

MINUTES

HEART OF THE VALLEY METROPOLITAN SEWERAGE DISTRICT REGULAR MEETING HELD ON NOVEMBER 11, 2025 AT THE HEART OF THE VALLEY MSD MEETING ROOM

Members Present: Bruce Siebers - President
John Sundelius – Vice President
Patrick Hennessey - Secretary
Kevin Coffey – Commissioner
David Casper - Commissioner

Absent: None

Also Present: Brian Helminger - District Director HOVMSD
Tammy Tucker - Office Manager HOVMSD
Dustin Jerabek - Director of Operations & Maintenance HOVMSD
Scott Schramm - Strategic Municipal Services
Mike Gerbitz - Donohue & Associates
Anna Huber – Village of Kimberly
Tim Degroot – Village of Combined Locks

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 of the October 23, 2025 Regular Meeting & October 28th Community Meeting Minutes

The minutes of the October 23, 2025 Regular Meeting and 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

The Commission was copied on Times Villager articles dated 11/5/2025 regarding local coverage of the October 28th Community Meeting.

5. General Discussion Items

A. 2025/2026 Clearwater Review & Discussion & possible action

After a review and discussion, a motion was made by Commissioner Casper to accept the proposal for Task Order 6C 2025/2026 Wet Weather Analysis Agreement from Donohue, not to exceed \$73,841. The task order includes time allocated to meeting with the member communities individually if after the community meeting, they would like to review their individual reports and collection system performance. Commissioner Casper verified that the task order is not to exceed and that the District would be invoiced only for work performed by Donohue. The motion was seconded by Commissioner Sundelius. A roll call vote was taken: Commissioner Casper, yes; Commissioner Sundelius; yes; Commissioner Coffey, yes; Commissioner Siebers, yes; and Commissioner Hennessey, yes. Motion carried unanimously.

B. Screening Equipment /Headworks Update, Discussion & Possible Action

Donohue provided Task Order 15 that includes production of detailed design plans and specifications and bidding services. The District has not yet determined its project funding mechanism and Donohue included funding services to include the Clean Water Fund application if necessary. The project will include replacement of the existing screening system and replacements and improvements to the HVAC and building supply/discharge air flows. After review and discussion, a motion was made by Commissioner Coffey to accept Task Order 15 for Screening Equipment and Headworks building upgrade, in the amount of \$269,345. The motion was seconded by Commissioner Hennessey. A roll call vote was taken: Commissioner Casper, yes; Commissioner Sundelius; yes; Commissioner Coffey, yes; Commissioner Siebers, yes; and Commissioner Hennessey, yes. Motion carried unanimously.

C. Interceptor Rehab Project Update; Scott Schramm of Strategic Municipal Services

Scott Schramm of Strategic Municipal Services provided a detailed activity/progress summary for October. Scott then presented that 12 of the 65 structures will not be able to be completed by the November 30th date. Scott informed the group that the last payment request brought the loan to 90% of its total value. Discussion determined that project close out and any punch list items would be discussed at a dedicated interceptor meeting on December 2, 2025. No action taken.

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. FOG activities for the month were typical with no follow up necessary.

E. Kane – Monthly Activity Report

Kane provided a written monthly update of projects completed in October as well as a list of ongoing and upcoming tasks for November which includes social media distribution to member communities, news releases, website updates, and monitoring the interceptor project phone line and future media coverage.

F. Adoption of Resolution #214 – Abating Levy of 2025 Real Estate Taxes

A motion was made by Commissioner Coffey and seconded by Commissioner Sundelius to adopt Resolution #214; Resolution Abating Levy of 2025 Real Estate Taxes. All District debt will be serviced based on the sewer user charge rates without the needing to collect any tax revenue for loan coverage. A roll call vote was taken: Commissioner Casper, yes; Commissioner Sundelius, yes; Commissioner Coffey, yes; Commissioner Hennessey, yes; and Commissioner Siebers, yes. Motion carried. The Resolution was signed by Commission Secretary Hennessey.

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 October 2025. Revenue received from the WPS-Fox Energy Center for effluent purchased in October amounted to \$14,359.57. WPS-Fox Energy purchased 40% of the District effluent produced in October.

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

Parameter	Monthly Average	Permit Limit
BOD-Biochemical Oxygen Demand	6.6 mg/L	30 mg/L
Suspended Solids	6.3 mg/L	30 mg/L
Suspended Solids	204 lbs.	801 lbs.
Phosphorus	.27 mg/L	1.0 mg/L
Ammonia	.30 mg/L	18 mg/L
Chlorides	781 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 respectable in October. The ATAD Jet Pump Valves will need to be replaced rather than rebuilt, as the seats are deteriorating and likely would not seal even if a new plug was installed. These 4 valves have been in service for 11 years since they were last rebuilt. The valves were cleaned up and lubricated and are working better for the time being but replacement is on the horizon. MS #7 Sampler was struggling to pull samples and it failed. A new pump assembly purchased and installed at a cost of \$870.00. The biosolids Storage Tank #2 Decant Valve broke earlier this year and needed repairs to be performed once the tank was emptied for the year. The replacement required excavation adjacent to the tank and since it was excavated, we took the time to replace the (3) 6" plug valves and an 8" decant line plug valve as well. All were installed with the construction of the storage tank and have required work in the past. The (3) 6" valves and the (1) 8" plug valve were purchased from Dorner and cost \$5,150 with the installation completed by CR Meyer for a cost of \$12,921.

7. Financials

A. October 2025 Accounts Payable; Action for Approval

After a review of the bills payable, a motion was made by Commissioner Siebers and seconded by Commissioner Casper to approve payment of the bills in the amount of \$284,865.39. 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.

B. Budget Comparison Report

The Commission received a Budget Comparison Report, with a review and verbal explanation expected with the December meeting.

8. General Old or New Business

- *DNR permit* – We will present our list of concerns to DNR as part of the public comments period.
- *Septage Receiving station* – the project is moving along and the punch list has been shared and is in progress. The station may be up and running sometime the week of November 17th.
- *Biofilter* – Thermal Process Systems contacted Dustin and they recommend all wood media, made up of larger aggregate material and top remove any remaining rock. TPS also recommends installation of 4 sumps that can be used to monitor and pump out any accumulation of water in the filter. Removal of any water would not allow the media to become saturated and decompose. TPS would like to ship us 200 yards of wood media at their cost with the District stalling the media into the filter. The District would rent a loader to install the media.

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: 5:58 PM)

SIGNED & APPROVED BY:



Patrick E. Hennessey, Secretary