## **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: 5:45 PM)

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