

MINUTES

HEART OF THE VALLEY METROPOLITAN SEWERAGE DISTRICT REGULAR MEETING HELD ON MARCH 12, 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
Dawn Bartel - Office Manager HOVMSD
Chad Giackino - Regulatory Compliance Manager HOVMSD
Dustin Jerabek - Director of Operations & Maintenance
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 February 13, 2024 Regular Meeting

The minutes of the February 13, 2024 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

The Commission received a copy of a photo published in the Times Villager regarding the PSC virtual hearing between the City of Kaukauna and Heart of the Valley MSD.

5. General Discussion Items

A. County Highway Z Project - Parcel #26 & #28 Land Sale; Discussion & Possible Action

A motion was made by Commissioner Siebers and seconded by Commissioner Sundelius to approve the sale of Parcel #26 for \$3,400 and Parcel #28 for \$2,850 to Outagamie County as described in the November 29, 2023 information received from Jewell Associates Engineers, Inc., with the contingency that the parcels will be re-monumented. 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.

B. Effluent Filtration Project - Monthly Activity Report

The Commission received a project status report from Donohue detailing construction activities and progress photos from January 21 - February 24, 2024 along with a startup schedule from Veolia outlining tentative dates for checkouts, training, and performance testing for March & April. District Director Helminger invited the Commissioners for a walk through prior to next months commission meeting. Helminger also noted that there will be asbestos testing done to verify areas that the previous inspection report didn't include.

C. Donohue Task Order – Clearwater Reduction Monitoring & Report for 2024/2025; Discussion & Possible Action

A motion was made by Commissioner Casper and seconded by Commissioner Coffey to authorize District Director Helminger to sign the Engineering Services Agreement for Clearwater Reduction Monitoring with Donohue for years 2024 & 2025 at a total cost of \$62,280. The Commission requested that the Project be labeled Task Order 6B and not be linked to the prior contract 6A as presented. 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. Interceptor Rehab Project - Monthly Activity Report

Scott Schramm of Strategic Municipal Services provided a detailed activity/progress summary for February. Construction kick-off will be held on March 27, 2024 at 9 AM at the Combined Locks Community Room and is expected to be a full day meeting. MOU's from the City of Kaukauna, Village of Combined Locks, and the Ahlstrom Paper Mill are not yet signed but in process.

E. 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 February 2024 invoice.

F. Leonard & Finco - Monthly Activity Report

Leonard & Finco provided a written monthly update of projects completed in February as well as a list of ongoing and upcoming tasks for March and April which include news releases, website updates, social media posts, and whiteboard videos for the effluent disc filter project and the interceptor rehab project. Chris Christenson from Leonard & Finco will also be

attending the construction kick-off meeting on 3/27/2024 as well as the next community meeting.

G. Resolution #208 Commissioner Compensation; Discussion & Possible Action

After a discussion, a motion was made by Commissioner Siebers and seconded by Commissioner Coffey to adopt Resolution #208 with the suggested verbiage clarifications. The compensation increase will take effect on 11/1/2028. 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.

6. Plant Reports for February 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 February 2024. Revenue received from the WPS-Fox Energy Center for effluent purchased in February = \$14,991.36; Revenue received to date for 2024 = \$30,823.28. WPS-Fox Energy purchased 42% of the effluent produced in February.

The average effluent concentrations for **February 2024** were as follows:

<i>Parameter</i>	<i>Monthly Average</i>	<i>Permit Limit</i>
BOD-Biochemical Oxygen Demand	6.1 mg/L	30 mg/L
Suspended Solids	6.8 mg/L	30 mg/L
Suspended Solids	225 lbs.	801 lbs.
Phosphorus	.26 mg/L	1.0 mg/L
Ammonia	.19 mg/L	10 mg/L
Chlorides	672 mg/L	n/a

All permit values were met for February 2024.

B. Operations & Maintenance Report

Dustin Jerabek provided a written O&M report and noted that plant operations and treatment were good for February. Checkout and startup of the new equipment for the filters continued throughout the month. A controller and sensor was replaced on the turbidity meter on train #2 in Actiflo at a total cost of \$6,044.54. Thermal Process Systems was onsite to discuss the haydite stone issue and gave reassurance that they will make it right going forward. A new Isco sampler was ordered for the disc filter final sampler at a cost of \$9,123.00. A post Atad #2 jet pump discharge valve was purchased for \$5,465.00 and has been installed.

7. Financials

A. March 2024 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 \$809,162.06. 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

- *Emergency Response Plan – Interceptor Rehab Project:* Commissioner Sundelius questioned if there was an emergency plan in place for the interceptor rehabilitation project. The Commission directed District Director Helmingier to reach out to Kaukauna Utilities, U.S. Oil, and FEMA to assist with putting a plan in place.
- *Public Service Commission:* All briefs are due by 3/21/2024 with an expected final decision by mid to late April.
- *Haulers Waste Station:* Donohue recommends putting this project out for bids in the fall of 2024 with work beginning in the spring of 2025.
- *Contaminated Soils:* The DNR concluded that the site investigation is complete per NR716. The District is responsible for submitting an NR700 semi annual progress report until officially closed.
- *Ehlers Public Finance Advisors:* The Commission requested that Jon Cameron of Ehlers provide a financial update at the April 9th commission 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: 6:02 PM)

SIGNED & APPROVED BY: _____

Patrick E. Hennessey, Secretary