

NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting

Tuesday, April 28, 2020 - 8:00 A.M.

NMSC Offices

101 Garfield Avenue, Menasha WI 54952-3397

PLEASE NOTE: Due to public health concerns regarding COVID-19, the meeting will be held by telephone conference. Up to 10 members of the public may attend the meeting at the Commission Offices.

AGENDA

1. ROLL CALL

2. PUBLIC FORUM

3. APPROVAL OF MINUTES

- March 24, 2020 Regular Meeting.

4. CORRESPONDENCE

- A. March 26, 2020 letter from Lisa Miotke, WPPI Energy, to Mr. Rob Franck, NMSC.
RE: Results of Standby generator system-wide 2-hour capacity test.

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

#917801	WPDES Total P -Final Compliance Alternatives Plan	\$477.00.
#917802 Phase 06	Chlorine Residual Analyzer/Controls-Constr. Services	\$ 79.50.
#917803	Plant Re-Rate Study	\$159.00.

- C. NMSC Industrial Pretreatment Rules and Regulations Ordinance 2020-1. Discussion on and potential action to be taken to approve Ordinance 2020-1.

- D. March Rain Events – Impact on Flow Loadings to the NMSC Wastewater Facility.

- E. Operating Report for March 2020
 - 1. Operating Report.
 - 2. Equipment and Grounds Report.

- **Budget, finance matters** -

- F. Accountant's Report for March 2020.
 - 1. Financial Statements.
 - 2. Cash & Investment Report.

- G. MCO Invoices.

#25769	May 2020 Contract Operations	\$133,291.64.
#25833	NMSC use of MCO vehicles	\$ 462.41.

- H. Vouchers – Operating and Payroll Vouchers #138083 thru #138132 in the amount of \$293,390.28 for the month of March 2020.

7. ADJOURNMENT.

NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting

Tuesday March 24, 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 8:03 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), Dave Maccoux, Amber Drewieske (Clifton Larson Allen, LLP).

Public Forum

No one in attendance for the Public Forum.

Minutes

February 25, 2020 Regular Meeting minutes: After discussion, motion made and seconded by Commissioners Bates/Zielinski to approve the minutes from the February 25, 2020 Regular Meeting. Motion carried unanimously on a roll call vote (7-0).

Correspondence

The following correspondence was discussed:

February 24, 2020 letter from Robert Liska, Wisconsin DNR to Dale Youngquist, NMSC President.

RE: DNR approval of revised Industrial Pretreatment Monitoring and Reporting requirements.

February 25, 2020 letter from Ellen Skerke, Town of Neenah Clerk-Treasurer.

RE: Town of Neenah resolution authorizing participation in the preparation of a cooperative plan with the Town of Clayton.

2019 Financial Audit Report

Amber Drewieske (CLA), discussed the Management Letter and Annual Financial Statement Reports. After discussion, motion made and seconded by Commissioners Zielinski/Bates to accept the 2019 financial audit report and approve the Management Letter and Annual Financial Statement Report. Motion carried unanimously on a roll call vote (7-0).

Old Business

Transfer of Ownership of NMSC Interceptors to City of Menasha. Rob Franck reported he communicated with Adam at the City of Menasha via email; there was no discussion on the matter this past month. President Youngquist recommended to begin moving forward with any maintenance items on the Interceptor that needs to be addressed.

New Business

Operations, Engineering, Planning

Polymer Feed System. Chad Olsen reported the GIS has been updated; verification of the updates needs to be completed by MCO staff.

Chlorine Residual Analyzer Installation. Chad Olsen reported there is no update to report at this time.

Facility Re-Rating Study. Manager Much reported on the in-plant testing; there is elevated ammonia levels, we are still under our limit. We are waiting to see if the nitrification reduces with the warmer weather.

Phosphorus Removal Equipment Pilot Study. Chad Olsen reviewed and discussed the proposals received from Veolia and Aqua-Aerobics Systems. Veolia would provide a two-week trial at a fee of \$22,500 for the Hydrotech Discfilter system. Aqua-Aerobic Systems will provide a four-week trial at a fee of \$9,855 for their Aqua MiniDisk cloth media filter system. President Youngquist questioned if there are any costly items we need to supply; Chad indicated it would be lab testing services, both in-house and from outside laboratories. Chad further discussed the need to get the agreements in to the companies for them to get the NMSC on the schedule to bring the pilot units to our facility; hopefully this summer. Commissioner Bates questioned if it matters which pilot unit we do first; Chad responded no. President Youngquist questioned if we would still plan to do onsite visits to see these units in operation; both Chad and Manager Much indicated yes, we still want to visit facilities using these units. Commissioner Zielinski pointed out in the Veolia agreement it references following the laws of North Carolina and our facility located in Neenah; Chad will discuss with Veolia getting this changed. Commissioner Weyenberg questioned if there will be any flexibility in the agreement due to the current COVID-19 issue; Chad indicated the important item is to get this on the schedule to be tested here. President Youngquist requested a motion to enter into contracts with these two vendors for the pilot testing. After discussion, motion made and seconded by Commissioners Bates/Zielinski to enter into contracts for pilot testing with Veolia with the requested changes to the contract and with Aqua-Aerobics Systems. Motion carried unanimously on a roll call vote (7-0).

McMahon Invoices. Commissioners discussed McMahon invoices #917584 phase 6 and #917585 in the amounts of \$758.50 and \$1,167.00. After discussion, motion made and seconded by Commissioners Coburn/Bates to approve for payment McMahon invoices #917584 phase 6 and #917585. Motion carried unanimously on a roll call vote (7-0).

Accountant Voigt reported to the Commission on changes to be made to the current Pretreatment Rules and Regulations that have been approved by the DNR. The current Ordinance is a 55-page document; what is presented to the Commission for their review are the

four pages of the document with the changes that are to be made. This is informational only at this time and will be brought back to the Commission for approval to be effective in mid-June.

Sewer Extension Request. Manager Much discussed the sewer extension request for the Driscoll Luxury Properties; it currently will serve nine people and recommends approval. Commissioner Taylor questioned the ultimate size of the development. Commissioner Parish reported it would be 272 units. After discussion, motion made and seconded by Commissioners Zielinski/Bates to approve the sewer extension request for the Driscoll Luxury Properties located in the Village of Harrison. On a roll call vote: voting aye – Commissioners Zielinski, Weyenberg, Parish, Coburn, Bates, Youngquist. Voting no – Commissioner Taylor. Motion approved on a 6-1 roll call vote. President Youngquist questioned if it was 9 people or 300 people, would we have the capacity; Manager Much indicated yes.

Operating Report. Manager Much reported on plant operations; there are no issues. With the past rain event we did blend, it was reported to the DNR; we are expecting to meet all limits. With the current health concerns and the COVID-19 issue, it is requested we be authorized to close the facility to the general public and allow only essential services on to the property or into the facility. President Youngquist reported he doesn't see a problem doing this as it is a management decision. Commissioner Bates indicated he would still like to see a vote on the request to allow the representatives from each community to be able to voice their response for the community they represent. Rob Franck read the letter that would be posted on the front door. After discussion, motion made and seconded by Commissioners Youngquist/Zielinski that with the emergency measures being taken by the State of Wisconsin regarding the COVID-19 issue, we close the NMSC building to the public and issue a letter to be posted as to why the action is being taken per MCO management recommendations. Motion carried unanimously on a roll call vote (7-0). Rob Franck reported on Equipment and Grounds items. Items further discussed on his report included: effluent pump 3 is in operation and has been well tested with the recent rain event; on March 11 WPPI performed the annual 3-hour capacity test of our generator; screw pump 4 was rebuilt and is now back in service; the mixed liquor channel was inspected, there were some issues discovered and more information will be coming later. The new MicroChlor cell was installed, another cell has now developed a leak; effluent pump 2 has been removed and is in for repair/rebuild. JWC technicians have been onsite to rebuild the fine screens; 2 of the 3 screens are completed and they are working on the third screen. The LED lighting replacement is about 95% complete. After discussion, motion by Commissioners Bates/Zielinski to accept the operations report. Motion carried unanimously on a roll call vote (7-0).

Commissioner Zielinski was excused from the meeting.

Budget, Finance, Personnel

Network Server Replacement. Commissioners discussed the memo from Accountant Voigt regarding replacing the network server. Further discussion ensued on including the purchase of a disaster recovery unit, off-site backups, purchasing network software verses subscription services. After discussion, motion made and seconded by Commissioners Taylor/Bates to approve the quote to replace the Network Server in the amount of \$6,231.28 and to sign up for the license subscription services at a fee of \$145/month. Motion carried unanimously on a roll call vote (6-0). Accountant Voigt was instructed to obtain pricing for off-site backup.

Financial Statements. Accountant Voigt reported on the February 2020 financial statements. February Operations are indicating a net income was generated for the month; March should also have an operating net income while April will likely show a net loss for the month. MCO generated almost \$3,000 in additional revenue for the Commission; interest rates on investments at the Local Government Investment Pool have remained steady in February; with the current actions by the Federal Reserve, Accountant Voigt indicated the interest rates will likely drop to levels seen a couple years ago. After discussion, motion made and seconded by Commissioners Bates/Weyenberg to approve the Accountant's Report for February 2020. Motion carried unanimously on a roll call vote (6-0).

Motion made and seconded by Commissioners Coburn/Weyenberg to approve for payment MCO invoices #25686 and #25749 in the amounts of \$133,291.64 and \$341.25 with payment to be made after April 1, 2020. Motion carried unanimously on a roll call vote (6-0).

Motion made and seconded by Commissioners Coburn/Bates to approve Operating and Payroll Vouchers #138041 through #138082 in the amount of \$307,767.47 for the month of February 2020. Motion carried unanimously on a roll call vote (6-0).

Motion made and seconded by Commissioners Bates/Taylor to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 9:32 a.m.

President

Secretary