

MINUTES

HEART OF THE VALLEY METROPOLITAN SEWERAGE DISTRICT REGULAR MEETING HELD ON **NOVEMBER 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
Dustin Jerabek - Director of Operations & Maintenance HOVMSD
Scott Schramm - Strategic Municipal Services
Mike Gerbitz - Donohue & Associates
Kent Taylor - Village of Little Chute
Jeremy Freund - Outagamie County Land Conservation

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 October 8, 2024 Regular Meeting

The minutes of the October 8, 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 no correspondence for the record.

5. General Discussion Items

A. Annual Outagamie County Land Conservation Update - Jeremy Freund

-Potential New Project; Discussion & Possible Action

Jeremy Freund of Outagamie County Land Conservation talked about locating a second ARTS basin on District owned property. Jeremy noted that the ARTS project would be 100% grant funded and HOV would receive fair market value for the land taken out of production. After a discussion the commission unanimously endorsed partnering with Outagamie County on the new project.

-ICA for Agricultural Runoff Treatment System (ARTS); Discussion & Possible Action

After a discussion a motion was made by Commissioner Casper and seconded by Commissioner Coffey to enter into an Intergovernmental Cooperative Agreement between the Outagamie County Land Conservation Department and Heart of the Valley Metropolitan Sewerage District as presented, and authorize District Director Helminger to sign on behalf of the District. The Commission asked staff to investigate the liability to the District when visitors and tour groups are on the property.

B. Village of Little Chute Interest Determination; Discussion & Possible Action

The Commission reviewed a letter from the Village of Little Chute dated 10/1/2024 explaining the internal error which caused a connection fee from 2021 to go unreported and not paid. After a discussion Commissioner Casper noted that the error was an unfortunate oversight, was reported immediately to the District and paid, and noted that steps have been taken by the Village of Little Chute to prevent this from happening again. A motion was made by Commissioner Sundelius and seconded by Commissioner Siebers to waive the interest associated with this billing error. A roll call vote was taken: Commissioner Casper, yes; Commissioner Coffey, yes; Commissioner Sundelius, yes; Commissioner Siebers, yes; and Commissioner Hennessey, yes. Motion carried unanimously.

C. Interceptor Rehab Project Update; Scott Schramm of Strategic Municipal Services

Scott Schramm of Strategic Municipal Services provided a detailed activity/progress summary for October. Scott then presented a slide show presentation which will also be presented at the community meeting on December 5th.

D. Waste Tank Rehab Project; Discussion & Possible Action for Contract Award

Bids for the waste tank rehabilitation project were received on November 6, 2024. After a review and discussion, a motion was made by Commissioner Sundelius and seconded by Commissioner Coffey to approve the bid from Lunda Construction, including Alternate A for the corrosion barrier liner, for a total cost of \$1,236,419.00.

The District originally intended to rehabilitate the hauled waste receiving station via change order and piggy back the work with the effluent filter project. The process of finding a certified coatings applicator proved to be difficult, time consuming, and problematic. The original work estimate, while less than the new bids received, showed the level of effort and District expense that surpassed the Commission’s vision of a simple change order. The District determined that it was appropriate to bid the rehabilitation as a standalone rehabilitation project.

Alternate A provides a chemical resistant, spray application, high build elastomeric and solvent free polyurethane coating system for concrete structures in contact with hydrogen sulfide gases and corrosive liquids in wastewater. When completed, this system will protect the concrete from further corrosion and tank from further degradation. A roll call vote was taken: Commissioner Casper, yes; Commissioner Sundelius, yes; Commissioner Coffey, yes; Commissioner Hennessey, yes; and Commissioner Siebers, yes. Motion carried. The Commission requested that cost recovery for the project be a discussion at the December commission meeting.

E. 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 finalized. Filters have been running continuously without chemical addition to see what the outcome will be. A leak was found in the decant line, shut off, and the spill has been reported to the DNR. August Winter will be excavating the area to find the location of the leak so it can be repaired.

F. 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 October 2024 invoice.

G. Leonard & Finco – Monthly Activity Report

Leonard & Finco provided a written monthly update of projects completed in October as well as a list of ongoing and upcoming tasks for November which includes social media distribution to member communities, news releases, completion of a facility brochure, website updates, whiteboard video for the effluent disc project, and monitoring media coverage.

H. Adoption of Resolution #211 – Abating Levy of 2024 Real Estate Taxes

A motion was made by Commissioner Casper and seconded by Commissioner Siebers to adopt Resolution #211; Resolution Abating Levy of 2024 Real Estate Taxes. A roll call vote was taken: Commissioner Casper, yes; Commissioner Sundelius, yes; Commissioner Coffey, yes; Commissioner Hennessey, yes; and Commissioner Siebers, yes. Motion carried. The Resolution was signed by Commission Secretary Hennessey.

6. Plant Reports for October 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 October 2024. Revenue received from the WPS-Fox Energy Center for effluent purchased in October = \$10,838.40; Revenue received to date for 2024 = \$160,727.08. WPS-Fox Energy purchased 36% of the effluent produced in October.

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

Parameter	Monthly Average	Permit Limit
BOD-Biochemical Oxygen Demand	6.1 mg/L	30 mg/L
Suspended Solids	7.8 mg/L	30 mg/L
Suspended Solids	223 lbs.	801 lbs.
Phosphorus	.13 mg/L	1.0 mg/L
Ammonia	.68 mg/L	18 mg/L
Chlorides	793 mg/L	n/a

All permit values were met for October 2024.

B. Operations & Maintenance Report

Dustin Jerabek provided a written O&M report and noted that plant operations and treatment were great in October. The refrigeration assembly on the sampler at meter station #10 was replaced under warranty by Mulcahy Shaw. Aerzen did a full preventative maintenance inspection on all the biostyr blowers at a cost of \$4,285.

7. Financials

A. November 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 \$1,604,284.67. A roll call vote was taken: Commissioner Casper, yes; Commissioner Siebers, 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 Position:* An offer for employment has been made and accepted. After the results of the drug screen a start date will be determined.
- *Retirements:* Dawn Bartel and Karen Brake will be retiring in early 2025. Recruitment efforts will begin soon for those positions.
- *Internship:* The Commission consented to offering an internship position to a second year student at NWTC.
- *H2S/Air Quality Concerns:* Odors and foul air have been detected in the headworks building due to the CIPP lining and low flow conditions in the main headworks building. Air monitoring is ongoing when staff are working in the building. Further data collection will continue as will discussion of findings.

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: 7:28 PM)

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