

MINUTES

HEART OF THE VALLEY METROPOLITAN SEWERAGE DISTRICT REGULAR MEETING HELD ON **OCTOBER 23, 2025** AT THE HEART OF THE VALLEY MSD MEETING ROOM

Members Present: David Casper - President
Bruce Siebers - Vice President Arrived at 5:20
Patrick Hennessey - Secretary
John Sundelius - Commissioner
Kevin Coffey - Commissioner

Absent: None

Also Present: Brian Helminger - District Director HOVMSD
Tammy Tucker - Office Manager HOVMSD
Chad Giackino - Regulatory Compliance Manager HOVMSD
Dustin Jerabek - Director of Operations & Maintenance HOVMSD
Jodie Greve – Accounts Payable/Asset Coordinator
Scott Schramm - Strategic Municipal Services
John Neumeier - City of Kaukauna
Anna Huber – Village of Kimberly

1. 12:00 p.m. Call to Order – Roll Call

President Casper called the meeting to order at 12:00 PM

2. Public Appearances

No appearances were made.

3. Approval of the Minutes of the September 9, 2025 Regular Meeting

The minutes of the September 9, 2025 Regular Meeting and September 23, 2025 were presented to the Commission. A motion was made by Commissioner Coffey and seconded by Commissioner Sundelius to approve the minutes with one change being made to the September 9, minutes page 3 in the Sewer Rate Methodology change the word opposed to proposed. Motion carried unanimously. The minutes were reviewed by District Director Helminger and Commission Secretary Hennessey prior to the meeting.

4. Correspondence

The Commission was copied on Times Villager articles dated 10/15/2025 regarding a public update on the status of the interceptor rehab project.

5. General Discussion Items

A. Public Hearing for the Adoption of the 2026 Budget & Rate Charge Parameters

A motion was made by Commissioner Casper and seconded by Commissioner Coffey to enter into a Public Hearing. Motion carried. The Public Hearing was officially noticed and published in the Appleton Post Crescent/Gannett on 10/06/2025. Hearing no comments from the audience and receiving no written correspondence, a motion was made by Commissioner Casper and seconded by Commissioner Hennessey to close the Public Hearing. Motion carried.

A motion was made by Commissioner Sundelius and seconded by Commissioner Hennessey to adopt the 2026 Budget as presented and published in the amount of \$7,518,596 with the rate charge parameters as follows: Flow \$0.932/1000 gallons; BOD \$0.138/pound; Suspended Solids \$0.222/pound; Phosphorus \$8.999/pound; Ammonia \$.595/pound; and Chlorides \$0.012/pound. A roll call vote was taken: Commissioner Casper, yes; Commissioner Sundelius, yes; Commissioner Hennessey, yes; Commissioner Coffey, yes; and Commissioner Siebers, yes. Motion carried unanimously. The 2026 operating budget reflects an overall 4.48% decrease from 2025.

B. Hauled Waste Receiving Station Union

Director Brian Helming gave a verbal update on project progress. The project is nearing completion with a small amount of electrical work remaining that when completed testing the controls and pumps can start. The punch list is already completed and in the contractors hands. The station should be open to haulers the 2nd week of November if everything goes smoothly.

C. Interceptor Rehab Project - Monthly Activity Report by Scott Schramm of SMS

Scott Schramm of Strategic Municipal Services provided a detailed activity/progress summary for October. Phase 4 of the project is 90% complete. There are about 18 remaining structures that get epoxy protective coatings that remain. Favorable weather and absence of rain are needed to get the project completed by the Nov 30th deadline.

MS #3 has an odor issue and ODO logs have been placed in strategic manholes to determine the presence and extent of the H₂S present. Scott and HOVMSD staff met with Little Chute staff a couple of weeks ago to discuss the issues and figure out a path forward. Atmospheric monitoring and sewage samples will be collected to see if we can determine the causation and eliminate it.

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 October 2025 invoice.

E. Kane – Monthly Activity Report

Kane provided a written monthly update of projects completed in September and a list of ongoing and upcoming tasks including social media distribution to member communities, news releases, website updates, and monitoring media coverage. The Village of Combined Locks offered to host the next community meeting which will be held on Tuesday, October 28, 2025.

F. Election of Officers - President, Vice President, & Secretary

A brief discussion amongst the commissioners regarding who was going to go in the positions of President, Vice President, and Secretary. Commissioner Casper asked Vice President Siebers if he would accept the position of President, Siebers indicated he would accept. Commissioner Siebers then nominated Commissioner Sundelius and he was asked if he would accept the position of Vice President, Sundelius indicated he would accept and Commissioner Siebers then asked Commissioner Hennessey if he would remain in the position of Secretary, Hennessey accepted. President Casper then made a motion to approve the slate of candidates for these positions. The motion was seconded by Commissioner Coffey. A roll call vote was taken: Commissioner Casper, yes; Commissioner Sundelius, yes; Commissioner Siebers, yes; Commissioner Coffey, yes; and Commissioner Hennessey, yes. Motion carried unanimously. Commissioner Siebers will accept the position as President; Commissioner Sundelius as Vice President, and Commissioner Pat Hennessey as Secretary.

G. Motion for Appointment of Official Newspaper

A motion was made by Commissioner Casper and seconded by Commissioner Siebers to appoint the Appleton Post Crescent/Gannett Newspaper as the official newspaper of the Heart of the Valley MSD. A roll call vote was taken: Commissioner Casper, yes; Commissioner Coffey, yes; Commissioner Sundelius, yes; Commissioner Siebers, yes; and Commissioner Hennessey, yes. Motion carried unanimously

H. Adoption of Resolution #213 Appointment of Public Depositories

A motion was made by Commissioner Casper and seconded by Commissioner Siebers to adopt Resolution #213 naming the approved public depositories for the Heart of the Valley Metropolitan Sewerage District. A roll call vote was taken: Commissioner Casper, yes; Commissioner Coffey, yes; Commissioner Sundelius, yes; Commissioner Siebers, yes; and Commissioner Hennessey, yes. Motion carried unanimously.

6. Plant Reports for October 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 September 2025. Revenue received from the WPS-Fox Energy Center for effluent purchased in September = \$18,445.53. WPS-Fox Energy purchased 40% of the total District effluent flow in September.

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

Parameter	Monthly Average	Permit Limit
BOD-Biochemical Oxygen Demand	6.7 mg/L	30 mg/L
Suspended Solids	5.8 mg/L	30 mg/L
Suspended Solids	198 lbs.	801 lbs.
Phosphorus	.26 mg/L	1.0 mg/L
Ammonia	.31 mg/L	4.4 mg/L
Chlorides	773 mg/L	n/a

All permit values were met for October 2025.

B. Operations & Maintenance Report

Dustin Jerabek provided a written O&M report and noted that plant operations and treatment were OK for October. Biosolids hauling and land application is complete and the storage tanks empty for the year. Badger State Waste hauled 1.8 million gallons of biosolids. The switch to Alum sulfate from Ferric sulfate did result in the district encountering a new issue, we now have H₂S present in our biosolids storage tanks. Continuous ventilation allowed entry for washing down the tanks but we may need to look into possible solutions to resolve the H₂S release in the tank.

We did have to purchase 6 new apex tips for the hydrocyclones from Veolia at a cost of \$4,443. Meter Station #1 has a new Teledyne Isco 5800 refrigerated sampler at a cost of \$10,800, this is the last replacement of the old style Isco 6710 samplers. A disc filter polymer bulk container tote mixer was ordered for the disc filters at a cost of \$3,148. Wilde Plumbing & Home Improvement will be replacing the cabinets, countertops and sink in the Solids kitchen. Legacy concrete coating will be refinishing the floors in October.

7. Financials

A. October 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 \$1,384,832.13. 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, along with a verbal explanation of exceedances.

8. General Old or New Business

- *Lamer Dairy Update- Chad was sent a monthly status update that was included in the meeting packet – Lamer's has issued a PO to install a grease trap by their selected*

contractor. Lamers will continue to provide periodic updates as they move closer to completion.

- *DNR is public noticing our WPDES permit this week. There are some changes that we would like to see and we will bring the Districts Lawyer and Donahue present at the time of these discussions.*
- *Community meeting reminder – the meeting will include Mike from Donahue presenting the annual report on I & I and Clearwater reduction efforts.*

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: 13:05 PM)

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