

NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting

Tuesday June 28, 2022 - 8:00 A.M.

AGENDA

1. ROLL CALL

2. PUBLIC FORUM

3. APPROVAL OF MINUTES

- May 24, 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 and Air Permitting.
3. Preliminary Rate Study related to Phosphorus Removal & UV Disinfection.

B. McMahon Invoices

#926719 phase 08	Boiler Replacement – Construction Phase	\$ 648.20.
#926719 phase 10	Boiler Replacement – Air Permitting Assist.	\$ 156.00.
#926718	Filter Addition – Phos. Preliminary Rate Study	\$9,560.50.

C. Compliance Maintenance Annual Report (CMAR).

1. Review and discussion
2. CMAR Resolution 2022-2

D. Operating Report for May 2022

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

- Budget, finance matters -

E. Accountant's Report for May 2022.

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

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

G. MCO Invoices.

#28438	July 2022 Contract Operations	\$136,331.67.
#28364	NMSC Use of MCO Vehicles-April	\$ 273.00.
#28487	NMSC Use of MCO Vehicles-May	\$ 400.40.

H. Vouchers – Operating and Payroll Vouchers #139332 thru #139378 in the amount of \$377,678.66 for the month of May 2022.

7. ADJOURNMENT.

NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting

Tuesday May 24, 2022

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

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

Excused: Mark Mommaerts

Also Present: Rob Franck (MCO); Chad Olsen (McMahon); Darren Woods (Sonoco/U.S. Paper); Amber Drewieske (CLA)

Public Forum

No one in attendance for the Public Forum.

Minutes

April 26, 2022 Meeting minutes. Motion made and seconded by Commissioners Zielinski/Weyenberg to approve the minutes from the April 26, 2022 Regular Meeting and April 26, 2022 Closed Session. Motion carried unanimously.

Correspondence

The following correspondence was discussed:

April 20, 2022 letter from Matt Heiser, Village of Harrison Manager to NMSC President Dale Youngquist.

RE: Village of Harrison representative is a paid staff; NMSC does not need to pay for his role as Commissioner.

May 19, 2022 letter from Menasha Mayor Donald Merkes to NMSC President Dale Youngquist.

RE: City of Menasha representative Corey Gordon is a paid staff; NMSC does not need to pay for his role as Commissioner.

2021 Financial Audit Report

Amber Drewieske (Clifton Larson Allen LLP) presented and discussed the 2021 financial audit. The first item reviewed was the bound document containing the Financial Statements and Supplementary Documents. The independent auditor's report found on pages 1 & 2 provide a clean unmodified opinion; Amber also discussed Internal Controls, operating results, and referenced additional information found in the notes and financial statements. Amber then referenced the Management Communications (stapled document) which provides communications to the Commission and summary financial results for 2021. After discussion, motion made and seconded by Commissioners Bates/Zielinski to accept and approve the 2021 Financial Audit Report as prepared by Clifton Larson Allen LLP. Motion carried unanimously.

Old Business

No Old Business to be discussed.

New Business

Operations, Engineering, Planning

McMahon Project Updates:

Phosphorus Removal/UV Disinfection Project – Chad Olsen reported there is no new information to report. Chad further discussed visiting the Oshkosh WWTP who is currently running a pilot trial on a different style of filter for phosphorus removal. Rob Franck questioned Chad when the NMSC will need to begin the re-evaluation of equipment for phosphorus removal and UV disinfection; Chad responded it will be 1 to 1-1/2 years.

Plant Boiler Digester Replacement and Air Permitting. Chad reported the new stacks are up; we have received the okay from the DNR to now run both methane gas boilers at the same time. Pay Requests #5, #6, and #7 were received from August Winter & Sons, Inc.; at this time Chad is recommending payment for Pay Requests #5 and #6. There are some minor punch-list items to be addressed before recommending approval of Pay Request #7. Commissioners discussed; it was pointed out there is an error on the Pay Requests with the Limited Waiver of Construction Lien. After discussion, motion made and seconded by Commissioners Bates/Coburn to approve payment of Pay Requests #5 and #6 in the amounts of \$26,536.85 and \$71,326.00 pending the correction to the Limited Waiver of Construction Lien. Motion carried unanimously.

Phosphorus Rate Study. Chad reported another meeting was held to review recommended updates to the draft report; additional updates will be made and information should be available by the next meeting.

Virtual teleconferencing/AV System for Conference Room. Manager Much discussed the three quotes received from vendors to upgrade the conference room with virtual conferencing capabilities and the differences between the systems quoted by the vendors. Commissioners discussed proceeding with upgrading the Commission conference room versus relying on either using the McMahon office conference room or a conference room from one of the municipalities when the need arises. Any further action on upgrading the conference room with virtual conferencing capabilities was tabled.

NMSC Ordinance 2022-1, an Ordinance to Adopt a Record Retention Process by Using the General Records Schedule, Wisconsin Municipal and Related Records, Approved by the Public Records Board. Accountant Voigt reported that at a previous meeting the Commission approved the Notification of General Records Schedule Adoption; this was then sent to the Public Records Board, a signed copy was returned to the NMSC. The next step in the process is to pass Ordinance 2022-1 which was provided to us by Attorney Thiel; after approval the Ordinance will need to be published, at which point it will take effect. Motion made and seconded by Commissioners Coburn/Weyenberg to approve Neenah-Menasha Sewerage Commission Ordinance 2022-1, an Ordinance to Adopt a Record Retention Process by Using the General

Records Schedule, Wisconsin Municipal and Related Records, Approved by the Public Records Board. Motion carried on a Roll Call vote, 6-0.

Operating Report. Manager Much reported the plant is operating well: operational adjustments are being made as equipment is being taken out of service for cleaning and inspection; staff has started going through records to determine what can be disposed and what should be retained. Manager Much discussed retention of operational records and sludge records with our Environmental Attorney Vanessa Wishart (Stafford Law). Equipment & Grounds Report – Rob Franck reviewed his report and further reported on: effluent disinfection requirements started on May 1; new cells from Microclor received and installed; two-inch line from Microclor unit to storage unit was replaced; HACH sampler replaced at 9th Street metering station; boiler stacks raised and boilers approved for operation of both boilers at same time; some programming adjustments needed with boilers; PVRV valves installed; digester mixer motors replaced. After discussion, motion made and seconded by Commissioners Bates/Zielinski to accept the operations report. Motion carried unanimously.

Budget, Finance, Personnel

Financial Statements. Accountant Voigt reported on the April financial statements; the month of April is reporting an operating fund loss. A snapshot of the operating revenues for the months of May and June were included in the report; these months are showing income to be higher than what is budgeted. Interest rates on funds in the LGIP have increase again and are now at 0.30%, interest rates for the other investments have not changed for the month. The Commission was updated on the continuing issue of trying to reach AT&T to discuss our phone service; on Monday (yesterday) was able to talk to our local AT&T representative; our billing issues will be taken care of retroactive to last year and we will get back under contract with State of Wisconsin contract pricing. MCO generated about \$2,600 in additional revenue for the Commission. Accountant Voigt discussed the April E-Bulletin Newsletter received from DNR-Environmental Loans; Clean Water Fund loan rates for new loans are immediately being increased to 3.70%, they will be reviewed again in early June. After discussion, motion made and seconded by Commissioners Bates/Zielinski to approve the Accountant's Report for April 2021. Motion carried unanimously.

Update on Sonoco contract renewal. Darren Woods reported meeting with Manager Much and Chad Olsen to discuss the Commission increasing capacity to treat BOD.

Motion made and seconded by Commissioners Coburn/Bates to approve for payment MCO invoices #28321 in the amount of \$136,331.67 with payment to be made after June 1, 2022. Motion carried unanimously.

Motion made and seconded by Commissioners Coburn/Bates to approve Operating and Payroll Vouchers #139287 through #139331 in the amount of \$294,198.18 for the month of April 2022. Motion carried unanimously.

Adjournment

Motion made and seconded by Commissioners Zielinski/Bates to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 9:10 a.m.

President

Secretary