

# MINUTES

## HEART OF THE VALLEY METROPOLITAN SEWERAGE DISTRICT REGULAR MEETING HELD ON **DECEMBER 10, 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  
Chad Giackino - Regulatory Compliance Manager HOVMSD  
Scott Schramm - Strategic Municipal Services  
John Stoeger - Stoeger & Associates

### **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 November 12, 2024 Regular Meeting**

The minutes of the November 12, 2024 Regular Meeting were presented to the Commission. A motion was made by Commissioner Coffey and seconded by Commissioner Siebers 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. Interceptor Rehab Project – Monthly Activity Report**

Scott Schramm of SMS updated the commission on the final stages of Phase 2 of the interceptor rehab project. Weekly progress meetings are concluded for 2024. The

contractors will be moving equipment offsite and depending on the weather, anticipate restarting construction activities in mid March. Scott noted that things have gone very smoothly so far with no reported accidents.

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

There was no update this month on the effluent filtration project.

### **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 November 2024 invoice.

### **D. Stoeger & Associates Agreement for Professional Services**

A motion was made by Commissioner Hennessey to enter into a professional services agreement with Stoeger & Associates, LLC effective 1/1/2025 - 12/31/2027. The motion was seconded by Commissioner Siebers. 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.

### **E. Hauled Waste Station Rehab Construction Related Services – Donohue**

A motion was made by Commissioner Sundelius and seconded by Commissioner Coffey to enter into a professional services agreement with Donohue & Associates; Task Order 11B- Construction Related Services for Waste Tank Rehabilitation, at a cost of \$99,579.00. 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. Contracts, insurance, and legal review are the next steps. The Commission asked staff to do a competitive analysis of what other treatment plants are charging for hauled in waste.

### **F. Kane Communications – Monthly Activity Report**

Kane Communications provided a written monthly update of work tasks completed in November as well as a list of ongoing and upcoming tasks for December & January which includes social media distribution to member communities, news releases, completion of a facility brochure, website updates, and continued monitoring of media coverage.

## **6. Plant Reports for November 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 November 2024. Revenue received from the WPS-Fox Energy Center for effluent purchased in November = \$15,995.74; Revenue received to date for 2024 = \$176,722.83. WPS-Fox Energy purchased 36% of the effluent produced in November.

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

<b>Parameter</b>	<b>Monthly Average</b>	<b>Permit Limit</b>
BOD-Biochemical Oxygen Demand	4.6 mg/L	30 mg/L
Suspended Solids	3.0 mg/L	30 mg/L
Suspended Solids	129 lbs.	801 lbs.
Phosphorus	.15 mg/L	1.0 mg/L
Ammonia	.23 mg/L	18 mg/L
Chlorides	538 mg/L	n/a

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

## **B. Operations & Maintenance Report**

Dustin Jerabek provided a written O&M report and noted that plant operations and treatment were exceptional in November. After a discussion regarding a rebuild versus replacement of process return pump #3, which is 25 years old, the commission consented to the purchase of a complete pump replacement from LW Allen at a cost of \$52,378.00.

## **7. Financials**

### **A. December 2024 Accounts Payable; Action for Approval**

After a review of the bills payable, a motion was made by Commissioner Siebers and seconded by Commissioner Coffey to approve payment of the bills in the amount of \$3,352,903.52. 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:* The mechanic has started employment and training has begun.
- *Retirements:* In person interviews will begin soon for the Accounts Payable/Asset Coordinator position.
- *Internship:* A second-year student at NWTTC will begin an internship with the District after the new year, working about 16 hours a week. A motion was made by Commissioner Siebers and seconded by Commissioner Casper to increase the hourly rate from \$15/hour to \$16/hour, effective immediately. 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.

- *Fox Energy Re-Use:* The Commission directed staff to work with Kane Communications to draft an informative section for the District website and possibly an article in the newspaper regarding the re-use of HOV's final effluent by Fox Energy.
- *Decant Line:* District Director Helminger informed the Commission that the decant line has been excavated and repaired. The repairs were on pipe components that were installed in 2006 making the District fully responsible for the excavation and repair work.
- *Ehlers – Financing of Septage Receiving Station:* The Commission directed District Director Helminger to request a cost proposal from Ehlers to provide professional assistance and a financial analysis on funding sources for the waste tank rehab project. If less than \$10,000 the District Director is authorized to enter into an agreement with Ehlers.

**9. Closed Session pursuant to Wisconsin State Statute 19.85 (1)(c) regarding 2025 wage adjustments; return to Open Session for possible action**

A motion was made by Commissioner Casper and seconded by Commissioner Siebers to enter into a closed session. Motion carried. (Time: 6:08 PM)

A motion was made by Commissioner Siebers and seconded by Commissioner Hennessey to return to open session. Motion carried. (Time: 6:35 PM)

**10. Adjournment**

With no further business before the Commission and no action taken from the closed session, a motion was made by Commissioner Sundelius and seconded by Commissioner Coffey to adjourn the meeting. Motion carried unanimously. (Time: 6:39 PM)

**SIGNED & APPROVED BY:** \_\_\_\_\_  
**Patrick E. Hennessey, Secretary**