

NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting

Tuesday, November 28, 2023 – 8:00 A.M.

101 Garfield Avenue, Menasha WI 54952

AGENDA

1. ROLL CALL

2. PUBLIC FORUM

3. APPROVAL OF MINUTES

- October 24, 2023 Public Hearing & Regular Meeting
- October 31, 2023 Special Meeting-Closed Session
- November 8, 2023 Special Meeting-Closed Session

4. NMSC 2024 PROPERTY/LIABILITY INSURANCE RENEWAL - Discussion on, and potential action to be taken to approve renewal quotes.

5. CORRESPONDENCE

6. OLD BUSINESS

7. 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. Phosphorus Removal & UV Disinfection Equipment

B. McMahon Invoices

#932751	Biosolids Management	\$ 1,373.25
#932752	Building Condition Assessment & Phase 1 ESA	\$ 186.00

C. Operating Report for October 2023

1. Operating Report
2. Equipment and Grounds Report

- Budget, finance matters -

D. Accounting Report for October 2023

1. Discussion and potential action on maturing CD
2. Financial Statements
3. Cash & Investment Report

E. Update on discussion with DNR on NMSC's WPDES permit renewal

F. Update and Discussion on Contract Renewal for the Wastewater Service Agreement between Sonoco/U.S. Paper Mills and the NMSC; with Potential Action(s) to be taken on matters discussed

G. NMSC 2024 Budget Approved MCO Contract Increase

H. MCO Invoices.

#30099	Use of MCO Vehicles - September	\$ 454.61
#30134	December 2023 Contract Operations	\$ 142,367.48

- I. Vouchers – Operating and Payroll Vouchers #140157 thru #140218 in the amount of \$327,788.49 for the month of October 2023
- J. Update regarding Purchase Agreement for Biosolids Building
- K. Discussion and potential action regarding Front-End Loader Rental
- L. Discussion and potential action regarding Biosolids Hauling Agreement

8. ADJOURNMENT

NEENAH-MENASHA SEWERAGE COMMISSION

Public Hearing & Regular Meeting

Tuesday October 24, 2023

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

Present: Commissioners Brandon Barlow, Forrest Bates, Steve Coburn, Corey Gordon, Greg Weyenberg, Dale Youngquist, Raymond Zielinski; Manager Paul Much; Accounting Clerk Melissa Starr.

Also Present: Rob Franck (MCO); Gerry Kaiser (Neenah); Jeff Kellner (McMahon); Anthony Mach (Neenah); Randall Much (MCO); Chad Olsen (McMahon); Roger Voigt (MCO).

Public Hearing

Motion made and seconded by Commissioners Bates/Zielinski to open the Public Hearing to receive comment on the proposed 2024 NMSC Budget. Motion carried unanimously. The proposed budget reflects the changes discussed at the September 26 Commission meeting in regards to biosolids management. President Youngquist shared that a special meeting will be held at the end of October with the mayors and administrators of the communities to explain the potential building purchase for biosolids storage. Details of the meeting will be posted once confirmed. Anthony Mach of Neenah inquired about chlorine expenses, and shared he would follow up with other questions after the meeting as they did not impact approval. It was explained that the chlorine cells were replaced last year, and the cost of chlorine increased around that time. NMSC is looking at UV upgrade in the future. After discussion, a motion was made and seconded by Commissioners Bates/Gordon to close the Public Hearing and return to Regular Open Session. Motion carried unanimously.

Public Forum

No questions or comments received for the Public Forum.

Minutes

September 26, 2023 Meeting minutes. Motion made and seconded by Commissioners Bates/Zielinski to approve the minutes from the September 26, 2023 Public Hearing & Regular Meeting. Motion carried unanimously.

Correspondence

There was no correspondence to be discussed.

Old Business

There was no old business to be discussed.

New Business

Motion made and seconded by Commissioners Weyenberg/Bates to change the order of the agenda and start with item H, Purchase Agreement for Biosolids Building. Motion carried unanimously.

Purchase Agreement for Biosolids Building. Jeff Kellner with McMahon completed an assessment of the condition of the biosolids building located at 1931 Knott Road in Oshkosh, and presented his observations to the Commission. He shared pictures and explained potential repairs needed which were estimated between \$110,000-\$120,000.

Operations, Engineering, Planning

McMahon Associates Report. Phosphorus Removal/UV Disinfection Project – Chad Olsen reported there is no update.

McMahon Invoices. Motion made and seconded by Commissioners Coburn/Bates to approve payment of invoices #932379, Plant Re-Rate Study in the amount of \$93.00; #932380, As-Needed SCADA & Control Services in the amount of \$324.75; and #932381, Biosolids Management in the amount of \$2,672.10. Motion carried unanimously.

Operating Report. Manager Much reported a spike in phosphorus, but it is back to normal and it did not exceed the WPDES permit limit.

Equipment & Grounds Report. Rob Franck reviewed his report and provided additional information on: annual meter calibrations have been completed, Sodium bisulfite and sodium hypochlorite feed systems have been winterized, the lab A/C replacement has been completed, the RIO upgrade is complete and now it is a matter of operators learning the new system. The Blower optimizer main panel control screens have been updated.

President Youngquist asked if there were any questions on the Operating and/or Equipment and Grounds Reports. Hearing none, a motion was made and seconded by Commissioners Bates/Zielinski to accept the Operations Report and Equipment & Grounds Report. Motion carried unanimously.

Budget, Finance, Personnel

Financial Statements. President Youngquist asked if there were any questions on the financial statements. Hearing none, a motion was made and seconded by Commissioners Zielinski/Bates to approve the Accounting Report for September 2023. Motion carried unanimously.

Update on Sonoco contract renewal. Manager Much reported he received an email from Sonoco representatives and they had questions regarding why the Commission does not differentiate between industrial and residential users, and how the Commission will determine how future debt will be divided between the member communities and contract users. Manager Much explained that the Commission sets the user rates to invoice member communities and contract users. The member communities' use those rates and add their costs to manage and maintain their collection systems and then differentiate between residential and industrial users. The Commission is reviewing a report from their engineer and is in the process of determining

how future debt for an upgrade will be divided between the member communities and contract users. Manager Much explained the plant is nearing capacity. There is room for residential, however, any new high loading industry would need to pretreat their wastewater.

MCO Invoices. Motion made and seconded by Commissioners Coburn/Bates to approve MCO invoice #30049 in the amount of \$142,367.48 with payment to be made after November 1, 2023. Motion carried unanimously.

Vouchers. Motion made and seconded by Commissioners Coburn/Bates to approve Operating and Payroll Vouchers #140106 through #140160 in the amount of \$436,660.86 for the month of September 2023. Motion carried unanimously.

Purchase Agreement for Biosolids Building. Commissioners discussed in further detail the potential purchase of the biosolids building. Manager Much shared the building passed the environmental assessment, and that he contacted the Town of Utica to see if they had any issue with the potential purchase. Their only concern was if the property would need to be rezoned, which they determined it did not, and weight restrictions on the roads. Manager Much shared that the RFP as well as the new Biosolids Hauling Agreement will require any hauler to follow road weight restrictions. President Youngquist brought up some items within the Purchase Agreement which need to be changed, and Commissioner Bates stated the document is incomplete and recommended deferring action on the agreement until it is complete. Manager Much will follow up with the attorney to see if the agreement can be ready for the special meeting on October 31st.

Front-End Loader Rental. Manager Much discussed the front-end loader rental information he had received from Brooks Tractor, Roland Machinery, Fabick, and FSO. Commissioners agreed FSO had the best terms as the monthly rental charge included fuel, maintenance, and all needs of the front-end loader, but chose not to act until the October 31st Special Meeting.

Biosolids Hauling Agreement. Manager Much reported the attorney is still working on the hauling agreement and he will reach out to see if it will be ready for the October 31st Special Meeting.

Proposed 2024 NMSC Budget. President Youngquist asked if there were any questions or comments on the proposed 2024 budget. Hearing none, a motion was made and seconded by Commissioners Bates/Weyenberg to approve the NMSC Proposed 2024 budget. Motion carried unanimously on a Roll Call vote.

Adjournment

Motion made and seconded by Commissioners Bates/Weyenberg to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 9:41 a.m.

President

Secretary

NEENAH-MENASHA SEWERAGE COMMISSION

Special Meeting

Tuesday, October 31, 2023

Special Meeting was called to order by Commission President Youngquist at 9:45 a.m.

Present: Commissioners Brandon Barlow, Forrest Bates, Greg Weyenberg, Dale Youngquist, Raymond Zielinski; Manager Paul Much; Accounting Clerk Melissa Starr.

Also Present: Allison Blackmer (Harrison); Matt Heiser (Harrison); Gerry Kaiser (Neenah); Anthony Mach (Neenah); Tim Mathys (Sonoco); Don Merkes (Menasha); Chad Olsen (McMahon); Dan Osero (Town of Neenah); Chad Pelishek (Harrison); Jeffrey Sturgell (Fox Crossing); Roger Voigt (MCO); Darren Woods (Sonoco)

Discussion with community Mayors and Administrators. President Youngquist introduced himself, Manager Much, and Chad Olsen, and explained the current biosolids management situation and how the Commission came to the decision of purchasing the building and hiring FSO for biosolids hauling and application. The question was asked; how will spreading work if the contract expires today? It was explained that the biosolids already being stored in the building will be taken care of by Gizmo, and the intention is to enter into a 5-year contract with FSO who will take care of biosolids hauling and spreading going forward. Gizmo has also agreed to continue to haul biosolids from NMSC to the storage building until the end of December to allow for more time to negotiate a contract with FSO. Another question arose regarding what the new rates will be for the communities. Accountant Voigt explained the first year's payments and hauling costs were included in the 2024 budget. The hauling costs are based off percentage of use based on SS and BOD. Someone asked if the Clean Water Fund loan would be an option, and Chad Olsen explained that because it is an existing building, it would not be eligible. After questions were answered, the meeting with the Mayors and Administrators concluded.

Motion made and seconded by Commissioners Bates/Zielinski to convene into Closed Session pursuant to Wisconsin Statutes 19.85(1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. During the closed session, the Commission will discuss real estate matters. Motion carried unanimously on a Roll Call vote.

Meeting convened into Closed Session at 10:28 am.

Discussion of Purchase Agreement for the Biosolids Building.

After discussion, motion made and seconded by Commissioners Bates/Weyenberg to adjourn the Closed Session and reconvene into Open Session. Motion carried unanimously.

Meeting reconvened into Open Session at 10:33 am.

Motion made and seconded by Commissioners Bates/Weyenberg to approve the Purchase Agreement for Biosolids Building. Motion carried 5-0 with 2 absent on a Roll Call Vote.

Motion made and seconded by Commissioners Bates/Zielinski to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 10:34 a.m.

President

Secretary