

NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting

Tuesday November 26, 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, Randy Much (MCO), Chad Olsen (McMahon), Troy Carlson (McClone Agency).

Public Forum

No one in attendance for the Public Forum.

Minutes

October 22, 2019 Regular Meeting minutes: After discussion, motion made and seconded by Commissioners Zielinski/Weyenberg to approve the minutes from the October 22, 2019 Regular Meeting. Motion carried unanimously.

Correspondence

There was no correspondence to be discussed.

2020 Property & Liability Insurance Renewal

Troy Carlson discussed the insurance renewal and briefly reviewed coverage limits. Another insurance carrier was contacted for quoting the business, they were not competitive; their rates were about 1/3 higher than our current renewal. Overall the rates for 2020 increased about \$2,000. Troy further discussed the property values and coverage with the importance of having the property appraisal performed. Commissioner Bates questioned the blanket earthquake coverage and the deductible amount listed; Troy indicated the information may be a typo and will check into it further. After discussion, motion made and seconded by Commissioners Bates/Zielinski to accept the Property & Liability insurance renewal received from Cincinnati Insurance for calendar year 2020. Motion carried unanimously.

Old Business

Transfer of Ownership of NMSC Interceptors and Real Estate. President Youngquist reported on the status regarding Fox Crossing reviewing the legal descriptions; McMahon has been working on reviewing this information. Rob Franck reported on his discussion with Adam at the City of Menasha regarding the easement information turned over to the City; Adam indicated he will review the easements, but it will take some time.

New Business

Operations, Engineering, Planning

Polymer Feed System. Chad Olsen reported he has no update at this time on the system controls and SCADA integration. Rob Franck reported there were a few issues with alarms; new orifices have been sent and it has helped. Rob also reported new software updates have been received and will be installed by the manufacturer.

Chlorine Residual Analyzer Installation. Manager Much reported the analyzer has been shut down and winterized. Chad Olsen reported the main item to complete on the project is to install a vent; we are waiting for the Fox River level to drop to reduce the level in the tank.

Facility Re-Rating Study. Chad Olsen reported on his meeting with Manager Much and Rob Franck to discuss the re-rating; the most critical item is to meet ammonia limits in the colder months.

McMahon Invoices. Commissioners discussed McMahon invoices #916186, #916187 phase 6, #915188, #916218, #916541, #916542, #916543 phase 6, #916544, and #916545 in the amounts of \$154.00, \$1,027.65, \$8,245.65, \$273.00, \$857.00, \$2,392.15, \$1,001.00, \$1,400.30 and \$1,200.00. After discussion, motion made and seconded by Commissioners Coburn/Zielinski to approve for payment McMahon invoices #916186, #916187 phase 6, #915188, #916218, #916541, #916542, #916543 phase 6, #916544, and #916545. Motion carried unanimously.

Operating Report. Manager Much reported on plant operations; the plant is running well. Adjustments will be made to the mixed liquor to see if we will still meet ammonia limits. Manager Much also reported the fence damaged along the loop the lake trail has been repaired. Commissioner Weyenberg questioned if there is any additional information on the increased Neenah flows; there is no information to report. Rob Franck reported on Equipment and Grounds items. Items further discussed on his report included: the fence damaged by the fallen tree has been repaired. After discussion, motion by Commissioners Bates/Coburn to accept the operations report. Motion carried unanimously.

Budget, Finance, Personnel

Financial Statements. Accountant Voigt reported on the October financial statements. The Operating Income has continued to drop and is reflecting the new billing rates. Commissioner Coburn questioned if we could hold any excess operating income to be used for the phosphorus project; the Ordinance-Contract will be reviewed. Commissioners further discussed this idea; President Youngquist asked the Commissioners to check with their communities on their thoughts regarding this. Accountant Voigt reported additional funds will be transferred to the Local Government Investment Pool later this week. MCO generated \$3,200 in additional revenue for the Commission. After discussion, motion made and seconded by Commissioners Bates/Zielinski to approve the Accountant's Report for October 2019. Motion carried unanimously.

Motion made and seconded by Commissioners Coburn/Bates to approve for payment MCO invoices #25131 and #25228 in the amounts of \$131,692.57 and \$382.85 with payment to be made after December 1, 2019. Motion carried unanimously.

November 26, 2019
Regular Meeting
Page 3

Motion made and seconded by Commissioners Coburn/Bates to approve Operating and Payroll Vouchers #137845 through #137895 in the amount of \$250,612.34 for the month of October 2019. Motion carried unanimously.

Motion made and seconded by Commissioners Coburn/Bates to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 8:50 a.m.

President

Secretary