

NEENAH-MENASHA SEWERAGE COMMISSION

Public Hearing & Regular Meeting

Tuesday, September 24, 2024 – 8:00 A.M.

Amended Location:

**McMahon Associates
Team Conference Room**

**1445 McMahon Drive
Neenah (Fox Crossing), WI 54956**

AGENDA

1. **ROLL CALL**
2. **PUBLIC HEARING TO RECEIVE COMMENTS ON THE PROPOSED 2025 NMSC BUDGET.**
 1. Comments and Discussion on Proposed 2025 NMSC Budget
 2. Motion to adjourn the Public Hearing and reconvene into open session
3. **PUBLIC FORUM**
4. **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 negotiating position relative to the wastewater contract with Sonoco. (Roll Call Vote Required). The Commission will return to open session following the closed session.
5. **APPROVAL OF MINUTES**
 - August 27, 2023 Regular Meeting and Closed Session
6. **CORRESPONDENCE**
7. **OLD BUSINESS**
8. **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. Operating Report for August 2024
 1. Operating Report
 2. Equipment and Grounds Report
 - **Budget, finance matters** -
 - C. Accounting Report for August 2024
 1. Financial Statements
 2. Cash & Investment Report
 - D. 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.

- E. MCO Invoices.
 - #31015 October 2024 Contract Operations \$ 148,139.58
 - #31056 Use of MCO Vehicles – August \$ 509.60

- F. Vouchers – Operating and Payroll Vouchers #140652 thru #140693 in the amount of \$310,844.77 for the month of August 2024

- G. Proposed 2025 NMSC Budget – Discussion on and potential action for approval

9. ADJOURNMENT

NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting & Closed Session

Tuesday, August 27, 2024

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

CLOSED SESSION

Motion made and seconded by Commissioners Zielinski/Coburn 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 negotiating position relative to the wastewater contract with Sonoco. Motion carried unanimously on a Roll Call vote. Meeting convened into Closed Session at 8:01 am.

After discussion, motion made/seconded by Commissioners Coburn/Weyenberg to adjourn the Closed Session and reconvene into Regular Open Session. Motion carried unanimously.

Meeting reconvened into Regular Open Session at 9:08 am. A short break was taken, and the meeting resumed at 9:17 am.

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: Troy Beyer (Virtual, Galloway); Rob Franck (MCO); Chad Olsen (McMahon); Vanessa Wishart (Virtual, Stafford Rosenbaum)

Public Forum

No one in attendance for the Public Forum.

Minutes

Meeting minutes. Motion made and seconded by Commissioners Zielinski/Coburn to approve the minutes from the July 23, 2024 Regular Meeting, the July 31, 2024 Special Meeting, and the August 16, 2024 Special Meeting-Closed Session. Motion carried unanimously.

Correspondence

The following correspondence was discussed:

- August 8, 2024 letter from the DNR to Dale Youngquist, Commission President.
RE: Approval of The Request for Blending Approval-Checklist

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.

Sewer Extension Request.

4th Addition to the Homes of Freedom Meadows – Manager Much reported all information was submitted and recommends approval of the sewer extension request for the 4th Addition to the Homes of Freedom Meadows. Motion made/seconded by Commissioner Weyenberg/Coburn to approve the sewer extension request for the 4th Addition to the Homes of Freedom Meadows located in the City of Neenah. Motion carried unanimously.

Galloway Request to Test New Evaporator Equipment. Manager Much reported that Galloway representative, Troy Beyer, has requested approval from the Commission to begin testing their new evaporator on product starting October 1, 2024. Troy explained that they will be very limited test runs of product in order to get the evaporator running properly for their anticipated production increase beginning around January of 2025. Troy and Manager Much will work together to ensure NMSC is aware of each test run, and can monitor for any issues. After discussion, a motion was made/seconded by Commissioners Coburn/Barlow to approve Galloway's request to test their new evaporator. Motion carried unanimously.

Commissioner Gordon was excused at 9:33 am.

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 Coburn/Zielinski to approve renewal of the HACH Filtrax/Phosphax Analyzer Service Agreement. Motion carried unanimously.

Aquatic Informatics Renewal Quotes. Rob Franck explained the RIO software renewal quotes are similar; however, the \$12,000 quote is what is currently used by the NMSC, and the \$12,500 MGD based quote includes everything we currently have, plus unlimited users. After discussion, motion made and seconded by Commissioners Coburn/Weyenberg to approve the Aquatic Informatics renewal quote in the amount of \$12,500. Motion carried unanimously.

Operating Report. Manager Much reported the plant loadings have come back down, and the plant is running well.

Equipment & Grounds Report – Rob Franck provided additional details on; The annual preventative maintenance on the generator has been completed. The SW digester cleaning has been completed. There were many rags which increased FSO's labor hours and cost. While the digester was down, the sludge feed line valve was replaced by Lee's Contracting and the Mixer 2 motor was replaced. RAS pump replacements are complete, and went well. The high flows on 8/16/24 resulted in an operator being called in for high influent flows created by the cycling of Neenah's backup pump. Interceptor cleaning and televising is tentatively scheduled with Speedy Clean, just waiting for low influent flows to be able to perform these tasks. The sludge storage

building still has 15 of the 35 lights not working. Assessment will be done on the lighting once the sludge is removed from the area.

After discussion, motion was made and seconded by Commissioners Zielinski/Coburn to accept the Operations Report and Equipment & Grounds Report. Motion carried unanimously.

Budget, Finance, Personnel

Financial Statements. Accounting Clerk Starr reported on the July financial statements; the month of July is showing a net operating income and MCO generated approximately \$2,800 in additional revenue for the Commission. Following up from the last meeting, Clerk Starr explained that she went back and reviewed the setup for the storage building, and she had missed a couple of steps in the setup process which prevented the asset from showing up on the financial statements. She was able to complete the setup successfully, and it is now listed in the financials properly. After discussion, motion made and seconded by Commissioners Zielinski/Coburn to approve the Accounting Report for July 2024. Motion carried unanimously.

Wastewater Service Agreement between Sonoco/U.S. Paper Mills and the NMSC. Based on discussion held in Closed Session, a motion was made and seconded by Commissioners Weyenberg/Coburn to authorize attorney Wishart to send notice to the Sonoco/U.S. Paper Mills attorneys and representatives of the acceptance of the September 12th deadline for a final decision, and extend the current agreement to December 31, 2024 with milestones. Motion carried unanimously.

MCO Invoices. Motion made and seconded by Commissioners Coburn/Zielinski to approve for payment MCO invoice #30931, #30905, and #30960 in the amounts of \$148,139.58, \$571.51, and \$568.83, respectively with payment to be made after August 1, 2024. Motion carried unanimously.

Vouchers. Motion made and seconded by Commissioners Coburn/Weyenberg to approve Operating and Payroll Vouchers #140601 through #140651 in the amount of \$486,936.59 for the month of July 2024. Motion carried unanimously.

NMSC Draft 2025 Budget. President Youngquist began the discussion with the Engineering Fees listed in the O&M budget section. He clarified with Manager Much that those fees would only be needed if the NMSC begins a new capital project next year. Based on this information, President Youngquist requested Clerk Starr remove the Engineering fees from the O&M budget section, and instead move it to the capital section since it is related to a potential expansion of the plant. Commissioner Mach inquired about the Security Services and whether those funds could be better utilized. Rob Franck explained past Commissions preferred to have someone on site 24/7, and it was more cost effective to hire a security firm versus staffing with certified operators or full-time staff. It was further discussed that review of SCADA and security measures would need to be completed to determine what changes or added equipment may be needed to effectively monitor the plant if no one is on site. The design and installation of these related items at the last upgrade were with consideration of having someone on site. There were questions about the estimated insurance expenses in the budget, and Clerk Starr explained the underwriter was expecting between a 7-10% increase in premiums for next year. Private lab fees increased as well, due to additional testing requirements from the DNR. Chemical costs increased, and Commissioner Mach offered to send Manager Much information regarding the chemical

consortium the City of Neenah utilizes to see if those costs can be abated in any way. The MCO contract is estimated to increase by approximately 3.9%, but may be lower depending upon the health insurance costs. After discussion, motion made and seconded by Commissioners Youngquist/Coburn to approve the draft budget as adjusted and to schedule a Public Hearing on September 24, 2024 at 8:00 am to receive comment on the 2025 Proposed Budget immediately prior to the Regular Meeting. Motion carried unanimously.

Adjournment

Motion made and seconded by Commissioners Barlow/Coburn to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 10:50 a.m.

President

Secretary