NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting

Tuesday April 26, 2011

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

Present: Commissioners Raymond Zielinski, Dale Youngquist, Kathy Bauer, Tim Hamblin, William Zelinski; Manager Randall Much, Accountant Roger Voigt.

Excused: Commissioners William Helein, Gordon Falck.

Also Present: Rob Franck (MCO); Mike Sambs (Waverly); Tom Kispert, Chad Olsen, Scott Mahnke, Amy Vaclavik (McMAHON), Cari Lendrum (Neenah).

Minutes of the Regular Meeting and Closed Session of March 22, 2011 were discussed. Motion made by Commissioner Raymond Zielinski, seconded by Commissioner Dale Youngquist to approve the minutes of the Regular Meeting and Closed Session from March 22, 2011. Motion carried unanimously.

Correspondence

The following correspondence was discussed:

A. April 1, 2011 letter to President William Zelinski, NMSC from Robin Schmidt, DNR.
RE: Notice of 2011 deadline and proposed changes to interest rate on future loans.

B. April 18, 2011 letter to William Zelinski, NMSC from Thomas Mugan, DNR.
RE: Approval of Wastewater Facilities Plan.

Budget, Finance, Personnel

Accountant Voigt presented the financial statements for the month of March 2011. The Commission currently is operating with a net income in operations and the current weather conditions will likely increase the amount of operating income; the rates will probably need to be adjusted. After discussion, motion made by Commissioner Dale Youngquist, seconded by Commissioner Raymond Zielinski to accept the financial statements for the month of March and place it on file. Motion carried unanimously.

Accountant Voigt introduced Mr. David Maccoux from Schenck sc who is here to present and discuss the 2010 financial audit. Mr. Maccoux reviewed and discussed with the Commission the prepared Financial Report and Management Communications. After discussion, motion by Commissioner Raymond Zielinski, seconded by Commissioner Kathy Bauer to approve and accept the 2010 audit report from Schenck sc. President William Zelinski requested a roll call vote. Voting aye: Commissioners Raymond Zelinski, Kathy Bauer, Tim Hamblin, President William Zelinski. Commissioner Dale Youngquist abstained. Motion carried.

Accountant Voigt presented MCO Invoices #15406, #15441 and #15438 in the amounts of $118,202.79, $766.55 and $185.44. After discussion, motion made by Commissioner Dale Youngquist, seconded by Commissioner Raymond Zielinski to approve for payment MCO Invoices #15406, #15441 and #15438 and to pay the invoices after May 1, 2011. Motion carried unanimously.

Accountant Voigt presented the Accountants Report for the month of March. Accountant Voigt reported on the reinvestment of maturing CDARS. MCO generated $8,700 in income to the Commission in March. Accountant Voigt also discussed the cash flow projection worksheet previously requested. Discussion on the cash flow projection with the Commission and engineers revealed the need to make adjustments to the projected disbursements to account for the sludge storage building expenses to be incurred in 2011. Once the estimated spending projections on the sludge storage building have been made, the report will be reprinted and mailed to the Commissioners. After discussion of the Accountants Report; motion by Commissioner Dale Youngquist, seconded by Commissioner Tim Hamblin to accept the Accountants Report for the month of March 2011. Motion carried unanimously. Accountant Voigt discussed the CDARS Insured Cash Sweep account. Current rates on the sweep account are the same as the 13-week CDARS. With the continuing expenditure of funds towards the facilities upgrade; this is an attractive option to maintain a higher return on our funds and have quick access to the money. After discussion, motion made by Commissioner Dale Youngquist, seconded by Commissioner Kathy Bauer to approve setting up the CDARS ICS (Insured Cash Sweep) account with First National Bank Fox Valley. Motion carried unanimously.

Accountant Voigt presented for payment McMAHON invoices #44572, #44573, #44687, #44686, and #44635 in the amounts of $2,163.50, $58,750.00, $2,079.65, $12,162.86 and $202.00. After discussion, motion made by Commissioner Raymond Zielinski, seconded by Commissioner Dale Youngquist to approve for payment invoices #44572, #44573, #44687, #44686 and #44635. Motion carried unanimously.

Operations, Engineering, Planning

Manager Much presented and discussed the operating report for the month of March 2011. The plant is operating well. The month of April will have a weekly violation of suspended solids and possibly BOD. This occurred in adjusting the plant conditions to test the pilot unit for the control of filamentous organisms. A survey received from the EPA has been completed. The survey was looking at the past five years of data; particularly at flow data. The EPA is also looking at the blending of wastewater discharged. Vendor presentations of equipment are completed. After discussion, motion made by Commissioner Dale Youngquist, seconded by Commissioner Raymond Zielinski to accept the operating report for the month of March 2011. Motion carried unanimously.

Tom Kispert reported to the Commission the status on Facility Upgrade activities. Tom Kispert discussed the items in his memo to the Commission. Items addressed included: looking at focus-on-energy grant money, pilot testing of centrifuge performed, pilot testing of mixed oxidant system will be starting soon, pilot testing of screening washer will be in early May, site visits will occur on equipment, Agency Agreement between Commission and member communities is being drafted for Clean Water Fund loan, GIS document work being completed.

Controls/SCADA. Scott Mahnke discussed the price differences between Automation Direct and Allen Bradley; and what errors were made in putting together the initial pricing and the lack of complete specs being used to put together the preliminary prices that were reported. The latest pricing on Allen Bradley equipment are based on more complete equipment specifications and the Allen Bradley equipment now meets the specs needed. The original pricing on Allen Bradley equipment was based on equipment that far exceeded the specs of the equipment needed. The Commission discussed rescinding any motion made authorizing the use of Automation Direct for providing the equipment to be used for the plant controls and SCADA to allow further review of Allen Bradley equipment in the plant design. Before making any motion to rescind, a quick check of previous minutes was performed to see what wording may have been used. No wording on the matter was found in the quick review of the minutes. Any motion on this matter was deferred to the May meeting allowing a more complete review of the minutes on this subject matter.

Old Business

Interceptor ownership. Commissioner Kathy Bauer reported on a meeting held with herself and Commissioner Raymond Zielinski with Mayor Donald Merkes and Mark Radtke from the City of Menasha to discuss transferring ownership of interceptors.

Biosolids Management. Chad Olsen discussed his memo to the Commission. A boundary survey of the property for a storage building was performed; met with Jeff Steinacker on April 11 to discuss building plan ideas; visited the Appleton WWTP storage building with Steinacker Farm representatives to view this design and the concept used for the building.

Motion made by Commissioner Raymond Zielinski, seconded by Commissioner Tim Hamblin 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 pursuant to Wis. Stats. § 19.85(1)(e) to discuss contracts affecting portions of the sewerage treatment process which involves the investment and spending of public funds and competitive and bargaining reasons require a closed session to discuss contract clauses to be submitted to vendors to best serve the public interest. Motion carried unanimously by Commissioners Raymond Zielinski, Dale Youngquist, Kathy Bauer, Tim Hamblin. Meeting convened into closed session at 9:25 am.

After discussions, motion made by Commissioner Dale Youngquist, seconded by Commissioner Raymond Zielinski to adjourn the closed session and return in regular open session. Motion carried unanimously by Commissioners Raymond Zielinski, Dale Youngquist, Kathy Bauer, Tim Hamblin. The Commission returned to Regular open session at 9:38 am.

Action to be taken on matters discussed on Closed Session

No action to taken.

Vouchers

Motion made by Commissioner Raymond Zielinski, seconded by Commissioner Dale Youngquist to approve operating and payroll fund vouchers #132234 through #132297 in the amount of $345,708.58 for the month of March 2011. Motion carried unanimously.

Motion made by Commissioner Raymond Zielinski, seconded by Commissioner Dale Youngquist to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 9:40 a.m.

President

Secretary

THE NEXT REGULAR MEETING IS SCHEDULED FOR TUESDAY MAY 24th, 2011.