NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting

Tuesday April 28, 2015

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

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

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.

March 24, 2015 Regular Meeting and April 18, 2015 Special Meeting minutes: Motion by Commissioner Zielinski, second by Commissioner Coburn to approve the minutes from the March 24, 2015 Regular Meeting and April 18, 2015 Special Meeting. Motion carried unanimously.

Correspondence

The following correspondence was discussed:

April 23, 2015 letter from Donald Voogt, McMahon to NMSC Commissioners.
RE: McMahon and Crane Engineering to warrant hypochlorite tanks after install of 6-inch valve.

> Tom Kispert reported one tank will be ready on Wednesday and the second tank will be ready on Thursday.

Old Business

Update on meeting with Menasha regarding Sonoco. Manger Much reported on the meeting between NMSC and Menasha representatives. Menasha will be looking at their User Charge system; the NMSC will maintain the contract with Sonoco for one additional year. Mayor Merkes expressed some concerns regarding previous years' and new sampling station and test results. Commissioner Bauer recommended checking with Menasha occasionally to verify how the user charge update is progressing. Manager Much reported this will provide more stable billing to Menasha since one aspect of the mathematical subtraction to arrive at the Menasha bill is being eliminated.

New Business

Operations, Engineering, Planning

HSI Blower Status Update. President Youngquist questioned Jon Myers if there is any further written agreement concerning HSI replacing the blowers with their new technology units. No additional agreement is prepared. Commissioner Gunz indicated if they send a letter outlining their steps and timeframe, and if the Commission is agreeable, it would serve the same purpose as a memo of understanding. Jon Myer will look further at the letter sent and update if

necessary. Jon Myers distributed and explained a Technical Report on a site visit made to investigate faults, failures, and general reasons as to why the system is not working reliably; he further explained adjustments made. Rob Franck explained the process if there is a failure and if there is a failure during after-hours and weekends. Manager Much and Jon Myers further discussed the inaccuracies in the air flow meters with the scaling adjustment for compensation and the problems this created. Further discussion ensued on methods to alleviate the degree of inaccuracy of using a scaling adjustment. Commissioner Gunz questioned if the current piping structure we have would also exist with the new blowers and potentially create the same problems; yes there is the potential it would. Manager Much indicated this should be addressed to correct; Commission Gunz questioned if this was a design flaw. Jon discussed the piping and the placement of the air flow meter and the issue with the ideal set-up for the air flow meter. Tom Kispert reported the easiest solution would be to add a flow straightener and further explained the issues with the pipe bends and how the air flows in the pipe; Tom further explained what the flow straightener would do to the air current. Jon reported the failure on Unit #2 was not expected; the Master Control Panel is being checked to determine the cause of the mechanical failure. Tom Kispert reported aeration basin 6 will be taken down in May before the next meeting to verify what the problem is with the tank.

Motion by Commissioner Gunz second by Commissioner Bauer to proceed to agenda item 6-J to accommodate those in attendance. Motion carried unanimously.

2014 Financial Audit. Mr. David Maccoux reviewed and discussed the Annual Financial Report prepared by Schenck; the report is a clean or unmodified report. Following the Financial Report, the report on Management Communications was reviewed and discussed. In the Management Communications it is noted there is a material weakness of segregation of duties. Mr. Maccoux reported this is a common issue with Commissions of this size; this has been reported in previous years, and reminded the Commission of their responsibility to monitor the financial activities of the Commission. After discussion, motion by Commissioner Gunz second by Commissioner Zielinski to approve the 2014 Financial Audit Report as prepared by Schenck. Motion carried unanimously.

The Commission returned to the Agenda as published.

Phosphorus Removal – Chad Olsen discussed his memo regarding the Hach Ortho-P analyzer. Commissioner Gunz questioned the last paragraph in his memo; Chad further explained the paragraph. The 19.4 pounds per day limit was questioned; Chad reported the 19.4 pounds per day is the anticipated future limit when the permit is issued, when the new permit is issued the permit term is 5-years from the date of issue; it is not retroactive to when the old permit expired. The cost for the 2 units will be $90,000; this does not include shipping or installation costs. Manager Much reported MCO will provide the electrical and installation of the units. Commissioner Gunz questioned Manager Much if he is recommending to go forward with this unit; Manager Much responded yes, once installed we will begin looking at testing four products for removing phosphorous. It will take 6-months of testing to fine tune and compare chemical costs and extra sludge generation. The four products to test will be alum, sorbix, an alum hybrid, and ferric. After discussion motion by Commissioner Gunz second by Commissioner Bauer to purchase the two HACH Ortho-P analyzer units at a cost not to exceed $90,000 plus relevant shipping charges with funding for the units to come from the Depreciation Fund. Motion carried

unanimously. Manager Much further discussed the option of a service agreement during the second year we have the units at a cost of $12,850; the service agreement is included during the first year of operation. The service agreement includes 4 trips per year; Manager Much feels we should defer on this now and make a decision later if we should sign up for this service agreement.

McMahon Construction Progress Update. Tom Kispert reviewed and discussed the status of the NMSC list of 10 items to be completed for the construction project which was distributed at the February meeting and the one additional item added at the March meeting. One item has been completed – Alum Meters flow rate.

Commissioner Gunz questioned the need of McMahon construction updates and if they are really necessary, especially if they are informational only and do not require action. President Youngquist asked the Commissioners how they feel and if they want to see the updates. It was the consensus to eliminate this going forward and Manager Much could provide the update as part of his monthly report. President Youngquist requested the Commissioners should be emailed before aeration tank 6 has been emptied in case they would like to come see the tank.

Tom Kispert reported on the electronic communication of flow data from remote sites; the plant and 9th Street monitoring station antenna's and cables are installed. The Town of Neenah will be the next; programming will begin next week.

Tom Kispert reported on the status of the iReportPlus Reporting Software to replace the current OPS32 software; progress on the replacement is moving forward. We will need to get the full SCADA system to tie into the program; sample reports can then be generated. It is estimated we will go live in June.

Town of Neenah S.D 2 lift station #3 flow meter update. Chad Olsen reported on the progress of the update; Rob Franck has the flow meter pricing. Chad further reported on a meeting held on-site on Friday April 24 to go over the project; it is being coordinated with Ed Dekeyser. The Town is asking for the Commission to share in the cost of the landscaping; it is the consensus of the Commission to share in the cost of the landscaping with the Town of Neenah.

Motion by Commissioner Gunz second by Commissioner Zielinski to approve for payment McMahon invoices #42386, #42387, and #42284 in the amounts of $3,800.00, $750.00 and $2,550.00. Motion carried unanimously.

Manager Much discussed the Operating Report for the month of March 2015. The plant is operating well. After discussion, motion by Commissioner Gunz second by Commissioner Sambs to approve the operating report for the month of March 2015. Motion carried unanimously.

Sewer Extension Request. Manager Much reported on a sewer extension request for Road "J" East from Blackoak Street located in the Village of Harrison Waverly Sanitary District. After discussion, motion by Commissioner Gunz second by Commissioner Coburn to approve the sewer extension request for Road "J" East from Blackoak Street 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 March 2015. The printed financial statements reflect the year end 2014 adjusting entries. MCO generated $2,200 in income to the Commission. On May 1 the Commission will be making a payment to the Clean Water Fund totaling $1,159,273.57 for the principal and interest due. After discussion, motion by Commissioner Gunz, second by Commissioner Coburn to accept the Accountant's Report for the month of March 2015. Motion carried unanimously.

Motion by Commissioner Gunz, second by Commissioner Coburn to approve for payment MCO invoices #19198 and #19236 in the amounts of $123,501.42 and $318.20 with payment to be made after May 1, 2015. Motion carried unanimously.

Motion by Commissioner Gunz, second by Commissioner Coburn to approve Operating and Payroll Vouchers #134921 through #134965 in the amount of $242,009.81 and Construction Voucher #252 in the amount of $335.00 for the month of March 2015. Motion carried unanimously.

Motion made by Commissioner Zielinski, seconded by Commissioner Coburn to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 9:40 a.m.

President

Katherine Bauer
Secretary