

MINUTES

HEART OF THE VALLEY METROPOLITAN SEWERAGE DISTRICT REGULAR MEETING HELD ON **AUGUST 13, 2024** AT THE HEART OF THE VALLEY MSD MEETING ROOM

Members Present: David Casper - President (via phone)
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 HOVMSD
Scott Schramm - Strategic Municipal Services
John Neumeier - City of Kaukauna

1. 5:00 p.m. Call to Order – Roll Call

Acting President Siebers called the meeting to order at 5:00 PM.

2. Public Appearances

No appearances were made.

3. Approval of the Minutes of the July 9, 2024 Regular Meeting

The minutes of the July 9, 2024 Regular Meeting were presented to the Commission. A motion was made by Commissioner Coffey and seconded by Commissioner Sundelius 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 a Times Villager article regarding the progress being made on the interceptor project, and another article regarding boating safety on the Fox River during construction.

5. General Discussion Items

A. Interceptor Rehab Project - Monthly Activity Report

Scott Schramm of Strategic Municipal Services provided a detailed activity/progress summary for July. Phase 1 of the project is nearing completion. Prepping efforts have begun for Phase 2 which will begin mid-September and continue through late November. Scott noted that he'll be presenting a slide show at the September commission meeting.

B. Effluent Filtration Project - Monthly Activity Report

Staff updated the Commission on the final stages of the effluent filtration project. Punchlist items are being addressed and Veolia will be working on-site for a continuous two weeks to fine tune chemical usage & effluent quality, and performance testing. The 30-day performance testing began yesterday. Veolia is also in the drawing stages of upgrading the pumps and polymer aging tank because of a design flaw, which Veolia will cover the associated costs. Staff is working with Leonard & Finco for preparations of an open house for later this fall.

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 July 2024 invoice.

D. Leonard & Finco - Monthly Activity Report

Leonard & Finco provided a written monthly update of projects completed in July as well as a list of ongoing and upcoming tasks for August and September which includes social media distribution to member communities, completion of a facility brochure, website updates, and initial plans for an effluent disc project open house.

E. Intermunicipal Cooperation Agreement with Outagamie County Land Conservation; Discussion & Possible Action

HOV issued a check to Kaukauna Utilities on 7/2/2024 in the amount of \$9,453 to install electric service at the District's agricultural runoff treatment system (ARTS). Outagamie County will reimburse the District for installation costs beyond the previously commission approved amount of \$4,000. An Intergovernmental Cooperation Agreement (ICA) will capture the history and intentions of both parties for now and the future. The Agreement also specifies that HOV agrees to pay up to \$1,000 per year for monthly power consumption. After a review of the ICA provided by the Outagamie County Land Conservation Department, the Commission asked District Director Helminger to contact the County and get clarification on Item #2 regarding site developments or improvements that exceed \$5,000.

6. Plant Reports for July 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 July 2024. Revenue received from the WPS-Fox Energy Center for effluent purchased in

July = \$18,609.23; Revenue received to date for 2024 = \$113,354.65. WPS-Fox Energy purchased 35% of the effluent produced in July.

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

<i>Parameter</i>	<i>Monthly Average</i>	<i>Permit Limit</i>
BOD-Biochemical Oxygen Demand	5.2 mg/L	30 mg/L
Suspended Solids	5.0 mg/L	30 mg/L
Suspended Solids	257 lbs.	801 lbs.
Phosphorus	.16 mg/L	1.0 mg/L
Ammonia	.21 mg/L	4.4 mg/L
Chlorides	522 mg/L	n/a

All permit values were met for July 2024.

B. Operations & Maintenance Report

Dustin Jerabek provided a written O&M report and noted that plant operations and treatment were good for July with the exception of a blending event from 10:15 PM on 7/13 to 2:11 AM on 7/14. The VFD on blower #2 was rebuilt and installed in May of 2024 but would not turn back on after being taken down for maintenance in July. The unit will be exchanged under warranty. Jerabek’s report also included an update of issues with Biostyr blower #1, #4, & #5. Blower #1 was sent to Aerzen to be inspected for a rebuild or full replacement. Blower #4 was replaced at a cost of \$8,500. Blower #5 had pulleys and belts replaced at a cost of \$1,818. A quote was received by Aerzen for a full preventative maintenance inspection on all biostyr blowers from Aerzen at a cost of \$5,642.

7. Financials

A. August 2024 Accounts Payable; Action for Approval

After a review of the bills payable, a motion was made by Commissioner Coffey and seconded by Commissioner Hennessey to approve payment of the bills in the amount of \$1,952,416.21. 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 position remains vacant; recruitment efforts are continuing with interviews being held over the next couple weeks.

- *PSC Update:* The PSC has ruled in favor of HOVMSD but a formal written response has not yet been received.
- *2025 Budget:* There will be a budget workshop on the September 10th agenda, with approval at the October 8th commission meeting.
- *Carlson Dettmann Compensation Review:* Matt Shefchik of Carlson Dettmann will present findings and recommendations at the September commission meeting.
- *Biosolids Hauling:* Hauling began on 7/29/2024. Rain events have prevented hauling due to wet fields but emptying the tanks shouldn't be a problem because of the availability of additional fields.
- *Outagamie County Landfill:* The landfill reported that progress on the leachate tank and load facility is going well. A meeting is scheduled for 8/15 with the landfill, HOV, and the Village of Little Chute to discuss discharge options.

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: 5:53 PM)

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