

# MINUTES

## HEART OF THE VALLEY METROPOLITAN SEWERAGE DISTRICT REGULAR MEETING HELD ON August 18, 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  
Tammy Tucker – Office Manager HOVMSD  
Dustin Jerabek - Director of Operations & Maintenance HOVMSD  
Chad Giackino - Regulatory Compliance Manager HOVMSD  
Scott Schramm – Strategic Municipal Services  
Anna Haber- Village of Kimberly  
Christine DeMaster -Via Teams  
Chris Christensen – Kane Communications  
Cole Buergi – Kane Communications  
Lisa Demiker Dewart – Finance Director Village of Little Chute  
Robert Givens – Director of Public Works, Village of Little Chute

### 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 August 18, 2025 Regular Meeting

The minutes of the August 18, 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

One article carried by the Times-Villager dated 7/16/2025 about the effluent disc filter project, was copied for the Commission.



## **5. General Discussion Items**

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

Kane Communications provided a written update on work tasks completed in June as well as a list of ongoing scheduled tasks for July & August.

### **B. Kane Communications – 2026 PR Transition Plan**

Cole Buergi and Chris Christensen of Kane Communications presented a PowerPoint with suggested print and media communications including a social media presence as effective methods of disseminating information to the public. Kane was complimentary of past District efforts while under construction over the past two years. Kane emphasized the importance in maintaining communication with the public and our member communities. Consistent and regular communication channels build trust with your audience for when major emergencies require immediate public contact. Kane staff appeared in preparation for the District to begin budget deliberations for calendar year 2026.

### **C. 2025 Sewer Service Rate Review & Recommendations - Trilogy**

Christine DeMaster appeared via TEAMS and reviewed a PowerPoint with recommendations on allocations and proposed modernization of the existing Sewer User Rate model in place since 2008. Trilogy noted a trend with utilities rates being data driven for anticipated flow and loadings along with a general industry trend away from variable cost allocations. The project also looked at the District's equipment replacement fund contribution which will require a major addition due to the effluent filtration equipment being added onto the equipment roster being depreciated. DeMaster informed the Commission that there were several options that can be discussed for the future of the equipment replacement fund and its balance. DeMaster used District payroll as an example of a recommended allocation change to a greater demand or "fixed" allocation percentage resulting in increasing the demand charges to the member communities. Discussion ensued around specific percentages and the effects on the overall treatment billings. The Commission determined additional discussion was necessary and determined that a meeting for 9/2/25 specific to the changes would be necessary. No action taken.

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

Scott Schramm of Strategic Municipal Services provided a detailed activity/progress summary for July to commission. We are at the 80% complete mark, and 17% of the remainder is driven by structures.

### **E. Interceptor Rehab Project – Change Order #1, Discussion and possible action**

Visu Sewer provided a letter dated 7/31/25 detailing increased efforts in MH 16, 38A, and 26 and requesting a contract time extension for contract completion to be November 30, 2025. An emailed schedule of manholes to be coated was also in the meeting packet.

A motion was made by Commissioner Sundelius to approve change order #1 as presented with the deadline for completion to be November 30, 2025 and seconded by Commissioner Hennessey. A roll call vote was taken: Commissioner Sundelius, yes; Commissioner Casper, no; Commissioner Coffey, no; and Commissioner Siebers, no; Commissioner Hennessey, yes. Motion failed.

#### **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 July 2025 Invoice.

#### **G. Resolution #36; Discussion and possible action**

Discussion on this item from past meetings did not result in action. Helminger had not yet reached legal counsel on questions communicated by the Commission. A recent email response from Kaukauna did not identify city expenditures associated with its role as Treasurer that the District may elect to reimburse. Legal follow up is still needed. No action taken.

### **6. Plant Reports for July 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 July 2025. Revenue received from the WPS-Fox Energy Center for effluent purchased in July was at \$ 21,336.32. Revenue received year to date is \$78,938.30. WPS-Fox Energy purchased 57% of the effluent produced in July.

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

<b><i>Parameter</i></b>	<b><i>Monthly Average</i></b>	<b><i>Permit Limit</i></b>
BOD-Biochemical Oxygen Demand	6.6 mg/L	30 mg/L
Suspended Solids	5.0 mg/L	30 mg/L
Suspended Solids	114 lbs.	801 lbs.
Phosphorus	.27 mg/L	1.0 mg/L
Ammonia	.18 mg/L	10 mg/L
Chlorides	761 mg/L	n/a

**All permit values were met for July 2025.**

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

Dustin Jerabek provided a written Operations & Maintenance report for July. The disc filters were in operation continuously throughout the month. Chemical addition ahead of the filters was added from July 22<sup>nd</sup> to 25<sup>th</sup> to exercise the chemical feed equipment and drive down the effluent phosphorus concentration. Land application of biosolids started August 6<sup>th</sup>.

On July 15<sup>th</sup> we experienced a total power outage that lasted from 8:46AM to 9:28AM. This caused some flooding in the Actiflo building because the gates in headworks were not closed quick enough to reroute the flow into the peak flow train. A treatment plant overflow report was submitted to DNR for the incident. The crew did a fine job getting the plant back up and running once we got power was restored.

Various repairs were detailed in the report including a new water heater, sludge pumping flowmeter, and telemetry radio for MS #6. A blacktop repair on the plant grounds was completed near the biosolids storage tanks and a laser flowmeter sensor replaced in MS #3.

## **7. Financials**

### **A. July 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. Approve payment of the bills in the amount of \$ 1,562,272.39. 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, and pre-paid checks.

### **B. Budget Comparison Report**

The Commission received a Budget Comparison Report; there were no new budget lines discussed this month.

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

Lamers contacted the District on 7/24/25 to inform HOV that testing issues were resolved with Badger and they are installing a grease interceptor and in the process of getting multiple quotes for the work. They will send a letter detailing their plan and efforts to date.

## **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: 7:42 PM)

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