

NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting & Closed Session

Tuesday December 19, 2023 – 7:30 A.M.

MEETING LOCATION:

McMahon Associates

Team Conference Room

1445 McMahon Drive

Neenah (Fox Crossing), WI 54956

AGENDA

1. ROLL CALL

2. **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.

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

4. **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 negotiating position relative to the wastewater contract with Sonoco. (Roll Call Vote Required). The Commission will return to open session following the closed session.

5. **APPROVAL OF MINUTES**

- November 28, 2023 Regular Meeting.

6. **CORRESPONDENCE**

A. Email from Paul Much to Marek Potratz.
RE: Notice to End Service

B. Emails with Clerks for the Cities of Neenah and Menasha, and the Town of Neenah.
RE: 3-year term for appointment as NMSC Commissioner ending on 12/31/2023 for Forest Bates, Corey Gordon, and Steve Coburn.

7. **OLD BUSINESS**

8. **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

#933133	Plant Re-Rate Study	\$1,077.50.
#933134	Building Condition Assessment & Phase 1 ESA	\$9,853.28.

C. McMahon Agreement for Professional Services. Air emissions inventory and compliance reporting assistance.

D. Operating Report for November 2023

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

- **Budget, finance matters** -

- E. Accounting Report for November 2023.
 - 1. Financial Statements.
 - 2. Cash & Investment Report.
- F. Discussion and potential action on Biosolids Purchase Agreement from Potratz's Attorney
- G. 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.
- H. MCO Invoices.

#30230	January 2024 Contract Operations	\$148,139.58.
#30248	Use of MCO Vehicles – October	\$ 523.90.
- I. Vouchers – Operating and Payroll Vouchers #140215 thru #140262 in the amount of \$274,004.49 for the month of November 2023.

9. ADJOURNMENT.

NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting

Tuesday November 28, 2023

Meeting was called to order by Commission President Youngquist at 8:01 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); Chad Olsen (McMahon); Roger Voigt (MCO).

Public Forum

No one in attendance for the Public Forum.

Minutes

Meeting minutes. Motion made and seconded by Commissioners Zielinski/Bates to approve the minutes from the October 24, 2023 Public Hearing & Regular Meeting, the October 31, 2023 Special Meeting & Closed Session, and the November 8, 2023 Special Meeting-Closed Session. Motion carried unanimously.

NMSC 2024 Property/Liability Insurance Renewal

The insurance agent was not present for discussing the insurance renewal; Commissioners briefly discussed the renewal rate increase; expressed concern the increase seems high. Action on the insurance renewal tabled until the December meeting when insurance agent can attend and answer the commissioners' questions.

Correspondence

There was no correspondence to be discussed.

Old Business

There was 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 #932751, Biosolids Management in the amount of \$1,373.25; and #932752, Building Condition Assessment & Phase 1 ESA in the amount of \$186.00. Motion carried unanimously.

Operating Report. Manager Much reported the mix liquor has been increased for winter operations due to higher plant loadings.

Equipment & Grounds Report. Rob Franck reviewed his report and provided additional information on: Seasonal maintenance has been completed; Chlorine contact chambers have been drained, cleaned, and inspected; fence repairs on the back side of the park and a hole on south end of fence were fixed. The roof repair on the 9th St. building is done. An odor complaint was received for the 9th St. building, when it was checked the odor had already dissipated so Rob gave the resident his contact information and asked him to call if it happens again. The approved boiler stack grounding is looking like it will be completed next year, but Rob will continue to work on having it completed this year. Screw pump 3 had a vibration analysis done and there is an issue with the speed reducer input shaft bearing. Crane Engineering will be sending a proposal for assessment and repair.

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 Zielinski/Bates to accept the Operations Report and Equipment & Grounds Report. Motion carried unanimously.

Budget, Finance, Personnel

CFCU Maturing CD. Accounting Clerk Starr shared with the commissioners that one of the CDs held at Community First Credit Union is maturing, and asked what the commissioners would like to do with the funds. Rates from several financial institutions were shared. President Youngquist shared the various future capital expenditures and the need to have funds readily accessible for such expenditures. After discussion, a motion was made and seconded by Commissioners Bates/Barlow to move the funds of the matured CD to the Local Government Investment Pool (LGIP). Motion carried unanimously.

Financial Statements. Accounting Clerk Starr reported the October financial statements are reporting an income in monthly operations; the rates for the November and December billings were implemented. Those two months of reduced rates should help the year-to-date income for operations to be reduced or eliminated. Clerk Starr further reported MCO generated about \$2,100 in additional revenue for the Commission. President Youngquist asked if there were any questions on the financial statements. Hearing none, a motion was made and seconded by Commissioners Bates/Weyenberg to approve the Accounting Report for October 2023. Motion carried unanimously.

Update on Discussion with DNR on NMSC's WPDES Permit Renewal. Manager Much reported that he received an email from the DNR regarding the WPDES permit renewal for NMSC. The DNR is currently experiencing a backlog of permit renewals and is working through them as quickly as possible. They asked that Manager Much to provide an update in January as to whether the NMSC will be upgrading the plant.

Update on Sonoco contract renewal. Manager Much reported that the attorney received approval from Sonoco's attorneys to draft and send the MOU regarding the contract renewal. The MOU should be submitted to the Commission for review by early December.

2024 Budget Approved MCO Contract Increase. Manager Much discussed the MCO contract; the current CPI-U Table 3 value to be used for contract increases is 4.2%. MCO is requesting a 3.5% increase on the base contract; taking into account the rate changes in the health insurance and liability insurance, the overall contract increase for 2024 over the 2023 contract is 4.05%. President Youngquist stated that MCO does a great job for the NMSC, and Commissioner Weyenberg said the rates are very reasonable. After discussion, motion made and seconded by Commissioners Weyenberg/Bates to accept the 2024 budget approved MCO Contract increase. Motion carried unanimously.

MCO Invoices. Motion made and seconded by Commissioners Coburn/Bates to approve MCO invoice #30099 in the amount of \$454.61, and #30134 in the amount of \$142,367.48 with payment to be made after December 1, 2023. Motion carried unanimously.

Vouchers. Motion made and seconded by Commissioners Coburn/Bates to approve Operating and Payroll Vouchers #140157 through #140218 in the amount of \$327,788.49 for the month of October 2023. Motion carried unanimously.

Purchase Agreement for Biosolids Building. Manager Much reported that he is waiting to hear back from Marek Potratz regarding the agreement.

Front-End Loader Rental. Manager Much explained the front-end loader rental information has been included in the Biosolids Removal, Hauling, and Land Application Agreement and the rental cost (\$3,000 p/month) will include the cost of fuel and maintenance which is the responsibility of FSO.

Biosolids Hauling Agreement. Manager Much reported the Biosolids Hauling agreement has been submitted to FSO, and Rich has no issue with the wording or legal aspect. Roger Voigt shared how the current contract with Gizmo is set up regarding the base cost and fuel rate adjustment. He explained that FSO will be similar, however, there will be three items for billing; the base rate for services and equipment used (\$46.00 per ton), the base fuel rate (\$3.50 p/ton at 5 miles/gallon), and the fuel cost adjustment which will be calculated as a surcharge per mile traveled using the formula listed in the agreement. Manager Much explained the agreement refers to the McMahon RFP in several areas, so he will add that to the agreement along with all addendums, so the document will include everything for reference. After discussion, motion made and seconded by Commissioners Bates/Weyenberg to enter into the Biosolids Removal, Hauling, and Land Application Agreement with FSO. Motion carried unanimously.

Adjournment

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

President

Secretary