

NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting

Tuesday November 22, 2022 - 8:00 A.M.

101 Garfield Avenue, Menasha WI 54952

AGENDA

1. ROLL CALL

2. APPROVAL OF MINUTES

- October 25, 2022 Regular Meeting and October 25, 2022 Closed Session.

3. NMSC 2023 PROPERTY/LIABILITY INSURANCE RENEWAL - Discussion on, and potential action to be taken to approve renewal quotes.

4. CORRESPONDENCE

5. OLD BUSINESS

6. NEW BUSINESS

- **Operations, engineering matters** -

A. McMahan 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 & Air Permitting.
 - a. Change Orders and/or Payment Requests.
3. Preliminary User Charge Rate Study related to Phosphorus Removal & UV Disinfection.

B. McMahan Invoices

#928542	As-Needed SCADA & Control Services	\$117.00.
#928540	Plant Re-Rate Study	\$697.85.
#928541 phase 08	Boiler Replacement – Construction Phase	\$438.35.

C. Operating Report for October 2022

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

- **Budget, finance matters** -

D. Accountant’s Report for October 2022.

1. Electric bill update.
2. Financial Statements.
3. Cash & Investment Report.

E. Update on Contract Renewal for the Wastewater Service Agreement between Sonoco/U.S. Paper Mills and the NMSC; with Discussion on and Potential Action(s) to be taken on matters discussed in Closed Session.

F. MCO 2023 Contract Increase.

G. MCO Invoices.

#29086	December 2022 Contract Operations	\$136,331.67.
#29146	Use of MCO Vehicles – October	\$ 321.10.

H. Vouchers – Operating and Payroll Vouchers #139578 thru #139619 in the amount of \$385,896.76 for the month of October 2022.

7. ADJOURNMENT.

NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting

Tuesday October 25, 2022

Meeting was called to order at the offices of McMahon Associates, by Commission President Youngquist at 8:00 a.m.

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

Also Present: Chad Olsen (McMahon); Darren Woods (Sonoco); Vanessa Wishart, Laura Callan (Stafford Law Office).

Closed Session

Motion made and seconded by Commissioners Weyenberg/Bates to convene into Closed Session pursuant to Wisconsin Statutes 19.85(1)(e) to discuss strategy concerning contract renewal with the Contracted Industrial User and for bargaining reasons which require a Closed Session to discuss such strategy to best serve the public interest. Motion carried unanimously on a Roll Call vote.

Meeting convened into Closed Session at 8:01 am.

Motion made and seconded by Commissioners Bates/Coburn to adjourn the Closed Session and reconvene into Regular Open Session. Motion carried unanimously.

Meeting reconvened into Regular Open Session at 9:00 am.

Public Forum

No one in attendance for the Public Forum.

Minutes

September 27, 2022 Meeting minutes. Motion made and seconded by Commissioners Bates/Coburn to approve the minutes from the September 27, 2022 Regular Meeting and September 27, 2022 Closed Session. 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 Invoices. Commissioners discussed McMahon invoices #928172, #928173, #928174 phase 08, and invoice #928175 in the amounts of \$526.50, \$819.00, \$393.70 and \$519.00. Motion made and seconded by Commissioners Coburn/Bates to approve payment of invoices #928172, #928173, #928174 phase 08 and invoice #928175 in the amounts of \$526.50, \$819.00, \$393.70 and \$519.00. Motion carried unanimously.

Sewer Extension Request. Commissioners discussed the sewer extension request for the 1st Addition to the Homes at Freedom Meadows, located in the City of Neenah; Manager Much reported all information was submitted and recommends approval. Motion made and seconded by Commissioner Bates/Coburn to approve the sewer extension request for the 1st Addition to the Homes at Freedom Meadows. Motion carried unanimously.

Operating Report. Manager Much reported the plant is operating well; he also reported we had a spike in our phosphorus during the time when Sonoco was shut down, this indicates how the Sonoco loading has a positive impact on the treatment plant for phosphorus removal. Equipment & Grounds Report – Commissioners reviewed the written report; Manager Much reported on Menasha Utilities evaluation of our electric meter and potential issues related to the usage spike we had on a previous monthly bill. After discussion, motion made and seconded by Commissioners Bates/Zielinski to accept the Operations Report and Equipment & Grounds Report. Motion carried unanimously.

McMahon Project Updates:

Phosphorus Removal/UV Disinfection Project – Chad Olsen reported there is no activity to report; he will plan to resubmit our application for Clean Water Loan funding to keep our name on the list if case we decide to proceed with the project next year and use Clean Water funding.

Plant Boiler Digester Replacement and Air Permitting. Chad reported he is holding the final payment request; information is being updated. Chad is expecting this to be completed by the next meeting.

Phosphorus Rate Study. Chad reported there was no activity.

Budget, Finance, Personnel

Financial Statements. Accountant Voigt reported on the September financial statements – year end operations are anticipated to be a loss; Interest rates on funds in the LGIP are now at 2.42%, interest rates for the ICS CDARS are 1.92%. MCO generated about \$2,600 in additional revenue for the Commission. After discussion, motion made and seconded by Commissioners Bates/Zielinski to approve the Accountant's Report for September 2022. Motion carried unanimously.

Update on Sonoco contract renewal. Manager Much reported he is waiting for other industries to provide their estimated future loadings; once all numbers are received the engineer can work on estimating the costs for potential plant expansion.

Motion made and seconded by Commissioners Coburn/Bates to approve for payment MCO invoices #28783 and #28822 in the amounts of \$136,331.67 and \$377.65 with payment to be made after November 1, 2022. Motion carried unanimously.

Motion made and seconded by Commissioners Coburn/Bates to approve Operating and Payroll Vouchers #139533 through #139577 in the amount of \$333,108.23 for the month of September 2022. Motion carried unanimously.

Adjournment

Motion made and seconded by Commissioners Bates/Coburn to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 9:28 a.m.

President

Secretary