

NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting

Tuesday July 22, 2025 - 8:00 A.M.

101 Garfield Avenue, Menasha WI 54952

AGENDA

1. ROLL CALL

2. APPROVAL OF MINUTES

- June 24, 2025, Regular Meeting

3. CORRESPONDENCE

A. July 3, 2025, letter from Richard Douglas, Department of Natural Resources (DNR) to Scott Abbott, Sonoco Products Company

RE: Pretreatment Plan Approval of Pretreatment Equipment Installation

B. July 2025, email from Troy Huebner, Sonoco/U.S. Paper Mills to Paul Much, Plant Manager

RE: Sonoco Pretreatment Project Update

4. OLD BUSINESS

5. 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 Invoice(s)

#939562	Facilities Plan Amendment	\$3,080.00
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C. Operating Report for June 2025

D. Discussion and potential action on financial penalties for pretreatment permit exceedances.

E. Equipment and Grounds Report

- **Budget, finance matters** -

F. Accounting Report for June 2025

1. Financial Statements

2. Cash & Investment Report

G. Discussion and potential action on phone system change.

H. 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.

I. MCO Invoices.

#31963	August 2025 Contract Operations	\$ 151,757.34
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#31963	Use of MCO Vehicles – June	\$ 557.90
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J. Vouchers – Operating and Payroll Vouchers #141119 thru #141165 in the amount of \$372,912.88, for the month of June 2025.

6. ADJOURNMENT.

NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting

Tuesday June 24, 2025

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

Present: Commissioners Brandon Barlow, Steve Coburn, Anthony Mach, Greg Weyenberg, Raymond Zielinski; Manager Paul Much; Accounting Clerk Melissa Starr.

Also Present: Rob Franck (MCO); Roger Voigt (MCO)

Excused: Commissioners Corey Gordon, Dale Youngquist

Public Forum

No one in attendance at the Public Forum.

Minutes

Meeting minutes. A motion was made/seconded by Commissioners Zielinski/Coburn to approve the minutes from May 27, 2025, regular meeting. Motion carried unanimously.

Correspondence

The following correspondence was discussed:

- A. June 2025, email from Troy Huebner, Sonoco/U.S. Paper Mills to Paul Much, Plant Manager
RE: Sonoco Pretreatment Project Update
- B. June 12, 2025, letter from Emily Franklin, Pretreatment Manager to Nathan Roth, Sonoco/U.S. Paper Mills
RE: Notice of non-compliance

Old Business

No Old Business to be discussed.

New Business

Operations, Engineering, Planning

McMahon Associates Report. A motion to discuss was made/seconded by Commissioners Zielinski/Weyenberg. Engineer Olsen gave an update on the Phosphorus Removal/UV Disinfection Project. He handed out schematics of the process flow for the plant and the Cloth and Polyester Disc Filter technologies that are being considered. He explained that he and the NMSC team are still reviewing the pros and cons of each of the types of filters but shared that the polyester disc filter is more maintenance intensive than the cloth disc filter. Commissioner Barlow inquired as to how the plant will continue to function while the project work is being completed. Engineer Olsen explained that work will be coordinated around disinfection season, and the UV

and filters would be installed first to ensure functionality, and then all other work would follow. He said he had looked into the possibility of utilizing Clean Water Funds for the project, and it is eligible for the funds. However, each community will need to apply, only Menasha would be eligible for possible principal forgiveness. Discussion followed. Commissioners asked Engineer Olsen to put together an estimated cost breakdown by community so they can start planning with their community boards.

McMahon Invoices. A motion was made and seconded by Commissioners Coburn/Zielinski to approve payment of invoice #939266 Facilities Plan Amendment in the amount of \$2,310.00. Motion carried unanimously.

Compliance Maintenance Annual Report (CMAR). Manager Much discussed the 2024 CMAR which summarizes the yearly operations; the Commission received a grade of "A" in all categories except for influent loadings. Discussion followed. After discussion, a motion was made/seconded by Commissioners Weyenberg/Coburn to accept the CMAR report and to approve CMAR Resolution 2025-1. Motion carried unanimously.

Capacity, Management, Operation & Maintenance (CMOM). Manager Much discussed the 2024-2025 CMOM which summarizes the goals developed for the interceptor that is jointly owned by the City of Menasha, Village of Fox Crossing, and the Village of Harrison. Rob Franck met with community members to update goals for next year and discuss the potential for Menasha taking ownership of this remaining portion of the interceptor. After discussion, a motion was made/seconded by Commissioners Coburn/Weyenberg to accept the CMOM as presented. Motion carried unanimously.

Operating Report. Manager Much reported plant staff is increasing the mixed-liquor to improve settling and help with elevated loadings coming into the plant. We will continue to monitor and adjust as needed. Manager Much reported the PFAS sampling document was updated with the latest testing data, and he will be sampling residential areas for PFAS in order to get a residential background baseline.

NR101 Fees. Manager Much reported the NR101 fees for 2025 had been paid and he stated that once the Phosphorus Removal/UV Disinfection Project is complete, we should see a reduction of fees charged.

Equipment & Grounds Report – Rob Franck reported on Equipment and Grounds items and provided additional details on: The GBT poly system replacement has been completed. Blower 2 parts and aeration diffusers arrived, and we are working with vendors to schedule installation. Six of the nine aeration basin inspections have been completed. The last three will be completed when the diffusers are replaced. Exploratory excavation is being done for the electrical feeder and hot water loop replacements, and natural gas line assessment items. Hietpas & Sons is tentatively scheduled to be onsite with an excavator at the end of June to complete the digging. The Plant Drain Building A/C unit that was approved at the last meeting will be installed on June 25th.

Budget, Finance, Personnel

Financial Statements. Accounting Clerk Starr reported on the financial statements; There was a net operating income for the month of May, and MCO generated approximately \$7,200 in additional revenue for the Commission.

Phone System Change. A motion to discuss was made/seconded by Commissioners Coburn/Weyenberg. Manager Much reported AT&T is getting rid of the old copper phone lines effective April of 2026, which requires the NMSC to change its phone system. Manager Much explained that he is working with AT&T, RanderCom, and TDS to determine phone system requirements, compatibility, and cost, and will have information for the next meeting so the Commission can act.

Sonoco/NMSC Wastewater Service Agreement. Manager Much reported no update at this time.

MCO Invoices. A motion was made/seconded by Commissioners Coburn/Zielinski to approve for payment MCO invoices #31831, and #31883 in the amounts of \$151,757.34, and \$379.40, respectively, with payment to be made after July 1, 2025. Motion carried unanimously.

Vouchers. A motion was made/seconded by Commissioners Coburn/Weyenberg to approve Operating and Payroll Vouchers #141079 through #141118 in the amount of \$324,162.40 for the month of May 2025. Motion carried unanimously.

Adjournment

A motion was made/seconded by Commissioners Coburn/Barlow to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 8:58 a.m.

President

Secretary