NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting

Tuesday December 22, 2015

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

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

Excused: Commissioner Kathy Bauer.

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

Public Forum. No one in attendance for public forum.

November 24, 2015 Regular Meeting minutes: Motion by Commissioner Zielinski, second by Commissioner Sambs to approve the minutes from the November 24, 2015 Regular Meeting. Motion carried unanimously.

Correspondence

The following correspondence was discussed:

December 10, 2015 letter from Catherine Girdley, Waverly S.D. to Roger Voigt, NMSC.
RE: Reappointment of Michael Sambs to a 3-year term on the NMSC.

Old Business

Ordinance-Contract Change. Manager Much discussed the need to redo the contract with U.S. Paper Mills and to remove items no longer needed. The Ordinance-Contract language regarding industrial users should be cleaned-up by changing contracting with the industry as an option of the NMSC. Tim Hamblin will assist with reviewing the Ordinance-Contract and recommending changes that should be made. After discussion, motion by Commissioner Sambs second by Commissioner Zielinski to authorize Attorney Thiel and Manager Much to proceed with revising the Ordinance-Contract. Motion carried unanimously.

91 Madison Street. President Youngquist discussed the email received from the Housing Partnership of the Fox Valley thanking the NMSC for allowing them to salvage items out of the house before demolition. President Youngquist thanked Rob Franck for coordinating the efforts of the demolition of the structure. Accountant Voigt was asked to look into abandoning the portion of Madison Street the house was located on and to verify the City of Menasha has the information for this property to be tax exempt.

New Business

Operations, Engineering, Planning

HSI Blower Status Update. Jon Myers reported to the Commission on the ongoing testing of the new style blower units. They needed to see testing of the units at lower temperatures and they

now have low temperature run times on the units. There are four units labeled for the Commission if we decide to proceed; they are still waiting on costs. Jon indicated this should come to a conclusion in the 1st quarter 2016. President Youngquist discussed the meeting held two months ago and the verbal discussion of costs and who would cover the various costs. Chad Olsen will check with the DNR regarding switching the units and to keep them informed on our process of what we are doing.

Phosphorus Analyzer – Manager Much reported the HACH units are running and we are still using the same chemical (alum) for testing. Commissioner Hamblin questioned if the chemical we are using can meet the limits. Manager Much reported in situations of steady flows we are very close to meeting the limits.

Chad Olsen reported on the status of the iReportPlus Reporting Software to replace the current OPS32 software; training has started on manual entry of data into the new system.

Menasha Interceptor and GIS. President Youngquist reported to the Commissioners he signed the agreement for the GIS services to get the project started before any snow arrives making it more difficult to perform the work; we still need official Commission approval of the agreement. Motion by Commissioner Zielinski second by Commissioner Sambs to approve the Agreement for Services with McMahon Associates to provide GIS mapping of the Interceptor for a fee of $2,800. Motion carried unanimously. Chad reported the field work is complete. The Commissioners further discussed allowing the Commission President or Manager to have authority to sign agreements up to a specified dollar amount. It was decided to have this put on the agenda for the January meeting.

McMahon proposal for monitoring station improvements. Chad Olsen explained the changes that will be occurring at the Town of Neenah S.D. #2 lift station #2 and it will require the Commission to change their equipment for metering; this is similar to what the Town did last year at lift station #3. After discussion motion by Commissioner Coburn second by Commissioner Sambs to approve the Agreement for Professional Services with McMahon Associates for design of a new flow meter at lift station #2 in the Town of Neenah S.D. #2 for a fee of $5,000. Motion carried unanimously.

Accountant Voigt reported being contacted by Brian Tungate from the City of Menasha regarding having the Commission review an alternative route suggested for the Loop the Lake Trail that would be on NMSC property and to provide feedback. After discussion it was the consensus of the Commissioners the suggested alternative route on NMSC property would not be practical.

Manager Much discussed the 2-year contract extension of the Wastewater Service Agreement with U.S. Paper Mills that was drafted by Attorney Thiel. After discussion motion by Commissioner Coburn second by Commissioner Zielinski to approve the 2-year contract extension of the Wastewater Service Agreement with U.S. Paper Mills. Motion carried unanimously.

Manager Much discussed the Operating Report for the month of November 2015. With the rain received last week the plant flows exceeded the maximum design of 65 MGD at the plant. It is estimated the total flow was in excess of 100 MGD; tanks overflowed and the DNR was notified.

Manager Much reported meeting with Menasha representatives; the City does not want to bill U.S. Paper Mills and would like the Commission to contract with them. The City representatives were informed of the Ordinance-Contract changes regarding industrial users, as well as being informed on the upcoming interceptor costs and the costs will be shared by the City and Town of Menasha. They were also informed of Pretreatment modifications that will need to be made by the contract users to match the NMSC. Also discussed was the issue of Interceptor locates; Menasha has been performing locates and we need to look at a formal agreement with the City for this service. The plant has been operating well. After discussion motion by Commissioner Zielinski second by Commissioner Sambs to approve the operating report for the month of November 2015. Motion carried unanimously.

Rob Franck discussed his written report on completed plant projects, ongoing projects, future projects, and new equipment issues.

Budget, Finance, Personnel

Accountant Voigt discussed the financial statements and the cash & investment report for the month of November 2015. There was a net income reported for the month but the year-end will have a deficit. MCO generated $2,300 in income to the Commission. After discussion, motion by Commissioner Zielinski, second by Commissioner Sambs to accept the Accountant's Report for the month of November 2015. Motion carried unanimously.

Motion by Commissioner Zielinski, second by Commissioner Coburn to approve for payment MCO invoices #19943 and #19976 in the amounts of $124,487.61 and $470.20 with payment to be made after January 1, 2016. Motion carried unanimously.

Motion by Commissioner Zielinski, second by Commissioner Coburn to approve Operating and Payroll Vouchers #135361 through #135410 in the amount of $227,891.19 for the month of November 2015. Motion carried unanimously.

Motion made by Commissioner Hamblin, seconded by Commissioner Sambs to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 9:13 a.m.

President

Kathy Bauer
Secretary