NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting

Tuesday June 23, 2015

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

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

Excused: Commissioner Jim Gunz.

Also Present: Chad Olsen (McMAHON); Rob Franck, Paul Much (MCO).

Public Forum. No one in attendance for public forum.

May 26, 2015 Regular Meeting minutes: Motion by Commissioner Zielinski, second by Commissioner Coburn to approve the minutes from the May 26, 2015 Regular Meeting. Motion carried unanimously.

Correspondence

The following correspondence was discussed:

June 15, 2015 email from Marshelle Slayton, Sonoco to Roger Voigt, NMSC.
RE: Sewer sampling shutdown postponed until August 11, 2015.

Old Business

Update and discussion in potential change in billing method for industrial users. Attorney Thiel is present to advise the Commission on this matter. Attorney Thiel discussed and explained the history of the Ordinance-Contract and the 1983 and 2003 contracts with Sonoco and why there were contracts with Sonoco and Gilbert Paper with the Commission billing these industries directly for wastewater treatment. It is Attorney Thiel's recommendation for the cleanest way in changing industrial users being billed by the Commission to be billed by the community they are located in is by amending the Ordinance-Contract; the change would be to delete the concept of Industrial User. The Commission further discussed the 1983 and 2003 contracts with Sonoco and the wording of current debt and future debt. Attorney Thiel expressed the City of Menasha concern that if there is no Commission contract with Sonoco then Sonoco may not pay capital charges. Attorney Thiel was questioned if Sonoco could stop paying towards capital; he responded by removing Industrial User from the Ordinance-Contract they could not. If we leave the Ordinance-Contract as-is then we may have a lawsuit. Attorney Thiel will put together a punch list of what needs to be completed. It was questioned what benefit does the Commission receive with a contract with Sonoco? Manager Much indicated there is no benefit and also indicated by eliminating our billing to Sonoco it would eliminate some of the billing issue with the subtraction method used to arrive at the City of Menasha bill. Commissioner Coburn questioned how a new industry would be treated if they come to the area and are greater than 5% and classified as an Industrial User; they would need to contract with the Commission for their wastewater treatment and billing charges.

New Business

Operations, Engineering, Planning

HSI Blower Status Update. President Youngquist reported to the Commissioners no letter was received as promised last month regarding replacing the HSI blowers; Jon Myers became ill and he will send out the letter soon. Rob Franck reported the blowers have been operating okay; any issues that occur have been addressed. The blowers are now running more often and are cycling on and off more frequently. Commissioner Coburn expressed his concern as this type of blower is designed to start up and run; not to cycle on and off.

Commissioner Jim Gunz entered the meeting (8:55 am).

Phosphorus Removal – Chad Olsen reported the analyzers arrived, in multiple boxes and it is a kit to be assembled; this was not expected. Rob Franck reported there were no master installation and assembly instructions with the delivered units. Manager Much reported the chemical use study will increase lab testing 70%-80% for the next 3-4 years.

Rob Franck reported on the status of the Town of Neenah S.D. #2 lift station #3 replacement; the landscaping is the only item remaining to be completed.

Chad Olsen reported on the electronic communication of flow data from remote sites; network communication issues are being worked out. Commissioner Gunz questioned if the original SCADA contract with McMahon has been completed; when was it scheduled to be completed? Is there a time frame for completion? Is it fair to say it is a year and half late? Chad responded he is not able to provide honest answers to these questions; he will forward these concerns to Tom Kispert. President Youngquist requested for the next meeting to be updated on where we are at with the SCADA contract and when it will be complete.

Chad Olsen reported on the status of the iReportPlus Reporting Software to replace the current OPS32 software; work is still in process, they are waiting for data from the remote monitoring stations.

Accountant Voigt was requested to provide a summary of McMahon contracts and billing status.

Chad Olsen presented and discussed the McMahon Agreement for Professional Services for additional controls and programming related to: replacing floats in the plant wet well, integrating the new blower added in the headworks building and also added at the Ninth Street metering station. Commissioner Gunz questioned the cost for equipment, materials and installation for part 1; Rob Franck indicated equipment costs are about $3,000, material costs about $600 and installation would be performed by MCO for no additional costs. Manager Much added the cost for part 1 is for programming the equipment into the SCADA system. After discussion of part 1, the Commission discussed parts 2 and 3 of the proposed agreement. Part 2 is to program a signal into the SCADA system if a new blower installed in the headworks building for mixing in the influent channel stops or starts running; this is not critical, if it stops running it may not be caught for 1-2 days. Commissioner Gunz asked Manager Much for his recommendation; Manager Much responded that Part 2 and Part 3 are $5,000 each, for Part 2 it is located here at

the plant and it may not be worth the money for programming this feature. Part 3 is located at the Ninth Street metering station and this may be worth considering. After discussion it was recommended that Part 1 should be completed and not Parts 2 and 3. Motion by Commissioner Gunz second by Commissioner Sambs to defer Part 1 of this agreement for approval at the next meeting and to eliminate Parts 2 and 3 from the proposal for services. Motion carried unanimously.

Chad Olsen presented and discussed the McMahon Agreement for Professional Services for Lift Station Flow Meter Replacement Design at the Lake Park Road Lift Station. Rob Franck explained the issues being experienced with the current flow meters at this metering station. President Youngquist questioned the engineering portion; it is for the technical specifications and drawings. After discussion motion by Commissioner Gunz second by Commissioner Zielinski to approve the McMahon Agreement for Professional Services for Lift Station Flow Metering Replacement Design. Motion carried unanimously.

Commissioner Gunz requested that a more structural procedural method needs be followed; there should be more advanced notice of the issues like this to the Commission so they are aware of the problems prior to receiving an agreement for services requiring them to make a decision on issues they were not informed about.

Chad Olsen presented and discussed the McMahon Agreement for Professional Services for HACH Ortho-P Analyzers SCADA & Control Integration & Programming. The HACH Ortho-P analyzers were previously discussed, this will be for the programming the units into the SCADA system; MCO is installing the units at no additional cost. Commissioner Gunz questioned for verification, that the agreement will integrate the units with the SCADA system; yes. After discussion motion by Commissioner Gunz second by Commissioner Coburn to approve the McMahon Agreement for Professional Services for HACH Ortho-P Analyzers SCADA & Control Integration & Programming. Motion carried unanimously.

Motion by Commissioner Zielinski second by Commissioner Gunz to approve for payment McMahon invoices #43229, #43230 and #42997 in the amounts of $2,600.00, $1,700.00 and $250.00. Motion carried unanimously.

Manager Much discussed the Operating Report for the month of May 2015. The plant is running very well; the plant effluent Suspended Solids have been going down. After discussion, motion by Commissioner Gunz second by Commissioner Coburn to approve the operating report for the month of May 2015. Motion carried unanimously. Manager Much reviewed the list of construction items remaining to be completed. Manager Much updated the Commissioners on aeration tank #6; there was 1 person from August Winter & Sons, 1 person from Sanitare, and 2 people from MCO working on cleaning the tank piping and installing new aeration membranes. The aeration tank was put back into service; the issue was resolved for about 1 week and then returned. Further discussion ensued on air flow meters and piping.

Budget, Finance, Personnel

Accountant Voigt discussed the financial statements and the cash & investment report for the month of May 2015. Currently the Commission's operations are running at a deficit; this will be closely watched with the next billing, and if needed, a modification to the rates may be presented.

MCO generated $2,800 in income to the Commission. After discussion, motion by Commissioner Gunz, second by Commissioner Zielinski to accept the Accountant's Report for the month of May 2015. Motion carried unanimously.

Motion by Commissioner Gunz, second by Commissioner Sambs to approve for payment MCO invoices #19385, #19420 and #19422 in the amounts of $123,501.42, $100.00 and $634.85 with payment to be made after July 1, 2015. Motion carried unanimously.

Motion by Commissioner Zielinski, second by Commissioner Gunz to approve Operating and Payroll Vouchers #135020 through #135067 in the amount of $241,327.84 for the month of May 2015. Motion carried unanimously.

Motion made by Commissioner Coburn, seconded by Commissioner Hamblin to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 9:57 a.m.

President

Kathryn Bauer
Secretary