

NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting

Tuesday, May 26, 2020 - 8:00 A.M.

NMSC Offices

101 Garfield Avenue, Menasha WI 54952-3397

AGENDA

1. ROLL CALL

2. PUBLIC FORUM

3. APPROVAL OF MINUTES

- April 28, 2020 Regular Meeting.

4. CORRESPONDENCE

5. OLD BUSINESS

A. Update regarding Interceptor Transfer of Ownership to City of Menasha.

6. NEW BUSINESS

- Operations, engineering matters -

A. McMahon Associates Report – Update and discussion on the following projects with potential action to be taken based on discussions held:

1. Polymer Feed System – status of Controls, GIS & SCADA.
2. Chlorine Residual Analyzer – status of Controls, GIS & SCADA.
3. Treatment Facility Re-Rating Study.
4. Phosphorus Removal Equipment Pilot Study.

B. McMahon Invoices

#918205	Plant Re-Rate Study	\$ 86.65.
#918206 Phase 06	Chlorine Residual Analyzer/Controls-Constr. Services	\$ 138.00.
#918207 Phase 06	Polymer Feed System – Construction Services	\$ 405.00.
#918208	WPDES Total P -Final Compliance Alternatives Plan	\$1,431.00.

C. NMSC Guidelines for Approval/Disapproval of Sewer System Extensions – Discussion on modification to Guideline and potential action to be taken based on discussions held.

D. Compliance Maintenance Annual Report (CMAR).

1. Review and discussion
2. CMAR Resolution 2020-2

E. Operating Report for April 2020

1. Operating Report.
2. Equipment and Grounds Report.

- **Budget, finance matters** -

F. Accountant's Report for April 2020.

1. Financial Statements.
2. Cash & Investment Report.

G. MCO Invoices.

#25861	June 2020 Contract Operations	\$133,291.64.
#25909	NMSC use of MCO vehicles	\$ 434.72.

H. Vouchers – Operating and Payroll Vouchers #138133 thru #138196 in the amount of \$460,928.76 for the month of April 2020.

7. ADJOURNMENT.

NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting

Tuesday April 28, 2020

PLEASE NOTE: Due to public health concerns regarding COVID-19, the meeting was held by telephone conference as authorized by concurrent Department of Justice guidance allowing for such a telephonic meeting.

Meeting was called to order by Commission President Youngquist at 8:00 a.m.

Present: Commissioners Forrest Bates, Steve Coburn, Travis Parish, James Taylor, Greg Weyenberg, Raymond Zielinski, Dale Youngquist; Manager Paul Much; Accountant Roger Voigt.

Also Present: Rob Franck (MCO), Chad Olsen (McMahon).

Public Forum

No one in attendance for the Public Forum.

Minutes

March 24, 2020 Regular Meeting minutes: After discussion, motion made and seconded by Commissioners Zielinski/Bates to approve the minutes from the March 24, 2020 Regular Meeting. Motion carried unanimously.

Correspondence

The following correspondence was discussed:

March 26, 2020 letter from Lisa Miotke, WPPI Energy to Rob Franck, NMSC.

RE: Results of system-wide distribution generation test.

Rob Franck further discussed and explained the annual system-wide test performed by WPPI Energy.

Old Business

Transfer of Ownership of NMSC Interceptors to City of Menasha. There is no new information to report.

New Business

Operations, Engineering, Planning

McMahon Project Updates:

Polymer Feed System - Chad Olsen reported he has no new information to report.

Chlorine Residual Analyzer Installation - Chad Olsen reported he has no new information to report.

Facility Re-Rating Study – Chad Olsen reported he has no new information to report. Manager Much reported the required WET Test has been performed.

Phosphorus Removal Equipment Pilot Study - Chad Olsen reported he has received the updated Pilot Study agreements that now include the changes that were requested by the Commission at the March meeting. Aqua-Aerobic Systems is scheduled the second week of July; Veolia is scheduled for early August. Commissioner Weyenberg questioned if there will be a recommendation made after the pilot studies have been completed; Chad indicated yes.

McMahon Invoices. Commissioners discussed McMahon invoices #917801, #917802 phase 6 and #917803 in the amounts of \$477.00, \$79.50 and \$159.00. After discussion, motion made and seconded by Commissioners Coburn/Zielinski to approve for payment McMahon invoices #917801, #917802 phase 6 and #917803. Motion carried unanimously.

NMSC Industrial Pretreatment Rules and Regulations Ordinance 2020-1. Accountant Voigt reported to the Commission language was added to the Rules and Regulations and to the Ordinance for it to be effective June 15, 2020. After discussion, motion made and seconded by Commissioners Bates/Weyenberg to approve NMSC Industrial Pretreatment Rules and Regulations Ordinance 2020-1 to effective starting June 15, 2020. Motion carried unanimously on a roll call vote (7-0).

March Rain Events. Rob Franck discussed the distributed graphs of influent flow recorded at the wastewater treatment plant. The graphs included time periods of normal flow, periods during the rain events, and the period after the rain event. Commissioner Taylor questioned if there was any bypassing; Manager Much reported the treatment plant performed blending, further explanation was provided on what blending consists of and how it works. Manager Much further discussed each community has a collection system CMOM (Capacity, Management, Operation, and Maintenance) and is requesting approval from the Commissioners to contact each community to request a copy of their CMOM. The Commissioners expressed no concerns with this request.

Operating Report. Manager Much reported on plant operations; there are no issues. With the past rain event on March 18-19 blending occurred for a period of time, it was reported to the DNR; we were close to exceeding effluent suspended solids limits. Rob Franck reported on Equipment and Grounds items. Items further discussed on his report included: fine screens were rebuilt – their performance has increased, effluent pump 2 was rebuilt and is back in service, random failures with the boilers continue, waste gas butterfly valves installed, another cell failed on the Microchlor chlorine generation system, cooling heat exchanger issues, replacement duplex compactor is onsite – waiting to schedule installation, LED lighting upgrades, SW digester motor failure, reviewing of interceptor televising for determining repairs to be made. After discussion, motion by Commissioners Bates/Zielinski to accept the operations report. Motion carried unanimously.

Budget, Finance, Personnel

Financial Statements. Accountant Voigt reported on the March 2020 financial statements. March Operations are indicating a net income was generated for the month; year to date we have an operations net income. MCO generated almost \$3,200 in additional revenue for the Commission; interest rates on investments are dropping. After discussion, motion made and seconded by

Commissioners Bates/Weyenberg to approve the Accountant's Report for March 2020. Motion carried unanimously.

Motion made and seconded by Commissioners Coburn/Bates to approve for payment MCO invoices #25769 and #25833 in the amounts of \$133,291.64 and \$462.41 with payment to be made after May 1, 2020. Motion carried unanimously.

Motion made and seconded by Commissioners Coburn/Bates to approve Operating and Payroll Vouchers #138083 through #138132 in the amount of \$293,390.28 for the month of March 2020. Motion carried unanimously.

Manager Much reported that former Commissioner Tim Hamblin has passed away. President Youngquist requested a moment of silence in recognition and remembrance of Tim Hamblin.

Motion made and seconded by Commissioners Bates/Coburn to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 8:57 a.m.

President

Secretary