

MINUTES

HEART OF THE VALLEY METROPOLITAN SEWERAGE DISTRICT REGULAR MEETING HELD ON **NOVEMBER 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 (via phone)
Kevin Coffey - Commissioner

Absent: None

Also Present: Brian Helminger - District Director HOVMSD
Dawn Bartel - Office Manager HOVMSD
Kevin Skogman - Director of O&M HOVMSD
Chad Giackino - Regulatory Compliance Manager HOVMSD
Dustin Jerabek - Foreman HOVMSD
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 October 10, 2023 Regular Meeting, October 16, 2023 Special Meeting, and the November 2, 2023 Special Community Meeting

The minutes of the October 10, 2023 Regular Meeting, October 16, 2023 Special Meeting, and the November 2, 2023 Special Community 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

The commission was copied on an article regarding \$3 million in federal funding awarded to Kaukauna Utilities to enhance power grid resilience and reliability for its customers, in which the District had submitted a letter of support, and another article in the Times Villager regarding the PSC agreeing to hear a complaint filed by the City of Kaukauna against the HOVMSD concerning the costs related to the interceptor improvement project.

5. General Discussion Items

A. Interceptor Rehabilitation Project – Monthly Activity Report

Scott Schramm of Strategic Municipal Services provided a detailed activity/progress summary for October. Legal review of contract documents is near completion with distribution and execution expected soon.

Strategic Municipal Services Contract for Construction & Observation Services; Discussion & Possible Action

Scott Schramm of Strategic Municipal Services provided a construction related services agreement for the interceptor rehabilitation project. The agreement details the general scope of services including contract administration, public finance advisement and Clean Water Fund loan submittals, staking, site observation & construction inspection, and final documentation. After a review and discussion, a motion was made by Commissioner Casper to approve the contract with Strategic Municipal Services in the amount of \$985,300. The motion was seconded by Commissioner Siebers. 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.

Scott Schramm noted that SMS and Visu Sewer will be setting up satellite offices in Kaukauna.

B. Effluent Filtration Project – Monthly Activity Report

The Commission received a project status report from Donohue detailing construction activities and progress photos from September 24 – October 21, 2023. Progress is still on schedule with start-up planned for February 2024.

Review & Approval of Change Order #1

After a review of correspondence from Donohue dated November 1, 2023 which outlined a collection of 15 items, a motion was made by Commissioner Coffey and seconded by Commissioner Siebers to approve Change Order #1 to the CD Smith Construction Contract, amounting to an increase of \$199,944.46 as recommended and reviewed by staff. 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. Staff noted that a flood detector and office ceiling tile should be the final two upcoming change orders.

C. Hauled Waste Receiving Station - Discussion & Possible Action

District Director Helminger informed the commission that CD Smith is still waiting on a quote for the coatings. Once received, CD Smith can finalize their proposal.

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 October 2023 invoice.

E. Site Remediation Update

SEH has completed internal reviews of the completed site investigation report with the next step being submission to the DNR. The District determined at its July 11, 2023 meeting that it would provide the review fee of \$1,050 to the DNR. The DNR then will begin its 60-day review period and provide a written letter following its review. The final step will be for the District to submit a case closure request if no issues or deficiencies remain.

F. Adoption of Resolution #207 - Abating Levy of 2023 Real Estate Taxes

A motion was made by Commissioner Siebers and seconded by Commissioner Hennessey to adopt Resolution #207; Resolution Abating Levy of 2023 Real Estate Taxes. A roll call vote was taken: Commissioner Casper, yes; Commissioner Sundelius, yes; Commissioner Coffey, yes; Commissioner Hennessey, yes; and Commissioner Siebers, yes. Motion carried. The Resolution was signed by Commission Secretary Hennessey.

G. Leonard & Finco - Monthly Activity Report

Leonard & Finco provided a written monthly update of projects completed in October as well as a list of ongoing and upcoming tasks for November & December which include social media posts, website updates, text for construction site signage, and draft letters to the riverfront residents. Commissioner Casper requested that bilingual language be used for the signage.

H. Succession Plan - Director of Operations & Maintenance

District Director Helminger supplied three policy statements received from Carlson Dettman regarding the application of the compensation grid as it relates to hiring an external candidate above the minimum step, promotions within the organization, and temporary assignments of a higher classification. After a review the Commission decided that any external hiring above Step 1 will need approval by the Commission. Existing employees reclassified or promoted will go to the minimum of the higher step, or whichever step provides at least a 10% increase. Employees temporarily assigned to a higher level position for a period expected to last longer than 30 calendar days will be paid at the range minimum of the replacement grade or whichever pay step of the replacement grade provides at least a 5% increase. Commissioner Casper made a motion to accept the document as amended and incorporate it into the compensation plan. The motion was seconded by Commissioner Siebers. Motion carried unanimously.

The Commission consented to offering the position of Director of Operations & Maintenance to the plant Foreman.

6. Plant Reports for October 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 October 2023. Revenue received from the WPS-Fox Energy Center for effluent purchased in October = \$11,859.51; Revenue received to date for 2023 = \$143,660.51. WPS-Fox Energy purchased 37% of the effluent produced in October.

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

<i>Parameter</i>	<i>Monthly Average</i>	<i>Permit Limit</i>
BOD-Biochemical Oxygen Demand	11.3 mg/L	30 mg/L
Suspended Solids	20.7 mg/L	30 mg/L
Suspended Solids	655 lbs.	801 lbs.
Phosphorus	.57 mg/L	1.0 mg/L
Ammonia	.95 mg/L	4.4 mg/L
Chlorides	724 mg/L	n/a

All permit values were met for October 2023.

B. Operations & Maintenance Report

Kevin Skogman, Director of Operations & Maintenance, provided a written O&M report on plant operations for October. Kevin noted plant operations and treatment were good during the month of October. August Winters quoted a project to replace a 16-inch underground valve that feeds the pumps in the pump building from tank #1. The valve cost is \$7,850 and time & materials not to exceed \$15,119. Sargent Electric replaced a failed lighting transformer in the solids building.

7. Financials

A. November 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 \$640,234.94. A roll call vote was taken: Commissioner Casper, yes; Commissioner Coffey, 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:* DNR inspected the sedimentation basin on 10/17/2023 and reported that the site was maintained in acceptable condition to meet all permit requirements. DNR has acknowledged that after this permit term HOV will no longer need the basin for compliance.
- *PFAS/PFOA:* Recent news on the extent of contamination has been released stating that 73% of wells test positive. Water and wastewater utilities will be impacted in the future.

9. Adjournment

With no further business before the Commission, a motion was made by Commissioner Siebers and seconded by Commissioner Coffey to adjourn the meeting. Motion carried unanimously. (Time: 6:31 PM)

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