

MINUTES

HEART OF THE VALLEY METROPOLITAN SEWERAGE DISTRICT REGULAR MEETING HELD ON SEPTEMBER 10, 2024 AT THE HEART OF THE VALLEY MSD MEETING ROOM

Members Present: David Casper - President
Patrick Hennessey - Secretary
John Sundelius - Commissioner
Kevin Coffey - Commissioner

Absent: Bruce Siebers, excused

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
Mike Gerbitz – Donohue & Associates
Matt Shefchik - Carlson Dettmann Consulting (virtual)

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 August 13, 2024 Regular Meeting

The minutes of the August 13, 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

There was no correspondence for the record.

5. General Discussion Items

A. 2025 Budget Workshop

The Commission and staff reviewed the 2025 proposed budget figures including detailed expense accounts, debt service, rate & income data, and replacement information. Chemical & electrical costs, payroll & benefits, and debt service repayment were the largest drivers of change in the 2025 budget. Favorable interest rates and an increase in projected interest helped offset expenditures for 2025. The overall proposed budget amount is an overall 3.84% increase over 2024.

The 2025 budget and rate parameters will be officially adopted at the October 8, 2024 Regular Commission Meeting/Public Hearing.

B. Interceptor Rehab Project - Monthly Activity Report

Scott Schramm of Strategic Municipal Services provided a detailed activity/progress summary for August. Phase 1 of the project is near completion with punch list items being addressed. Prepping efforts have begun for Phase 2 which will begin mid-September and continue through late November. Visu Sewer's goal is to have 65% of the total project complete by year end. Scott noted that he'll be presenting a slide show at the October commission meeting.

C. Carlson Dettmann Consulting – Presentation by Matt Shefchik

Matt Shefchik of Carlson Dettmann Consulting attended virtually and shared a Compensation Study Project Overview power point presentation showing the findings of the market update study. Matt talked about external competitiveness, comparables used for the project, market review & external survey sources, and structure & implementation options. The report showed that the District, now at the 5-year mark of the compensation plan, has generally kept on pace with the labor market and the position specific comparables. Matt recommended a 5% adjustment to the plan grid effective 1/1/2025.

D. 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 suspended the 30-day performance test but will continue at a later date. Donohue is working on record drawings, SOP's, and project close-out paperwork.

Mike Gerbitz from Donohue brought forth three Task Orders for Commission consideration: Task Order #12 - Headworks Screening System Evaluation: Hydraulics & Configuration (\$15,935), Task Order #13A - Preliminary Design Room 120 HVAC Improvements (\$8,505), and Task Order 14A - Future Flows, Loadings, and Solids Production (\$34,270)

District Director noted that these projects have been included in the 2025 budget. Because the HVAC equipment in the chlorine storage room is not code compliant, the Commission consented to move forward with Task Order 13A immediately. There will be a kickoff meeting in January with Donohue for Task Orders 12 & 14A.

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 August 2024 invoice.

F. Leonard & Finco – Monthly Activity Report

District Director Helminger noted that public outreach for the interceptor project has been going very well. Leonard & Finco provided a written monthly update of projects completed in August as well as a list of ongoing and upcoming tasks for September and October which includes social media distribution to member communities, completion of a facility brochure, website updates, whiteboard video for the effluent disc project along with initial plans for an open house.

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

This item will be placed on a future agenda when Jeremy Freund of Outagamie County Land Conservation will be invited for an annual visit to discuss the ARTS basin and progress made on edge of field phosphorus removal devices.

6. Plant Reports for August 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 August 2024. Revenue received from the WPS-Fox Energy Center for effluent purchased in August = \$18,813.55; Revenue received to date for 2024 = \$132,168.20. WPS-Fox Energy purchased 41% of the effluent produced in August.

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

<i>Parameter</i>	<i>Monthly Average</i>	<i>Permit Limit</i>
BOD-Biochemical Oxygen Demand	4.2 mg/L	30 mg/L
Suspended Solids	6.3 mg/L	30 mg/L
Suspended Solids	249 lbs.	801 lbs.
Phosphorus	.16 mg/L	1.0 mg/L
Ammonia	.17 mg/L	4.4 mg/L
Chlorides	557 mg/L	n/a

All permit values were met for August 2024.

B. Operations & Maintenance Report

Dustin Jerabek provided a written O&M report and noted that plant operations and treatment were good for August. Veolia initiated the 30-day test on 8/12 but suspended it when Biostyr started to send high suspended solids and phosphorus to the filters. Purchased a new blower for Biostyr from Aerzen at a cost of \$10,024. Thermal Process replaced the PanelView by the

SNDR tanks at a cost of \$9,088. Meters for SNDR #1 and #2 pH/ORP meters, and the ATAD OPR/pH meters were replaced at a cost of \$19,604. The total cost to restore communications with meter stations 3 & 4/7 was \$1,594. Meter station #6 had a new controller installed for \$973 along with a new radio and communications at a cost of \$1,865.

7. Financials

A. September 2024 Accounts Payable; Action for Approval

After a review of the bills payable, a motion was made by Commissioner Hennessey and seconded by Commissioner Sundelius to approve payment of the bills in the amount of \$1,093,567.42. A roll call vote was taken: Commissioner Casper, yes; Commissioner Sundelius, yes; Commissioner Coffey, 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 ongoing. The Commission directed Staff to consult with an HR firm for assistance.
- *PSC Update:* The PSC has ruled in favor of HOVMSD and the final ruling is on their website. PSC reference #506819; Docket ID: 9300-SI-126, pages 3-4.
- *Biosolids Hauling:* Hauling began on 7/29/2024 and both tanks should be empty by the end of the week. Once empty the ATAD will be taken down, sand removed, and an inspection of the air lines and nozzles prior to winter.
- *SCADA Upgrade/VFD Replacement:* LW Allen has been on site several times and the Allen Bradley equipment has arrived. As things progress there will be more to report in the coming months.
- *WVOA/Lake Michigan District:* HOV is the host site for the WVOA/LMD meeting on September 19th. The meeting and lunch will be held at VanAbel's and attendees are invited to tour the HOV plant in the afternoon.
- *WEFTEC:* Commissioner Sundelius and Commissioner Coffey will be attending the WEF Conference in New Orleans but plan on attending the October commission meeting virtually.

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: 6:44 PM)

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