

**NEENAH-MENASHA SEWERAGE COMMISSION**

**Regular Meeting**

**Tuesday April 23, 2024 - 8:00 A.M.**

**101 Garfield Avenue, Menasha WI 54952**

**AGENDA**

**1. ROLL CALL**

**2. APPROVAL OF MINUTES**

- March 26, 2024 Regular Meeting & Closed Session

**3. CORRESPONDENCE**

**4. 2023 FINANCIAL AUDIT REPORT (Amber Drewieske & Hayle Lepak, 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. Sewer Extension Request**

- 1. Breezy Meadows located in the Village of Harrison, Harrison Utilities

**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. Discussion and potential action to have McMahon assist facility staff in developing discharge limits for industrial users.
- 3. Discussion and potential action to have McMahon assist facility staff in developing digester emptying guidelines.

**C. McMahon Invoices**

#934311	WWTF Air Permit	\$ 2,220.00
#934511	Plant Re-Rate Study	\$ 2,292.50
#934512	Class A Biosolids Application	\$ 97.50

**D. Discussion and potential action regarding lawn care and snow removal proposal for sludge storage building**

**E. Operating Report for March 2024**

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

**- Budget, finance matters -**

**F. Accounting Report for March 2024.**

- 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. MCO Invoices.**

#30545	May 2024 Contract Operations	\$ 148,139.58
#30582	Use of MCO Vehicles – March	\$ 558.11

- I. Vouchers – Operating and Payroll Vouchers #140403 thru #140450 in the amount of \$367,245.54 for the month of March 2024.

**7. ADJOURNMENT.**

# NEENAH-MENASHA SEWERAGE COMMISSION

## Regular Meeting

Tuesday March 26, 2024

Meeting was called to order by Commission President Youngquist at 8:02 a.m.

**CLOSED SESSION** Motion made/seconded by Commissioners Zielinski/Coburn 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. Motion carried with 7 votes in favor on a roll call vote. Meeting convened into Closed Session at 8:03 am.

After discussion, motion made/seconded by Commissioners Coburn/Weyenberg to adjourn the Closed Session and reconvene into Regular Open Session. Motion carried unanimously.

Meeting reconvened into Regular Open Session at 8:38 am.

**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), Vanessa Wishart (Virtual, Stafford Rosenbaum).

## Public Forum

No one in attendance for the Public Forum.

## Minutes

**Meeting minutes.** Motion made and seconded by Commissioners Zielinski/Coburn to approve the minutes from the February 27, 2024 Regular Meeting and Closed Session. Motion carried unanimously.

## Correspondence

The following correspondence was discussed:

March 20, 2024 email from Lisa Miotke, WPPI Energy to Rob Franck, NMSC Maintenance Manager.  
RE: System-Wide Distributed Generation Test Results-March 6, 2024.

## Old Business

There was no old business to be discussed.

## New Business

Operations, Engineering, Planning

### **McMahon Associates Report.**

1. Phosphorus Removal & UV Disinfection Equipment. No update at this time.
2. McMahon assistance to facility staff in developing discharge limits for industrial users. Manager Much asked Chad Olsen to put together a proposal to assist in developing industrial user discharge limits. Chad explained that he will prepare two proposals for the

next meeting; one based on expansion of the plant, and one based on Sonoco choosing to pretreat.

***McMahon Invoices.***

Motion made/seconded by Commissioners Coburn/Weyenberg to approve payment of invoice #934178, Plant Re-Rate Study in the amount of \$2,045.00, and #934179, Class A Biosolids Application in the amount of \$1,277.50. Motion carried unanimously.

***McMahon and MCO invoice approval process.***

Motion made/seconded by Commissioners Youngquist/Weyenberg to discontinue reviewing McMahon invoices separate from the monthly invoices.

President Youngquist shared the history of the McMahon and MCO invoice approval process, and proposed eliminating the separate approval process for McMahon invoices since there has not been any shared ownership in the two companies for years. Commissioner Zielinski recommended holding off on taking official action, and instead try the new process for a few months to determine the best way to move forward. The motion/second were rescinded by Commissioners Youngquist/Weyenberg, and the commission agreed to revisit the process at a future meeting.

***Sludge Storage Building Lawn Care.***

Rob Franck explained that Gizmo will not be doing lawn care at the storage building anymore, so they recommended a company that will. Rob shared the quote for mowing and tree and shrub trimming and explained the proposal was received after the meeting packets were sent. The commissioners agreed to table the discussion and potential action until the April 23<sup>rd</sup> meeting, and asked that a quote for snow plowing also be included.

***Boiler 2 Tube Replacement.***

A second tube failed on the boiler. The representatives from AWS, MTI, and McCotter believe that due to the extended length of the stack, cold air is coming back through the boiler stack when it is off which creates condensation in the back of the boiler. The proposal to replace a single tube is \$2,902, while replacing all the upper pass tubes (43 in total) would be \$14,099 (roughly \$328 each). Rob Franck recommended replacing all 43 tubes, and explained this replacement is not covered as a warranty item due to the cause being corrosion. After discussion, motion made/seconded by Commissioners Gordon/Barlow to approve replacing all 43 tubes. Motion carried unanimously.

***Operating Report.***

Manager Much reported the plant continues to run an elevated mix liquor to treat the higher loadings, and he is talking to industries about ways to reduce it. Manager Much attended the Biosolids Symposium the week prior, and he shared that new rules and regulations coming out regarding PFAS and PFOS will follow a tiered approach for application. Manager Much explained the plant has been under the limits so far, however, he wants to test everything again to verify current levels, and he also said it may be a good idea to test quarterly to monitor the levels. Discussion followed and commissioners agreed that testing now to see where we are will allow for proactive planning going forward. Manager Much will proceed with sampling and will follow up once more information is available.

***Equipment and Grounds Report.***

Rob Franck reported on Equipment and Grounds items, and provided additional details on: A gateway communication alarm went off last week on the backup generator. We are working with the transfer switch service company, Enercon, to troubleshoot. It appears to be an issue with the manufacturer of the gateway. Met with Menasha, Fox Crossing, and Harrison representatives and let them know he is working with Speedy Clean to schedule interceptor televising and cleaning, and he will send a meeting invite to go over the plan once it is scheduled. After discussion, motion made/seconded by Commissioners Weyenberg/Coburn to accept the Operations Report and Equipment & Grounds Report. Motion carried unanimously.

Budget, Finance Matters

***Accounting Report for February 2024.***

Financial Statements. Accounting Clerk Starr reported the auditors will be attending the April meeting to report on the 2023 audit results. There was a net operating loss for the month of February, however, the interest rates for February remained at 5.39% and 5.35% for the LGIP and ICS CDARS accounts, respectively. After discussion, motion made/seconded by Commissioners Coburn/Zielinski to approve the Accounting Report for February 2024. Motion carried unanimously.

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

Based on discussion in Closed Session, Attorney Wishart will follow up with Sonoco's attorneys and provide information to the Commission at the April meeting.

***MCO Invoices.***

#30451	April 2024 Contract Operations	\$148,139.58
#30474	Use of MCO Vehicles – January 2024	\$ 502.97
#30518	Use of MCO Vehicles – February 2024	\$ 292.12

Motion made/seconded by Commissioners Coburn/Weyenberg to approve MCO invoice #30451, #30474, and #30518, with payment to be made after April 1, 2024. Motion carried unanimously.

***Vouchers.***

Operating and Payroll Vouchers #140360 thru #140402 in the amount of \$278,645.01 for the month of February 2024. Motion made/seconded by Commissioners Coburn/Zielinski to approve operating and payroll vouchers. Motion carried unanimously.

**Adjournment**

Motion made/seconded by Commissioners Coburn/Mach to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 9:48 a.m.

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President

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Secretary