

# MINUTES

## HEART OF THE VALLEY METROPOLITAN SEWERAGE DISTRICT REGULAR MEETING HELD ON JANUARY 14, 2025 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  
John Guadagni - HOVMSD  
Anna Huber - Village of Kimberly

### **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 December 5, 2024 Special Community Meeting, December 10, 2024 Regular Meeting, and the December 20, 2024 Special Meeting**

The minutes of the December 5, 2024 Special Community Meeting, December 10, 2024 Regular Meeting, and the December 20, 2024 Special 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**

Copied for the Commission were two articles from the Times Villager; one regarding the interceptor rehab project wrapping up for the winter and the second reporting that the City of Kaukauna will not pursue further legal action against Heart of the Valley MSD for the allocation of debt service for the interceptor rehab project.

## **5. General Discussion Items**

### **A. Interceptor Rehab Project – Monthly Activity Report**

Scott Schramm of Strategic Municipal Services provided a written update to the Commission dated 1/2/2025. Construction activities have been finalized for the winter and will resume in mid-March, weather permitting. Construction activities will start in Doyle and Heesakker Parks for 2025.

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

Dustin Jerabek, Director of Operations & Maintenance, informed the Commission that the filters run very well without chemical addition for November and December.

### **C. Resolution #36; Discussion & Possible Action to Modify or Dissolve**

After a discussion the Commission directed staff to consult with legal council to inquire if Commission Secretary Hennessey can be appointed as Treasurer of the District and have the authority to sign the general fund checks.

### **D. Cost Allocations/Sewer Rate Study**

District Director Helminger noted that he contacted Trilogy to discuss a review of the existing sewer user charge methodology including the allocations used to generate rate parameters. Trilogy will have a cost proposal ready for the February commission meeting. Commissioner Casper asked that staff also consult with Trilogy to re-examine surcharge fees for the communities and have them provide funding options for the waste tank project.

### **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 December 2024 invoice. There will be a new Culver's in Combined Locks off of CE breaking ground soon.

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

Kane Communications provided a written monthly update of work tasks completed in December as well as a list of ongoing and upcoming tasks for January & February which includes social media distribution to member communities, news releases, completion of a facility brochure, website updates, whiteboard video, and an informational column regarding the effluent reuse partnership with WPS.

## **6. Plant Reports for December 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

December 2024. Revenue received from the WPS-Fox Energy Center for effluent purchased in December = \$15,983.65; Revenue received to date for 2024 = \$192,706.48. WPS-Fox Energy purchased 48% of the effluent produced in December.

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

<i>Parameter</i>	<i>Monthly Average</i>	<i>Permit Limit</i>
BOD-Biochemical Oxygen Demand	6.0 mg/L	30 mg/L
Suspended Solids	5.4 mg/L	30 mg/L
Suspended Solids	140 lbs.	801 lbs.
Phosphorus	.17 mg/L	1.0 mg/L
Ammonia	.36 mg/L	18 mg/L
Chlorides	821 mg/L	n/a

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

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

Dustin Jerabek provided a written O&M report and noted that plant operations and treatment were outstanding in December. The disc filters ran continuously throughout the month without chemical addition and provided very good results. The electrical upgrade on the MCC units will begin mid-January and continue through the spring of 2025. The disc filter #6 drum motor and drive were installed in December and the filter is back in service. A controller and transducer have been ordered for each ATAD blower at a cost of \$4,787.50. Biostyr blower #4 was leaking oil and contained metal flakes in the oil. Aerzen will be inspecting it for a possible warranty rebuild or replacement. UGSI provided a quote of \$3,366 for a backup LMI pump and power frame for the DAF polymer skid system #2 mixer. Digester sludge transfer pump #2 has been completely rebuilt at a cost \$11,252.

## **7. Financials**

### **A. January 2025 Accounts Payable; Action for Approval**

After a review of the bills payable, a motion was made by Commissioner Casper and seconded by Commissioner Siebers to approve payment of the bills in the amount of \$1,534,857.33. 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.

## **8. General Old or New Business**

- Permitted Industrial Discharger: After a discussion the Commission directed Chad Giackino, Regulatory Compliance Manager, to provide a summary of the meetings and conversations regarding their non-compliance, and an action plan going forward. This item will be discussed in closed session at the February commission meeting.
- Septage Receiving Station Rehab: Engineering contracts have been received from Donohue and forwarded to Axley Brynelson for legal review. A pre-construction meeting is scheduled for 2/3/2025. Chad Giackino provided hauled in waste cost comparables from

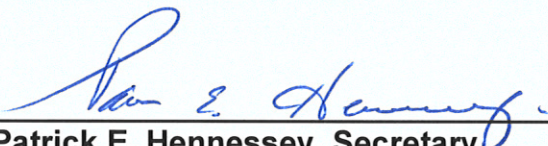
other area treatment plants. Commission directed staff to contact legal counsel regarding the protocol for a possible rate increase.

- Internship: The student intern has begun and is being exposed to the plant and buildings along with the processes, equipment, and laboratory.
- Permit Renewal/DNR News: A DNR biosolids specialist has been onsite to check on the Class A digestion process and the District's biosolids program. The DNR is requiring wastewater plants to develop Sludge Management Plans describing in house processes, control & handling plans, and flow diagrams of the treatment facility. Commissioner Casper directed staff to consult with legal counsel regarding potential risks of exposure with the District's Class A sludge application.
- Accounts Payable/Asset Coordinator: A new employee started on 1/13/2025. She had previously worked at Ahlstrom and has experience with payables and payroll.

## 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: 6:24 PM)

SIGNED & APPROVED BY: \_\_\_\_\_

  
Patrick E. Hennessey, Secretary