NEENAH-MENASHA SEWERAGE COMMISSION

Special Meeting

Thursday September 5, 2013

Meeting was called to order by Commission President Youngquist at 1:00 p.m.

Present: Commissioners Mike Sambs, Tim Hamblin, Gordon Falck, Raymond Zielinski, Dale Youngquist; Manager Randall Much, Accountant Roger Voigt.

Excused: Commissioners Kathy Bauer, Jim Gunz.

Also Present: Tom Kispert, Amy Vaclavik (McMAHON); Rob Franck (MCO); Mark Radtke (City Menasha); Don Verbrick (Town Neenah S.D. 2).

August 27, 2013 meeting minutes: Motion by Commissioner Zielinski, second by Commissioner Sambs to approve the minutes from the August 27, 2013 Regular Meeting. Motion carried unanimously.

Correspondence

The following correspondence was discussed:

A. August 29, 2013 letter to Mr. Kevin LaPlante, 816 Milwaukee Street, Menasha from Randall Much, NMSC.
RE: Response to request for placement of storage unit on NMSC property.

B. August 29, 2013 letter to NMSC Contract Users from Roger Voigt, NMSC.
RE: Update on new user charge system being established for the NMSC.

Old Business

There is no Old Business to discuss.

New Business

Operations, Engineering, Planning

Tom Kispert discussed proposed change order #23 for the contract with August Winter & Sons for a sludge conveyor in the loading garage. The quote from Jim Meyer & Sons for the complete unit with a liner is $40,450. The quote from Custom Conveyor is $51,445. Tom reminded the Commission the cost to replace the screw only in the conveyor unit is $8,950. Tom recommends accepting the Jim Meyer & Sons quote and would like approval for change order #23. After discussion motion by Commissioner Sambs second by Commissioner Falck to approve change order #23 for the purchase of the sludge conveyor unit from Jim Meyers & Sons at a cost of $40,450. Motion carried unanimously.

Tom discussed blower sound enclosures damaged in shipping and the offer from the insurance company for a credit of $3,717. The damages are cosmetic only and do not affect the performance of the unit. After discussion motion by Commissioner Sambs second by

Commissioner Zielinski to authorize Tom Kispert to accept the offer from the insurance company in the amount of $3,717. Motion carried unanimously.

Tom Kispert reported on the digester painting. The skirts on the east and west digesters will be blasted and painted; Tom further discussed the process on how this will be accomplished.

Tom Kispert discussed the letter received from Crane Engineering regarding the leaking Diaphragm Metering Pumps used for the Sodium Hypochlorite and the steps to be taken to solve this issue. Tom further explained the issues that occurred and the proposed steps recommended for fixing the issue. Four of the eight units will be fixed per their proposed solution; if this fixes the problem the remaining four units will also be fixed. Crane Engineering will also increase the 1-year warranty to a 3-year parts and labor warranty from startup on the pumps (May 1, 2013). Crane Engineering will also replace any components damaged by corrosion from the sodium hypochlorite.

Manager Much discussed the blower system issues reporting there are problems having at least three blowers running at the same time; we are unable to get anyone here to service the problem. The biggest issue is the lack of response by HSI. Manager Much requested permission to have Attorney Thiel review the contract with HSI and recommend options to the Commission for recourse. After discussion it was the consensus of the Commission to have Manager Much contact Attorney Thiel regarding this matter.

Commission President Youngquist addressed the email from Attorney Thiel on his comments regarding use of NMSC owned property by adjoining property owners. President Youngquist requested the Commissioners to review this email and discuss the matter at the Regular Meeting on September 24, 2013.

Budget, Finance, Personnel

Commissioners further discussed the User Charge System and the letter presented in Correspondence (Item B). After discussion it was decided to include the User Charge System on the agenda for the Regular Meeting of September 24 for approval.

Accountant Voigt discussed the conversation held with President Youngquist concerning the current Commission policy of capitalizing purchases for equipment at $500. It was pointed out that there are numerous items listed in the Replacement Fund account that fall in this category. After discussion motion by Commissioner Falck second by Commissioner Hamblin to change the capitalization policy to capitalize equipment purchases over $5,000 and to have the new policy effective starting on January 1, 2014. Motion carried unanimously.

President Youngquist discussed holding two meetings per month for the months of October and November 2013 and in January 2014. Commissioners discussed days available during the second week of these months. Commissioners agreed to a second meeting day with them possibly being held on Wednesday.

Accountant Voigt discussed his memo on changes made to the draft budget presented at the August 27th meeting and the effect of these changes in the loading rates by using the new User

Charge System. After discussion and hearing no addition requests for changes, the current draft budget will be presented at the Public Hearing on September 24, 2013 at 8:00 am prior to the Regular Meeting.

Motion made by Commissioner Zielinski, seconded by Commissioner Falck to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 2:30 p.m.

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President Secretary

THE NEXT REGULAR MEETING IS SCHEDULED FOR TUESDAY SEPTEMBER 24th 2013.