NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting

Tuesday August 25, 2015

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

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

Excused: Commissioner Kathy Bauer.

Also Present: Tom Kispert, Chad Olsen (McMAHON); Rob Franck, Paul Much (MCO), Jon Myers (Atlas Copco).

Public Forum. No one in attendance for public forum.

July 28, 2015 Regular Meeting minutes: Motion by Commissioner Zielinski, second by Commissioner Gunz to approve the minutes from the July 28, 2015 Regular Meeting. Motion carried unanimously.

Correspondence

The following correspondence was discussed:

August 6, 2015 email from Marshelle Slayton, Sonoco to NMSC.
RE: Status update on Sonoco sewer sampling improvement project.

August 24, 2015 email from Marshelle Slayton, Sonoco to Roger Voigt, NMSC.
RE: Update on the completion of the sewer sampling improvement project.

To accommodate those in attendance, motion by Commissioner Zielinski, second by Commissioner Coburn to proceed to agenda item 6.A. – Update by Atlas Copco on status of HSI high speed blowers. Motion carried unanimously.

HSI Blower Status Update. Jon Myers discussed issues recently experienced: Heat exchanger, temperature, and VFD over temperature. Mechanically the units are stable, unit 1 has an electrical issue and all the electrical components relating to the heat exchanger will be replaced, there are some occasional trips at start-up and surge trips. Overall the units are running fairly well. Jon indicated the shutdowns are not failures but protective shutdowns. Jon reported he has no information on the new units such as their footprint, air flow, etc. The cost issue of exchanging the units was further discussed. President Youngquist discussed his concerns of the latest letter received and the perception of what would or would not be covered. Jon further explained the letter and the costs. Commissioner Gunz questioned the current machines, the upgrades made, and other installations. Jon responded to Commissioner Gunz's questions. President Youngquist questioned the other Commissioners on their feeling on making payment towards the blowers; it was the consensus to hold payment until an agreement is reached on the units.

The Commission returned to the agenda as published.

Old Business

Commissioners discussed changing the Ordinance Contract regarding industrial user and billing the current contracted industrial user; it was decided a letter is to be sent to the City of Menasha informing them it is the intent of the NMSC to discontinue billing Sonoco as a user on 12/31/2016.

New Business

Operations, Engineering, Planning

Phosphorus Analyzer – Rob Franck reported the two units are installed and functioning; start-up of the units was last week, HACH is remotely watching the pumps and operations. Commissioner Gunz questioned when usable data will be obtained; Manager Much reported we have background data and we will now work to get the units to operate automatically, we will then have an eight month run on each chemical to test their effectiveness in removing phosphorus.

Tom Kispert reported on the electronic communication of flow data from remote sites; the project is complete.

Tom Kispert reported on the status of the iReportPlus Reporting Software to replace the current OPS32 software; this will still be progressing into September.

Tom Kispert discussed the aeration basin air flow meters and the quotes received for the purchase and installation of air flow straighteners. August Winter & Sons quote for installation is $1,000 per tank, or $9,000 total; Fluid Components International provided a quote of $28,026 for the air flow straighteners and the recalibration of the current meters. The current meters were calibrated based on a 12" pipe, the quote received indicated the pipe size is 12.39"; this difference in pipe size could be part of our problems. Commissioners discussed if we should be responsible for the recalibration costs since the meters were calibrated incorrectly at installation. Commissioner Coburn questioned the recourse or what is the performance warranty by installing the air straighteners and they do not work as intended. Tom indicated we would have more accurate data to control the blowers; Chad Olsen questioned if we should go back to the vendor to see if they have any performance guarantee. More information will be brought back to the next meeting.

McMahon Invoices. Motion by Commissioner Gunz second by Commissioner Coburn to approve for payment McMahon invoice #43832 in the amount of $2,937.50. Motion carried unanimously.

President Youngquist discussed the property at 91 Madison Street. The property appraisal was performed and the value is $45,800; it would be the intent to have the buildings raised and the City vacate the portion of Madison Street. Manager Much reported this would be the primary direction for future expansion. Commissioner Gunz questioned state and municipal code issues. After discussion, motion by Commissioner Zielinski second by Commissioner Coburn to make an offer to purchase 91 Madison Street at the appraisal price of $45,800. Motion carried on a unanimous roll call vote. Attorney Thiel is to be instructed to put together the offer to purchase.

Manager Much discussed the Operating Report for the month of July 2015. In July the plant ran well; we were close to violating the phosphorus limit due to loads coming in from Menasha, we are looking closer at a new industry as the possible source. We have received an odor complaint; the Menasha City health department was called, we met with them and the resident. We were not able to smell any odors; our digesters are sealed and no methane is leaking. We do have exhaust fans in the sludge garage creating a source of odor; staff has discussed venting the building into the odor control system. Manager Much provided a construction update; we have the same items still outstanding that was reported on last month. The current statuses of the engineering projects were reviewed. Rob Franck further reported on his report of current projects and future projects. Rob further explained the need to install steps and railing on the roof of the north digesters for employee safety for access to mixers for standard maintenance on the units. A time and expense cost estimated at $22,000 was received for two covers using stainless steel; a second price will be obtained with using aluminum to reduce the amount of weight on the covers. After discussion, motion by Commissioner Gunz second by Commissioner Zielinski to approve the operating report for the month of July 2015. Motion carried unanimously.

Budget, Finance, Personnel

Accountant Voigt discussed the financial statements and the cash & investment report for the month of July 2015. Currently the Commission's operations are running at a deficit; the September billing will reflect the new rates and it has generated revenue to meet the monthly budgeted amount. President Youngquist questioned the general ledger account for Other Physical Plant repairs; Accountant Voigt reported on some of the services performed and included in this account. Commissioner Gunz questioned the process and procedure on contracting for services; some of the services were for higher dollar amounts, were competing quotes received? MCO generated $3,700 in income to the Commission. After discussion, motion by Commissioner Zielinski, second by Commissioner Coburn to accept the Accountant's Report for the month of July 2015. Motion carried unanimously.

President Youngquist requested discussion on the Draft 2016 NMSC Budget occur after approval of the vouchers.

Motion by Commissioner Gunz, second by Commissioner Zielinski to approve for payment MCO invoices #19555, #19619 and #19617 in the amounts of $123,501.43, $581.00 and $32.72 with payment to be made after September 1, 2015. Motion carried unanimously.

Motion by Commissioner Zielinski, second by Commissioner Coburn to approve Operating and Payroll Vouchers #135126 through #135181 in the amount of $335,136.37 for the month of July 2015. Motion carried unanimously.

Accountant Voigt addressed and discussed categories of the draft budget with significant changes over the 2015 budget. After discussion and hearing no immediate adjustments to be made, motion made by Commissioner Zielinski second by Commissioner Coburn to schedule a Public Hearing at 8:00 am on Tuesday September 22, 2015 prior to the Regular Meeting to receive comment on the Proposed 2016 NMSC Budget. Motion carried unanimously.

Motion made by Commissioner Coburn, seconded by Commissioner Zielinski to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 10:50 a.m.

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President Secretary