

MINUTES

HEART OF THE VALLEY METROPOLITAN SEWERAGE DISTRICT REGULAR MEETING HELD ON DECEMBER 9, 2025 AT THE HEART OF THE VALLEY MSD MEETING ROOM

Members Present: Bruce Siebers - President
John Sundelius - Vice President
Patrick Hennessey - Secretary
Dave Casper - 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
Tim DeGroot – Village of Combined Locks
John Stoeger – Fog Program

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

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

2. Public Appearances

No appearances were made.

3. Approval of the Minutes for the November 11, 2025 Regular Meeting, December 2, 2025 Special Meeting, and Approval of Revised Minutes for October 28, 2025

The minutes of the November 11, 2025 Regular Meeting, minutes for the December 2, 2025 Special Meeting and the Revised minutes from the October 28, 2025 Community Meeting were presented to the Commission. A motion was made by Commissioner Coffey and seconded by Commissioner Sundelius 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 no correspondence for the record.

5. General Discussion Items

A. Interceptor Rehab Project – Monthly Activity Report

Scott Schramm of SMS presented an overview on the interceptor rehab project. Pay request 18 has been submitted and ready for payment. Construction activities are complete for 2025 as cold temperatures and snow will not allow for work to continue. In the phase 5 section of manholes, there was aggressive corrosion and damage more severe and time consuming than could be completed yet this year. The conditions were discovered after bypass pumping started up and removed the sewage flow from the manholes.

SMS is crafting a workplan to correct the corrosion and rehabilitate the 10 structures to present to the commission. SMS is also studying options for exterior sealing of a select few structures to prevent seepage in the original construction joints. Scott provided an estimate of activities and level of effort for sealing the exterior structures. Soil borings will be necessary so contractors know what conditions are present at the work areas. A motion was made by Commissioner Sundelius to authorize the \$50,490.00 expenditures as listed on the workplan summary and seconded by Commissioner Coffey. 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

B. Kane Communications – Monthly Activity Report

Kane Communications provided a written monthly update of work tasks completed in November as well as a list of ongoing and upcoming tasks for December. Kane will transition to work items on an as needed basis for 2026. Brian will be meeting with them on 12/11/25 to discuss District needs for 2026.

C. FOG Program - Monthly Activity Report

John Stoeger of Stoeger & Associates was present to discuss the fats, oil, and grease update by community, including a grease trap inspection report and site visit correspondence. John was present and indicated that activities were business as usual. The Commission also received an itemized copy of the November 2025 invoice.

D. Hauled Waste Station Rehab Construction Related Services – Donohue

Brian Helminger gave an update on the now nearly complete hauled waste station rehabilitation. Installation of an air flow damper remains to be installed with a most recent update of a ship date of 12/5/25 and so it should be installed very soon.

The District informed permitted haulers that as of 11/17/25 the station was back online and we received loads that same day. The project is moving toward completion and contract close out is expected by the end of the year.

6. Plant Reports for November 2024

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 November 2025. Revenue received from the WPS-Fox Energy Center for effluent purchased in November was invoiced at \$15,595.27. WPS-Fox Energy purchased 55% of all the effluent produced in November.

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

Parameter	Monthly Average	Permit Limit
BOD-Biochemical Oxygen Demand	5.1 mg/L	30 mg/L
Suspended Solids	10.7 mg/L	30 mg/L
Suspended Solids	203 lbs.	801 lbs.
Phosphorus	.28 mg/L	1.0 mg/L
Ammonia	.29 mg/L	18 mg/L
Chlorides	834 mg/L	n/a

All permit values were met for November 2025.

B. Operations & Maintenance Report

Dustin Jerabek provided a written O&M report and noted that plant operations and treatment were good in November. The ATAD motor for Jet Pump #1 needed replacement and one was purchased for \$12,738 and installed. There is no difference in the efficiency between the original and replacement motor and we plan to look into a rebuild of the old motor as a spare provided the rebuild estimate makes sense.

We purchased 4 backwash pump screens to make changing disk filter backwash screens easier. There were also 4 chemical cleaning nozzles purchased to have in stock when needed. The cost of this from Veolia was \$1,146.

New sludge storage tank decent valves were installed with the work completed by CR Meyer at a cost of \$9,000 which was less than the \$12,921.00 that was originally quoted.

Thermal Process shipped us 200 yards of wood media for the odor control system at no cost to the District. We rented a telehandler to install and place the wood media into the biofilter.

The MCC upgrade is now completed, there is a short punch list to finish this project out. LW Allen will have someone onsite the week of December 15th for the final time.

7. Financials

A. December 2025 Accounts Payable; Action for Approval

After a review of the bills payable, a motion was made by Commissioner Coffey and seconded by Commissioner Hennessey to approve payment of the bills in the amount of \$1,253,944.64. 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.

B. Budget Comparison Report

The Commission received a Budget Comparison Report, along with a verbal explanation of exceedances.

8. Old & New Business

Brian Helminger mentioned that we did send in our comments to the DNR on 11/18/2025 and have not heard anything back. Did follow up on 12/8/2025 with an email and haven't heard anything.

9. Closed Session pursuant to Wisconsin State Statute 19.85 (1)(c) regarding 2025 wage adjustments; return to Open Session for possible action

A motion was made by Commissioner Coffey and seconded by Commissioner Hennessey to enter into a closed session. Motion carried. (Time: 6:03 PM)

A motion was made by Commissioner Siebers and seconded by Commissioner Coffey to return to open session. Motion carried. (Time: 6:20 PM)

A motion was made by Commissioner Casper to adjust the control point of step plan by 2.75% and to award a step progression to all eligible employees. The motion was seconded by Commissioner Siebers. 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

10. Adjournment

With no further business before the Commission and no action taken from the closed session, a motion was made by Commissioner Casper and seconded by Commissioner Coffey to adjourn the meeting. Motion carried unanimously. (Time: 6:24 PM)

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