

NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting

Tuesday August 23, 2022 - 8:00 A.M.

AGENDA

1. ROLL CALL

2. PUBLIC FORUM

3. APPROVAL OF MINUTES

- July 26, 2022 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.
2. Plant Digester Boiler Replacement & Air Permitting.
 - a. Change Orders and/or Payment Requests.
3. Preliminary Rate Study related to Phosphorus Removal & UV Disinfection.

B. McMahon Invoices

#927465 phase 08	Boiler Replacement – Construction Phase	\$ 286.85.
#927466	Filter Addition – Phos. Preliminary Rate Study	\$ 234.00.

C. McMahon Agreement for Professional Services – As-needed SCADA & Control Services.

D. HACH Filtrax/Phosphax Analyzer Service Agreement Renewal.

E. Operating Report for July 2022

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

- Budget, finance matters -

F. Accountant’s Report for July 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. MCO Invoices.

#28617	September 2022 Contract Operations	\$136,331.67.
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I. Vouchers – Operating and Payroll Vouchers #139431 thru #139481 in the amount of \$292,553.76 for the month of July 2022.

J. NMSC Draft 2023 Budget.

1. Review and discussion of Draft Budget with potential action to be taken based on discussion held.
2. Set date & time for public hearing.

7. ADJOURNMENT.

NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting

Tuesday July 26, 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; Manager Paul Much; Accountant Roger Voigt.

Excused: Raymond Zielinski, Corey Gordon, Steve Coburn.

Also Present: Rob Franck, Randall Much (MCO); Chad Olsen (McMahon)

Public Forum

No one in attendance for the Public Forum.

Minutes

June 28, 2022 Meeting minutes. Motion made and seconded by Commissioners Bates/Weyenberg to approve the minutes from the June 28, 2022 Regular Meeting. Motion carried unanimously.

Correspondence

The following correspondence was discussed:

July 6, 2022 letter from Scott Littell for U.S. Cellular, to the Neenah-Menasha Sewerage Commission.

RE: U.S. Cellular looking to install telecommunications tower in our area

Rob Franck reported on his contact with Scott Littell and the additional details provided regarding the telecommunications tower; 100-year lease, needing 100 x 100-foot footprint or possibly a 75 x 75-foot area, and the rental income range. The Commissioners do not have a lot of interest in pursuing this at this time.

Old Business

Security Guard Service Wages. Rob Franck discussed continuing issues with Allied Universal Security being able to hire personnel to fill the employment positions needed to cover the hours here at the treatment plant based on the wage rates authorized by the Commission. It is recommended to increase the security wages to the level proposed by Allied Universal Security. After discussion, motion made and seconded by Commissioners Weyenberg/Bates to increase the wages paid to the Allied Universal Security guards based on their proposal and to be effective with their next billing cycle. Motion carried unanimously.

New Business

Operations, Engineering, Planning

McMahon Project Updates:

Phosphorus Removal/UV Disinfection Project – Chad Olsen reported there is no new information to report.

Plant Boiler Digester Replacement and Air Permitting. Chad reported there are a few punch list items to complete. There is a Change Order (#2) to add an additional E-Stop (emergency stop) at the southeast door entrance to be located on the exterior of the room; this E-Stop was suggested by the NMSC insurance company. After discussion, motion made and seconded by Commissioners Bates/Youngquist to approve Change Order #2 in the amount of \$2,767.00 to add the E-Stop at the exterior of the Southeast door. Motion carried unanimously.

Phosphorus Rate Study. Chad reported the draft report is ready for another review; he will work on setting up a meeting with Dale Youngquist, Paul Much, and Roger Voigt to review the draft report.

McMahon Invoices. Commissioners discussed McMahon invoices #926120 phase 08, #926120 phase 10, #926121, #927090 phase 08, and invoice #927091 in the amounts of \$831.00, \$1,097.85, \$259.50, \$919.00, and \$1,343.00. Motion made and seconded by Commissioners Bates/Weyenberg to approve payment of invoices #926120 phase 08, #926120 phase 10, #926121, #927090 phase 08, and invoice #927091 in the amounts of \$831.00, \$1,097.85, \$259.50, \$919.00 and \$1,343.00. Motion carried unanimously.

Operating Report. Manager Much reported the aeration tanks have been cleaned and inspected; work will now begin on the final clarifiers. The centrate lines needed to be cleaned; this is now being performed four times per year. Equipment & Grounds Report – Rob Franck reviewed his report and further reported on: annual services completed on testing the transformer oil, breaker testing, and generator; the process is beginning to obtain pricing for replacing the sodium hypochlorite pumps; we are waiting on piping reducers to complete the RAS pump replacements; Alfa Laval will be here in August to troubleshoot the centrifuge; delivery of the effluent sample pump is expected soon – it was originally expected in April. After discussion, motion made and seconded by Commissioners Bates/Weyenberg to accept the Operations Report and Equipment & Grounds Report. Motion carried unanimously.

Budget, Finance, Personnel

Financial Statements. Accountant Voigt reported on the June financial statements; the month of June is reporting an operating fund income; the year-to-date operations will be monitored more closely to determine if a rate adjustment will be needed. Interest rates on funds in the LGIP have increased again and are now at 0.98%, interest rates for the ICS CDARS have also increased to 0.67%. MCO generated about \$2,400 in additional revenue for the Commission. After discussion, motion made and seconded by Commissioners Bates/Weyenberg to approve the Accountant's Report for June 2022. Motion carried unanimously. Commissioners discussed the electrical loading and bill from the month of June. Rob Franck further discussed what equipment was operating that created the high demand charge; we are not able to correlate the high demand with the equipment that was running at the time. We have been working with Menasha Utilities to try to determine the cause.

Update on Sonoco contract renewal. Chad Olsen discussed meeting with the company regarding installing the IFAS. Commissioners discussed if the NMSC would increase the plant

capacity with this technology we would then look at requiring a form of guarantee from the industry. Manager Much and Chad Olsen reported on looking to set up meetings with two other major users of the treatment facility to discuss plant loadings.

Horseshoe Beverage Pretreatment Permit. Manager Much reported the permit with Horseshoe Beverage will be renewed next year; the current pretreatment permit has limits regarding their discharge to the sewer system. It is being considered to remove the discharge limits from the pretreatment permit and to put the limits in a contract. After discussion, motion made and seconded by Commissioners Bates/Weyenberg to have our environmental attorney at Stafford, Rosenbaum prepare a draft contract with Horseshoe Beverage for discharge limits. Motion carried unanimously.

Motion made and seconded by Commissioners Bates/Weyenberg to approve for payment MCO invoices #28527 and #28579 in the amounts of \$136,331.67 and \$456.30 with payment to be made after August 1, 2022. Motion carried unanimously.

Motion made and seconded by Commissioners Bates/Weyenberg to approve Operating and Payroll Vouchers #139379 through #139430 in the amount of \$460,981.16 for the month of June 2022. Motion carried unanimously.

Adjournment

Motion made and seconded by Commissioners Bates/Weyenberg to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 9:04 a.m.

President

Secretary