

# MINUTES

## HEART OF THE VALLEY METROPOLITAN SEWERAGE DISTRICT REGULAR MEETING HELD ON OCTOBER 10, 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 O&M HOVMSD  
Mike Gerbitz - Donohue & Associates  
Scott Schramm - Strategic Municipal Services  
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 September 12, 2023 Regular Meeting**

The minutes of the September 12, 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 for commission discussion.

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

#### **A. Public Hearing for the Adoption of the 2024 Budget & Rate Charge Parameters**

A motion was made by Commissioner Casper and seconded by Commissioner Hennessey to enter into a Public Hearing. Motion carried.

The Public Hearing was officially noticed and published in the Appleton Post Crescent/Gannett on 9/17/2023. Hearing no comments from the audience and receiving no written correspondence, a motion was made by Commissioner Casper and seconded by Commissioner Siebers to close the Public Hearing. Motion carried.

A motion was made by Commissioner Siebers and seconded by Commissioner Hennessey to adopt the 2024 Budget as presented in the amount of \$7,569,533 with the rate charge parameters as follows: Flow \$0.717/1000 gallons; BOD \$0.176/pound; Suspended Solids \$0.243/pound; Phosphorus \$6.617/pound; Ammonia \$1.102/pound; and Chlorides \$0.002/pound. A roll call vote was taken: Commissioner Casper, yes; Commissioner Sundelius, yes; Commissioner Hennessey, yes; Commissioner Coffey, yes; and Commissioner Siebers, yes. Motion carried unanimously. The 2024 operating budget reflects an 8.06% increase from 2023.

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

Scott Schramm of Strategic Municipal Services provided a detailed activity/progress summary for September and reviewed memorandums dated 10/2/2023 and 10/10/2023. The ITA and PERF have been resubmitted on behalf of the District. The Memorandums of Understanding are still needed from the communities by year end. Scott will be giving a progress update at the community meeting on November 2<sup>nd</sup>.

#### **C. Draft Contract from Strategic Municipal Services for Construction & Observation**

Scott Schramm of Strategic Municipal Services provided a draft construction related services agreement for the interceptor rehabilitation project. The agreement details the general scope of services including contract administration & progress meetings, public finance advisement and Clean Water Fund loan submittals, staking, site observation & construction inspection, and final documentation. After a review, the commission directed Scott to provide a scope of services contract with costs for consideration at the November commission meeting.

#### **D. Adoption of Resolution #205; District Intent to file applications for financial assistance from the State of Wisconsin Environmental Improvement Fund related to Clean Water Funding for Interceptor Rehabilitation, and Identifying Authorized Representatives**

A motion was made by Commissioner Coffey and seconded by Commissioner Sundelius to adopt Resolution #205 confirming project intent, and appointing the District Director, Office Manager, and Scott Schramm of Strategic Municipal Services as the authorized representatives of the District for the purpose of filing applications for financial assistance from the State of Wisconsin Environmental Improvement Fund-Clean Water Fund for interceptor rehabilitation. A roll call vote was taken: Commissioner Casper, yes; Commissioner Coffey, yes; Commissioner Siebers, yes; Commissioner Sundelius, yes; and Commissioner Hennessey, yes. Motion carried unanimously.



## **E. Effluent Filtration Project - Monthly Activity Report**

The Commission received a project status report from Donohue detailing construction activities and progress photos from August 27 - September 30, 2023. Progress is on schedule with start-up planned for February 2024. Curbing and asphalt will take place next week.

## **F. Hauled Waste Receiving Station - Discussion & Possible Action**

This topic will be discussed at the November commission meeting when cost estimates are received by CD Smith.

## **G. 2022 Clearwater Draft Report – Mike Gerbitz of Donohue & Associates**

There was consensus to hold a special meeting on Monday, October 16<sup>th</sup> at 9 AM to review and discuss the draft of the clearwater reduction model/report which will be presented at the community meeting on Thursday, November 2<sup>nd</sup>.

## **H. 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 September 2023 invoice.

## **I. Site Remediation Update**

SEH is in the process of completing the site report for submission to the DNR. The report is not yet completed or had final review.

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

Leonard & Finco provided a written monthly update of projects completed in September as well as a list of ongoing and upcoming tasks for October & November which include social media posts, website updates, text for construction site signage, and a draft letter to the riverfront homeowners. Leonard & Finco will be giving a presentation at the community meeting on Thursday, November 2<sup>nd</sup>.

## **K. Employee Handbook Update - Discussion & Possible Action**

The Commission was provided benefit information from other utilities as a comparison to language in the current Employee Handbook. After a discussion, a motion was made by Commissioner Coffey and seconded by Commissioner Siebers to accelerate the vacation schedule as presented, increase the sick leave accumulation days to 150 and the payout percentage to 100% with a 10-year service requirement for all employees, and to increase the HRA funding from \$300 single and \$600 family to \$600/\$1200. A roll call vote was taken: Commissioner Casper, yes; Commissioner Coffey, yes; Commissioner Siebers, yes; Commissioner Sundelius, yes; and Commissioner Hennessey, yes. Motion carried unanimously.

**L. Election of Officers - President, Vice President, and Secretary**

Commissioner Casper made a motion to maintain the incumbents for positions of President, Vice President, and Secretary. The motion was seconded by Commissioner Sundelius. A roll call vote was taken: Commissioner Casper, yes; Commissioner Sundelius, yes; Commissioner Siebers, yes; Commissioner Coffey, yes; and Commissioner Hennessey, yes. Motion carried unanimously. Commissioner Dave Casper will continue the position as President; Commissioner Bruce Siebers as Vice President, and Commissioner Pat Hennessey as Secretary.

**M. Motion for Appointment of Official Newspaper**

A motion was made by Commissioner Hennessey and seconded by Commissioner Casper to appoint the Appleton Post Crescent/Gannett Newspaper as the official newspaper of the Heart of the Valley MSD. 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

**N. Adoption of Resolution #206 - Appointment of Public Depositories**

A motion was made by Commissioner Siebers and seconded by Commissioner Coffey to adopt Resolution #206 listing the public depositories for the Heart of the Valley Metropolitan Sewerage District. 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.

**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 September 2023. Revenue received from the WPS-Fox Energy Center for effluent purchased in September = \$12,558.45; Revenue received to date for 2023 = \$131,801.00. WPS-Fox Energy purchased 49% of the effluent produced in September.

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

<i>Parameter</i>	<i>Monthly Average</i>	<i>Permit Limit</i>
BOD-Biochemical Oxygen Demand	11.7 mg/L	30 mg/L
Suspended Solids	26.7 mg/L	30 mg/L
Suspended Solids	571 lbs.	801 lbs.
Phosphorus	.62 mg/L	1.0 mg/L
Ammonia	.60 mg/L	4.4 mg/L
Chlorides	835 mg/L	n/a

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



## B. Operations & Maintenance Report

Kevin Skogman, Director of Operations & Maintenance, provided a written O&M report on plant operations for September. Kevin noted that bio-solids hauling is complete with a total of 4.6 million gallons applied. A new biostyr blower has been ordered; the cost of the new blower was less than a rebuild. The heat sink fan retrofit kit for turbine pump #1 VFD has been installed and back in operation.

## 7. Financials

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

After a review of the bills payable, a motion was made by Commissioner Casper and seconded by Commissioner Coffey to approve payment of the bills in the amount of \$1,154,649.39. 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

- *Sedimentation Basin*: The final DNR inspection will be on October 17, 2023.
- *WVOA Annual Conference*: The technical session on MIC and the interceptor rehab project will be on Thursday, 10/26, presented by District Director Helminger and Scott Schramm of Strategic Municipal Services.
- *Kaukauna Utilities Softening Options*: District Director Helminger informed the commission of a meeting with Kaukauna Utilities on 9/25/2023 regarding options for future water supply and centralized softening.
- *HOVMSD Property Acquisition*: A 2025 Town of Buchanan road project will require acquisition of approximately .2 acres from HOV due to minor changes in the road right of way.

## 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: 7:05 PM)

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



Patrick E. Hennessey, Secretary