

NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting

Tuesday May 27, 2025 - 8:00 A.M.

101 Garfield Avenue, Menasha WI 54952

AGENDA

1. ROLL CALL

2. APPROVAL OF MINUTES

- April 22, 2025, Regular Meeting

3. CORRESPONDENCE

- A. May 19, 2025, email from Troy Huebner, Sonoco/U.S. Paper Mills to Paul Much, Plant Manager
RE: Sonoco Pretreatment Project Update

4. OLD BUSINESS

5. NEW BUSINESS

- Operations, engineering matters -

- B. 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
- 2. Galloway's request to McMahon Associates, Inc. for wastewater assistance

- C. McMahon Invoices

#938915 Facilities Plan Amendment \$ 1,155.00

- D. Operating Report for April 2025

- 1. Operating Report
 - a. NR101 Fees
- 2. Equipment and Grounds Report
 - a. Discussion and potential action on replacement of the electrical room air conditioner in the Plant Drain Building

- Budget, finance matters -

- E. Accounting Report for April 2025

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

- 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. MCO Invoices

#31739	June 2025 Contract Operations	\$ 151,757.34
#31790	Use of MCO Vehicles – April	\$ 422.31

- H. Vouchers – Operating and Payroll Vouchers #141021 thru #141078 in the amount of \$810,282.54 for the month of April 2025

6. ADJOURNMENT.

NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting

Tuesday April 22, 2025

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

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

Also Present: Pat Bougie (MCO), Amber Drewieske (CLA), Rob Franck (MCO), Chad Olsen (McMahon),

Public Forum

No one was in attendance for the Public Forum.

Minutes

Meeting minutes. Motion made/seconded by Commissioners Zielinski/Coburn to approve the minutes from the March 24, 2025, Regular Meeting. Motion carried unanimously.

Correspondence

The following correspondence was discussed:

- A. April 17, 2025, email from Troy Huebner, Sonoco/U.S. Paper Mills to Paul Much, Plant Manager
RE: Sonoco Menasha – WWTP System April 2025 Update

2024 Financial Audit Report

Amber Drewieske (Clifton Larson Allen LLP) presented and discussed the draft of the 2024 financial audit. The independent auditors' report provides a clean unmodified opinion; she also discussed internal controls, operating results, and referred to additional information found in the notes and financial statements. Amber then referenced the Management Communications document which provides communications to the Commission and summary financial results for 2024. After discussion, motion made/seconded by Commissioners Coburn/Gordon to accept and place on file the 2024 Financial Audit Report. Motion carried unanimously.

Old Business

There was no old business to be discussed.

New Business

Operations, Engineering, Planning

Horseshoe Beverage Company's Letter of Request to Increase Effluent Flow Limits

Motion made/seconded by Commissioners Coburn/Weyenberg to discuss Horseshoe Beverage Company's request letter. Manager Much shared that Horseshoe has a new beverage coming out which will increase their production, prompting the letter requesting to increase the daily maximum, and monthly average, effluent flow limits. Horseshoe is confident they will be able to consistently meet the requested limits due to future upgrades to their pretreatment infrastructure. After discussion, motion made/seconded by Commissioners Coburn/Weyenberg to approve Horseshoe Beverage Company's request, contingent upon the City of Neenah's approval of the new flow limits. Motion carried unanimously.

McMahon Associates Report

Phosphorus Removal & UV Disinfection Equipment. Engineer Chad Olsen reported that he and several NMSC staff visited New Glarus, WI and Rockford, IL last week to tour facilities feeding polymer with cloth filters from Aerobics. Discussion followed; no action was taken.

McMahon Invoices

Motion made/seconded by Commissioners Coburn/Weyenberg to approve payment of invoice #938574, Facilities Plan Amendment in the amount of \$2,695.00. Motion carried unanimously.

Operating Report

Manager Much reported that the high flow season has begun. The plant is currently running a higher-than-normal mix liquor due to tanks being taken off line for annual maintenance. Tank takedown and disinfection will occur May through October. Industries are beginning to sample and submit data for the NMSC required PFAS sampling. As samples come in, they will be included in the meeting packets so the commission can stay on top of the numbers.

Galloway Notice of Violation

Manager Much shared the letter that was sent to Galloway Company for exceeding their limits. Their sampler has not been catching samples due to the low flow to the Henry St. Outfall. Manager Much said he will keep the Commissioners affected by the exceedance informed as they move forward.

Equipment and Grounds Report

Rob Franck reported on Equipment and Grounds items and provided additional details on: High flows on 3/29, 3/30, and 4/2/25, resulted in extended overnight operations for flows peaking. Gravity Belt Thickener (GBT) polymer system rehab; Equipment has arrived, but there are some minor modifications that need to be completed. Schedules are being coordinated with Lee's Contracting and the equipment supplier, so it should be completed in six weeks. SE digester inspection has been scheduled with FSO to begin after July 4th. The electrical feeder, hot water loop, and natural gas line assessment work will all be completed at the same time due to them all being located between the plant drain and digester buildings. The process for upcoming replacement projects was discussed.

Rob shared his update on the replacement of the aeration diffusers; Operationally, it will be possible to get three basins completed this year. The total estimated cost would be \$19,800 to complete 3 basins, plus possible vac truck and disposal costs. After discussion, motion made/seconded by Commissioners Youngquist/Coburn to approve replacing the diffusers and the costs associated with cleaning, not to exceed \$26,000. Motion carried unanimously.

Budget, Finance Matters

Accounting Report for March 2025

Financial Statements. Accounting Clerk Starr reported a net operating income for the month of March. MCO generated income was roughly \$7,200 for the month. She also let Commissioners know that the year-end 2024 adjustment for operations will be included on May 2025 billing statements.

SentinelOne Cyber Security

Accounting Clerk Starr shared with Commissioners that NMSC's IT company is phasing out the current antivirus software (Trellix/McAfee) due to its lack of mitigation features. There are two different offerings for the new SentinelOne software: the Client service (\$4.25/month/PC), or the Security Operations Center (SOC) service (\$7.50/month/PC). The Client service is the basic anti-virus software and mitigation, while the SOC is a team of cybersecurity experts that monitor and protect the organization's digital infrastructure.

President Mach explained the importance of cybersecurity in today's world because hackers have been targeting water and wastewater facilities due to the ease of security access. After discussion, motion made/seconded by Commissioners Weyenberg/Coburn to approve switching to the SentinelOne Security Operations Center (SOC) software. Motion carried unanimously.

Contract Renewal for the Wastewater Service Agreement between Sonoco/U.S. Paper Mills and the NMSC.

Manager Much reported there is no new update at this time.

MCO Invoices.

#31640	May 2025 Contract Operations	\$151,757.34
#31666	Use of MCO Vehicles – March 2025	\$ 436.87

Motion made/seconded by Commissioners Coburn/Zielinski to approve MCO invoice #31640, and #31666, with payment to be made after May 1, 2025. Motion carried unanimously.

Vouchers.

Operating and Payroll Vouchers #140976 through #141020 in the amount of \$299,742.62 for the month of March 2025. Motion made/seconded by Commissioners Coburn/Weyenberg to approve operating and payroll vouchers. Motion carried unanimously.

Adjournment

Motion made/seconded by Commissioners Coburn/Gordon to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 9:11 a.m.

President

Secretary