

NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting

Tuesday, October 28, 2025 – 8:00 A.M.

101 Garfield Avenue, Menasha WI 54952

AGENDA

1. ROLL CALL

2. APPROVAL OF MINUTES

- September 23, 2025, Public Hearing & Regular Meeting

3. CORRESPONDENCE

- September 26, 2025, letter from Matt Larsen, Menasha Utilities to the NMSC
RE: Variance Request for Gary Sanders, 78 Fox Street, Menasha
- October 14, 2025, email from Troy Beyer, Galloway Company to Paul Much, Plant Manager
RE: Galloway Update
- October 17, 2025, letter from Mark Stanek, DNR to Anthony Mach, NMSC President
RE: Wastewater Facility Inspection
- October 23, 2025, email from Troy Huebner, Sonoco/U.S. Paper Mills to Paul Much, Plant Manager
RE: October Update – Sonoco Pretreatment Project

4. OLD BUSINESS

5. NEW BUSINESS

- Operations, engineering matters -

- A. Update and Discussion with Troy Beyer from Galloway on Galloways efforts to achieve compliance with their pretreatment limits.
- 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
- C. McMahon Invoices
 - #940732 Facilities Plan Amendment \$ 7,700.00
- D. Operating Report for September 2025
 - 1. Operating Report
 - 2. Equipment and Grounds Report

- Budget, finance matters -

- E. Accounting Report for September 2025
 - 1. Financial Statements
 - 2. Cash & Investment Report
- F. Discussion and potential action on Snowplowing Service Agreement Renewal
- G. Discussion and potential action on TruGreen Lawn Service Renewal
- H. Discussion and potential action on Influent Submersible Pump replacement
- I. 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.
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|--------|-----------------------------------|---------------|
| #32185 | November 2025 Contract Operations | \$ 151,757.34 |
| #32239 | Use of MCO Vehicles – September | \$ 422.80 |
- K. Vouchers – Operating and Payroll Vouchers #141254 thru #141301 in the amount of \$439,497.30 for the month of September 2025

6. ADJOURNMENT

NEENAH-MENASHA SEWERAGE COMMISSION

Public Hearing & Regular Meeting

Tuesday September 23, 2025

Meeting was called to order by Commission President Youngquist at 8:01 a.m.

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), Emily Franklin (MCO), Gerry Kaiser (Neenah PW), Heath Kummerow (Neenah PW), Chad Olsen (McMahon), Vicki Rasmussen (Neenah)

Public Hearing

President Mach opened the Public Hearing to receive comment on the proposed 2026 NMSC Budget. The proposed budget reflects the addition of the upper and lower assemblies for the Screw Pumps to the Equipment Replacement items (E1), and the digester cover demo and foam to the Depreciation items (F1). Discussion followed regarding updating the table on page "I" for next year, to better reflect budget items as well as reviewing the need for security services in the future. After discussion, motion made/seconded by Commissioners Zielinski/Youngquist to close the Public Hearing and return to Regular Open Session. Motion carried unanimously. Public Hearing closed at 8:16 am.

Public Forum

No one was in attendance for the Public Forum.

Minutes

Meeting minutes. Motion made/seconded by Commissioners Gordon/Coburn to approve the minutes from August 26, 2025, Regular Meeting. Motion carried with 6 votes in favor and 1 abstention. Motion made/seconded by Commissioners Coburn/Weyenberg to approve the minutes from September 16, 2025, Special Meeting. Motion carried unanimously.

Correspondence

The following correspondence was discussed:

- September 2025, email from Troy Huebner, Sonoco/U.S. Paper Mills to Paul Much, Plant Manager.
RE: August Update – Sonoco Pretreatment Project

Old Business

Electrical Feed Replacements for Digester and RAS buildings. Rob Franck gave an update on the electrical feed replacement. They will not know whether all the conduits can be reused until each feed is disconnected after the temporary power is connected, however, the conduits in the Digester building are being installed, and everything looks good so far.

Plant Drain building hot water loop replacement. Motion to discuss, with potential action, was made/seconded by Commissioners Coburn/Weyenberg. Rob Franck reported the underground

water loop developed a leak in the fall of last year, and temporary lines were run through some unused piping at the time until a permanent solution was determined. The temporary lines were removed, and new permanent, insulated piping will be installed. After discussion, a motion was made/seconded by Commissioners Youngquist/Coburn to proceed with installation as discussed, not to exceed \$12,500. Motion carried unanimously.

Proposed Administrative Compliance Order for Galloway Co. Motion to discuss, with potential action, was made/seconded by Commissioners Coburn/Barlow. Manager Much explained the proposed Compliance Order that was put together for Galloway Co. due to their violations of the Pretreatment Ordinance. Having the Compliance Order in place will allow Galloway to continue improving and updating their processes to meet their discharge limits. The order outlines four specific items that Galloway Co. must provide to the NMSC. The 90-day timeframe of the order should provide the time and data needed to determine how Galloway will move forward to meet their limits. After discussion, motion carried unanimously to approve the Administrative Compliance Order for Galloway Co.

New Business

Operations, Engineering, Planning

McMahon Associates Report:

Phosphorus Removal/UV Disinfection Project – Motion to discuss, with potential action, was made/seconded by Commissioners Gordon/Youngquist. Engineer Olsen reported that the Facility Plan Amendment (FPA) that was included in the packets will be sent to the DNR once approved and is meant to be an amendment to the 2010 Facility Plan. The amendment is geared toward meeting the new Phosphorus limits by 2027 (per current permit). He shared highlights of the FPA including the updated population projections that the Department of Administration released in January of this year. He shared the estimated opinion of cost with Commissioners (\$35 million). Discussion followed regarding the various treatment options and limitations. After discussion, a motion was made/seconded by Commissioners Gordon/Youngquist to submit the updated Facility Plan Amendment as presented and explore treatment options and amend the plan if needed. Motion carried unanimously.

Water Quality Trading: Motion to discuss, with potential action, was made/seconded by Commissioners Coburn/Weyenberg. Manager Much and Engineer Olsen reported that NMSC is in a Total Maximum Daily Load (TMDL) area which is used to meet permit required limits. To participate in water quality trading the NMSC needs to register with the Clearinghouse and then a Generator will negotiate the trade with NMSC to help meet limits. The concern is that there will not be enough credits available and/or the cost will be prohibitive. Engineer Olsen explained there is no cost to join the Clearinghouse, so it might be worth creating an account to explore the options. After discussion, a motion was made/seconded by Commissioners Youngquist/Barlow to have Engineer Olsen create an account with the Clearinghouse and bring back when more information is available. Motion carried unanimously.

Operating Report: Manager Much reported the influent mercury levels are still elevated, but the effluent and sludge loadings are below the limit. We will continue to monitor levels. PFAS sampling continues, and we are currently under the current guidance limit of 20 ng/L. Industrial sampling for PFOA/PFOS is almost complete. There are three industries remaining to be tested.

Equipment & Grounds Report: Rob Franck reviewed his report and provided further details on: Aeration basin diffuser replacements have been completed on basins 1, 2, and 3. Diffusers for basins 4 and 5 have arrived and we are coordinating installation. The electrical feeder replacement, hot water loop, and natural gas line work is on track. Replacement parts for screw pump #4 repair are due at the end of the month.

Budget, Finance, Personnel

Financial Statements: Accounting Clerk Starr reported on the August financial statements; MCO generated \$6,499.25 in additional revenue for the Commission. Clerk Starr recommended a 50% O&M rate reduction for November and December. After discussion, Commissioners agreed that Clerk Starr should adjust the rates for November and December as needed to reduce or eliminate any net operating surplus.

Update on Sonoco Contract Renewal: Manager Much reported he spoke with the Commission attorney. The current contract ends 12/31/2025. Attorney Wishart recommends doing an extension until the pretreatment system is complete, and then do negotiations from there. Manager Much will reach out to Sonoco to find out when they anticipate the completion to be.

MCO Invoices: Motion made/seconded by Commissioners Coburn/Zielinski to approve for payment MCO invoices #32091 in the amount of \$151,757.34, and #32142 in the amount of \$478.80, with payment to be made after October 1, 2025. Motion carried unanimously.

Vouchers: Motion made/seconded by Commissioners Coburn/Weyenberg to approve Operating and Payroll Vouchers #141208 through #141253 in the amount of \$537,607.45 for the month of August 2025. Motion carried unanimously.

NMSC Proposed 2026 Budget: . Motion to discuss, with potential action, was made/seconded by Commissioners Coburn/Weyenberg. President Mach asked if there were any questions or comments on the proposed 2026 budget. Hearing none, the motion to approve the NMSC Proposed 2026 budget carried unanimously.

Adjournment

Motion made/seconded by Commissioners Coburn/Gordon to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 9:39 a.m.

President

Secretary