

MINUTES

HEART OF THE VALLEY METROPOLITAN SEWERAGE DISTRICT REGULAR MEETING HELD ON APRIL 8, 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

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 March 11, 2025 Regular Meeting

The minutes of the March 11, 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

The Commission received a copy of a Times Villager article, dated 3/12/2025, regarding the interceptor project resuming construction as soon as favorable weather conditions allow.

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 4/2/2025. Project work is focused on installation of liners that are located between

Doyle and Heesaker parks within the bed of the navigation locks. Their intent is to complete this work along with the site restoration before the Locks open for the 2025 navigation season.

B. Resolution #36; Discussion & Possible Action

This topic of discussion was tabled until the May 13th Commission meeting.

C. Sick Leave Payout Request

After a discussion and review of the sick leave language in the Employee Handbook, there were no motions made to change the language in the District employee policy manual related to sick leave or the specific circumstances for payout of an employee sick leave bank.

D. 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 March 2025 invoice.

E. Kane Communications – Monthly Activity Report

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

6. Plant Reports for March 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 March 2025. Revenue received from the WPS-Fox Energy Center for effluent purchased in March = \$9,030.61; Revenue received to date for 2025 = \$36,608.30. WPS-Fox Energy purchased 17% of the effluent produced in March.

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

<i>Parameter</i>	<i>Monthly Average</i>	<i>Permit Limit</i>
BOD-Biochemical Oxygen Demand	6.4 mg/L	30 mg/L
Suspended Solids	5.4 mg/L	30 mg/L
Suspended Solids	337 lbs.	801 lbs.
Phosphorus	.16 mg/L	1.0 mg/L
Ammonia	.87 mg/L	10 mg/L
Chlorides	645 mg/L	n/a

All permit values were met for March 2025.

B. Operations & Maintenance Report

Dustin Jerabek provided a written Operations & Maintenance report for March. The plant saw a major increase in flow compared to February. A seven-day chemical test was run in late March to verify that the new polymer pumps & tank are suitable for our system. Annual inspections were completed on the Actiflo sand pumps and one full rebuild and two suction liners were ordered from Foxland at a total cost of \$13,373. A new water champ motor was ordered at a cost of \$9,346. An old ultrasonic peak flow meter has been replaced with a radar meter at a cost of \$2,087. The same radar meter was also ordered for the sodium hypochlorite day tank; work will begin on this project the end of May. The MCC upgrade is progressing well. The HVAC control program upgrade is now complete.

7. Financials

A. April 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 \$398,456.36. 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

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: Additional information requests from Trilogy were fulfilled last week. A draft report should be ready for the May commission meeting.

2024 HOVMSD Audit: The auditors were on site the week of 3/31/2025. A presentation is expected for the May 13, 2025 commission meeting.

PCT Vacancy: Advertising has begun on the WWOA and Wisconsin Rural Water websites. Staff has also reached out to the local technical colleges and U.W. Steven Point.

Office Manager Vacancy: An employment offer has been accepted and the new hire will start on 4/14/2025.

Lamers Dairy: A discussion revolving around the waste discharge and history of the production outfall was suggested. Chad will pull together a report with updates that details the testing and recent history for this pretreatment outfall.

Permit Renewal Update: A meeting was held with Mike Gerbitz and Attorney Charles Sweeney to discuss the pending permit and our objections to reducing the TMDL allocation for the District. Per the DNR, the District should communicate concerns during the mandatory advertised public comment period.

9. Closed Session pursuant to Wisconsin State Statute 19.85 (1)(e) regarding asset inquiry

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

A motion was made by Commissioner Casper and seconded by Commissioner Sundelius to return to Open Session. No action was taken from the Closed Session.

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: 6:15 PM)

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