NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting

Tuesday April 26, 2016

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

Present: Commissioners Kathy Bauer, Forrest Bates, Steve Coburn, Tim Hamblin, Mike Sambs, Raymond Zielinski, Dale Youngquist; Manager Paul Much, Accountant Roger Voigt.

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

Public Forum. No one in attendance for public forum.

March 22, 2016 Regular Meeting minutes: Motion made and seconded by Commissioners Zielinski/Bates to approve the minutes from the March 22, 2016 Regular Meeting. Motion carried unanimously.

Correspondence

There was no correspondence to be discussed:

Old Business

Ordinance-Contract Change. There is no update at this time, Attorney Thiel reported there will be information for the May meeting.

Town Neenah S.D. #2 Lift Station #2 meter replacement. Rob Franck reported the meter is here and the estimated cost to install the unit is $2,800.

Waverly S.D. meter replacement. Rob Franck reported the meters are here and the estimated cost to install the meters is $3,800.

Commissioners discussed the email received from Attorney Thiel regarding the threshold for public bidding and requirements for multiple quotes if a project does not require public bidding.

New Business

Operations, Engineering, Planning

HSI Blower Status Update. Chad Olsen reported they have not received drawings of the new blowers. They are trying to get these to begin the process of obtaining prices to replace the current units.

Phosphorus Analyzer – Manager Much reported the ferric is working well; right now we would be under the new proposed permit limits. Commissioner Bauer questioned if we could be creating another environmental issue with this chemical. Manager Much responded possibly with chlorides, Chad Olsen added this is a commonly used chemical for a coagulant in the industry.

Rob Franck reported on the status of the iReportPlus reporting software. The focus of work efforts by McMahon has been on the SCADA system this past month; this needs to be complete in order to complete the iReportPlus reporting system. Chad reported he will be the lead on the outstanding projects except for the blower replacement. Tom Kispert will continue as the lead on the blowers

McMahon Invoice. Motion made and seconded by Commissioners Coburn/Hamblin to approve for payment McMahon invoices #901864, #901865, and #902002 in the amounts of $2,400, $1,175.00, and $5,000.00. Motion carried unanimously.

Rob Franck discussed the one estimate received for $16,970 to install concrete along the south side of the blower building; he has not yet received additional quotes for the project. President Youngquist questioned the desire of the other Commissioners if we should accept the one quote or if we should obtain additional quotes. After discussion, Rob indicated he would be obtaining a couple more quotes and bring them to the May Commission meeting. Commissioner Zielinski suggested when a contract is awarded that an explanation would be added to the contract award to indicate the project was not bid due to being under the dollar amount required for public bidding. President Youngquist thought this would be a good idea.

Interceptor GIS locates. Rob Franck reported that McMahon was not able to locate and GIS three interceptor manholes in Menasha. Rob will talk with Mark Radtke (Menasha Public Works Director) to see what work Menasha has been performing on the interceptor and if they may have any updated documentation that may help us locate these manholes.

Sewer Extension Request. Commissioners discussed the sewer extension request for Woodcrest Heights Drive located in the City of Menasha, Waverly Sanitary District. Motion made and seconded by Commissioners Bates/Zielinski to approve the sewer extension request received for Woodcrest Heights Drive located in the City of Menasha, Waverly Sanitary District. Motion carried unanimously.

Manager Much discussed the Operating Report for the month of March 2016. The plant flows doubled in March; the effluent loadings did not increase. This is possibly due to the use of ferric. Rob reviewed and discussed his report regarding new equipment issues. Rob further discussed the issues with the Grundfos pumps, boilers, SCADA, and GIS system. Rob also reviewed and discussed his report regarding equipment and grounds projects. Chad Olsen distributed and discussed a worksheet listing the outstanding projects and the anticipated completion dates. President Youngquist questioned the status of the centrifuge performance test; Manager Much and Rob discussed the status, the manufacturer is looking for a polymer system to bring in for the performance trial. Chad will contact them to find their intent and the polymer system equipment use after the performance test is completed. After discussion motion made and seconded by Commissioners Zielinski/Sambs to approve the Operating Report for the month of March 2016. Motion carried unanimously.

Budget, Finance, Personnel

Accountant Voigt discussed the financial statements and the cash & investment report for the month of March 2016. Currently the Commission is operating with an income in the operations; this will be monitored and if the income becomes too large we will look at adjusting the rates for

the third or fourth quarter. Accountant Voigt reported on funds transferred from the checking account and ICS CDARS accounts and placed into CDARS accounts with varying maturity dates to take advantage of the higher interest rates. MCO generated $1,600 in income to the Commission in March. After discussion, motion made and seconded by Commissioners Zielinski/Bates to accept the Accountant's Report for the month of March 2016. Motion carried unanimously.

Motion made and seconded by Commissioners Coburn/Bauer to approve for payment MCO invoices #20276, #20317 and #20314 in the amounts of $123,862.56, $518.60 and $122.40 with payment to be made after May 1, 2016. Motion carried unanimously.

Motion made and seconded by Commissioners Zielinski/Sambs to approve Operating and Payroll Vouchers #135562 through #135614 in the amount of $258,773.57 for the month of March 2016. Motion carried unanimously.

Motion made and seconded by Commissioners Coburn/Hamblin to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 9:10 a.m.

President

Secretary