

MINUTES

HEART OF THE VALLEY METROPOLITAN SEWERAGE DISTRICT REGULAR MEETING HELD ON JUNE 11, 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
Mike Gerbitz - Donohue & Associates
Steve Sticklen - Donohue & Associates (virtual attendance)
Scott Schramm - Strategic Municipal Services

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 May 14, 2024 Regular Meeting

The minutes of the May 14, 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 and presented. Motion carried unanimously. The minutes were reviewed by District Director Helminger and Commission Secretary Hennessey prior to the meeting.

4. Correspondence

There was nothing to report.

5. General Discussion Items

A. 2023 Draft I/I Presentation by Donohue & Associates

Steve Sticklen of Donohue attended virtually and provided comments on the 2023 antecedent moisture model I/I analysis, using a revised approach to performance evaluations. The Mike Urban modeling software runs identified modeled flows during storm events early in the year when wet ground conditions and an elevated groundwater table are present. Donohue incorporated the use of evaporation data into the model to better replicate storm events throughout the year. This model upgrade will provide better accuracy and improve the agreement of predicted modeled flows versus actual observed sewage flows. After a discussion the commission decided to hold a special meeting at noon on June 20th to evaluate the report and data prior to presenting at the community meeting on June 25th.

B. Effluent Filtration Project - Monthly Activity Report

The Commission received a project status report from Donohue detailing construction activities and progress photos from April 21, 2024 – May 25, 2024. Veolia is fine tuning chemical usage and effluent quality along with providing required training and performance testing. Punchlist items are being addressed by the various contractors. The District plans to host an open house for the filter project later this summer.

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 May 2024 invoice.

D. Leonard & Finco - Monthly Activity Report

Leonard & Finco provided a written monthly update of projects completed in May as well as a list of ongoing and upcoming tasks for June and July which includes mailings for a June public meeting invitation for affected residents along the Fox River. L&F will provide the District 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. Chris Christenson will be giving a brief presentation at the community meeting on 6/25/2024.

E. Interceptor Rehab Project - Monthly Activity Report

Scott Schramm of Strategic Municipal Services provided a detailed activity/progress summary for May. Lining will begin in late June by the Ahlstrom Mill and meter station 5 North and continue to move west on river sections throughout the summer and late fall. On June 20th the District will host an informational evening meeting for residents along the Fox River affected by the project. Scott will provide a project status update at the community meeting on 6/25/2024 in Kimberly.

F. Adoption of Resolution #210; Resolution Authorizing the Issuance and Sale of up to \$21,639,083 General Obligation Sewerage System Promissory Notes, Series 2024, and Providing for Other Details and Covenants with Respect Thereto

A motion was made by Commissioner Casper and seconded by Commissioner Sundelius to adopt Resolution #210 as presented and prepared by Quarles & Brady. A roll call vote

was taken: Commissioner Sundelius, yes; Commissioner Coffey, yes; Commissioner Casper, yes; Commissioner Hennessey, yes; and Commissioner Siebers, yes. Motion carried. The paperwork was signed by Dave Casper, Pat Hennessey, and Brian Helming. Closing on the Clean Water Fund loan is scheduled for June 26, 2024.

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

A motion was made by Commissioner Sundelius and seconded by Commissioner Coffey to enter into a services agreement with Carlson Dettmann for compensation plan review at a cost of \$10,000. A roll vote was taken: Commissioner Sundelius, yes; Commissioner Coffey, yes; Commissioner Casper, yes; Commissioner Hennessey, yes; and Commissioner Siebers, yes. Motion carried.

H. Adoption of Resolution #209; 2023 Compliance Maintenance Annual Report

After a review of the 2023 Compliance Maintenance Annual Report (CMAR), a motion was made by Commissioner Casper and seconded by Commissioner Siebers to adopt Resolution #209 stating that the HOVMSD Commission has reviewed and understands the CMAR which will be submitted to the Wisconsin DNR. A roll call vote was taken: Commissioner Siebers, yes; Commissioner Sundelius, yes; Commissioner Hennessey, yes; Commissioner Coffey, yes; and Commissioner Casper, yes. Motion carried unanimously. The CMAR was signed by President Casper and Secretary Hennessey.

6. Plant Reports for May 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 May 2024. Revenue received from the WPS-Fox Energy Center for effluent purchased in May = \$18,737.14; Revenue received to date for 2024 = \$77,490.21. WPS-Fox Energy purchased 51% of the effluent produced in May.

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

<i>Parameter</i>	<i>Monthly Average</i>	<i>Permit Limit</i>
BOD-Biochemical Oxygen Demand	7.6 mg/L	30 mg/L
Suspended Solids	9.0 mg/L	30 mg/L
Suspended Solids	319 lbs.	801 lbs.
Phosphorus	.46 mg/L	1.0 mg/L
Ammonia	.41 mg/L	11 mg/L
Chlorides	586 mg/L	n/a

All permit values were met for May 2024.

B. Operations & Maintenance Report

Dustin Jerabek provided a written O&M report and noted that plant operations and treatment were good for May. The tornado and inclement weather on May 21st caused some plant electrical problems, and on May 29th blower #7 started on fire which caused biostyr to be offline for several hours. Parts for the Actiflo microsand pump were ordered from Foxland for \$17,650. Energy Control & Design will be replacing the AC unit in the post ATAD building at a cost of \$11,477 and also replacing the unit in the headworks building at a cost of \$10,108. The discs and gaskets for the digested sludge transfer pump were replaced at a cost of \$3,058.

7. Financials

A. June 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 \$1,729,451.64. 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 mechanic/PCT vacancy will be advertised in the Times Villager along with a renewal on the Indeed site.
- *PSC Update:* The Public Service Commission has HOV/City of Kaukauna on their agenda for June 13th.
- *Outagamie County Landfill:* District Director Helminger noted that the leachate tank was on site and ground has broken on their pretreatment project.

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: 7:20 PM)

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