

NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting

Tuesday, June 25, 2019 - *8:00 A.M.*

NMSC Offices

101 Garfield Avenue, Menasha WI 54952-3397

AGENDA

1. ROLL CALL

2. PUBLIC FORUM

3. APPROVAL OF MINUTES

- May 28, 2019 Regular Meeting.

4. CORRESPONDENCE

A. May 24, 2019 letter from Mr. Timothy Asplund, Wisconsin DNR to Mr. Todd Verboomen, ECWRPC.
RE: DNR approval to Neenah-Menasha Sewer Service Area amendment – land swap.

5. OLD BUSINESS

A. Interceptor Transfer of Ownership Update.

B. Interceptor Easements in City of Menasha – Update on progress to match easements to interceptor route.

C. Update and discussion on status of 205 Mathewson Street, Menasha, with potential action to be taken following discussion.

6. NEW BUSINESS

- *Operations, engineering matters* -

A. Phosphorus Removal Update. Update and discussion on current status including update on Phosphorus Preliminary Compliance Alternatives Plan.

B. Polymer Feed System Update.

1. Update and discussion on current status with potential action to be taken based on discussions held.
2. Update and discussion on current status of Polymer Feed System Controls and SCADA Integration.
3. Polymer Feed System proposed change order, if any (#4).

C. Chlorine residual analyzer installation – Update on and discussion on current status.

1. June 19, 2019 Bid Opening
2. Notice of Award

D. McMahon Invoices:

#914294	WPDES Total P Requirements – Alternatives Plan	\$2,948.15.
#914295 Phase 02	Chlorine Residual Analyzer & Controls - Design	\$1,185.00.
#914366 Phase 06	Polymer Feed System – Construction Phase Services	\$2,933.95.
#914366 Phase 08	Polymer Feed System – Control & SCADA Integration	\$2,338.60.

- E. McMahon Update on the report regarding installing a gate valve on the RAS line to isolate the RAS Building from the remainder of the line; to perform pumping capacity calculations to size replacement check valves, valves, piping, and pumps; and, to add air actuated valves ahead of the pressure reducing valves on the waste gas flare lines.
- F. McMahon Proposal for Engineering Services related to the NMSC Wastewater Treatment Facility Re-Rating Study.
- G. Compliance Maintenance Annual Report (CMAR).
 - 1. Review and discussion
 - 2. CMAR Resolution 2019-2
- H. CMOM – Develop plans for Interceptor Repairs/Maintenance in 2020.
- I. Operating Report for May 2019
 - 1. Operating Report.
 - 2. Equipment and Grounds Report.

- **Budget, finance matters** -

- J. Accountant’s Report for May 2019.
 - 1. Financial Statements.
 - 2. Cash & Investment Report.
 - 3. Recommendation for Reduction in Operations Billing Rates.
- K. MCO Invoice.

#24523	July 2019 Contract Operations	\$131,692.57.
#24579	Other Reimbursables	\$ 107.95.
#24579	NMSC use of MCO vehicles	\$ 535.60.
- L. Vouchers – Operating and Payroll Vouchers #137588 thru #137634 in the amount of \$454,749.88 for the month of May 2019.

7. ADJOURNMENT.

NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting

Tuesday May 28, 2019

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, Randall Much (MCO), Chad Olsen (McMahon).

Public Forum

No one in attendance for the Public Forum.

Minutes

April 23, 2019 Regular Meeting minutes: After discussion, motion made and seconded by Commissioners Zielinski/Bates to approve the minutes from the April 23, 2019 Regular Meeting. Motion carried unanimously.

Correspondence

The following correspondence was discussed:

East Central Wisconsin Regional & Planning Commission (ECWRPC) April 15, 2019 Memorandum and April 26, 2019 Meeting Notice.
RE: Neenah-Menasha Sewer Service Area Amendment Request, Track No. 159.

Old Business

Transfer of Ownership of NMSC Interceptors and Real Estate. Accountant Voigt informed the Commission that Dave Schmalz (McMahon) stopped in to copy additional information needed for Fox Crossing, and that Attorney Thiel provided an update that he will proceed with providing Neenah with the documents regarding the interceptor route and easements.

NMSC Interceptor located in Menasha. There is no new information to report.

New Business

Operations, Engineering, Planning

Phosphorus Removal. There is no new information to report.

Polymer Feed System Update. Chad Olsen reported the new system is working; there are punch list items for August Winter & Sons and Prominent to complete. The extra polymer costs have been submitted for reimbursement and are being discussed; there is additional control wiring needed and will be included in the next change order. Commissioners discussed Certificate for

Payment #8 from August Winter & Sons in the amount of \$147,430.50. Motion made and seconded by Commissioners Coburn/Zielinski to approve for payment Certificate for Payment #8 from August Winter & Sons. Motion carried unanimously.

Chlorine Residual Analyzer Installation. Chad Olsen reported the design is nearly complete and then will be sent to the DNR; Chad is looking to have bidding information and notice to proceed information at the next meeting.

McMahon Invoices. Commissioners discussed McMahon invoices #913992 Phase 2, #913993 Phase 6, and #913994 in the amounts of \$790.00, \$315.15 and \$231.00. After discussion, motion made and seconded by Commissioners Coburn/Bates to approve for payment McMahon invoices #913992 Phase 2, #913993 Phase 6 and #913994. Motion carried unanimously.

McMahon Proposal for Engineering Services. Rob Franck discussed the purpose for this requested service from McMahon. Chad Olsen discussed the proposal for RAS Piping Modifications Calculations & Flare Control Valve Review. The study is to determine the best course of action for these items; completion of the project is in 60-days at an estimated cost of \$5,800. After discussion motion made and seconded by Commissioners Weyenberg/Zielinski to approve the McMahon Agreement for Professional Services for RAS piping modification calculations & flare control valve review. Motion carried unanimously.

Treatment Plant Load Capacities. Manager Much reported that in 2018 we had a significant jump in loadings and have exceeded plant capacities several times. Data was provided to Chad Olsen for review; Chad presented and discussed the data that was reviewed. Chad reported the Neenah loadings have increased; Chad further reported it is not from Galloway or Horseshoe Beverage. President Youngquist questioned what we could do. Chad further discussed the option of having the treatment plant rerated to obtain higher design capacities. Commissioner Bates questioned the cost; Chad estimated it should be less than \$10,000 for the process. Manager Much reported Horseshoe Beverage has been granted a limit that they are not even close in discharging the limit they are being allowed; at the time the limit was granted there was sufficient capacity.

205 Mathewson Street, Menasha. President Youngquist reported the county took the property for back taxes; Menasha Mayor Merkes contacted him asking if the Commission would be interested in purchasing, the City would draft an agreement which we received on Friday. The City is also requesting the Commission to pay a PILOT (Payment In Lieu of Taxes). President Youngquist has concerns with a PILOT; Commissioner Weyenberg expressed his concern on the precedent being set by paying a PILOT. Commissioners further discussed their concerns. Commissioner Bates indicated he is not in favor of the PILOT, but is in favor of purchasing the properties as they become available to create a buffer zone and for aesthetics. We should look at another manner to make the City whole in lieu of making PILOT payments. Commissioner Taylor indicated we should pay something to the City; collectively for the member communities it would be small amount from each user. President Youngquist reported he will contact Mayor Merkes to further discuss.

NMSC Flow Meter at Village of Harrison Lift Station #1. Rob Franck reported some functions of this flow meter failed during a lightning storm and we think it may have been hit. This was added

to the agenda at the last moment; it was unknown at the time if we could repair the unit or if we would need to replace the flow meter. We now know the unit can be repaired; the repair costs to replace the head is about \$2,500 - \$3,000. No further Commission action is needed at this time.

Operating Report. Manager Much reported on plant operations; the plant is running well. Influent flow graphs from Monday May 27 were distributed to show the impact of the rain received. MCO personnel staffed the plant overnight due to the high flows. Rob Franck reported on Equipment and Grounds items. Items further discussed on his report included: LED lighting replacement has been completed for the year; transformer oil testing has been completed; breaker testing and infrared testing has been completed; exterior painting will be starting on the odor control ductwork framing. After discussion, motion by Commissioners Zielinski/Bates to accept the operations report. Motion carried unanimously.

Sewer Extension Request. Commissioners discussed a sewer extension request received for Creekside Estates located in the Village of Harrison, Calumet County. A portion of this is located in the Sewer Service Area proposed for the land swap discussed earlier under Correspondence and is currently awaiting DNR approval. After discussion motion made and seconded by Commissioners Zielinski/Parish to conditionally approve the sewer extension request with the condition that the land swap area receives approval from the DNR. Motion carried unanimously.

Budget, Finance, Personnel

Financial Statements. Accountant Voigt reported on the April financial statements, operations for the month show a loss; will expect the next couple months to show a net income for operations. Accountant Voigt will look further at our rates to possibly make an adjustment. Commissioners questioned some of the old receivables related to grease trap fees. Interest rates with the State Pool have remained the same; MCO generated \$3,200 in additional revenue for the Commission. After discussion, motion made and seconded by Commissioners Bates/Zielinski to approved the Accountant's Report for April 2019. Motion carried unanimously.

Motion made and seconded by Commissioners Coburn/Bates to approve for payment MCO invoices #24373, #24326, and #24449 in the amounts of \$131,692.57, \$495.30, and \$469.95 with payment to be made after June 1, 2019. Motion carried unanimously.

Motion made and seconded by Commissioners Coburn/Weyenberg to approve Operating and Payroll Vouchers #137535 through #137587 in the amount of \$247,992.59 for the month of April 2019. Motion carried unanimously.

Motion made and seconded by Commissioners Bates/Coburn to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 9:37 a.m.

President

Secretary