

MINUTES

HEART OF THE VALLEY METROPOLITAN SEWERAGE DISTRICT REGULAR MEETING HELD ON FEBRUARY 13, 2024 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 (via phone)
Dawn Bartel - Office Manager HOVMSD
Chad Giackino - Regulatory Compliance Manager HOVMSD
John Neumeier - City of Kaukauna
Mike Gerbitz – Donohue & Associates
Brian Schuh - AIT
John Stoeger - Stoeger & Associates

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 January 10, 2024 Regular Meeting

The minutes of the January 10, 2024 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 an article published in the Times Villager, dated 1/24/2024, regarding the interceptor rehabilitation construction project.

5. General Discussion Items

A. FOG Program - Monthly Activity Report by John Stoeger

John Stoeger of Stoeger & Associates was present to give a FOG update and also 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 January 2024 invoice.

B. AIT Managed Services Proposal by Brian Schuh - Discussion & Possible Action

After a discussion a motion was made by Commissioner Coffey and seconded by Commissioner Siebers to enter into a Managed Services contract with AIT in the amount of \$976.00 per month, as described in the proposal. 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.

District Director Helminger informed the Commission that HOV entered into a contract with AIT for network segregation which will separate the SCADA network from the main PC network for security purposes, at a total cost of \$2,327.99.

C. Hauled Waste Receiving Station - Discussion & Possible Action

Mike Gerbitz of Donohue & Associates provided alternative costs for the rehabilitation of the hauled-in waste tank. After a review and discussion of the six options, a motion was made by Commissioner Sundelius and seconded by Commissioner Hennessey to authorize Donohue to seek bids for option #6 with the walkable fiberglass cover. 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.

D. District Facilities Planning - Mike Gerbitz of Donohue

The Commission and Mike Gerbitz talked briefly about future facilities planning and long-range visionary solutions. The Commission suggested that a separate meeting be scheduled for this topic with Donohue, HOV Commission, Outagamie County, and East Central Regional Planning.

E. Effluent Filtration Project - Monthly Activity Report

The Commission received a project status report from Donohue detailing construction activities and progress photos from January 1 – January 20, 2024. Electrical and PLC work is ongoing in advance of expected start up. Equipment checkouts and training has begun. Performance demonstration and filter training will likely be in early March.

F. Interceptor Rehabilitation Project - Monthly Activity Report

The Commission was copied on a letter received from the Wisconsin DNR dated 2/6/2024 giving conditional approval of the facilities plan for the interceptor rehab project. A DNR

waterway permit must be provided, or a written notice from the DNR Waterways & Wetland Permit section indicating one is unnecessary, prior to plans and specs approval. Scott Schramm of Strategic Municipal Services provided a detailed activity/progress summary for January. A construction kick-off meeting will be held on March 27, 2024. Clean Water Fund loan documents have been submitted and several MoU's have been received.

G. PSC Complaint Update

Testimony and rebuttals were provided to the Public Service Commission. On February 20th there will be a virtual hearing with the PSC and representatives & legal counsel for the City of Kaukauna and Heart of the Valley MSD.

H. SEH Professional Services Agreement for Regulatory Case Closure Request Assistance; Discussion & Possible Action

A motion was made by Commissioner Coffey and seconded by Commissioner Siebers to enter into an Agreement for Professional Services – Regulatory Case Closure Request Assistance with SEH, Inc. in the amount of \$6,700. 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 DNR review fee is anticipated to be \$1,350 which includes the \$1,050 review fee and a \$300 fee for residual soil contamination.

I. Annual Investments & Debt Service Report

For informational purposes, the Commission received a copy of a cash & investments spreadsheet showing investment activity and year-end balances for 2023. The year-end balance of \$17,094,279.93 is an increase of \$1,237,125.66 compared to 2022. The majority of the surplus is due to high interest rates in 2023. The Commission also received a debt service repayment schedule for the three outstanding Clean Water Fund loans. The payment schedule for the effluent filtration project will be added after final numbers are available after project completion.

J. Leonard & Finco - Monthly Activity Report

Leonard & Finco provided a written monthly update of projects completed in January as well as a list of ongoing and upcoming tasks for February and March which include news releases, website updates, social media posts, and whiteboard videos.

K. Commissioner Compensation - Discussion & Possible Action

After a discussion and reviewing comparisons from other entities, the commission directed staff to draft an update to Resolution 154 increasing commission compensation to \$300 with the additional monthly secretary pay to remain at \$150. This would become effective 11/1/2028 as outlined in the Wisconsin State Statutes. The Resolution will be on the agenda for approval at the March 12th commission meeting.

6. Plant Reports for January 2024

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 January 2024. Revenue received from the WPS-Fox Energy Center for effluent purchased in January = \$15,831.92; Revenue received to date for 2024 = \$15,831.92. WPS-Fox Energy purchased 44% of the effluent produced in January. The Commission also received information regarding alternative options for flow and loading projections.

The average effluent concentrations for **January 2024** 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	11.8 mg/L	30 mg/L
Suspended Solids	346 lbs.	801 lbs.
Phosphorus	.40 mg/L	1.0 mg/L
Ammonia	.38 mg/L	10 mg/L
Chlorides	755 mg/L	n/a

All permit values were met for January 2024.

B. Operations & Maintenance Report

Dustin Jerabek provided a written O&M report and noted that plant operations and treatment were good for January. Thermal Process Systems will be coming on-site next week to talk about biofilter media options. LW Allen replaced the level transducers of the peakflow west wetwell at a cost of \$5,224.00. A digested sludge flow meter and DAF thickened sludge meter have both been ordered at \$6,600 each.

7. Financials

A. February 2024 Accounts Payable; Action for Approval

After a review of the bills payable, a motion was made by Commissioner Casper and seconded by Commissioner Siebers to approve payment of the bills in the amount of \$657,032.94. 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.

8. General Old or New Business

- District Director Helminger noted that the Fox Wolf Watershed Conference will be held on February 27th & 28th and himself, Commissioner Sundelius, and Commissioner Siebers will be attending.

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: 6:49 PM)

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