NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting

Tuesday May 27, 2014

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

Present: Commissioners Mike Sambs, Steve Coburn, Raymond Zielinski, Tim Hamblin, Jim Gunz, Kathy Bauer, Dale Youngquist; Manager Randall Much, Accountant Roger Voigt.

Also Present: Tom Kispert (McMAHON); Rob Franck, Paul Much (MCO); Jon Myers (V-P Atlas Copco); Bryan Viitala, Bill Schill (Mulcahy, Shaw); David Maccoux (Schenck).

Public Forum. No one in attendance for public forum.

April 22, 2014 Meeting minutes: Motion by Commissioner Hamblin, second by Commissioner Zielinski to approve the minutes from the April 22, 2014 Regular Meeting. Motion carried unanimously.

To accommodate those in attendance, motion by Commissioner Gunz, second by Commissioner Zielinski to proceed to Agenda Item 6.A. – Update on HSI Blowers. Motion carried unanimously.

Jon Myers updated the Commission on the status of the blowers. It was determined that blowers #2, #3, and #4 have bearings that fit too tight and will be replaced. When the technician was on-site removing blower #2, blower #3 failed. Blower #2 bearings are being replaced and the unit should be back by the end of the week. Blower #3 is on its way to the repair facility; it will be repaired and returned. Blower #4 will then be pulled to have the bearings replaced after blower #3 is returned. The bearings on blower #6 are the correct bearings. There is a possible wiring issued on blower #4 and the UPS unit. This issue will be checked into further. President Youngquist questioned if there are any issues with blower #6; Rob Franck indicated the disconnect switch needs to be replaced. Jon Myers reported the parts are ordered to fix and the blower should be repaired this next week. Jon reported on holes found in screens; the screens will be replaced. Aeration basin #6 currently needs to be manually controlled (for the D.O. level); the programmer will be here to fix the software issue. Tom Kispert reported the D.O. has been in the 3 ¼ to 4 range. Jon reported he will attend the next Commission meeting on June 24; his goal is to have everything wrapped up by the meeting.

The Commission returned to the agenda as published.

Correspondence

The following correspondence was discussed:

April 22, 2014 letter from Randall Much, NMSC to Zachary Melda, Georgia-Pacific.
RE: Request denied for disposal of landfill leachate.

April 29, 2014 letter from Robert Hannes, DNR to Dale Youngquist, President NMSC.
RE: DNR approval of change order.

To accommodate those in attendance, motion by Commissioner Gunz, second by Commissioner Sambs to proceed to Agenda Item 6.J. – 2013 Financial Audit Report. Motion carried unanimously.

David Maccoux (Schenck) reviewed the 2013 audit report and provided further explanations to portions of the 2013 NMSC Financial Audit. The Clean Water Fund loan funds the Commission is receiving includes federal funds; this requires the Commission to also perform the federally required circular A-133 Single Audit on the clean water fund project. This required audit was completed and is included as part of the 2013 Financial Audit. After discussion, motion by Commissioner Gunz, second by Commissioner Sambs to approve the 2013 NMSC Financial Audit Report. Motion carried unanimously.

The Commission returned to the agenda as published.

Old Business

Proposed changes to Rules of Procedures for Meetings of the NMSC. President Youngquist discussed the proposed NMSC meeting Rules of Procedure. References to the Oshkosh Northwestern were removed. After discussion, motion by Commissioner Gunz second by Commissioner Bauer to approved NMSC Resolution 2014-2, a resolution regarding the Scheduling and Conduct of Commission Meetings. Motion carried unanimously.

Update on NMSC Resolution 2009-1 regarding Regulating and Permitting the discharge of Fats, Oils, & Grease. Commissioner Gunz reported on meeting with Neenah City staff to discuss concerns. There are concerns requiring grease trap installations on the outside of properties; they would like some flexibility in this requirement. Commissioner Sambs requested to have information shared with Waverly Sanitary District employees on the inspections for businesses located in the Sanitary District.

New Business

Operations, Engineering, Planning

Phosphorus Removal – Manager Much indicated there is no new information to report.

Construction Progress Update. Tom Kispert discussed his memo on the construction progress. The punch list is 6 pages. July 18 is now the target date as the final completion date for the project. Tom reported on his concerns if it will be met due to the current status of the painters. The work has been progressing on the digester repairs, cleaning, and painting. Tom further discussed and explained the issues with the draft tubes in the southwest and southeast digesters; they were pulled and needed blasting and repainting. This work is not part of the project; the cost will be $6,000 for the two units. Commissioner Zielinski questioned if we can get a person in charge of the painting to attend the next meeting. Commissioner Gunz requested that a representative from both August Winter & Sons and Spies Painting should be at the next meeting. Tom will arrange to have representatives attend the June 24 meeting.

After further discussion on the ongoing work, motion by Commissioner Zielinski, second by Commissioner Coburn to approve for payment Certificate for Payment #17 from August Winter &

Sons in the amount of $267,805.64. Motion carried unanimously. Motion by Commissioner Gunz, second by Commissioner Hamblin to approve change order #41 for a net contract decrease of $(1,581.73) with August Winter & Sons, Inc. for plant modifications. Motion carried unanimously. Commissioner Gunz questioned if there have been compliance issues with the plant operations with the two digesters out of service; Manager Much reported there have been no issues meeting permit limits, there have been some operational issues with plant foaming. The additional costs incurred to treat the foaming issue will be easy to calculate.

Tom Kispert discussed the issue of the high flows and bypassing of the fine screen system; there are four potential methods to deal with eliminating issues associated with the bypassing of the fine screen system, particularly in dealing with rags that are passing around the fine screen system. Tom distributed and reviewed change order options and their costs to deal with the rags passing through and around the fine screen system. Commissioner Gunz questioned if this is a new problem; Tom reported this was a problem since day 1. Commissioner Gunz further questioned why wasn't this included in the original project and if this should be a change order on the project or should Replacement or Depreciation Funds be used. Manager Much reported the screens are not able to pass 66 MGD through; if they could this would not be an issue. This issue is coupled with the cities being able to reduce I/I. Tom began reporting on the minimum to be performed with the cost. Commissioner Gunz reported he wants a discussion of the problem, a distinct solution to the problem, the cost of the solution, and where or how the solution will be paid; he would like the solution as a consensus from Manager Much, Rob (Franck), Paul (Much), and Tom (Kispert) with competing quotes. This will be worked on for the next meeting.

Tom Kispert discussed the equipment pay request from Borger, LLC; the project was completed 6 months ago, he was still waiting for needed paperwork. Motion by Commissioner Gunz, second by Commissioner Zielinski to approve for payment Certificate for Payment #2 for Equipment Contract E – Lobe Pumps in the amount of $14,993.00 to Borger, LLC. Motion carried unanimously.

Motion by Commissioner Gunz, second by Commissioner Sambs to approve for payment McMahon invoices #47864, #48051, and #48079 related to the Construction Project in the amounts of $6,000.00, $865.00, and $6,000.00. Motion carried unanimously.

Motion by Commissioner Gunz, second by Commissioner Sambs to approve for payment McMahon invoices #48052, #48053, #48054, #48055, #48056, #48057, and #48058 related to additional services for the construction project in the amounts of $5,873.93, $3,650.00, $5,500.00, $200.00, $2,571.30, $2,187.50, and $200.00. Motion carried unanimously.

Manager Much discussed the Operating Report for the month of April 2014. The mercury levels are looking good, this may be a result more on how the samples are collected than a reduction in the system; we have been reducing the potential of contamination on the collected samples. Manager Much reported on additional chlorine usage to deal with nitrite in the system creating the additional demand for the chlorine. This is an issue occasionally seen coming out of the winter months and we experienced it this year; the problem is over and chlorine usage is back to normal levels. After discussion, motion by Commissioner Gunz, second by Commissioner Sambs to accept the Operating Report for the month of April 2014. Motion carried unanimously.

Sewer Extension Requests. The Commission discussed two sewer extension requests in the Village of Harrison Waverly Sanitary District; the first request is for the Old Highway Road, which was previously deferred pending approval from Waverly Sanitary District; the second request is for a private 290 unit apartment complex to be located east of Lake Park Road and north of Highway 10/114. Waverly Sanitary District has approved Old Highway Road extension with a variance. After discussion, motion by Commissioner Gunz, second by Commissioner Hamblin to approve the sewer extension requests for both the Old Highway Road Extension and the private 290 unit apartment complex located in the Village of Harrison Waverly Sanitary District. Motion carried unanimously.

Budget, Finance, Personnel

Accountant Voigt discussed the financial statements and the cash & investment report for the month of April 2014. The operations will see an increase in revenue with the added loadings; this will decrease the amount of the current deficit. A CDARS investment matured and was renewed for another 12-months at the current rate of 0.40%. MCO generated $4,200 in revenues to the Commission during the month of April. After discussion, motion by Commissioner Zielinski, second by Commissioner Gunz to accept the Accountant's Report for the month of April 2014. Motion carried unanimously.

Motion by Commissioner Gunz, second by Commissioner Zielinski to approve for payment MCO invoices #18230 and #18268 in the amounts of $121,833.17 and $1,218.80 with payment to be made after June 1, 2014. Motion carried unanimously.

Motion by Commissioner Gunz, second by Commissioner Zielinski to approve Operating and Payroll Vouchers #134353 through #134408 in the amount of $280,842.00 and Construction Voucher #233 in the amount of $52,054.49 for the month of April 2014. Motion carried unanimously.

Motion made by Commissioner Zielinski, seconded by Commissioner Coburn to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 9:52 a.m.

President

Secretary