

NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting & Closed Session

Tuesday July 25, 2023 - 8:00 A.M.

MEETING LOCATION:

McMahon Associates

Team Conference Room

1445 McMahon Drive

Neenah (Fox Crossing), WI 54956

AGENDA

1. ROLL CALL

2. APPROVAL OF MINUTES

- June 27, 2023 Regular Meeting and Closed Session.

3. CORRESPONDENCE

4. OLD BUSINESS

5. CLOSED SESSION – The Commission intends to convene into closed session pursuant to Wis. Stat. 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. (Roll Call Vote Required). The Commission will return to open session following the closed session.

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. Phosphorus Removal & UV Disinfection Equipment.

B. McMahon Invoices

#931240	Anaerobic Digester Emptying Guidelines	\$ 1,652.50
#931241	Biosolids Management	\$ 2,116.50
#931242	Plant Re-Rate Study	\$ 2,757.25

C. Discussion and potential action regarding bio solids hauling and sludge storage options.

D. Operating Report for June 2023

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

- **Budget, finance matters** -

E. Accounting Report for June 2023.

1. AT&T Update
2. Financial Statements.
3. Cash & Investment Report.

NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting

Tuesday June 27, 2023

Meeting was called to order by Commission President Youngquist at 8:05 a.m.

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

Also Present: Randall Much (MCO); Chad Olsen (McMahon); John St. Peter (Dempsey Law)

Public Forum

No one in attendance for the Public Forum.

Minutes

May 23, 2023 Regular Meeting and June 12, 2023 Special Meeting minutes. Motion made and seconded by Commissioners Zielinski/Bates to approve the minutes from the May 23, 2023 Regular Meeting, and June 12, 2023 Special Meeting. Motion carried unanimously.

Correspondence

There was no correspondence discussed:

Old Business

No Old Business to be discussed.

New Business

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 #930895 Biosolids Management, and #930896 Filter Addition Project Preliminary Rate Study in the amounts of \$372.00 and \$3,948.00 respectively. Motion carried unanimously.

Closed Session

Motion made and seconded by Commissioners Bates/Weyenberg 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 adjourned into Closed Session at 8:24 am.

Motion made and seconded by Commissioners Weyenberg/Bates to adjourn the Closed Session and reconvene into Open Session. Motion carried unanimously. Open Session reconvened at 10:20 am.

New Business cont.

Operations, Engineering, Planning

Compliance Maintenance Annual Report (CMAR). Manager Much discussed the 2022 CMAR which summarizes the yearly operations; the Commission received a grade of "A" in all categories except for influent loadings. After discussion, motion made and seconded by Commissioners Bates/Zielinski to accept the CMAR report and to approve CMAR Resolution 2023-1. Motion carried unanimously on a roll call vote.

Capacity, Management, Operation & Maintenance (CMOM). Manager Much discussed the 2023-2024 CMOM which summarizes the goals developed for the interceptor that is jointly owned with the city of Menasha. After discussion, motion made and seconded by Commissioners Bates/Coburn to accept the CMOM as presented. Motion carried unanimously.

Biosolids Hauling and Storage Options. Based on discussions during closed session, a motion was made and seconded by Commissioners Weyenberg/Bates to approve the RFP for Biosolids Management. Motion carried unanimously. Additionally, a motion was made and seconded by Commissioners Coburn/Zielinski to appoint Commissioners Bates, Weyenberg, and President Youngquist to the Biosolid Storage and Disposal Committee. Motion carried unanimously.

Operating Report. Manager Much reported no operational issues and provided additional details on; Anaerobic Digester was recently taken down for cleaning and inspection and it was in good shape.

Equipment & Grounds Report – Manager Much further reported on: Working with Atlas Copco on potential cost savings with the blower optimizer panel. After discussion, motion was made and seconded by Commissioners Bates/Weyenberg to accept the Operations Report and Equipment & Grounds Report. Motion carried unanimously.

Budget, Finance, Personnel

Financial Statements. Accounting Clerk Starr reported on the May financial statements; MCO generated approximately \$2,400 in additional revenue for the Commission. After discussion, motion made and seconded by Commissioners Zielinski/Weyenberg to approve the Accounting Report for May 2023. Motion carried unanimously.

AT&T Billing Dispute. Accounting Clerk Starr provided additional details on the billing dispute with AT&T; Email documentation between NMSC and AT&T show the NMSC contract should have been renewed at the same governmental rate beginning in December of 2021 when the contract expired. However, the renewal did not get submitted as stated by the representative, and NMSC was being charged thousands of dollars a month for services. Accountant Voigt brought this to the attention of the representative right away and was assured it would be fixed, and that the new contract would be retroactive and would resolve the outstanding balance created by the incorrect billing. After discussion, Commissioner Weyenberg suggested Accounting Clerk Starr follow up with the AT&T representative and let him know that based on email documentation, the Commission expects AT&T to reverse all late fees and adjust charges to the correct governmental rate to resolve the outstanding balance. Accounting Clerk Starr will follow up AT&T as recommended, and report at the next meeting.

Sonoco/NMSC agreement extension. Manager Much recommended extending the Sonoco/NMSC agreement for six months. After discussion, motion made and seconded by Commissioners Coburn/Bates to extend the Sonoco/NMSC agreement to January 23, 2024. Motion carried unanimously.

MCO Invoices. Motion made and seconded by Commissioners Coburn/Bates to approve for payment MCO invoices #29750, and #29785 in the amounts of \$142,367.48, and \$338.52 with payment to be made after July 1, 2023. Motion carried unanimously.

Vouchers. Motion made and seconded by Commissioners Coburn/Bates to approve Operating and Payroll Vouchers #139884 through #139940 in the amount of \$314,334.84 for the month of May 2023. Motion carried unanimously.

Adjournment

Motion made and seconded by Commissioners Bates/Weyenberg to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 10:40 a.m.

President

Secretary

NEENAH-MENASHA SEWERAGE COMMISSION

Closed Session

Tuesday June 27, 2023

Motion made and seconded by Commissioners Bates/Weyenberg 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 8:24 am.

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

Also Present: Chad Olsen (McMahon); John St. Peter (Dempsey Law), Randall Much (MCO).

Commissioners discussed with the Attorney real estate matters related to biosolids hauling.

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

Meeting reconvened into Regular Open Session at 10:20 am.

President

Secretary