

NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting

Tuesday February 27, 2024 - 8:00 A.M.

101 Garfield Avenue, Menasha WI 54952

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

3. APPROVAL OF MINUTES

- January 23, 2024 Regular Meeting

4. CORRESPONDENCE

5. OLD BUSINESS

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

#933758

Plant Re-Rate Study

\$ 372.00.

- C. Sewer extension request for the 3rd Addition to the Homes of Freedom Meadows, located in the in the City of Neenah.

- D. Operating Report for January 2024.

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

- Budget, finance matters -

- E. Accounting Report for January 2024.

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.

- a. Extend existing contract between NMSC and Sonoco another 3 months.

- G. MCO Invoices.

#30352

Use of MCO Vehicles – December

\$ 410.80.

#30397

March 2024 Contract Operations

\$148,139.58.

- H. Vouchers – Operating and Payroll Vouchers #140307 thru #140359 in the amount of \$379,588.33 for the month of January 2024.

7. ADJOURNMENT.

NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting

Tuesday January 23, 2024

Meeting was called to order by Commission President Youngquist 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: Rob Franck (MCO), Randall Much (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/Barlow to approve the minutes from the December 19, 2023 Regular Meeting & Closed Sessions, and January 5, 2024 Special Meeting. Motion carried unanimously.

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/Weyenberg to approve payment of invoices #933510, Plant Re-Rate Study in the amount of \$1,488.00; #933511, As-Needed SCADA & Control Services in the amount of \$318.95; #933512, Biosolids Management in the amount of \$465.00; and #933513, Biosolids Storage Building in the amount of \$56.50. Motion carried unanimously.

Operating Report. Manager Much reported the plant is running well. The mix liquor has been increased to continue to combat the elevated number of filaments that grow under higher organic loading conditions. The effluent mercury is still elevated so Manager Much has talked with the Pretreatment Coordinator, and she is working with area dental offices to ensure proper disposal.

Equipment & Grounds Report. Rob Franck reviewed his report and provided additional information on: Fine screen #3 had a bent link so an in-place repair was done and it is back in service. Biogas boiler grounding is complete. The lab water system was installed by Aquarius and will replace the service that had been used in the past. There is a vibration in screw pump #3 which is being looked at. The overhead door at the sludge building is not working properly, so the company that has done the work in the past is being contacted for 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/Coburn to accept the Operations Report and Equipment & Grounds Report. Motion carried unanimously.

Budget, Finance Matters

Contract Renewal for the Wastewater Service Agreement between Sonoco/U.S. Paper Mills and the NMSC. Manager Much followed up with attorney Wishart and she shared that the attorneys for Sonoco are reviewing the letter of intent and have concerns regarding the cost allocations. The attorney recommended extending the deadline to allow for review. After discussion, a motion was made and seconded by Commissioners Coburn/Weyenberg to extend the existing Sonoco contract based on the commission attorney's recommendation.

Financial Statements. Accounting Clerk Starr reported on the December 2023 financial statements. Operations at year-end are showing an operation surplus. Auditors will be here around February 5th to begin the year-end financial audit.

Commissioner Mach mentioned he had spoken with a representative at the Clean Water Fund regarding the requirements for funding, and they said it may be possible to get funding for the biosolids storage building. Chad Olsen will follow up to determine the requirements.

After discussion, motion made and seconded by Commissioners Coburn/Gordon to approve the Accountant's Report for December 2023. Motion carried unanimously.

MCO Invoices.

#30264	Use of MCO Vehicles – November	\$ 348.40.
#30323	February 2024 Contract Operations	\$ 148,139.58.

Motion made and seconded by Commissioners Coburn/Weyenberg to approve MCO invoices #30264 in the amount of \$348.40, and #30323 in the amount of 148,139.58, with payment to be made after February 1, 2024. Motion carried unanimously.

Vouchers. Operating and Payroll Vouchers #140260 thru #140313 in the amount of \$338,241.75 for the month of December 2023. Motion made and seconded by Commissioners Coburn/Zielinski to approve operating and payroll vouchers. Motion carried unanimously.

Other Business to Come Before the Commission

Election of Officers. Motion was made and seconded by Commissioners Coburn/Youngquist to nominate the current slate of officers for the upcoming year. Motion carried unanimously. The officers are: President–Dale Youngquist, Vice-President–Raymond Zielinski, Secretary–Steve Coburn.

Appointment of Treasurer. President Youngquist appointed Commissioner Coburn as the Commission Treasurer for the upcoming year. Commissioner Coburn accepted. Motion made and seconded by Commissioners Youngquist/Zielinski to approve the appointment of Commissioner Coburn as Treasurer. Motion carried.

Set meeting dates and times. Commissioners reviewed the 2024 calendar for meeting dates. Motion made and seconded by Commissioners Zielinski/Barlow to hold the Neenah-Menasha Sewerage Commission monthly meetings on the 4th Tuesday of the month at 8:00am, except for the month of December which will be held on the 3rd Tuesday (12/17/24). Motion carried unanimously.

Adjournment

Motion made and seconded by Commissioners Weyenberg/Coburn to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 8:36 a.m.

President

Secretary