

NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting

Tuesday June 27, 2023 - 8:00 A.M.

MEETING LOCATION:

McMahon Associates

Team Conference Room

1445 McMahon Drive

Neenah (Fox Crossing), WI 54956

AGENDA

1. ROLL CALL

2. APPROVAL OF MINUTES

- May 23, 2023 Regular Meeting.
- June 12, 2023 Special Meeting.

3. CORRESPONDENCE

4. CLOSED SESSION – The Commission intends 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 real estate matters. (Roll Call Vote Required).

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.

B. McMahon Invoices

#930895	Biosolids Management	\$ 372.00
#930896	Filter Addition Project Preliminary Rate Study	\$ 3,948.00

C. Compliance Maintenance Annual Report (CMAR)

1. Review and discussion
2. CMAR Resolution 2023-1

D. Review and approve 2023-2024 CMOM program

E. Discussion and potential action regarding bio solids hauling and storage options.

F. Operating Report for May 2023

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

- Budget, finance matters -

G. Accounting Report for May 2023.

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

H. Discussion and potential action regarding AT&T Billing Dispute

- I. Discussion and potential action on extending the Sonoco-NMSC agreement for 6-months.
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.

- J. MCO Invoices.

#29750	July 2023 Contract Operations	\$ 142,367.48
#29785	Use of MCO Vehicles – May	\$ 338.52

- K. Vouchers – Operating and Payroll Vouchers #139884 thru #139940 in the amount of \$314,334.84 for the month of May 2023.

7. ADJOURNMENT.

NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting

Tuesday May 23, 2023

Meeting was called to order by Commission Vice-President Zielinski at 8:00 a.m.

Present: Commissioners Forrest Bates, Steve Coburn, Corey Gordon, Mark Mommaerts, Greg Weyenberg, Raymond Zielinski; Rob Franck (MCO); Chad Olsen (McMahon); Accounting Clerk Melissa Starr.

Excused: Commission President Dale Youngquist; Manager Much

Public Forum

No one in attendance for the Public Forum.

Minutes

April 25, 2023 Meeting minutes. Motion made and seconded by Commissioners Bates/Weyenberg to approve the minutes from the April 25, 2023 regular meeting. Motion carried unanimously.

Correspondence

There was no correspondence to be discussed.

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 no update.
2. Preliminary User Charge Rate Study related to Phosphorus Removal & UV Disinfection.
Chad Olsen reported the updated information was shared with President Youngquist, Manager Much, and Accountant Voigt, and the item can be removed from the agenda.
3. Proposal to Create Digester Operations Procedure for Taking a Digester Out of Service.
Rob Franck reported the mesophilic digester is tentatively scheduled to be emptied, cleaned, and inspected the week of June 19th. McMahon put together a proposal to assist with putting together guidelines for the removal of the digester and operations while the digester is out of service. The proposal is estimated at \$4,800. Motion was made and seconded by Commissioners Coburn/Bates to approve the proposal to assist with preparing guidelines for removing the digester from service. Motion carried unanimously.

McMahon Invoices

#930560	Plant Re-Rate Study	\$1,218.00
#930561	Filter Addition Project Preliminary Rate Study	\$ 282.00

Motion made and seconded by Commissioners Coburn/Bates to approve payment of invoices #930560, and #930561. Motion carried unanimously.

Discussion and potential action regarding bio solids hauling and sludge storage options.

Rob Franck reported that Manager Much requested Commissioners' input on the extension terms Gizmo provided regarding leasing the biosolid storage building for \$80,000/yr. The agreement is for storage only, NMSC would still need to find a hauler to transport the biosolids and land apply. Manager Much had also contacted the Outagamie and Brown County landfills and was told an application will need to be completed and approved in order to haul to the landfills. A motion was made and seconded by Commissioners Weyenberg/Bates to move forward with the landfill application. Motion carried unanimously.

Chad Olsen shared the McMahon proposal for Biosolids Handling Request for Quotations (RFQ) and Biosolids Building Siting Assistance with the Commissioners. Discussion ensued regarding the various options for hauling and applying the biosolids, land options, and contacting a realtor to assist in the search. Commissioners requested the attorney review the original agreement and asked that Gizmo put together a draft contract for them to review. They agreed they would like to hold on a final decision until further information is received. Based on the timeframe and numerous options to review, Commissioner Bates recommended holding special meeting(s) to ensure the commission is able to review and act on items before the agreement with Gizmo expires. Chad Olsen also shared that he will review the land options the Commission was looking at the last time this came up, and will have more information about those at the next meeting.

After further discussion, a motion was made and seconded by Commissioners Coburn/Bates to approve the McMahon Agreement for Biosolids Handling Request for Quotations (RFQ) and Biosolids Building Siting Assistance. Motion carried unanimously.

Operating Report for April 2023

Operating Report. Rob Franck reported the April Mercury test came back above the limit and the DNR was notified. Subsequent testing came back below the limit, so it may have been a sampling issue. Manager Much will follow up with the DNR. Flows are coming back to normal and tank inspections are beginning and will continue throughout the summer.

Equipment and Grounds Report. Rob Franck reported on Equipment and Grounds items. Provided additional details on: Speedy Clean jetted the centrate line again and it went better with the offset this time, and it will continue to be monitored. Allied Security has a new system and the guards will use their phones to check in and complete prompts for each area. This will make it easier to track rounds. Guards have improved, and a pay adjustment may be included in the next budget cycle. SE Digester Mixer 3 VFD failed, and was replaced and the programming updated. Sodium Hypochlorite feed pump replacements are complete, failed portions of sodium hypochlorite piping were replaced, and adjustments to the programming will be done. The budgeted replacement of the Headworks rail hoist is complete and an inspection will be scheduled. Operations and Maintenance staff met with FSO Management to review the process for the budgeted NW Digester cleaning, and it is tentatively scheduled for the week of June 19th. Screw pump 2 assessment found a break on the upper stub shaft of the pump which caused it to shift downward and it will need to be fixed. We will need to order parts right away to ensure we have them as soon as possible. Delivery of parts is expected to be 4-6 weeks. A motion was made and seconded by Commissioners Coburn/Bates to approve ordering upper and lower bearing assemblies and coupling parts for the screw pump. Motion carried unanimously. After additional discussion, motion was made and seconded by Commissioners Coburn/Bates to accept the Operations Report and Equipment & Grounds Report. Motion carried unanimously.

Budget, Finance Matters

Accounting Report for April 2023.

Discussion and potential action on CDs Maturing. Accounting Clerk Starr reported two CDs totaling approximately \$161,000 will mature at the end of May. A rate request was sent out to various banks and credit unions in the area, and were included on the sheet in the packet. After discussion, a motion was made and seconded by Commissioners Coburn/Bates to move the funds to the Local Government Investment Pool (LGIP). Motion carried unanimously.

Financial Statements. Accounting Clerk Starr reported the net income for April; MCO generated income was \$2080 for the month. After discussion, motion was made and seconded by Commissioners Coburn/Bates to approve the Accounting Report for April 2023. Motion carried unanimously.

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. Discussed cost to upgrade the NMSC WWTP to meet future growth needs. No new updates.

MCO Invoices.

#29662	June 2023 Contract Operations	\$ 142,367.48
#29712	Use of MCO Vehicles – April	\$ 510.77

Motion made and seconded by Commissioners Coburn/Bates to approve MCO invoice #29662, and #29712 with payment to be made after June 1, 2023. Motion carried unanimously.

Vouchers. Operating and Payroll Vouchers #139833 thru #139883 in the amount of \$278,142.22 for the month of April 2023. Motion made and seconded by Commissioners Coburn/Bates to approve operating and payroll vouchers. Motion carried unanimously.

Adjournment

Motion made and seconded by Commissioners Coburn/Bates to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 9:46 a.m.

President

Secretary

NEENAH-MENASHA SEWERAGE COMMISSION

Special Meeting

Monday, June 12, 2023

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

Present: Commissioners Forrest Bates, Steve Coburn, Corey Gordon, Mark Mommaerts, Greg Weyenberg, Dale Youngquist, Raymond Zielinski; Manager Paul Much; Accounting Clerk Melissa Starr.

Also Present: Chad Olsen (McMahon); Randall Much (MCO).

Discussion of biosolids hauling and storage options. Chad Olsen shared the DNR administrative code detailing the requirements for biosolids holding facilities, and GIS maps of land in the area that may meet the needs of the Commission. Chad shared the pros and cons of each of the properties, and how the 1,000ft radius impacts each. Discussion ensued regarding the land options presented, other possible land that may be available, buying versus leasing land, and how each option would impact operations. Manager Much shared the land application is typically handled by the hauler, as they work more closely with the farmers in the area, so the Commissions' goal is to find enough land to erect the storage building. After discussion, it was determined that Manager Much will follow up with potential haulers and the landfills, Commissioners Bates and Weyenberg will talk with the City of Neenah, and Chad Olsen will have a draft RFQ ready for the June 27th meeting. Manager Much reiterated the current agreement with Gizmo expires at the end of October, and stated Marek Potratz will send a draft lease agreement so it can be reviewed at the June 27th meeting.

Motion made and seconded by Commissioners Coburn/Weyenberg to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 9:06 a.m.

President

Secretary