

# NEENAH-MENASHA SEWERAGE COMMISSION

## Regular Meeting

Tuesday July 27, 2010

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

**Present:** Commissioners Gordon Falck, Tim Hamblin, Raymond Zielinski, Dale Youngquist, William Zelinski; Manager Randall Much, Accountant Roger Voigt, Attorney John Thiel.

**Excused:** Commissioners William Helein, Kathy Bauer

**Also Present:** Paul Much (MCO); Mike Sams (Waverly); Tom Kispert, Chad Olsen (McMahon), Mike King (Post Crescent).

Motion made by Commissioner Dale Youngquist, seconded by Commissioner Raymond Zielinski to approve the minutes of the Regular Meeting of June 29, 2010 and the minutes of the Closed Session Meeting of June 29, 2010. Motion carried unanimously.

## Correspondence

The following correspondence was discussed:

1. July 20, 2010 letter from Attorney John Thiel, NMSC to Mr. Justin Farrell, 808 Milwaukee St, Menasha.  
RE: NMSC response to request for variance on NMSC property.

## Budget, Finance, Personnel

Accountant Voigt presented the financial statements for the month of June 2010. Commissioners questioned general ledger account items for Professional Fees and Electricity charges. Accountant Voigt reported on the continued wet weather and higher loadings not normally experienced this time of the year resulting in higher than anticipated income. After discussion, motion made by Commissioner Dale Youngquist, seconded by Commissioner Tim Hamblin to accept the financial statements for the month of June and place it on file. Motion carried unanimously.

Accountant Voigt presented MCO Invoices #14694, #14704, and #14698 in the amounts of \$119,150.00, \$529.55 and \$572.59. After discussion, motion made by Commissioner Raymond Zielinski, seconded by Commissioner Dale Youngquist to approve for payment MCO Invoices #14694, #14704, and #14698 and to pay the invoices after August 1, 2010. Motion carried unanimously.

Accountant Voigt presented the Accountants Report for the month of June. Accountant Voigt reported on the reinvestment of maturing CDARS; replacement fund monies in the CDARS account are being invested short term in anticipation of bills coming in for the refurbishing of the screws in the headworks building, depreciation fund money is invested in 2 – 6 month terms to fill

gaps in the current short term maturities and maturities that are set up in 2011. MCO generated \$7,962 in income to the Commission in June; lab testing reimbursement has increased due to an MCO client who is requesting additional lab testing services. It was questioned on the procedure for MCO reimbursement to the NMSC, Manager Much reported on the contract between the Commission and MCO for this purpose. After discussion; motion by Commissioner Dale Youngquist, seconded by Commissioner Raymond Zielinski to accept the Accountants Report for the month of June 2010. Motion carried unanimously.

Accountant Voigt presented for payment McMAHON invoices #41411 and #41285 in the amounts of \$2,497.60 and \$6,589.26. After discussion, motion made by Commissioner Raymond Zielinski, seconded by Commissioner Dale Youngquist to approve for payment invoices #41411 and #41285. Motion carried unanimously.

Commissioners discussed the budget for 2011, the facility plan and the funding for the facility plan and planned plant updates. Accountant Voigt informed the Commissioners that at the current Clean Water Fund interest rate of 2.4% the loan payment amount would be about \$5,300 per month per million dollars borrowed. If the Commission is looking at borrowing \$10 million this would mean there would be a monthly budget amount of about \$53,000 per month. Tom Kispert (McMAHON) also discussed information on the Clean Water Fund. After discussion, it was the consensus of the Commission to increase the Depreciation Fund an additional 10% to begin preparing for the costs associated with the plant updates.

### **Operations, Engineering, Planning**

Manager Much presented and discussed the operating report for the month of June 2010. The rain has given us some issues; work on the screws needed to stop for one week. One screw and screw bay has been completed. The plant did overflow a little on Friday July 24. Manager Much also reported on the gas engine and the transformer issue. We were not able to pinpoint the problem with the transformer; a new transformer has been ordered. Delivery and installation is expected to occur in 1 – 2 months. Manager Much also reported that test information is being inputted by McMAHON into the GIS system. Further information with the GIS should be available in 1 – 2 months. After discussion, motion made by Commissioner Raymond Zielinski, seconded by Commissioner Gordon Falck to accept the operating report for the month of June 2010. Motion carried unanimously.

Facility Plan Process – Tom Kispert distributed copies of Appendix III for the Facility Plan. Tom discussed the inflow/infiltration (I/I) work performed by the communities. The communities have been active in their I/I programs. Also discussed are the design criteria included in Appendix III. The design criteria are current including all updates made at the NMSC treatment plant over the years. Also discussed were the population projections and the calculations needed for the design flows and waste loadings. It was questioned on the status of the testing being performed for reducing phosphorus. Manager Much reported there has been some success, but the success has not been with consistent results. It was also questioned if the facility plan will include plans to accommodate for phosphorus removal. Tom indicated designs will include the ability for phosphorus removal without needing to remove structures. Last month Cinetek was here with their pilot unit to test sludge dewatering. Their draft report just came out; the final report is anticipated to be available for the next Commission meeting in August.

**Old Business**

Interceptor ownership. Manager Much reported that he has no new information to report at this time.

Biosolids Management. Chad Olsen presented and discussed his written report with the Commission. Items discussed included: update on property in the Town of Black Creek, meeting with Steinacher Farms and members of the Town of Greenville board, Thermogen use of dried sludge as fuel source, a meeting with Green Bay Metropolitan Sewerage District representatives and their interest in the NMSC being a part of a regional biosolids handling facility, and building costs to build a storage building.

Motion made by Commissioner Dale Youngquist, seconded by Commissioner Gordon Falck to convene into closed session pursuant to Wis. Stats. § 19.85(1)(g) to confer and review written and/or oral legal advice by legal counsel to the Commission as to litigation strategy and status of matters concerning the lawsuit(s) commonly referred to as the Fox River litigation and a separate and distinct matter involving a Notice of Claim received by the Commission from the Town of Neenah Sanitary District No. 2 which requests reimbursement of funds. Motion carried unanimously by Commissioners Raymond Zielinski, Gordon Falck, Tim Hamblin, Dale Youngquist. Meeting convened into closed session at 9:24 am.

After discussions, motion made by Commissioner Dale Youngquist, seconded by Commissioner Gordon Falck to adjourn the closed session and return in regular open session. Motion carried unanimously by Commissioners Raymond Zielinski, Tim Hamblin, Gordon Falck, Dale Youngquist. The Commission returned to Regular open session at 10:22 am.

Motion made by Commissioner Dale Youngquist, seconded by Commissioner Raymond Zielinski to authorize Commission Attorney John Thiel to pursue settlement options with the Town of Neenah Sanitary District #2 with a settlement amount not to exceed the dollar amount discussed in Closed Session. Voting aye: Commissioners Dale Youngquist, Raymond Zielinski. Voting nay: Commissioners Tim Hamblin, Gordon Falck. Commission President William Zielinski voting aye to break the tie vote. Motion carried on a vote of 3 – 2.

**Vouchers**

Questions were asked regarding certain invoices listed for approval. After discussion, motion made by Commissioner Raymond Zielinski, seconded by Commissioner Dale Youngquist to approve operating and payroll fund vouchers #131722 through #131786 in the amount of \$364,266.98 for the month of June. Motion carried unanimously.

Motion made by Commissioner Tim Hamblin, seconded by Commissioner Raymond Zielinski to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 10:27 a.m.

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President

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Secretary

**THE NEXT REGULAR MEETING IS SCHEDULED FOR TUESDAY AUGUST 24<sup>TH</sup>, 2010.**