

# MINUTES

## HEART OF THE VALLEY METROPOLITAN SEWERAGE DISTRICT REGULAR MEETING HELD ON **OCTOBER 8, 2024** AT THE HEART OF THE VALLEY MSD MEETING ROOM

**Members Present:** David Casper - President  
Bruce Siebers - Vice President  
Patrick Hennessey - Secretary  
John Sundelius - Commissioner (via phone)  
Kevin Coffey - Commissioner (via phone)

**Absent:** None

**Also Present:** Brian Helminger - District Director HOVMSD  
Dawn Bartel - Office Manager HOVMSD  
Chad Giackino - Regulatory Compliance Manager HOVMSD  
Dustin Jerabek - Director of Operations & Maintenance HOVMSD  
Scott Schramm - Strategic Municipal Services  
John Neumeier - City of Kaukauna

### 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 September 10, 2024 Regular Meeting

The minutes of the September 10, 2024 Regular Meeting were presented to the Commission. A motion was made by Commissioner Hennessey and seconded by Commissioner Casper 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 9/18/2024 regarding the interceptor rehab project and 9/25/2024 regarding a closed session held by the City of Kaukauna Common Council to discuss findings by the Public Service Commission. Also copied for the Commission was an email from Calumet County confirming the reappointment of Pat Hennessey to the Commission for another five-year term, expiring 10/1/2029.

### 5. General Discussion Items



## **A. Public Hearing for the Adoption of the 2025 Budget & Rate Charge Parameters**

A motion was made by Commissioner Casper and seconded by Commissioner Siebers to enter into a Public Hearing. Motion carried. The Public Hearing was officially noticed and published in the Appleton Post Crescent/Gannett on 9/20/2024. Hearing no comments from the audience and receiving no written correspondence, a motion was made by Commissioner Casper and seconded by Commissioner Siebers to close the Public Hearing. Motion carried.

A motion was made by Commissioner Casper and seconded by Commissioner Siebers to adopt the 2025 Budget as presented and published in the amount of \$7,871,585 with the rate charge parameters as follows: Flow \$0.765/1000 gallons; BOD \$0.184/pound; Suspended Solids \$0.226/pound; Phosphorus \$6.394/pound; Ammonia \$1.401/pound; and Chlorides \$0.002/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 2025 operating budget reflects a 3.84% increase from 2024.

## **B. Interceptor Rehab Project - Monthly Activity Report by Scott Schramm of SMS**

Scott Schramm of Strategic Municipal Services provided a detailed activity/progress summary for September. Phase 1 of the project is complete with punch list items being addressed. Phase 2 has started and will continue through late November. Scott noted that there are no concerning issues at this time; favorable weather has helped with the timeliness of the progress. Seven of the 62 manhole structures are complete. Visu Sewer's goal is to have 65% of the total project complete by year end. Scott noted that he'll be presenting a slide show at the November commission meeting and again at the community meeting on December 5<sup>th</sup>.

## **C. Effluent Filtration Project - Monthly Activity Report**

Staff updated the Commission on the final stages of the effluent filtration project. Filters have been running continuously but having problems with biostyr. No effluent has been taken by Fox Energy for a couple weeks due to their scheduled plant shut down.

## **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 September 2024 invoice.

## **E. Leonard & Finco – Monthly Activity Report**

Leonard & Finco provided a written monthly update of projects completed in September as well as a list of ongoing and upcoming tasks for October which includes social media distribution to member communities, news releases, completion of a facility brochure, website updates, whiteboard video for the effluent disc project, and monitoring media



coverage. The Village of Little Chute offered to host the next community meeting which will be held on Thursday, December 5<sup>th</sup>.

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

Commissioner Sundelius made a motion to maintain the incumbents for positions of President, Vice President, and Secretary. The motion was seconded by Commissioner Siebers. 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 Dave Casper will continue the position as President; Commissioner Bruce Siebers as Vice President, and Commissioner Pat Hennessey as Secretary.

**G. Motion for Appointment of Official Newspaper**

A motion was made by Commissioner Hennessey 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 #210 Appointment of Public Depositories**

A motion was made by Commissioner Siebers and seconded by Commissioner Sundelius to adopt Resolution #210 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 September 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 September 2024. Revenue received from the WPS-Fox Energy Center for effluent purchased in September = \$17,170.73; Revenue received to date for 2024 = \$149,888.68. WPS-Fox Energy purchased 58% of the effluent produced in September.

The average effluent concentrations for **September 2024** were as follows:

<i>Parameter</i>	<i>Monthly Average</i>	<i>Permit Limit</i>
BOD-Biochemical Oxygen Demand	6.7 mg/L	30 mg/L
Suspended Solids	11.3 mg/L	30 mg/L
Suspended Solids	214 lbs.	801 lbs.
Phosphorus	.22 mg/L	1.0 mg/L
Ammonia	.47 mg/L	4.4 mg/L
Chlorides	775 mg/L	n/a



## All permit values were met for September 2024.

### B. Operations & Maintenance Report

Dustin Jerabek provided a written O&M report and noted that plant operations and treatment were OK for September. Veolia will be onsite the first week of October for Biostyr backwash velocity checks, optimization and system upgrades, then will start the performance test the following week on the disc filters. Biosolids hauling is complete for the year. Badger State Waste hauled 4,270,200 gallons at a cost of \$234,861. Disc filter #6 had a VFD fail and a new one was ordered under warranty. Some investigating by Sargent Electric and Veolia led to finding that the drum motor is the problem and will need replacing. A disc filter polymer bulk container tote mixer was ordered for the disc filters at a cost of \$3,148. Accurate Fire Protection performed the annual inspections on the fire sprinkler systems. The solids building will need valve replacements at a cost of \$3,350. A new refrigerator on the sampler at meter station 5N was replaced at a cost of \$9,823.

### 7. Financials

#### A. October 2024 Accounts Payable; Action for Approval

After a review of the bills payable, a motion was made by Commissioner Casper and seconded by Commissioner Coffey to approve payment of the bills in the amount of \$1,451,126.89. 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, pre-paid, and petty cash 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

- *Mechanic Vacancy:* The mechanic/PCT position remains vacant and recruitment efforts are ongoing. HR Consulting was consulted and the position was re-advertised on Indeed.
- *SCADA Upgrade/VD Replacement Project:* LW Allen has been onsite prepping for install the end of October/early November.
- *Septage Receiving Station Rehab Project:* Final drawings and specs have been completed and sent to Axley for legal review. A pre bid conference is scheduled for 10/15 with bid opening on 11/6.
- *Fox Wolf/Basin Tour:* Fox Wolf Watershed hosted a learning session at the ARTS basin on 10/3/2024.
- *Outagamie County Land Conservation:* Design and drawings are complete for the edge of field phosphorus removal device approved several months ago. That project will be completed this year and the removal device installed this fall. Jeremy Freund from Outagamie County will be attending the November commission meeting to present the



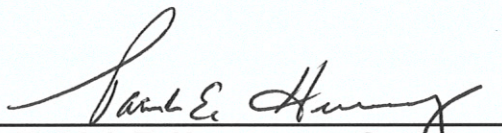
MOU for discussion and approval. Jeremy will also be talking about the potential to construct another basin for TSS and phosphorus removal. The 4-acre area is located behind the Boy Scout wood camp and would be fully funded with grant money.

- *Little Chute Connection Fees:* The Commission was copied on a letter from the Village of Little Chute dated 10/1/2024 regarding a 4" meter connection fee from 7/26/2021 which was overlooked and not paid. More discussion will take place at the November commission meeting.
- *Rate Study:* After a discussion the Commission decided it would be appropriate to reassess the methodology used to assign costs to the communities and establish rates, and directed staff to place this topic on the agenda for November. The last study was done in 2008.

## 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:



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Patrick E. Hennessey, Secretary