

MINUTES

HEART OF THE VALLEY METROPOLITAN SEWERAGE DISTRICT REGULAR MEETING HELD ON MARCH 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
Chad Juedes - Foreman HOVMSD
Anna Huber - Village of Kimberly
John Neumeier - City of Kaukauna

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

President Casper called the meeting to order at 4:58 PM.

2. Public Appearances

No appearances were made.

3. Approval of the Minutes of the February 11, 2025 Regular Meeting

The minutes of the February 11, 2025 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 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 3/2/2025. Contractors are completing access in Heesaker Park and the marine contractor will be mobilizing this week. Visu Sewer will be doing a dry run with a liner semi to verify that the road bed is solid, and the width and approach angles are correct. Construction activities have resumed and contractors are pushing to complete the work before the start-up of the Fox Locks season. A construction kick off meeting was held on March 4th with weekly meetings beginning 3/25/2025.

B. Effluent Filtration Project – Monthly Activity Report

District Director Helminger informed the Commission the project is approaching close out. Veolia completed the install of the larger polymer tank and polymer feed pump. All 6 filters are available with 4 filters online during normal flow conditions.

C. Resolution #36; Discussion & Possible Action

The Commission was copied on an email from Axley Brynelson dated 3/5/2025 regarding the statutory requirements of Resolution #36. The electronic mail memo discusses the legal dynamic between the District and the Kaukauna treasurer as a result of Section 200.09(8) which applies to metropolitan sewerage districts. The bottom line is that “neither can the City refuse the duties nor can HOVMSD avoid using the Kaukauna Treasurer”.

After a discussion, the Commission directed Helminger to inquire as to the burden and time and effort spent by the Kaukauna Treasurer in performing those duties. The information collected can be used to adjust the compensation should the Commission support doing so in the future.

D. Annual Investments & Debt Service Report

For informational purposes, the Commission received a copy of a cash & investments spreadsheet showing investment activity and year-end balances for 2024. The year-end balance of \$14,170,237.52 is a decrease of \$2,924,042.41 compared to 2023. The Commission also received a debt service repayment schedule for the two outstanding Clean Water Fund loans. The payment schedule for the effluent filtration project and the interceptor rehab project will be added when final numbers are available after project completion. For year 2025, the amount will be for interest only as neither project is yet closed out.

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 February 2025 invoice.

F. Kane Communications – Monthly Activity Report

Kane Communications provided a written monthly update of work tasks completed in February as well as a list of ongoing and upcoming tasks for March & April 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 February 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 February 2025. Revenue received from the WPS-Fox Energy Center for effluent purchased in February = \$13,079.19; Revenue received to date for 2025 = \$27,577.69. WPS-Fox Energy purchased 45% of the effluent produced in February.

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

<i>Parameter</i>	<i>Monthly Average</i>	<i>Permit Limit</i>
BOD-Biochemical Oxygen Demand	8.3 mg/L	30 mg/L
Suspended Solids	5.4 mg/L	30 mg/L
Suspended Solids	126 lbs.	801 lbs.
Phosphorus	.25 mg/L	1.0 mg/L
Ammonia	.39 mg/L	10 mg/L
Chlorides	950 mg/L	n/a

All permit values were met for February 2025.

B. Operations & Maintenance Report

Dustin Jerabek provided a written Operations & Maintenance report for February. A new ATAD transfer valve was purchased at a cost of \$970. A new controller for biostyr blower #8 was purchased and programmed at a cost of \$1,225.07. A pressure switch assembly was ordered for sludge transfer pump #2 at a cost of \$1,136. The light switches, outlets, and conduit in tunnel A were noted in the safety audit completed by Fox Valley Safety. The total cost to replace these items was \$19,477. Blower #7 is fully installed. The new pumps and tank for the disc filters are installed and awaiting startup. The MCC upgrade will be completed by mid-March. The sodium hypochlorite ventilation upgrade will cost \$74,890.

Dustin also provided a spreadsheet showing chemical usage for 2024, along with gas, electric, and water consumption. The report also detailed the cost of chemicals purchased, gallons purchased, removal efficiency, and cost per MGD treated.

7. Financials

A. March 2025 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 \$811,225.45. 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: The Septage receiving station project is not yet active and there have been no changes. The project is expected to break ground mid-June.

Sewer User Charge Review - Trilogy: A kick off meeting is scheduled for 3/12/2025 with Trilogy. A list of financial documents and flow and loading data will be needed for their review.

2024 HOVMSD Audit: Work has begun on the 2024 audit with District staff dropping off paperwork and files so Erickson & Associates can begin work prior to coming on site the first week in April.

PCT Vacancy: The District will soon have a Process Control Technician vacancy as John Guadagni has submitted his two weeks' notice to the District. He has accepted a position with a neighboring municipality in a public works role. John reached out to Commissioner Casper related to language and eligibility criteria for payout of sick leave within the employee policy manual. The subject will be addressed at the April commission meeting.

Lamers Dairy: Chad Giackino verbally updated the Commission on recent happenings in the pretreatment program. He has notified an industrial user of an increase in testing of their outfall that has sporadically been out of compliance. The testing should help pinpoint times and operating conditions that influence the outfall compliance testing.

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: 5:46 PM)

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