

NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting

Tuesday, July 23, 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

- June 25, 2019 Regular Meeting.

4. CORRESPONDENCE

- A. June 25, 2019 letter from Mr. Mark Stanek, DNR to Mr. Paul Much, NMSC Certified Operator.
RE: Notice of Non-Compliance, exceeded effluent Total Suspended Solids 4th week of May, 2019.
- B. July 11, 2019 letter from Mr. Jason Knutson, P.E. DNR Wastewater Section Chief to Mr. Dale Youngquist, NMSC President.
RE: Approval of Chlorine Residual Analyzer.
- C. July 16, 2019 letter from Holly Stevens, Clerk Town of Winchester.
RE: Attach Resolution by Town of Winchester authorizing participation in cooperative plan with Town of Clayton.

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.

D. McMahon Invoices:

#914682 Phase 06	Polymer Feed System – Construction Phase Services	\$2,401.90.
#914683	WPDES Total P Requirements – Alternatives Plan	\$4484.95.
#914684 Phase 02	Chlorine Residual Analyzer & Controls - Design	\$5,925.00.
#914684 Phase 04	Chlorine Residual Analyzer & Controls – Bidding	\$ 725.00.

E. McMahon 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.

1. Discussion on and potential action to be taken for McMahon to also verify the RAS pumps are properly sized based on current pumping.

F. McMahon update on NMSC Wastewater Treatment Facility Re-Rating Study.

G. Operating Report for June 2019

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

- Budget, finance matters -

H. Accountant's Report for June 2019.

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

I. MCO Invoice.

#24624	August 2019 Contract Operations	\$131,692.57.
#24687	NMSC use of MCO vehicles	\$ 486.20.

J. Vouchers – Operating and Payroll Vouchers #137635 thru #137696 (including voided check #137604) in the amount of \$448,880.71 for the month of June 2019.

7. ADJOURNMENT.

NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting

Tuesday June 25, 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 (MCO), Chad Olsen (McMahon).

Public Forum

No one in attendance for the Public Forum.

Minutes

May 28, 2019 Regular Meeting minutes: After discussion, motion made and seconded by Commissioners Zielinski/Weyenberg to approve the minutes from the May 28, 2019 Regular Meeting. Motion carried unanimously.

Correspondence

The following correspondence was discussed:

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.

Old Business

Transfer of Ownership of NMSC Interceptors and Real Estate. There is no new information to report.

NMSC Interceptor located in Menasha. Rob Franck discussed the need for having the Commission Attorney begin reviewing the easements in Menasha and to get the copies of the easements to the City. Manager Much is to contact the Attorney to have him begin working on the easement locations.

Update and Discussion on 205 Mathewson Street. President Youngquist reported on the discussion with Menasha Mayor Merkes regarding the purchase of the property and the Commission reluctance to pay a PILOT on this property. Commissioners further discussed; several Commissioners indicated their interest to purchase the property for future expansion but not in paying an annual PILOT. Commissioner Taylor indicated the City Council approved putting the property for sale. Commissioners further discussed increasing the purchase offer.

New Business

Operations, Engineering, Planning

Phosphorus Removal. There is no new information to report.

Polymer Feed System Update. Chad Olsen discussed a draft letter regarding the additional polymer cost. Prominent responded to responsibility of added polymer costs; they have indicated they were not responsible for additional costs until January. They offered to cover the additional costs for January to April and to provide spare parts; this offer totals around \$33,000 in value. The additional polymer costs is about \$48,000; the additional polymer costs do not reflect additional labor hours incurred by MCO staff. Chad reported there are punch list items remaining; 1 directly with Prominent, and 3 or 4 that are August Winters & Sons responsibility.

Chlorine Residual Analyzer Installation. Chad Olsen reported on the June 19, 2019 bidding for the Chlorine Analyzer installation, one bid was received. Commissioner Zielinski questioned if this is unusual to see one bid. Chad responded it is not unusual to see only one bid on small projects. Manager Much responded that MCO is seeing this at several of their client communities. Chad also reported the bid price is not out of line; there were 4 contractors requesting a set of the plans. If the Commission would want to rebid the project, we would expect the project to be delayed, there would be additional costs in rebidding, and there is no guarantee we would obtain a lower bid. After discussion, motion made and seconded by Commissioners Bates/Coburn to accept the bid received from August Winter & Sons in the amount of \$99,900 and to approved the Notice of Award. Motion carried unanimously.

McMahon Invoices. Commissioners discussed McMahon invoices #914294, #914295 Phase 2, #914366 Phase 6, and #914366 Phase 8 in the amounts of \$2,948.15, \$1,185.00, \$2,933.95 and \$2,338.60. After discussion, motion made and seconded by Commissioners Coburn/Zielinski to approve for payment McMahon invoices #914294, #914295 Phase 2, #914366 Phase 6 and #914366 Phase 8. Motion carried unanimously.

McMahon update on the report regarding installing a gate valve and to perform pumping capacity calculations. Chad reported the first round of pumping calculations have been prepared; they are now being rechecked.

McMahon Proposal for Engineering Services. Chad Olsen presented and discussed the McMahon proposal to perform a study to re-rate the treatment facility loadings. Manager Much indicated we have been exceeding our current design capacities and this study will see if any design capacities can be increased. After discussion motion made and seconded by Commissioners Bates/Weyenberg to approve the McMahon Agreement for Professional Services for the wastewater treatment facilities re-rating study. Motion carried unanimously.

Compliance Maintenance Annual Report (CMAR). Manage Much presented and discussed the 2018 CMAR. All categories received a grade of "A" except for Influent Loadings. After discussion, motion made and seconded by Commissioners Zielinski/Bates to approve the Compliance Maintenance Resolution, NMSC Resolution 2019-2. Motion carried unanimously on a roll call vote.

Capacity, Management, Operation, & Maintenance (CMOM) – Manager Much discussed updating the current CMOM and going forward with plans for repairs to NMSC owned interceptors. Commissioners further discussed the program.

Operating Report. Manager Much reported on plant operations; there are no operating issues. With the recent heavy rains there were some flow issues. Rob Franck described the flow trend; there is a fast increase in the influent flow with a slow gradual decline following the rain event. Commissioner Taylor questioned where the flow coming from; Manager Much responded it is infiltration into the sewers. Rob Franck reported on Equipment and Grounds items. Items further discussed on his report included: bio-gas boiler control panels have been relocated, three of the four primary clarifiers have been inspected, have been trying to schedule the rebuild of southeast mixer one, the City started to fix the landscaping yesterday, the damage to the fence has not been fixed. After discussion, motion by Commissioners Coburn/Weyenberg to accept the operations report. Motion carried unanimously.

Commissioner Weyenberg was excused from the meeting for personal matters.

Budget, Finance, Personnel

Financial Statements. Accountant Voigt reported on the May financial statements, operations for the month and year to date continue with a net income; will expect the next couple months to show a net income for operations; interest rates for our investments have remained steady; MCO generated \$3,400 in additional revenue for the Commission. Accountant Voigt further discussed his memo regarding proposed reduction in the rates for operations – flow has been 18% higher than budgeted, BOD has been 21% higher than budgeted, and suspended solids have been 2% higher than budgeted. Accountant Voigt recommends reducing the rates for operations 23% to reduce the level of Operations Net Income. Motion made and seconded by Commissioners Bates/Zielinski to reduce the rates for Operations by 23%. Motion carried unanimously. After discussion, motion made and seconded by Commissioners Bates/Coburn to approve the Accountant's Report for May 2019. Motion carried unanimously.

Motion made and seconded by Commissioners Coburn/Bates to approve for payment MCO invoices #24523, #24506, and #24579 in the amounts of \$131,692.57, \$107.95, and \$535.60 with payment to be made after July 1, 2019. Motion carried unanimously.

Motion made and seconded by Commissioners Coburn/Taylor to approve Operating and Payroll Vouchers #137588 through #137634 in the amount of \$454,749.88 for the month of May 2019. Motion carried unanimously.

Motion made and seconded by Commissioners Taylor/Bates to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 9:08 a.m.

President

Secretary