

# MINUTES

## HEART OF THE VALLEY METROPOLITAN SEWERAGE DISTRICT REGULAR MEETING HELD ON MAY 14, 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

### 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 April 9, 2024 Regular Meeting

The minutes of the April 9, 2024 Regular Meeting were presented to the Commission. A motion was made by Commissioner Siebers and seconded by Commissioner Hennessey to approve the minutes as written and presented. Motion carried unanimously. The minutes were reviewed by District Director Helminger and Commission Secretary Hennessey prior to the meeting.

### 4. Correspondence

The Commission received a copy of an article published in the Times Villager on 5/8/2024 regarding the interceptor rehab project and the temporary sewer bypass pipe being placed in the lower Fox River.

### 5. General Discussion Items

#### A. 2023 Audit Presentation by Erickson & Associates

Greg Heino of Erickson & Associates reviewed the audited financial statements dated 12/31/2023. A motion was made by Commissioner Casper seconded by Commissioner

Hennessey to accept the 2023 audited financial statements, management letter, and communication letter, as prepared and presented by Erickson & Associates. A roll call vote was taken: Commissioner Sundelius, yes; Commissioner Coffey, yes; Commissioner Casper, yes; Commissioner Hennessey, yes; and Commissioner Siebers, yes. Motion carried. Greg Heino recommended that Secretary Hennessey review the ACH transactions on the bank statements on a monthly basis.

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

The Commission received a project status report from Donohue detailing construction activities and progress photos from March 24 – April 20, 2024. Ancillary punch list items are being resolved and Veolia is fine tuning chemical usage and effluent quality. An open house is planned for late July/early August.

### **C. Donohue Task Order #11 Produce Bidding Documents for Waste Tank Rehabilitation - Discussion & Possible Action**

Mike Gerbitz of Donohue informed the Commission that the project would be put out to bid in September/October of 2024 with an expected start date of April/May of 2025.

A motion was made by Commissioner Coffey seconded by Commissioner Siebers to approve Task Order #11 as presented by Donohue & Associates for engineering services to produce bid documents for the waste tank rehabilitation project, in the amount of \$25,000.

A roll call vote was taken: Commissioner Sundelius, yes; Commissioner Coffey, yes; Commissioner Casper, yes; Commissioner Hennessey, yes; and Commissioner Siebers, yes. Motion carried.

### **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 April 2024 invoice.

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

Leonard & Finco provided a written monthly update of projects completed in April as well as a list of ongoing and upcoming tasks for May and June which include a June public meeting invitation for affected residents, news releases & media coverage, website updates, boating safety signage, and social media posts. Leonard & Finco will also be updating the plant brochure and completing the whiteboard videos for the effluent disc filter project and the interceptor rehab project.

### **F. Interceptor Rehab Project - Monthly Activity Report**

Scott Schramm of Strategic Municipal Services provided a detailed activity/progress summary for April. Lining will begin in June by the Ahlstrom Mill and meter station 5 North. Clean Water Fund paperwork and Resolution will be finalized at the June 11<sup>th</sup> Commission meeting with final closing on June 26<sup>th</sup>. On June 20<sup>th</sup> the District will host an informational evening meeting for residents affected by the project.

**G. Amendment to Strategic Municipal Services Agreement - Discussion & Possible Action**

A motion was made by Commissioner Hennessey seconded by Commissioner Coffey to accept the Amendment to the Strategic Municipal Services Agreement in the amount of \$81,730 for services related to meter station modifications, electric service for bypass pumping, and rate dispute/PSC support. A roll call vote was taken: Commissioner Sundelius, yes; Commissioner Coffey, yes; Commissioner Casper, yes; Commissioner Hennessey, yes; and Commissioner Siebers, yes. Motion carried.

**H. Carlson Dettmann - Compensation Plan Review Agreement; Discussion & Possible Action**

This item will be tabled until the June 11<sup>th</sup> Commission meeting when additional information is available.

**I. 2023 Chemical Use Report**

Dustin Jerabek, Director of Operations & Maintenance, provided a written update showing chemical usage for 2023, along with gas, electric, and water consumption. The report also detailed the cost of chemicals purchased, gallons purchased, removal efficiency, and cost per MGD treated.

**6. Plant Reports for April 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 April 2024. Revenue received from the WPS-Fox Energy Center for effluent purchased in April = \$11,522.65; Revenue received to date for 2024 = \$58,753.07. WPS-Fox Energy purchased 31% of the effluent produced in April.

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

<i>Parameter</i>	<i>Monthly Average</i>	<i>Permit Limit</i>
BOD-Biochemical Oxygen Demand	5.4 mg/L	30 mg/L
Suspended Solids	6.9 mg/L	30 mg/L
Suspended Solids	365 lbs.	801 lbs.
Phosphorus	.25 mg/L	1.0 mg/L
Ammonia	.20 mg/L	11 mg/L
Chlorides	583 mg/L	n/a

**All permit values were met for April 2024.**

**B. Operations & Maintenance Report**

Dustin Jerabek provided a written O&M report and noted that plant operations and treatment were good for April. The plant switched from ferric to alum in Actiflo on April 17<sup>th</sup>. The ATAD blower #2 has been delivered and installed. The Biostyr blower will be rebuilt by Aerzen at a cost of \$9,014.75. All-Lift Systems repaired the Actiflo stairwell hoist at a cost of \$3,450. An actuator for the Actiflo polymer feed skid was purchased from First Supply at a cost of \$2,098. The portable samplers for the interceptor project have been ordered at a cost of \$15,500 and should arrive soon.

## 7. Financials

### A. May 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 \$3,893,243.36. 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

- *Mechanic Vacancy:* The foreman position has been filled by former mechanic Chad Juedes. The mechanic vacancy has been advertised on the District website, WWOA website, and Indeed.
- *PSC Update:* Final reply briefs were submitted on 3/21/2024. The PSC will now evaluate and make a final decision which could take up to 90 days.
- *Outagamie County Landfill:* District Director noted that ground has broken on their pretreatment project.
- *Outagamie County Land Conservation:* Progress has been made on installing electric service to the sedimentation basin and Outagamie County is firming up quotes with Kaukauna Utilities. The electrical billing will be sent to the District; the District has previously committed up to \$1,000 per year for power consumption. The County is looking into using MOU's for future pollution reduction projects.

## 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: 6:18 PM)

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

  
Patrick E. Hennessey, Secretary