

# MINUTES

## HEART OF THE VALLEY METROPOLITAN SEWERAGE DISTRICT REGULAR MEETING HELD ON DECEMBER 12, 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  
Dustin Jerabek - Foreman 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 November 14, 2023 Regular Meeting**

The minutes of the November 14, 2023 Regular Meeting were presented to the Commission. A motion was made by Commissioner Siebers and seconded by Commissioner Coffey 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 a Times Villager article, dated 11/22/2023, regarding preparations for the interceptor rehabilitation construction 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 November. There will be a pre-construction meeting in the first quarter of 2024.

Commissioner Casper asked about the PSC information request and District Director Helminger stated that HOV has supplied the requested documents. Scott Schramm of SMS is working on compiling relevant information and data related to the interceptor rehabilitation project as the District's engineer of record on the project.

**B. Effluent Filtration Project – Monthly Activity Report**

The Commission received a project status report from Donohue detailing construction activities and progress photos from October 22 - November 25, 2023. Expected delivery of PLC's from LW Allen is January 2024. Progress is still on schedule with start-up planned for February.

After a discussion the commission consented to pay Donohue \$2521.70 (Task Order #5) for the preparation and attendance of the special community meeting on November 2, 2023.

**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 November 2023 invoice. Stoeger noted three businesses in Kaukauna have permanently closed.

**D. Site Remediation Update**

SEH has submitted the Site Investigation Report to the DNR on behalf of the District and HOV provided a check for the DNR review fee of \$1,050. The report recommends that the next step be to request case closure. District Director Helminger asked SEH for a proposal for the final case closure document. There will be more discussion in January.

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

Leonard & Finco provided a written monthly update of projects completed in November as well as a list of ongoing and upcoming tasks for December & January which include ordering signage, drafting letters to residents on Vandenberg Lane, Sanitorium Road, along the Fox River & adjacent to Heesakker Park. Additional social media posts will be drafted along with the completion of a whiteboard video. Leonard & Finco will also be updating the HOV facility brochure.

**F. Employee Handbook Update – Discussion & Possible Action**

District Director Helminger noted that the changes approved in October have been incorporated into the Employee Handbook. After a discussion the Commission consented to employees using PTO days in 2-hour increments if approved by the immediate supervisor based on staffing needs, and the commission also consented to paying employees double time for time worked when called in on a holiday.

## 6. Plant Reports for November 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 November 2023. Revenue received from the WPS-Fox Energy Center for effluent purchased in November = \$15,458.59; Revenue received to date for 2023 = \$159,119.10. WPS-Fox Energy purchased 53% of the effluent produced in November.

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

<i>Parameter</i>	<i>Monthly Average</i>	<i>Permit Limit</i>
BOD-Biochemical Oxygen Demand	13.6 mg/L	30 mg/L
Suspended Solids	23.6 mg/L	30 mg/L
Suspended Solids	523 lbs.	801 lbs.
Phosphorus	.65 mg/L	1.0 mg/L
Ammonia	1.15 mg/L	4.4 mg/L
Chlorides	743 mg/L	n/a

### All permit values were met for November 2023.

The Commission and Staff discussed sewage revenues outpacing the projections for 2023. Discussions centered around alternative calculations that may provide closer projections and avoid the collection of revenue that exceeds the District budget. The analysis could be adjusted to include load growth percentages or further manipulation of the 3 year rolling averages that have customarily been used. Staff will review early 2024 loadings and bring forward changes that show promise for discussion prior to deliberations on the 2025 budget.

### B. Operations & Maintenance Report

Dustin Jerabek provided a written O&M report and noted that plant operations and treatment were good for November. A new pump is on order for Meter Station #9 at a cost of \$7,858.00. Sludge transfer pump #1 was rebuilt at a cost of \$3,996.44.

## 7. Financials

### A. December 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 \$866,105.97. A roll call vote was taken: Commissioner Casper, yes; Commissioner Sundelius, 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

- *Fox Wolf Watershed Sponsorship & Conference:* A motion was made by Commissioner Siebers and seconded by Commissioner Casper to sponsor the Fox Wolf Watershed Conference at the \$1,500 gold level, which includes three attendees to the annual conference. A roll call vote was taken: Commissioner Casper, yes; Commissioner Sundelius, yes; Commissioner Coffey, yes; Commissioner Siebers, yes; and Commissioner Hennessey, yes. Motion carried unanimously. The conference will be held on 2/27/24 & 2/28/24 in Green Bay.
- *Property Acquisition:* A road project on Hwy Z near HOV owned property by the sedimentation basin and Boy Scout wood lot will require a portion of the Boy Scout's fence to be moved and set back. Once a quote is received, HOV will negotiate who pays for the fence relocation. Land offers are based on \$13,000 per acre with .278 acres needed for the project.
- *Outagamie County Landfill:* Commissioner Casper asked for a status update on the Outagamie County Landfill's leachate delivery system for the reduction of ammonia. District Director Helminger noted that he receives monthly updates from them and was told that construction is to begin in 2024 with completion in August 2024.

### 9. Closed Session pursuant to Wisconsin State Statute 19.85 (1)(c) regarding 2024 wage adjustments; return to Open Session for possible action

A motion was made by Commissioner Casper and seconded by Commissioner Siebers to enter into a Closed Session. Motion carried. (Time: 5:54 PM)

A motion was made by Commissioner Casper and seconded by Commissioner Hennessey to return to Open Session. Motion carried.

A motion was made by Commissioner Coffey to adjust the step plan by 3% and have a consultant review the plan in 2024. The motion was seconded by Commissioner Siebers. A roll call vote was taken: Commissioner Casper, yes; Commissioner Sundelius, yes; Commissioner Coffey, yes; Commissioner Siebers, yes; and Commissioner Hennessey, yes. Motion carried unanimously.

### 10. 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: 6:25 PM)

SIGNED & APPROVED BY:

  
Patrick E. Hennessey, Secretary