

**NEENAH-MENASHA SEWERAGE COMMISSION**  
**Regular Meeting**  
**Tuesday January 24, 2023 - 8:00 A.M.**  
**101 Garfield Avenue, Menasha WI 54952**

**AGENDA**

**1. ROLL CALL**

**2. APPROVAL OF MINUTES**

- December 20, 2022 Regular Meeting.

**3. CORRESPONDENCE**

- A. January 6, 2023 letter from Lisa Miotke, WPPI Energy to Rob Franck, NMSC Maintenance Manager.  
RE: Activation of Contract Generation Capacity on December 23, 2022
- B. January 12, 2023 letter from Georgia-Pacific and Glatfelter Corporation to NMSC.  
RE: Notice for Closure Request for Fox River NRDA/PCB OU2-5.
- C. January 17, 2023 letter from Menasha Deputy City Clerk, Valerie Neuman, to Ray Zielinski.  
RE: Reappointment as Commissioner on the NMSC for a 3-year term.
- D. January 18, 2023 letter from Neenah City Clerk, Charlotte Nagel, to Greg Weyenberg.  
RE: Reappointment as Commissioner on the NMSC for a 3-year term.

**4. OLD BUSINESS**

**5. 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.
  - 2. Preliminary User Charge Rate Study related to Phosphorus Removal & UV Disinfection.
- B. McMahon Invoices

#929291	Plant Re-Rate Study	\$ 769.50.
#929292 phase 08	Boiler Replacement – Construction Phase	\$1,022.00.
#929293	Preliminary Rate Study	\$3,212.50.
#929294	As-Needed SCADA and Control Services	\$1,287.00.
- C. McMahon Agreement for Professional Services. Air emissions inventory and compliance reporting assistance.
- D. Sewer extension request for Harrison Heights Subdivision located in the Village of Harrison, Harrison Utilities.
- E. Operating Report for December 2022
  - 1. Operating Report.
  - 2. Equipment and Grounds Report.

- **Budget, finance matters** -

- F. Accountant’s Report for December 2022.
  - 1. Financial Statements.
  - 2. Cash & Investment Report.

- 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. Approval to have attorney draft contract with Horseshoe Beverage.
- I. MCO Invoices.  
#29279                      January 2023 Contract Operations                      \$142,367.48.
- J. Vouchers – Operating and Payroll Vouchers #139656 thru #139705 in the amount of \$295,223.15 for the month of December 2022.

**6. OTHER BUSINESS TO COME BEFORE THE COMMISSION**

- A. Election of Officers– President, Vice-President, Secretary for 2023.
- B. Appointment of Treasurer for 2023.
- C. Set meeting dates and times for 2023.

**7. ADJOURNMENT.**

# NEENAH-MENASHA SEWERAGE COMMISSION

## Regular Meeting

Tuesday December 20, 2022

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

**Present:** Commissioners Forrest Bates, Greg Weyenberg, Mark Mommaerts, Dale Youngquist, Raymond Zielinski; Manager Paul Much; Accountant Roger Voigt.

**Excused:** Commissioners Corey Gordon, Steve Coburn.

**Also Present:** Chad Olsen (McMahon); Rob Franck, Randall Much (MCO), Brian Dandoy (McClone Agency).

## Public Forum

No one in attendance for the Public Forum.

## Minutes

November 22, 2022 Meeting minutes. Motion made and seconded by Commissioners Bates/Zielinski to approve the minutes from the November 22, 2022 Regular Meeting. Motion carried unanimously.

## NMSC 2023 Property/Liability Insurance Renewal

Brian Dandoy with the McClone Agency introduced himself and apologized for not attending the November Commission meeting. Brian reminded the Commissioners that the municipal wastewater treatment facility is a niche market with very few insurance companies willing to provide bids for coverage; the overall insurance market is seeing cost increases on insurance coverages. The rate increase from Cincinnati Insurance for the Commission coverages is lower than what he has been seeing with other clients; contributing items to the increase in the Commission rates is inflation and the correction of building and equipment costs for the gas handling building. It was questioned if competitive bidding was requested; Brian indicated this was done last year and then further explained why it is recommended to wait a couple years before requesting competitive bidding again. Brian also suggested the option of going to the League of Wisconsin Municipalities Mutual Insurance. Commissioners discussed this option; Randall Much informed the Commissioners on previous discussions with the LWMMI and the inability for meeting the insurance requirements in MCO contracts with clients insured under the LWMMI coverage. Commissioners additionally discussed increasing the current \$50,000 in coverage for Cyber Risk. After discussion, motion made and seconded by Commissioners Bates/Weyenberg to accept the renewal rates from Cincinnati Insurance for the 2023 calendar year and to increase the Cyber Risk Liability coverage to \$250,000. Motion carried unanimously.

### **Correspondence**

The following correspondence was discussed:

November 2, 2022 emails from Roger Voigt, NMSC to Clerks and Mayors for Cities of Neenah & Menasha.

RE: 3-year term for appointment as NMSC Commissioner ending on 12/31/2022 for Raymond Zielinski & Greg Weyenberg.

### **Old Business**

There was no old business to be discussed.

### **New Business**

#### Operations, Engineering, Planning

McMahon Project Updates:

Phosphorus Removal/UV Disinfection Project – Chad Olsen reported there is no new engineering activity to report. Chad reported DNR representative Mark Stanek would like to meet in January to discuss this project and the potential plant upgrade.

Plant Boiler Digester Replacement and Air Permitting. Chad reported the remaining items have been completed and Pay Request #7-FINAL is okay for Commissioner approval. After discussion, motion made and seconded by Commissioners Bates/Zielinski to approve payment to August Winter & Sons, Inc. for Pay Request #7 & Final for the Digester Boiler Replacement Project in the amount of \$20,854.20. Motion carried unanimously. Manager Much reported he will be looking for assistance from McMahon Associates for completing the Air Permitting application.

Phosphorus User Charge Rate Study. Chad reported they are in the process of finalizing the preliminary report.

McMahon Invoices. Commissioners discussed McMahon invoices #928914 and #928915 phase 08 in the amounts of \$173.00 and \$259.50. Motion made and seconded by Commissioners Bates/Zielinski to approve payment of invoices #928914 and #928915 phase 08 in the amounts of \$173.00 and \$259.50. Motion carried unanimously.

Operating Report. Manager Much reported there are no issues, the plant is running well. Sonoco did inform us when the mill will be shutting down for the holidays; adjustments will be made to our operations to keep the treatment plant operating efficiently. Equipment & Grounds Report – Rob Franck reviewed his written report and provided further detail on: programming adjustments were needed with the new biogas boilers; we are waiting for additional information on sodium hypochlorite feed pumps; we are still waiting on the shipment of fittings for the RAS pumps – Lee's Contracting was contacted to fabricate the fittings. After discussion, motion made and seconded by Commissioners Weyenberg/Bates to accept the Operations Report and Equipment & Grounds Report. Motion carried unanimously.

Budget, Finance, Personnel

Financial Statements. The financial statements for November reported an income for operations; the year-end operations are expected to show a loss. Interest rates on funds in the LGIP are now at 3.72%, interest rates for the ICS CDARS are 2.96%. MCO generated about \$2,600 in additional revenue for the Commission. After discussion, motion made and seconded by Commissioners Bates/Zielinski to approve the Accountant's Report for November 2022. Motion carried unanimously.

Update on Sonoco contract renewal. Chad Olsen discussed the IFAS System; requested information from Galloway Company and Horseshoe Beverage regarding estimated future loadings have been received. Chad will now be able to update the requirements for the IFAS system.

Motion made and seconded by Commissioners Bates/Weyenberg to approve for payment MCO invoices #29206 and #29219 in the amounts of \$142,367.48 and \$521.95 with payment to be made after January 1, 2023. Motion carried unanimously.

Motion made and seconded by Commissioners Bates/Weyenberg to approve Operating and Payroll Vouchers #139620 through #139655 in the amount of \$251,856.11 for the month of November 2022. Motion carried unanimously.

Adjournment

Motion made and seconded by Commissioners Bates/Zielinski to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 8:43 a.m.

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President

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Secretary