

NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting

Tuesday, March 24, 2026 - 8:00 A.M.
101 Garfield Avenue, Menasha WI 54952

AGENDA

1. ROLL CALL

2. APPROVAL OF MINUTES

A. February 24, 2026, Regular Meeting

3. CORRESPONDENCE

A. March 18, 2026, email from Troy Huebner, Sonoco/U.S. Paper Mills to Paul Much, Plant Manager
RE: Sonoco Menasha – WWTP System March 2026 Update

4. OLD BUSINESS

5. NEW BUSINESS

Operations, engineering matters -

- A. McMahon Report – Update and discussion on the following projects with potential action to be taken based on discussions held:
 - 1. Phosphorus Removal
- B. Operating Report for February 2026
 - 1. Operating Report
 - 2. Equipment and Grounds Report
- C. Discussion and potential action regarding the 2025 and proposed 2026 industrial PFAS testing.
- D. Discussion and potential action regarding Dairyland Gold future loadings and potential Pretreatment Permitted discharge limits.
- E. Discussion and potential action regarding SCADA licensing renewal
- F. Discussion and potential action regarding 9th Street police report

Budget, finance matters -

- G. Discussion regarding the application for Senator Baldwin's Congressionally Directed Spending – Neenah-Menasha Sewerage Plant Upgrade sent Friday 3/20/26.
- H. Accounting Report for February 2026
 - 1. Financial Statements
 - 2. Cash & Investment Report
- I. 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.
- J. MCO Invoices.

#32680	April 2026 Contract Operations	\$ 157,056.68
#32720	Use of MCO Vehicles – February 2026	\$ 365.76
- K. Vouchers – Operating and Payroll Vouchers # 141489 thru #141530 in the amount of \$ 348,864.60 for the month of February 2026.

6. ADJOURNMENT

NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting

Tuesday February 24, 2026

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

Present: Commissioners Steve Coburn, Corey Gordon, Anthony Mach, Chad Pelishek, Greg Weyenberg, Dale Youngquist, Raymond Zielinski; Manager Paul Much; Accounting Clerk Melissa Starr.

Also Present: Scott Becher (Neenah), Rob Franck (MCO), Emily Franklin (MCO), Gerry Kaiser (Neenah), Chad Olsen (McMahon), Jenny Pagel (Harrison), Bill Pollnow (Neenah)

Commissioner Pelishek introduced the Village of Harrison's new Utility Superintendent, Jenny Pagel, and shared that the Village Board will be appointing Jenny to the Neenah-Menasha Sewerage Commission at their meeting this evening.

Minutes

Meeting minutes. Motion made/seconded by Commissioners Coburn/Zielinski to approve the minutes from the January 27, 2026, Regular meeting. Motion carried unanimously.

Correspondence

The following correspondence was discussed:

- A. February 12, 2026, email from Troy Huebner, Sonoco/U.S. Paper Mills to Paul Much, Plant Manager
RE: Sonoco ETP February Update
- B. February 17, 2026, email from Troy Beyer, Galloway Company to Paul Much, Plant Manager
RE: Formal Notice of Potential Expansion

Old Business

There was no old business to be discussed.

New Business

Operations, Engineering, Planning

Sewer Extension Request GEM Family LLC, located in the Village of Harrison – Manager Much reported all information was submitted and recommends approval of the sewer extension request. Motion made/seconded by Commissioner Coburn/Youngquist to approve the sewer extension request for the GEM Family LLC, located in the Village of Harrison. Motion carried unanimously.

McMahon Associates Report

1. Phosphorus Removal

Chad Olsen reported he is starting the design process for the phosphorus removal project. A request for proposals for geotechnical services was put out to evaluate the ground for the project.

2. Tertiary Treatment for P Removal and Effluent Flow Monitoring

Chad Olsen reported the updated proposal for design services for the Tertiary Treatment for P Removal and Effluent Flow Monitoring was included in the meeting packets. Discussion followed. After discussion, a

motion was made/seconded by Commissioner Weyenberg/Coburn to approve the proposal for design services for the Tertiary Treatment of P Removal and Effluent Flow Monitoring. Motion carried unanimously.

3. Review of Geotechnical services quotes for the Tertiary Treatment addition

Chad Olsen reported that he sent a request for quotes to four geotechnical service firms and received quotes from all four firms. There was a vast difference in pricing between the four firms, and he shared information regarding the quotes received. Chad recommended approval of the Intertek PSI quote due to price and flexibility with borings. After discussion, a motion was made/seconded by Commissioners Coburn/Weyenberg to award the geotechnical services project to Intertek PSI per Engineer Olsen's recommendation. Motion carried unanimously.

4. McMahon Associates No Fee Proposal to review submittal of emergency submersible pump

The current replacement Flygt submersible influent pump has pump specifications that differ slightly from the existing pump. An engineer's review to compare the pump curves and operating specifications was requested before the pump is ordered. Engineer Chad Olsen provided a no fee proposal to review the influent submersible pump and provide recommendation to the commission. A motion was made/seconded by Commissioners Coburn/Youngquist to approve the No Fee Proposal to review the submittal of emergency submersible influent pump.

Financing and Funding for NMSC phosphorus upgrade project

President Mach reported the City of Neenah has been actively looking at all options, including grants, to assist in funding the phosphorus upgrade project. He requested that commissioners work with their respective community members to do the same so funding can be determined as soon as possible. He reminded everyone that the deadline for Clean Water Fund applications is September 30, 2026, and he wants to ensure all communities have a say in funding. The intent is to have plans and specs ready for September 30th and then work with each municipality on their funding option(s). Discussion followed.

Johnson Controls quote for annual CCTV licensing

Rob Franck reported the annual renewal quote for the plant CCTV cameras had been received from Johnson Controls. He shared the system is working well for now, however, we are looking into upgrading options to forgo having security services in the future. This would require additional cameras, door locks, and other additions. In the meantime, the renewal quote for Johnson Controls is recommended for approval. After discussion, a motion was made/seconded by Commissioners Coburn/Weyenberg to approve the Johnson Controls annual CCTV renewal quote in the amount of \$1,999.88. Motion carried unanimously.

Cummins Sales and Service 3-year standby generator service agreement

Rob Franck reported the standby generator service agreement is up for renewal. He explained the full radiator services scheduled to be completed every five years that would be completed in 2026 with the annual service of the generator. The standby generator service agreement is renewed every three years. We budgeted \$20,000 for the renewal, and the estimate received from Cummins is \$19,356.08. After discussion, a motion was made/seconded by Commissioners Coburn/Zielinski to approve the 3-year standby generator service agreement renewal. Motion carried unanimously.

Operating Report for January 2026

Operating Report.

Manager Much reported the plant is meeting permit limits, however, with the rain and snow melting flows have increased.

Equipment and Grounds Report.

Rob Franck reported on Equipment and Grounds items and provided additional details on: Burnt ashes and WD40 were found at the 9th Street metering station between February 23rd and 24th. Rob stated that he will

be filing a report with the police to increase patrols in the area. He also reported that on Sunday, February 8th at 3:00 am, a guard slipped and fell on the property. 911 was called, and the guard was okay. He stated that a report had been filed and he will get a copy for NMSC records. Oil changes on the screw pump gear boxes has been completed. The new work order program, MapCon, was finalized and NMSC will utilize the Lite version (\$1,116). The annual WPPI capacity test will be on March 4, 2026. There have been some boiler issues that have caused alarms at night. We are working with Unison to troubleshoot and should have an update for the next meeting.

Budget, Finance Matters

Accounting Report for January 2026

Financial Statements. Accounting Clerk Starr reported a net operating loss for the month of January. MCO generated approximately \$7,114.88 in additional income for the month. The auditors were on site for fieldwork the second week of February for the year-end financial audit and it went well. She shared that she continues to work with the auditors to complete the year-end financial audit, and results will be reported at a future meeting. Commissioner Youngquist asked why numbers on the income statement were showing as negative for last year's income. Clerk Starr said she will need to double-check some of the information in CYMA and will send a follow up email to commissioners once fixed.

Update on Contract Renewal for the Wastewater Service Agreement with Sonoco/U.S. Paper Mills. Manager Much reported no update at this time.

Proposed Administrative Compliance Order for Galloway Company

Lab Manager Emily Franklin reported that they have seen a slight improvement in BOD for Galloway. Galloway did have a BOD exceedance in January; however, February was an improvement overall compared to previous years. Galloway had requested to extend the deadline to the end of the year, so they have more time to identify areas of improvement and utilize the AI tool to track and correct areas of issue. Discussion followed. After discussion a motion was made/seconded by Commissioners Coburn/Weyenberg to approve the Administrative Compliance Order for Galloway Company. Motion carried unanimously.

MCO Invoices.

#32591	Use of MCO Vehicles – January	\$ 456.98
#32629	March 2026 Contract Operations	\$ 157,056.68

Motion made/seconded by Commissioners Coburn/Zielinski to approve MCO invoice #32591 in the amount of \$456.98, and #32629 in the amount of \$157,056.68 with payment to be made after March 1, 2026. Motion carried unanimously.

Vouchers.

Operating and Payroll Vouchers #141437 through #141487 in the amount of \$490,379.25 for the month of January 2026. After discussion, motion made/seconded by Commissioners Coburn/Weyenberg to approve operating and payroll vouchers. Motion carried unanimously.

Adjournment

Motion made/seconded by Commissioners Coburn/Zielinski to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 8:55 a.m.

President

Secretary