NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting

Tuesday January 24, 2012

Meeting was called to order by Commission Vice-President Zielinski at 8:00 a.m.

Present: Commissioners Dale Youngquist, Tim Hamblin, Kathy Bauer, Raymond Zielinski, Mike Sambs, Gordon Falck, Jim Gunz; Manager Randall Much, Attorney John Thiel, Accountant Roger Voigt.

Also Present: Tom Kispert, Chad Olsen (McMAHON); Gary Mennen (resident-Town of Greenville); Mike King (Post Crescent); Rob Franck, Paul Much (MCO).

Commissioners discussed the minutes from the Regular Meeting and Closed Session of December 20, 2011. After discussion, motion made by Commissioner Youngquist, seconded by Commissioner Gunz to approve the minutes of the Regular Meeting and Closed Session of December 20, 2011. Motion carried unanimously.

Correspondence

The following correspondence was discussed:

A. December 22, 2011 letter from Katherine Bauer, NMSC to Mr. David Reiter.
   RE: Response to concerns with Centrifuge Project.

B. December 30, 2011 letter from Robin Coburn, Town of Neenah Clerk/Treasurer to Gordon Falck.
   RE: Reappointment as Commissioner for the NMSC.

Budget, Finance, Personnel

Accountant Voigt discussed the email received from Teri Stecker (Johnson Insurance) regarding the pricing for additional umbrella coverage. There is no break in the price of the umbrella coverage for higher limits. The Commission further discussed increasing the umbrella limits during construction and discussed insurance limits for contractors during construction.

Accountant Voigt presented the financial statements for the month of December 2011. The financial statements are preliminary and are subject to being adjusted with year-end adjustments. After discussion, motion made by Commissioner Youngquist, seconded by Commissioner Bauer to approve the Financial Statements for the month of December. Motion carried unanimously.

Accountant Voigt presented MCO Invoices #16156 and #16187 in the amounts of $119,725.03, and $558.05. Commissioner Gunz questioned the contract and health insurance reimbursement as well as hours worked at the Neenah-Menasha plant and other communities; Manager Much responded. After discussion, motion made by Commissioner Youngquist, seconded by Commissioner Bauer to approve for payment MCO Invoices #16156 and #16187 and to pay the invoices after February 1, 2012. Motion carried unanimously.

Accountant Voigt presented the Accountants Report and Cash Flow Projection for the month of December. The interest rates have not changed; MCO generated $4,400 in income to the Commission in December. After discussion, motion made by Commissioner Youngquist, seconded by Commissioner Bauer to accept the Accountants Report and cash flow projection for December. Motion carried unanimously.

Accountant Voigt presented for payment McMAHON invoices #48136 - $2,200.00; #48135 - $15,200.00; #48016 - $872.00; #48131 - $6,000.00; #48133 - $26,376.00; #48132 - $2,576.00; and #48104 - $1,598.75. After discussion, motion made by Commissioner Youngquist seconded by Commissioner Hamblin to approve for payment invoices #48136, #48135, #48016, #48131, #48133, #48132, and #48104. Motion carried unanimously.

Operations, Engineering, Planning

Manager Much reported the part needed to repair the methane engine has been ordered. It is being shipped from Germany and is expected to be delivered the first week of February. Work is proceeding on the installation of the chlorine generation system; the first full week of February is tentatively set for factory startup of the unit. The operation of the plant has been running well. Key points to look at in the printed operations report are the maximum flows from Neenah, Menasha, and Town of Menasha. The maximums are about a 4:1 ratio with the average flows; this is an indication of clear water issues. Commissioner Hamblin questioned the phosphorous limits and if we are meeting the new standards. Manager Much indicated the new limit will be 0.2; we are not meeting this limit. We will have 8 – 9 years to work on meeting this limit. Commissioner Gunz questioned if the rules were promulgated. Manager Much responded yes; Chad Olsen further discussed and explained the phosphorous limit.

Tom Kispert updated the Commission on the facilities upgrade project. Two contracts for the equipment contract procurement remain to be signed. One company, who is providing the boilers are obtaining the required insurance. The second company, who is providing the blowers, was sold. The new company is honoring the contract. Tom indicated it is taking longer than expected to get the contracts executed and the shop drawings. Shop drawings have been submitted, but we are still waiting for another 5-8 companies to get their shop drawings submitted. Tom reminded the Commissioners we need to make decisions on the biosolids storage building for finishing the design.

Tom Kispert discussed the Controls & SCADA. New plant processes being developed. This is being coordinated with current shop drawings. The technology is being reviewed to see if it is applicable for the project.

Tom Kispert discussed the GIS based work order system. The work order portion is up and running with full use of program by staff to verify if the work order system is working as wanted. The GIS and equipment portion is next for install. Tom questioned if the Commissioners would be interested in a demonstration. It was decided to keep this on the agenda and to look at having the demonstration at the March meeting.

Tom Kispert reported on items to be worked on for Clean Water Fund borrowing: inter-municipal agreement, Sonoco agreement, and land ownership legal statement. Tom will have Amy Vaclavik put together a laundry list of items to be worked on.

Old Business

Biosolids. Chad Olsen indicated he has no new information to discuss at this time. Commissioner Youngquist questioned if a response was received from the DNR on the Class A Biosolids; Chad reported no response was received. Commissioner Youngquist questioned when we can expect something; Chad responded he will send out an email to get a response by the next meeting. Chad also reported he is waiting for costs from different manufacturers; he received one last Friday from one equipment manufacturer. He will have a memo for the next meeting.

New Business

Election of Officers. Commissioner Zielinski indicated he is not seeking the position of President. Motion made by Commissioner Bauer, seconded by Commissioner Sambs to nominate Commissioner Youngquist as President. Commissioner Bauer further explained her reasons why she felt Commissioner Youngquist should be the President. Motion made by Commissioner Sambs, seconded by Commissioner Hamblin to close the nominations. All present voting aye. Commissioner Youngquist is the President of the Commission. Vice-President Zielinski yielded the chair to President Youngquist. Motion made by Commissioner Gunz, seconded by Commissioner Falck to nominate the current remaining officers for another term. Motion carried. Commissioner Zielinski will remain as Vice-President; Commissioner Bauer will remain as Secretary/Treasurer.

Motion made by Commissioner Zielinski, seconded by Commissioner Hamblin to convene into closed session pursuant to Wis. Stats. § 19.85(1)(e) to discuss strategy concerning the Contracted Industrial User as it affects the financing of the Sewer Plant Project and to discuss strategy concerning potential contract vendors that affect portions of the sewerage treatment control process and these items involve the investment and spending of public funds and competitive and bargaining reasons require a closed session to discuss such strategy to vendors to best serve the public interest and pursuant. Also, pursuant to Wis. Stats. § 19.85(1)(e) to discuss identified real estate options for placement of a building to be used by the Commission for which bargaining reasons and developing acquisition strategy require a closed session to protect the public investment and spending of public funds. Also, 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. By roll call vote taken, motion carried unanimously, by Commissioners Zielinski, Bauer, Hamblin, Sambs, Falck, Gunz.

Meeting convened into closed session at 9:08 am.

After discussions, motion made by Commissioner Zielinski, seconded by Commissioner Gunz to adjourn the closed session and return in regular open session. Motion carried unanimously by

Commissioners Zielinski, Bauer, Hamblin, Sambs, Falck, Gunz. The Commission returned to Regular open session at 10:21 am.

Vouchers

Motion made by Commissioner Zielinski, seconded by Commissioner Gunz to approve operating and payroll fund vouchers #132736 through #132789 in the amount of $322,670.80 for the month of December 2011; and Construction Fund Vouchers #106 through #110 for the month of December in the amount of $130,868.20. Motion carried unanimously.

Motion made by Commissioner Hamblin, seconded by Commissioner Gunz to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 10:23 a.m.

President

Secretary

THE NEXT REGULAR MEETING IS SCHEDULED FOR TUESDAY February 28th, 2012.