

NEENAH-MENASHA SEWERAGE COMMISSION
Public Hearing & Regular Meeting
Tuesday, October 24, 2023 – 8:00 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

- September 26, 2023 Public Hearing & Regular Meeting

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

- B. McMahon Invoices

#932379	Plant Re-Rate Study	\$ 93.00
#932380	As-Needed SCADA & Control Services	\$ 324.75
#932381	Biosolids Management	\$2,672.10

- C. Operating Report for September 2023

1. Operating Report
2. Equipment and Grounds Report

- Budget, finance matters -

- D. Accounting Report for September 2023

1. Financial Statements
2. Cash & Investment Report

- E. 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

- F. MCO Invoices.

#30049	November 2023 Contract Operations	\$ 142,367.48
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- G. Vouchers – Operating and Payroll Vouchers #140106 thru #140160 in the amount of \$436,660.86 for the month of September 2023

- H. Discussion and potential action regarding Purchase Agreement for Biosolids Building

- I. Discussion and potential action regarding Front-End Loader Rental

- J. Discussion and potential action regarding Biosolids Hauling Agreement

- K. Proposed 2024 NMSC Budget – Discussion on and potential action for approval

8. ADJOURNMENT

NEENAH-MENASHA SEWERAGE COMMISSION

Public Hearing & Regular Meeting

Tuesday September 26, 2023

Meeting was called to order by Commission President Youngquist at 8:00 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: Rob Franck (MCO), Randall Much (MCO), Chad Olsen (McMahon), Roger Voigt (MCO)

Public Hearing

Motion made and seconded by Commissioners Gordon/Bates to open the Public Hearing to receive comment on the proposed 2024 NMSC Budget. Motion carried unanimously. President Youngquist reported the proposed budget reflects the changes authorized at the August 28th Commission meeting, however, additional changes need to be made which requires the Public Hearing to be rescheduled for a later date; items discussed included increasing laboratory testing fees to include PFAS, additional sludge hauling charges, and proposed borrowing to purchase real estate for a biosolids site. Commissioners agreed to republish the proposed budget with the needed changes and to reschedule the Public Hearing for 8:00 am on Tuesday, October 24, 2023. After discussion, motion and second made by Commissioners Bates/Zielinski to close the Public Hearing and return to Regular Open Session. Motion carried unanimously. Public Hearing closed at 8:13 am.

Public Forum

No one in attendance for the Public Forum.

Minutes

August 28, 2023 Meeting minutes. Motion made and seconded by Commissioners Zielinski/Bates to approve the minutes from the August 28, 2023 Regular Meeting and 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 Associates Report:

Phosphorus Removal/UV Disinfection Project – Chad Olsen reported there is no new information to report.

Biosolids Storage Building Condition Assessment – Chad Olsen presented the Biosolids Storage Building Condition Assessment proposal and provided additional details on what the engineers will be checking during the assessment. Manager Much recommended an ESA phase 1 be included in the overall assessment. After discussion, motion made and seconded by Commissioners Weyenberg/Bates to approve the Biosolids Storage Building Condition Assessment proposal including an ESA phase 1 not to exceed \$14,500. Motion carried unanimously.

Class A Biosolids Application – Chad Olsen presented the Class A Biosolids Application proposal and explained the NMSC process meets the definition for Class A biosolids, but needs to be certified as such by the DNR. Motion made and seconded by Commissioners Bates/Coburn to approve the Class A Biosolids Application proposal. Motion carried unanimously.

McMahon Invoices: Motion made and seconded by Commissioners Coburn/Bates to approve payment of invoice #931977 for Biosolids Management in the amount of \$3,727.35. Motion carried unanimously.

Pieper Electric Proposal: Rob Franck provided additional information regarding the Pieper Electric proposal to ground and protect the biogas boiler stacks. He explained that \$6,000 was budgeted in the current budget to ground each tower and stack to the grounding electrode system of the Gas Handling Building. During an onsite visit last month, lightning protection was discussed and Pieper provided a proposal for installing a lightning protection system along with the grounding project. Installing the system would add approximately \$3,000 to the budgeted grounding that was planned, but is recommended to help mitigate the effects to equipment should such an event occur. After discussion, motion made and seconded by Commissioner Bates/Zielinski to approve the proposal for grounding and lightning protection of the biogas boiler stacks for \$9,100. Motion carried unanimously.

Sewer Extension Requests:

Northshore Villas Condominiums – Manager Much reported all information was submitted and recommends approval of the sewer extension request for Northshore Villas Condominiums. Motion made and seconded by Commissioner Barlow/Coburn to approve the sewer extension request for Northshore Villas Condominiums located in the Village of Harrison, Harrison Utilities. Motion carried unanimously.

The Homes of Freedom Meadows-Phase 3 – Manager Much reported all information was submitted and recommends approval of the sewer extension request for The Homes of Freedom Meadows-Phase 3. Motion made and seconded by Commissioner Bates/Zielinski to approve the sewer extension request for The Homes of Freedom Meadows-Phase 3 located in the City of Neenah. Motion carried unanimously.

1st Addition to Freedom Acres – Manager Much reported all information was submitted and recommends approval of the sewer extension request for the 1st Addition to Freedom Acres. Motion made and seconded by Commissioner Weyenberg/Bates to approve the sewer extension request for the 1st Addition to Freedom Acres located in the City of Neenah. Motion carried unanimously.

Operating Report: Manager Much reported the plant is operating well; staff will be completing grease trap inspections soon. He reported the scheduling of the inspections is currently done using an excel spreadsheet and staff are looking to utilize a more user-friendly program going forward. Diamond Maps is utilized by other communities to help with scheduling and navigating to locations. It is a subscription-based program that costs \$20 per month. Based on consensus, the Commissioners approved the use of Diamond Maps for grease trap inspections.

Equipment & Grounds Report: Rob Franck reviewed his report and provided further details on: Final clarifier inspections have been completed; once chlorination season ends staff will be emptying and inspecting the chlorination and de-chlorination systems; installing insulating blankets on the digesters; Lab AC unit started on Monday and should be complete within the week; programming of the sodium hypochlorite feed pumps is complete and working well. After discussion, motion made and seconded by Commissioners Zielinski/Weyenberg to accept the Operations Report and Equipment & Grounds Report. Motion carried unanimously.

Budget, Finance, Personnel

Financial Statements: Accounting Clerk Starr reported on the August financial statements; Interest rates on funds in the LGIP are at 5.31%, interest rates for the ICS CDARS have also increased to 5.15%. MCO generated about \$2,400 in additional revenue for the Commission. After discussion, motion made and seconded by Commissioners Bates/Coburn to approve the Accounting Report for August 2023. Motion carried unanimously.

Reduction in O&M Rates: Accounting Clerk Starr reported having reviewed the operating income for the year and determined a 25% reduction to the O&M rates for the months of November and December of 2023 should help offset the excess funds collected to date. Motion made and seconded by Commissioners Coburn/Bates to approve reducing the O&M rates for the November and December 2023 billings. Motion carried unanimously.

Beduhn Properties Agency Agreement: Commissioners agreed to keep Beduhn Properties, LLC in mind for future real estate needs, however, assistance from the agency is not needed at this time.

Biosolids Hauling: Based on discussion during closed session, motion made and seconded by Commissioners Bates/Weyenberg to accept the Biosolids Hauling proposal and begin contract negotiations with Full Service Organics (FSO). Motion carried unanimously.

Update on Sonoco Contract Renewal: Manager Much reported there is no new information to report.

MCO Invoices: Motion made and seconded by Commissioners Coburn/Bates to approve for payment MCO invoices #29975, and #30023 in the amounts of \$142,367.48, and \$550.29 with payment to be made after October 1, 2023. Motion carried unanimously.

Vouchers: Motion made and seconded by Commissioners Coburn/Zielinski to approve Operating and Payroll Vouchers #140049 through #140105 in the amount of \$458,565.26 for the month of August 2023. Motion carried unanimously.

NMSC Proposed 2024 Budget: Based on discussion during the Public Hearing, Commissioners agreed to update and republish the proposed budget with the needed changes and to reschedule the Public Hearing for 8:00 am on Tuesday, October 24, 2023.

Adjournment

Motion made and seconded by Commissioners Bates/Coburn to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 8:57 a.m.

President

Secretary