

Amended Notice
NEENAH-MENASHA SEWERAGE COMMISSION
Public Hearing & Regular Meeting
Tuesday, September 26, 2023 – 8:000 A.M.
101 Garfield Avenue, Menasha WI 54952

AGENDA

- 1. ROLL CALL**
- 2. PUBLIC HEARING TO RECEIVE COMMENTS ON THE PROPOSED 2024 NMSC BUDGET.**
 1. Comments and Discussion on Proposed 2024 NMSC Budget
 2. Motion to adjourn the Public Hearing and reconvene into open session
- 3. PUBLIC FORUM**
- 4. APPROVAL OF MINUTES**
 - August 28, 2023 Regular Meeting and Closed Session
- 5. CORRESPONDENCE**
- 6. OLD BUSINESS**
- 7. 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. Biosolids Storage Building Condition Assessment
 3. Class A Biosolids Application
 - B. McMahon Invoices

#931977	Biosolids Management	\$3,727.35
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 - C. Discussion and potential action regarding Pieper Electric Proposal
 - D. Sewer extension request for Northshore Villas Condominium located in the Village of Harrison, Harrison Utilities
 - E. Sewer extension request for The Homes of Freedom Meadows-Phase 3 located in the City of Neenah
 - F. Sewer extension request for the 1st Addition to Freedom Acres located in the City of Neenah
 - G. Operating Report for August 2023
 1. Operating Report
 2. Equipment and Grounds Report
 - 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). The Commission will return to open session following the closed session and may take further action.
 - H. Discussion on and Potential Action(s) to be taken on matters discussed in Closed Session

- **Budget, finance matters** -

- I. Accounting Report for August 2023
 - 1. Financial Statements
 - 2. Cash & Investment Report
 - 3. Recommended Reduction in O&M Rates
- J. Discussion and potential action regarding Beduhn Properties Agency Agreement
- K. Discussion and potential action regarding bio solids hauling and sludge storage options
- L. 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
- M. MCO Invoices.

#29975	October 2023 Contract Operations	\$ 142,367.48
#30023	Use of MCO Vehicles – August	\$ 550.29
- N. Vouchers – Operating and Payroll Vouchers #140049 thru #1140105 in the amount of \$458,565.26 for the month of August 2023
- O. Proposed 2024 NMSC Budget – Discussion on and potential action for approval

8. ADJOURNMENT

NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting

Monday August 28, 2023

Meeting was called to order by Commission President Youngquist at 10:29 a.m.

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

Excused:

Also Present: Pat Bougie (MCO); Rob Franck (MCO); Randall Much (MCO); Chad Olsen (McMahon); Tom Van Zeeland (System Operator-Harrison); Roger Voigt (MCO)

Public Forum

No one in attendance for the Public Forum.

Minutes

July 18, 2023 Special Meeting-Closed Session and July 25, 2023 Regular Meeting and Closed Session minutes. Motion made and seconded by Commissioners Zielinski/Bates to approve the minutes from the July 18, 2023 Special Meeting-Closed Session and July 25, 2023 Regular Meeting and Closed Session. Motion carried unanimously.

Correspondence

There was no correspondence discussed.

Old Business

There was no old business to be discussed.

New Business

Operations, Engineering, Planning

McMahon Associates Report. Phosphorus Removal/UV Disinfection Project – Chad Olsen reported there is no update.

McMahon Invoices. Motion made and seconded by Commissioners Coburn/Bates to approve payment of invoices #931586 Anaerobic Digester Emptying Guidelines, #931587 Biosolids Management, and #931588 As-Needed SCADA and Control Services in the amounts of \$743.50, \$7,003.20, and \$883.93, respectively. Motion carried unanimously.

HACH Filtrax/Phosphax Analyzer Service Agreement Renewal. Rob Franck reported the quarterly services provided by Hach to date have been good, and recommends renewal. Motion made and seconded by Commissioners Bates/Zielinski to approve renewal of the HACH Filtrax/Phosphax Analyzer Service Agreement. Motion carried unanimously.

Operating Report. Manager Much reported no operational issues, chlorine feed to the RAS was increased to control Low F/M filaments, and provided additional details on; Sonoco requested loading data from the communities and Manager Much and President Youngquist will be meeting with them. They should have a response regarding contract renewal by the end of year.

Equipment & Grounds Report – Rob Franck provided additional details on; cleaning and inspections have been completed on all nine aeration basins; the three Sodium hypochlorite feed pumps have been installed and we are working with Crane Engineering to update programming; RAS pumps 3 and 4 are complete and back online with the final pumps to be completed next year; the lab air conditioning replacement has been scheduled for the week of 9/18 in hopes of cool weather while it is down; RIO conversion is complete, training and data monitoring will be ongoing; Storm damage caused four trees to fall which require the stumps to be ground and a severely damaged maple may need to be taken down. After discussion, motion was made and seconded by Commissioners Weyenberg/Bates to accept the Operations Report and Equipment & Grounds Report. Motion carried unanimously.

Closed Session

Motion made and seconded by Commissioners Bates/Zielinski to convene into Closed Session pursuant to Wisconsin Statutes 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. Motion carried unanimously on a roll call vote. Meeting adjourned into Closed Session at 10:50 am.

After discussion, motion made and seconded by Commissioners Bates/Weyenberg to adjourn the Closed Session and reconvene into Regular Open Session. Motion carried unanimously. Meeting reconvened into Regular Open Session at 11:55 am.

Budget, Finance, Personnel

Financial Statements. Accounting Clerk Starr reported on the July financial statements; MCO generated approximately \$2,546 in additional revenue for the Commission. President Youngquist pointed out the net operating income year to date is higher than expected. The September bills were already sent, so will look to reduce billing for future months to offset the amount. After discussion, motion made and seconded by Commissioners Zielinski/Bates to approve the Accounting Report for July 2023. Motion carried unanimously.

Beduhn Properties Agency Agreement. Manager Much presented the agency agreement for Beduhn Properties. Discussion ensued and the Commissioners decided to keep it on the agenda for next meeting when they will have a better idea of what is needed in regards to real estate matters.

Disband Subcommittees. Based on discussion in closed session, a motion was made and seconded by Commissioners Bates/Coburn to disband all subcommittees based on advice of legal counsel. Motion carried unanimously.

MCO Invoices. Motion made and seconded by Commissioners Coburn/Zielinski to approve for payment MCO invoice #29880, #29917, and #29953 in the amounts of \$142,367.48, \$484.25, and \$392.99, respectively with payment to be made after August 1, 2023. Motion carried unanimously.

Vouchers. Motion made and seconded by Commissioners Coburn/Bates to approve Operating and Payroll Vouchers #140000 through #140053 in the amount of \$347,163.46 for the month of July 2023. Motion carried unanimously.

NMSC Draft 2024 Budget. President Youngquist walked through draft budget line by line to allow discussion and clarification when needed. Biosolids disposal was able to be reduced by half based on the proposals received from the haulers. Further discussion ensued on other budget line items; Rob Franck reported the 2023 interceptor maintenance was delayed and will now be completed in 2024. He said he will be sitting down with the affected communities to discuss plans for construction and how that will fit with the interceptor maintenance plans. President Youngquist asked Commissioners to take another look through the budget and to contact him, Manager Much, or Accounting Clerk Starr with any questions or changes. He also asked Commissioners to let their respective communities know that once the budget is approved there is still a chance that rates may be increased to cover costs associated with biosolids management. After discussion, motion made and seconded by Commissioners Bates/Coburn to approve the draft budget as adjusted and to schedule a Public Hearing on September 26 at 8:00 am to receive comment on the 2024 Proposed Budget immediately prior to the Regular Meeting. Motion carried unanimously.

Adjournment

Motion made and seconded by Commissioners Bates/Coburn to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 12:49 p.m.

President

Secretary