

MINUTES

HEART OF THE VALLEY METROPOLITAN SEWERAGE DISTRICT SPECIAL MEETING HELD ON September 2, 2025 AT THE HEART OF THE VALLEY 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
Jodie Greve – Accounts Payable – HOVMSD
Lisa Remika DeWall – Village of Little Chute
John W. Neumeier – City of Kaukauna
Christine DeMaster – Via Teams - Trilogy

1. 5:00 PM. Call to Order – Roll Call

President Casper called the meeting to order at 5:00 PM.

2. Approval of the Minutes from the August 18, 2025 Regular Meeting

The minutes were not completed in time for formal acceptance. No action taken.

3. 2025 Sewer Rate Service Review – Trilogy Report – Discussion and possible action regarding recommended changes to cost allocations and the HOVMSD Sewer Service Rate methodology-

Christine DeMaster appeared via TEAMS and reviewed the Trilogy report that contains proposed revisions to the existing sewer user charge and rate calculation methodology. The existing system has been in place since 2008 as no major projects or bonding has been necessary since then. Utility debt obligations are fixed costs that require stable revenue to ensure timely repayment. The changes proposed by Trilogy move to align the sewer rate structure with evolving utility cost trends and in particular recognizing the increased proportion of fixed costs. An example, pointed out by DeMaster is insurance and administrative wages as being fixed costs unrelated to the amount of flow or suspended solids in the inbound

sewage. Any revised allocations towards recognition of fixed costs will be contained in the monthly demand charges to the communities. Demaster also recommends elimination of the reserve capacity charges as they came as a result of the last plant upgrade and the Clean Water Fund debt service has been fully paid off as of 2025.

The only outstanding item is the revisions to the Equipment Replacement Fund to include the depreciation of the new process equipment used for effluent filtration. The information and Trilogy report was received the date of the meeting and so Commissioners will continue their review and are expected to take action on this item at the regular monthly Commission meeting schedule for September 9th. No action taken.

4. 2026 HOVMSD Budget – Initial discussion on the 2026 budget changes, annual projects & replacements, and added budget lines.

Helmingier inquired with each Commissioner on their preference on hard copy versus electronic delivery of the 2026 District budget.

The Commission consented to two new budget lines to be added in order to account for polymer purchase and consumption at the process where it is consumed. Currently, there is a single budget line for polymer despite continuous feed in the Actiflo process, the Dissolved Air Floatation thickener, and as needed ahead of the new effluent Disk Filters.

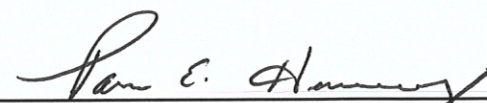
Helmingier suggested and the Commission consented to removing Line 59980 formerly added and used for Covid 19 Expenses.

The funding for line 59922 - Public Relations was discussed as the District wraps up its 2 major projects in 2025. Kane came on site and presented a transition at the last Commission meeting. The line for 2025 was budgeted for \$30,000 with \$17,000 spent as of meeting. A brief discussion ensued about the level of funding and reduced outreach anticipated for 2026. The Commission determined that for 2026 the line will be funded at \$20,000 and used as needed and at District request.

5. 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: 5:40PM)

SIGNED & APPROVED BY:


Patrick E. Hennessey, Secretary