

NEENAH-MENASHA SEWERAGE COMMISSION
Regular Meeting
Tuesday March 22, 2022 - 8:00 A.M.
NMSC Offices
101 Garfield Avenue, Menasha WI 54952-3397

AGENDA

1. ROLL CALL

2. PUBLIC FORUM

3. APPROVAL OF MINUTES

- February 22, 2022 Regular Meeting.

4. CORRESPONDENCE

5. COMMISSION ATTORNEY - Discussion on and potential action to be taken regarding hiring new Attorney, and to potentially include discussion with prospective candidate.

6. OLD BUSINESS

7. NEW BUSINESS

- **Operations, engineering matters** -

A. McMahan 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. Plant Digester Boiler Replacement and Air Permitting.
3. Preliminary Rate Study related to Phosphorus Removal & UV Disinfection.

B. McMahan Invoices.

Invoice #925825	RAS Piping Calcs & Flare Control Valve	\$ 312.00.
Invoice #925826	Sodium Hypo Feed System Evaluation	\$3,430.00.

C. Discussion on and potential action to be taken for approval on August Winter & Sons, Inc. 3-year Planned Maintenance Program on NMSC plant boilers (2 x Hurst Biogas, 2 x RBI, 2 x Patterson Kelly).

D. Grease Interceptor (grease trap) variance request to locate Grease Interceptor inside restaurant building.

E. Operating Report for February 2022

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

- **Budget, finance matters** -

F. Accountant's Report for February 2022.

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

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

H. Security Services – discussion on potential hourly wage increase to security guard personnel.

I. MCO Invoices.

#28111	April 2022 Contract Operations	\$136,331.67.
#28128	NMSC Use of MCO Vehicles	\$ 319.80.

J. Vouchers – Operating and Payroll Vouchers #139205 thru #139238 in the amount of \$299,605.24 for the month of February 2022.

8. ADJOURNMENT.

NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting

Tuesday February 22, 2022

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

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

Also Present: Randall Much (MCO); Chad Olsen (McMahon), Kyle Collett (U.S.Paper/Sonoco).

Public Forum

No one in attendance for the Public Forum.

Minutes

January 25, 2022 Meeting minutes: It was noted there was an error on who made and seconded the motion to go into Closed Session; upon review of meeting notes it was determined who were the correct individuals. Motion made and seconded by Commissioners Zielinski/Bates to approve the minutes from the January 25, 2022 Regular Meeting as corrected and the minutes from the January 25, 2022 Closed Session as corrected. Motion carried unanimously.

Correspondence

The following correspondence was discussed:

January 25, 2022 Village of Harrison Board Meeting Minutes.

RE: Appointment of Assistant Village Manager Mark Mommaerts to 3-year term to the NMSC.

Old Business

No Old Business to be discussed.

New Business

Operations, Engineering, Planning

McMahon Project Updates:

Facility Re-Rating Study – Chad Olsen indicated there is no new information to report; Chad provided a synopsis on the purpose for the Re-Rate Study.

Phosphorus Removal/UV Disinfection Project. No new information to report.

Plant Boiler Digester Replacement. Chad Olsen reported start-up and training will be next week Monday on the boilers.

Phosphorus Rate Study. President Youngquist questioned when we will receive data; he further pointed out the agreement for the Rate Study did provide a timeframe which has not been met. Chad reported it is being worked on and he will have information at the next meeting.

NMSC Air Permitting. Chad Olsen distributed a design to raise the biogas boiler stacks to the required height for permitting. A quote of \$71,326.00 was received from August Winter & Sons, Inc. for the fabrication and installation of the two stacks; it is estimated to take 16-weeks for materials. Chad reminded the Commission that we can run one biogas boiler at a time until we have the raised stacks. After discussion motion by Commissioners Bates/Coburn to proceed with the project to extend the height of the two biogas boiler stacks at a fee of \$71,326.00. Motion carried unanimously. Chad will put together a change order with the Boiler Replacement contract to include this project.

Chad Olsen updated the Commission on the discussion held during the January meeting regarding the evaluation of purchasing higher strength sodium hypochlorite verses maintaining the current generation system; after the January meeting he received updated pricing on purchasing sodium hypochlorite. The analysis used in the evaluation had costs of \$1.25 - \$1.75 per gallon; the current latest pricing for sodium hypochlorite is now \$3.36 per gallon.

McMahon Invoices. Commissioners discussed McMahon invoice #925394 phase 06, invoice #925394 phase 08, invoice #925395, and invoice #925396 in the amounts of \$350.00, \$5,147.00, \$628.30, and \$1,470.00. Motion made and seconded by Commissioners Coburn/Bates to approve payment of invoice #925394 phase 06, and #925394 phase 08, invoice #925395, and invoice #925396 in the amounts of \$350.00, \$5,147.00, \$628.30 and \$1,470.00. Motion carried unanimously.

Crane Engineering Quotation for RAS Pumps. Manager Much discussed the quote received for new RAS pumps; this is an item budgeted for replacement using Replacement Funds. The quote of \$55,376.00 is for each pump; two pumps are scheduled for replacement. If both pumps are scheduled together for the replacement there will be a slight discount in the total cost. Commissioners questioned the dollar amount that was listed in the budget; the estimate in the budget was \$90,000 for the two pumps. After discussion motion by Commissioners Bates/Weyenberg to accept the quote from Crane Engineering and to replace the two RAS pumps at a cost not to exceed \$110,000. Motion carried unanimously.

Sewer Extension Request. Manager Much discussed the sewer extension request received from the City of Neenah at the intersection of County Highways CB & JJ. After discussion motion by Commissioners Bates/Weyenberg to approve the sewer extension request at the intersection of County Highways CB & JJ. Motion carried unanimously.

Operating Report. Manager Much reported the plant is operating well: he is working with McMahon on the discharge permit renewal. Equipment & Grounds Report – reviewed the written Equipment & Grounds Summary Report. After discussion, motion by Commissioners Zielinski/Bates to accept the operations report. Motion carried unanimously.

Budget, Finance, Personnel

Financial Statements. Accountant Voigt reported on the January financial statements; the month of January has the typical operating fund loss with the reduced flow and loadings normally seen until March and April; interest rates on investments have not changed for the month; MCO generated about \$2,300 in additional revenue for the Commission; the auditors have completed

the field work and are now completing the audit. After discussion, motion made and seconded by Commissioners Zielinski/Bates to approve the Accountant's Report for January 2021. Motion carried unanimously.

Update on Sonoco contract renewal. Manager Much reported a draft agreement has been forwarded to U.S. Paper. Kyle Collett indicated they are exploring pretreatment options and will need to verify if they will have any setback requirements along the river. Kyle also questioned how he should respond regarding any questions regarding the draft contract; President Youngquist indicated he could respond to Manager Much and he can forward to members of the committee.

Records Retention Policy. Accountant Voigt discussed the recommendation from Attorney Thiel to use the State of Wisconsin *General Records Schedule, Wisconsin Municipal and Related Records* as approved by the Public Record Board as the guide for records retention of the NMSC. After discussion, motion by Commissioners Weyenberg/Bates for the Neenah-Menasha Sewerage Commission to adopt the General Records Schedule promulgated by the Wisconsin Public Records Board to manage public records of the Commission. Motion carried unanimously on a roll call vote.

Hiring New Commission Attorney. President Youngquist discussed the email received from Attorney John Thiel regarding retiring and closing of his law practice. Manager Much discussed the current firm we are using for renewing the agreement with U.S. Paper; Stafford Rosenbaum LLP, and the specialties they provide. President Youngquist questioned if we would need a local attorney for any small items that may come up; Commissioner Weyenberg felt the last couple local attorneys served us well and maybe use the specialty attorney when needed. Commissioners further discussed potential political conflicts with local attorneys. Manager Much was asked to research local attorneys to see what or who is available for discussion more next month. Motion by Commissioners Bates/Weyenberg to defer action until next month regarding hiring a new attorney. Motion carried unanimously.

Motion made and seconded by Commissioners Coburn/Bates to approve for payment MCO invoices #28003 and #27919 in the amounts of \$142,586.26 and \$352.95 with payment to be made after March 1, 2022. Motion carried unanimously.

Motion made and seconded by Commissioners Coburn/Zielinski to approve Operating and Payroll Vouchers #139166 through #139204 in the amount of \$253,996.28 for the month of January 2022. Motion carried unanimously.

Adjournment

Motion made and seconded by Commissioners Bates/Coburn to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 9:25 a.m.

President

Secretary