

NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting

Tuesday June 25, 2024 – 8:00 A.M.

101 Garfield Avenue, Menasha WI 54952

AGENDA

1. ROLL CALL

2. APPROVAL OF MINUTES

- May 28, 2024 Regular Meeting & Closed Session Minutes.

3. CORRESPONDENCE

4. OLD BUSINESS

5. 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

#935156	Plant Re-Rate Study	\$ 390.00
#935157	As-Needed SCADA & Control Services	\$ 296.75
#935158	Biosolids Storage Bldg. Assessment & Phase 1 ESA	\$ 384.00
#935159	Galloway Company Discharge Limits	\$ 97.50

- C. Sewer extension request for the Cedar View Subdivision, located in the in the Village of Harrison, Harrison Utilities.

D. Compliance Maintenance Annual Report (CMAR)

1. Review and discussion
2. CMAR Resolution 2024-1

E. Operating Report for May 2024

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

- Budget, finance matters -

F. Accounting Report for May 2024.

1. Financial Statements.
2. Cash & Investment Report.

- G. 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.

H. MCO Invoices.

#30755	July 2024 Contract Operations	\$ 148,139.58
#30823	Use of MCO Vehicles – May	\$ 545.38

- I. Vouchers – Operating and Payroll Vouchers #140497 thru #140543 in the amount of \$572,044.63 for the month of May 2024.

6. ADJOURNMENT.

NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting & Closed Session

Tuesday May 28, 2024

Meeting was called to order by Commission President Youngquist at 8:03 a.m.

Present: Commissioners Brandon Barlow, Steve Coburn, Greg Weyenberg, Dale Youngquist; Raymond Zielinski; Manager Paul Much; Rob Franck (MCO); Chad Olsen (McMahon); Accounting Clerk Melissa Starr; Vanessa Wishart (Stafford Rosenbaum LLP) - virtual.

CLOSED SESSION Motion made/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 with 5 votes in favor, 0 against, and 2 members absent on a roll call vote. Meeting convened into Closed Session at 8:05 am.

Commissioner Gordon entered meeting at 8:10 am, and Commissioner Mach entered meeting at 8:30 am.

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

Meeting reconvened into Regular Open Session at 8:37 am.

Present: Commissioners Brandon Barlow, Steve Coburn, Corey Gordon, Anthony Mach, Greg Weyenberg, Dale Youngquist; Raymond Zielinski; Manager Paul Much; Rob Franck (MCO); Chad Olsen (McMahon); Accounting Clerk Melissa Starr.

Also Present: Amber Drewieske (CLA) - virtual

Public Forum

No one in attendance for the Public Forum.

Minutes

April 23, 2024 Regular Meeting minutes. Motion made and seconded by Commissioners Zielinski/Coburn to approve the minutes from the April 23, 2024 regular meeting. Motion carried unanimously.

Correspondence

There was no correspondence to be discussed.

2023 Financial Audit Report

Amber Drewieske (Clifton Larson Allen LLP) explained that the quality review process was completed successfully, and there were no changes to the information presented at the April 23rd meeting. Amber briefly reviewed the audit results and independent auditor's report found on pages 1 & 2, which provide a clean unmodified opinion. She highlighted that the After discussion, motion made and seconded by Commissioners Barlow/Weyenberg to accept and approve the 2023 Financial Audit Report as prepared by Clifton Larson Allen LLP. Motion carried unanimously.

Old Business

There was no old business to be discussed.

New Business

Operations, Engineering, Planning

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.
Chad Olsen reported no update.
2. NMSC Wastewater Treatment Plant Capacity Presentation
Chad Olsen gave a presentation on plant capacity. He shared the current plant design capacities for Flow (43 MGD – Maximum), BOD (24,9573 lb/day), and TSS (21,952 lb/day). He explained that flows above the 43 MGD max, skip the regular process and go directly to chlorination. He also explained the F:M (Food to Microorganisms) ratio is one thing causing a bottleneck in the process. NR110 parameters have an F:M Ratio range of 0.2 to 0.5, and NMSC's current F:M average is 0.1. This is relatively low F:M, which requires more MLSS concentrations in the aeration basins. The higher MLSS concentrations limit the capacity of the activated sludge system by the solids handling capacity of the clarifiers. Challenges include peak flows and new phosphorus limits, and we will be looking at filters for phosphorus soon.

McMahon Invoices.

Motion made/seconded by Commissioners Coburn/Weyenberg to approve payment of invoice #934813, in the amount of \$390.00. Motion carried unanimously.

Operating Report.

Manager Much shared the results of the PFOA/PFOS testing that was done on influent, effluent, sludge, and Sonoco samples discussed at the last meeting. MEG provided a factsheet regarding the new rules and limits on surface water for PFOS/PFOA which has a threshold of 8 ng/L for PFOS, and a threshold of 20 ng/L for PFOA. Manager Much explained to Commissioners that he would like to do additional sampling with composite and grab samples of influent, effluent, sludge, and Sonoco samples to ensure we are being proactive in regards to PFOS/PFOA. He stated if our results are too high, we may have to do pretreatment with activated carbon to remove the PFOS/PFOA. Commissioners agreed that additional testing is a good idea. Manager Much said he plans to share the results with Sonoco so they are aware.

Equipment and Grounds Report.

Rob Franck reported on Equipment and Grounds items and provided additional details on: Enercon came to fix the gateway issue and performed annual check; RAS Pump #2 and #6 have been installed. These are the last two pumps out of the six that needed to be replaced. There is a spool piece that still needs to be installed, so the new pumps will be tested and put into service once that is complete. Reuse pump #1 will be having motor rebuilt/replaced within the next few weeks. Mathewson St. property is being used by neighbors and dog waste is not being picked up. Discussion followed about possible fencing, but consensus was to leave it as-is and keep an eye on it. One of the overhead door openers for the sludge building was replaced. The sludge building has service door locksets with a keypad and key. To date, we have not received keys for these doors. Manager Much said he will reach out to see if they have the keys. 15 of the 35 light fixtures in the sludge building are not working. Rob is getting pricing on new fixtures and may need to rent a lift to get a better idea of the lighting needs. Installation will be done when the area is cleared out. He also stated that he will be going back through McMahon's list of concerns from the assessment to see what else needs to be addressed. At the time the aeration piping and diffusers were installed, there were

issues with the new piping. Since these created problems for plant staff and contractors, the manufacturer provided an offer for them to provide the labor when the diffusers need to be replaced. Once a course of action is determined for the plant capacity, and it is verified that no changes to the aeration basins will be needed, we will budget for the diffusers and contact Sanitaire for arrangements on the agreed upon labor. Blower optimizer is in and operating, but Atlas Copco is working on correcting some program issues.

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

Budget, Finance Matters

Accounting Report for May 2024.

Accounting Clerk Starr reported a net loss for May; The Clean Water Fund loan payment and the Sludge Storage Building closing payment were made on May 1st. MCO generated income was \$3,006 for the month. Grease Trap permit applications and invoices are continuing to be received and processed. After discussion, motion was made and seconded by Commissioners Weyenberg/ Coburn to approve the Accounting Report for May 2024. Motion carried unanimously.

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.

Based on conversation from closed session, a motion was made/seconded by Commissioners Weyenberg/Coburn to extend the Wastewater Service Agreement between Sonoco/U.S. Paper Mills and the NMSC 90 days, with the understanding that within 60 days a planned compliance schedule will be submitted. Motion carried with 7 votes in favor, and 0 against on a roll call vote.

MCO Invoices.

#30632	June 2024 Contract Operations	\$ 148,139.58
#30674	Use of MCO Vehicles – April	\$ 424.78

Motion made and seconded by Commissioners Coburn/Zielinski to approve MCO invoice #30632, and #30674 with payment to be made after June 1, 2024. Motion carried unanimously.

Vouchers.

Operating and Payroll Vouchers #140451 thru #140494 in the amount of \$293,144.50 for the month of April 2024. Motion made/seconded by Commissioners Coburn/Barlow to approve operating and payroll vouchers. Motion carried unanimously.

Adjournment

Motion made/seconded by Commissioners Coburn/Weyenberg to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 9:57 a.m.

President

Secretary