

MINUTES

HEART OF THE VALLEY METROPOLITAN SEWERAGE DISTRICT REGULAR MEETING HELD ON FEBRUARY 11, 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
Dustin Jerabek - Director of Operations & Maintenance HOVMSD
Chad Giackino - Regulatory Compliance Manager HOVMSD
Anna Huber - Village of Kimberly
Chad Juedes - Foreman Heart of the Valley MSD
John Neumeier - City of Kaukauna

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

President Casper called the meeting to order at 5:03 PM.

2. Public Appearances

No appearances were made.

3. Approval of the Minutes of the January 14, 2025 Regular Meeting

The minutes of the January 14, 2025 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 nothing to report.

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 2/2/2025. 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. A construction kick off meeting is scheduled for March 4th.

B. Effluent Filtration Project – Monthly Activity Report

District Director Helminger informed the Commission that the ACS programming updates have been completed and tested. Veolia and UGSI will be replacing the polymer tank and pumps soon.

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

The Commission was copied on an email from Axley Brynelson dated 2/5/2025 regarding the statutory requirements of Resolution #36. The Commission directed District Director Helminger to consult with legal counsel again and place the topic on the agenda for March.

D. Review of Sewer User Charge System-Trilogy Proposal

After a discussion a motion was made by Commissioner Sundelius and seconded by Commissioner Coffey to accept the Trilogy proposal to review the District's sewer user charge methodology in the amount of \$12,000. 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. Enforcement Process for Non-Compliant Permitted Discharger; Discussion & Possible Action

Chad Giackino provided the history of interactions and lab data showing concerns with oil, grease, and pH violations with Lamer's Dairy. After a discussion the Commission directed staff to inform the discharger that there will be an increase in sampling frequency, at their expense.

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 January 2025 invoice.

G. Kane Communications – Monthly Activity Report

Kane Communications provided a written monthly update of work tasks completed in January as well as a list of ongoing and upcoming tasks for February & March which include 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 January 2025

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 January 2025. Revenue received from the WPS-Fox Energy Center for effluent purchased in January = \$14,498.50; Revenue received to date for 2025 = \$14,498.50. WPS-Fox Energy purchased 44% of the effluent produced in January.

The average effluent concentrations for **January 2025** were as follows:

<i>Parameter</i>	<i>Monthly Average</i>	<i>Permit Limit</i>
BOD-Biochemical Oxygen Demand	7.8 mg/L	30 mg/L
Suspended Solids	5.3 mg/L	30 mg/L
Suspended Solids	140 lbs.	801 lbs.
Phosphorus	.31 mg/L	1.0 mg/L
Ammonia	.35 mg/L	10 mg/L
Chlorides	862 mg/L	n/a

All permit values were met for January 2025.

B. Operations & Maintenance Report

Dustin Jerabek provided a written O&M report which included the purchases of an ATAD foam pump #1 motor at a cost of \$3,390, a process return pump #2 check valve for \$2,415, solids building drain replacement for \$2,888, and work on the tunnel and peakflow building drains for \$2,520. The disc filter polymer pumps and tank are onsite and will be installed in late February or early March.

7. Financials

A. February 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 \$538,303.79. 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

- Septage Receiving Station Rehab: A pre-construction meeting was held on 2/3/2025 with Lunda Construction and Donohue & Associates. Lunda has projected mid-June for a start date and is required to give the District a 21-day advance notice so that haulers can be notified that the receiving station will be closed for construction. Substantial completion is 10/31/2025.

- Accounts Payable/Asset Coordinator: The new employee started on 1/13/2025 and had three weeks of training before her predecessor retired on 1/31/2025.
- Internship: The District was able to work around the intern's class schedule and he is currently working on Tuesdays & Thursdays.
- 2024 Audit: The 2024 audit is scheduled to begin on March 31, 2025.

9. Closed Session pursuant to Wisconsin State Statute 19.85 (1)(c) regarding Office Manager position and benefits. Return to Open Session for possible action.

A motion was made by Commissioner Siebers and seconded by Commissioner Hennessey to enter into a Closed Session. Motion carried unanimously.

A motion was made by Commissioner Siebers and seconded by Commissioner Coffey to return to Open Session. Motion carried unanimously.

A motion was made by Commissioner Coffey to modify the employee handbook to state that 32 hours/week or more is considered fulltime for all benefits. The motion was seconded by Commissioner Siebers. A roll call vote was taken: Commissioner Casper, no; Commissioner Siebers, yes; Commissioner Sundelius, yes; Commissioner Coffey, yes; and Commissioner Hennessey, yes. Motion carried.

10. 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: 6:55 PM)

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