# NEENAH-MENASHA SEWERAGE COMMISSION

**Regular Meeting**

**Tuesday March 22, 2011**

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

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

**Also Present:** Paul Much, Rob Franck (MCO); Mike Sambs (Waverly); Tom Kispert, Chad Olsen (McMAHON), Aaron Gruenewald (Synagro).

Minutes of the Special Meeting and Public Hearing of March 15, 2011 were discussed. Motion made by Commissioner Dale Youngquist, seconded by Commissioner Raymond Zielinski to approve the minutes of the Special Meeting and Public Hearing from March 15, 2011. Motion carried unanimously.

## Correspondence

The following correspondence was discussed:

A. February 22, 2011 Notice of Public Hearing.
   RE: March 15 Public Hearing on Facilities Plan.

B. February 22, 2011 letter from Thomas Kispert, McMahon to Post Crescent.
   RE: Request to publish Notice of Public Hearing.

C. February 25, 2011 letter from Town of Neenah S.D. 2 commissioners to Mr. William Zelinski.
   RE: Settlement of Claim.

D. March 17, 2011 letter from Robin Schmidt, DNR to Mr. William Zelinski, NMSC.
   RE: Clean Water Fund Program Project Priority Score is 98.481.

## Budget, Finance, Personnel

Accountant Voigt presented the financial statements for the month of February 2011. The dollar amounts in the payable to and receivable from accounts were questioned. Accountant Voigt reported these dollar amounts are from the audit work and reflect the year end adjustment. After discussion, motion made by Commissioner Dale Youngquist, seconded by Commissioner Raymond Zielinski to accept the financial statements for the month of February and place it on file. Motion carried unanimously.

Accountant Voigt presented MCO Invoices #15320 and #15356 in the amounts of $118,202.79 and $689.10. After discussion, motion made by Commissioner Raymond Zielinski, seconded by

Commissioner William Helein to approve for payment MCO Invoices #15320 and #15356 and to pay the invoices after April 1, 2011. Motion carried unanimously.

Accountant Voigt presented the Accountants Report for the month of February. Accountant Voigt reported on the reinvestment of maturing CDARS. MCO generated $8,100 in income to the Commission in February. 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 February 2011. Motion carried unanimously.

Attorney John Thiel discussed with the Commissioners the use of email as a means of communication to Commissioners. Accountant Voigt will obtain information on creating email accounts for Commissioners who express an interest.

Accountant Voigt presented for payment McMAHON invoices #44237, #44239, #44238, #44257, and #44340 in the amounts of $399.79, $5,115.00, $28,285.00, $626.50 and $1,194.50. After discussion, motion made by Commissioner Dale Youngquist, seconded by Commissioner Raymond Zielinski to approve for payment invoices #44237, #44239, #44238, #44257 and #44340. Motion carried unanimously.

**Operations, Engineering, Planning**

Manager Much presented and discussed the operating report for the month of February 2011. Operationally we are running well. With the recent snow melt, the flows have increased. Manager Much further reported on the sodium hypochlorite generation systems that were viewed in New Mexico and Utah. One manufacturer will be providing a pilot unit for us to test a mixed oxidant product. Commissioner Gordon Falck questioned how soon we could get a replacement unit if our current unit fails. Tom Kispert reported it would take 8 – 12 weeks to receive a replacement unit; however the Commission is able to bring in bulk liquid if the current unit fails. After discussion, motion made by Commissioner Dale Youngquist, seconded by Commissioner William Helein to accept the operating report for the month of February 2011. Motion carried unanimously.

Tom Kispert reported to the Commission the status on Facility Upgrade activities. Tom Kispert distributed a draft press release received from the DNR regarding the NMSC request for approval of a plan for wastewater treatment plant improvements.
Facility Plan. Tom reported we are still meeting with equipment manufacturers. Drafting of current on-site is proceeding. The Commission discussed in further detail the oxidation system pilot unit that will be delivered for testing.
Controls/SCADA. Chad Olsen discussed the memo from Scott Mahnke to the Commission. Allen Bradley/Werner Electric made changes in equipment and pricing from their original proposal and they are now more competitive in their pricing with Automation Direct. Commissioner Dale Youngquist questioned if the components quoted by each company are comparable items or is the Allen Bradley equipment a higher quality with them now quoting a poorer quality item to match the competitor pricing. This will need to be looked into further.
GIS. Tom Kispert reported the work-order forms are being worked on and finalized. The system may be partially operational by the end of the year.

## Old Business

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

Biosolids Management. Chad Olsen reported there are items to be discussed in closed session.

## New Business

Commissioner Dale Youngquist requested a cash flow projection to be put together to show our cash needs. Accountant Voigt reported one has been started and the next item for completing this is to obtain additional information from the engineers. The cash flow projection will be ready for the next meeting.

Motion made by Commissioner Raymond Zielinski, seconded by Commissioner Dale Youngquist 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, Gordon Falck, Kathy Bauer, Tim Hamblin, William Helein. Meeting convened into closed session at 8:48 am.

After discussions, motion made by Commissioner Raymond Zielinski, seconded by Commissioner Gordon Falck to adjourn the closed session and return in regular open session. Motion carried unanimously by Commissioners Raymond Zielinski, Dale Youngquist, Gordon Falck, Kathy Bauer, Tim Hamblin, William Helein. The Commission returned to Regular open session at 9:24 am.

## Action to be taken on matters discussed on Closed Session

Motion made by Commissioner Gordon Falck, seconded by Commissioner Dale Youngquist to authorize the Commission's Attorney and Commission's Manager to negotiate with Steinacker Farms concerning the terms and conditions of Ground Lease for the placement of a storage building on real estate and Hauling and Spreading agreements for the processing of the Commission's biosolids and the attorney and manager are authorized to seek consult with McMahon as needed for technical information. After discussion, motion carried unanimously.

## Vouchers

Motion made by Commissioner Raymond Zielinski, seconded by Commissioner Dale Youngquist to approve operating and payroll fund vouchers #132180 through #132233 in the amount of $357,562.67 for the month of February 2011. Motion carried unanimously.

**Other Business**

Aaron Gruenewald from Synagro introduced himself as the local representative from his company. Synagro is a company that works for their clients in finding land for spreading biosolids. They are also able to provide capital to build facilities for sludge handling or storage. Aaron also discussed other services and values their company can bring to their clients. The Commission thanked Mr. Gruenewald for this information and will consider it if the needs arises.

Motion made by Commissioner Tim Hamblin, seconded by Commissioner William Helein to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 9:34 a.m.

President

Secretary

**THE NEXT REGULAR MEETING IS SCHEDULED FOR TUESDAY APRIL 26th, 2011.**