

# NEENAH-MENASHA SEWERAGE COMMISSION

## Regular Meeting

Tuesday March 28, 2023 - 8:00 A.M.

101 Garfield Avenue, Menasha WI 54952

### AGENDA

#### 1. ROLL CALL

#### 2. APPROVAL OF MINUTES

- February 28, 2023 Regular Meeting.

#### 3. CORRESPONDENCE

- A. March 20, 2023 letter from Lisa Miotke, WPPI Energy to Rob Franck, NMSC Maintenance Manager.  
RE: System-Wide Distributed Generation Test Results-March 8, 2023

#### 4. 2022 FINANCIAL AUDIT REPORT (Amber Drewieske, Clifton Larson Allen LLP)

- A. Discussion and potential action to be taken based on discussions held.

#### 5. OLD BUSINESS

#### 6. 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. Preliminary User Charge Rate Study related to Phosphorus Removal & UV Disinfection.

- B. McMahan Invoices

#929942	Filter Addition Project Rate Study	\$1,057.50.
#929943	Boiler Replacement-Construction Phase	\$ 477.00.
#929944	Plant Re-Rate Study	\$ 381.00.
#930040	Air Permit-Inventory and Reporting Assistance	\$ 519.00.

- C. RIO Operation and Compliance Software – Discussion and potential action to be taken based on discussion.

- D. Operating Report for February 2023

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

##### - Budget, finance matters -

- E. Accountant's Report for February 2023.

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.

#29539	Use of MCO Vehicles – February	\$ 336.60.
#29496	April 2023 Contract Operations	\$ 142,367.48.

- H. Vouchers – Operating and Payroll Vouchers #139745 thru #139782 in the amount of \$438,593.92 for the month of February 2023.

#### 7. ADJOURNMENT.

# NEENAH-MENASHA SEWERAGE COMMISSION

## Regular Meeting

Tuesday February 28, 2023

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

**Present:** Commissioners Forrest Bates, Steve Coburn, Mark Mommaerts, Dale Youngquist, Raymond Zielinski; Manager Paul Much; Accountant Roger Voigt, Accounting Clerk Melissa Starr.

**Excused:** Commissioners Corey Gordon, Greg Weyenberg

**Also Present:** Sara Altimimi (McMahon), Rob Franck (MCO), Randall Much (MCO), Chad Olsen (McMahon)

## Public Forum

No one in attendance for the Public Forum.

## Minutes

January 24, 2023 Meeting minutes. Motion made and seconded by Commissioners Zielinski/Bates to approve the minutes from the January 24, 2023 regular meeting. Motion carried unanimously.

## Correspondence

The following correspondence was discussed:

February 2, 2023 email from Lisa Miotke, WPPI Energy to Rob Franck, NMSC Maintenance Manager.

RE: Annual system-wide test of capacity on March 8, 2023.

## Old Business

There was no old business to be discussed.

## New Business

### Operations, Engineering, Planning

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.  
Chad Olsen reported this is currently on hold.
2. Preliminary User Charge Rate Study related to Phosphorus Removal & UV Disinfection.  
Sara Altimimi from McMahon's Illinois office presented the Preliminary User Charge System-Filter/UV Projects Report that was put together with input from Manager

Much and Accountant Voigt. Several scenarios were presented showing the effect on user charges. Discussion followed. President Youngquist asked when estimated costs regarding the additional potential plant expansion will be available to share with the users so we can continue to move forward with the Sonoco contract renewal. Chad Olsen stated he will put together an opinion of cost for the next meeting and loading calculations by May.

3. Air emissions inventory and compliance reporting.

Manager Much shared the NMSC is in compliance, and the report will be submitted within the next twenty-four hours.

McMahon Invoices

#929642	Plant Re-Rate Study	\$1,924.20
#929641	Boiler Replacement – Construction Phase	\$1,014.00
#929640	Preliminary Rate Study	\$2,632.50
#929631	As-Needed SCADA and Control Services	\$1,636.84

Motion made and seconded by Commissioners Coburn/Bates to approve payment of invoices #929642, #929641, #929640, and #929631. Motion carried unanimously.

Discussion and potential action regarding biosolids hauling and sludge storage options.

Manager Much reported the sludge hauling contract is up for renewal in October of this year. He reached out to Marek Potratz and was told they do not intend to renew the contract. Marek Potratz stated they are willing to lease the building to the NMSC. There was a question about purchasing the building, and Manager Much said he will ask whether that is an option. In the meantime, they seemed open to allowing a one year extension to allow the NMSC time to secure a new hauler and land to apply the sludge.

Discussion and potential action regarding updating Ordinance-Contract (as amended June 2008) with current revisions since last update (June 2016).

Manager Much talked to the attorney regarding increasing industrial contract fines. Discussion followed regarding having a subcommittee review the ordinance contract for suggested changes to be made. Commissioners Bates and Coburn volunteered to help review the Ordinance-Contract and share their suggestions at the next meeting.

Operating Report for January 2023

Operating Report. Manager Much reported no operation issues, with the recent rains and increased flows we are starting to create issues with keeping solids in the plant.

Equipment and Grounds Report. Rob Franck reported on Equipment and Grounds items. Provided additional details on: RAS pumps replacement are complete, and went well. Budgeted replacement items have been ordered. Final effluent sample pump 2 was installed, so now both have been replaced. Sodium Hypochlorite feed pumps piping has been replaced, pumps are on order. N.W. Digester cleaning is being planned for June. After discussion, motion by Commissioners Zielinski/Bates to accept the Operations Report and Equipment & Grounds Report. Motion carried unanimously.

Budget, Finance Matters

Accountant's Report for January 2023.

Financial Statements. Accountant Voigt reported the auditors were in this past month for the year-end financial audit, and it went well. Their goal is to have the final report complete so it can be presented at the March meeting for review/approval. The interest rates for the State of WI Investment Pool and ICS CDARS are currently at 4.26% and 4.1% respectively. After discussion, motion was made and seconded by Commissioners Zielinski/ Bates to approve the Accountant's Report for January 2023. Motion carried unanimously.

Commissioner Coburn was excused from the meeting.

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. Manager Much reported he and Chad Olsen reviewed plant capacity to verify that the plant has capacity to continue to take on residential sewer extension requests. We will continue to monitor our remaining capacity and future requests for sewer extensions.

MCO Invoices.

#29311	Use of MCO Vehicles – December	\$	395.85
#29371	March 2023 Contract Operations	\$	142,367.48
#29424	Use of MCO Vehicles – January	\$	348.40

Motion made and seconded by Commissioners Bates/Zielinski to approve MCO invoice #29311, #29371, and #29424 with payment to be made after March 1, 2023. Motion carried unanimously.

Vouchers. Operating and Payroll Vouchers #139706 thru #139744 in the amount of \$269,715.49 for the month of January 2023. Motion made and seconded by Commissioners Bates/Zielinski to approve operating and payroll vouchers. Motion carried unanimously.

Adjournment

Motion made and seconded by Commissioners Bates/Zielinski to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 9:56 a.m.

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President

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Secretary