NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting

Tuesday January 26, 2016

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

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

Excused: Commissioner Kathy Bauer.

Also Present: Tom Kispert (McMAHON); Rob Franck (MCO).

Public Forum. No one in attendance for public forum.

December 22, 2015 Regular Meeting minutes: Motion made and seconded by Commissioners Zielinski/Sambs to approve the minutes from the December 22, 2015 Regular Meeting. Motion carried unanimously.

Correspondence

The following correspondence was discussed:

December 29, 2015 email from Mark Brown, Associated Appraisal Consultant (City of Menasha) to Roger Voigt, NMSC.
RE: Tax exemption regarding 91 Madison Street.
Accountant Voigt was instructed to verify if any additional paperwork needs to be completed regarding 91 Madison Street for tax exemption from property taxes.

January 21, 2016 letter from Mayor Dean Kaufert, City of Neenah to Forrest Bates.
RE: Appointment as Commissioner to the NMSC to fill the unexpired term.

Old Business

Ordinance-Contract Change. Paul Much reported a meeting was held with Attorney Thiel to discuss changes to the Ordinance-Contract; a draft version of the changes can be expected in a couple months.

U.S. Paper Mills Corp. Accountant Voigt reported we received the signed 2-year contract extension from U.S. Paper Mills Corp.

New Business

Operations, Engineering, Planning

HSI Blower Status Update. Tom Kispert reported on budgeting numbers received with contractors regarding the costs for removal and reinstallation of new blowers. The budgetary costs received were: demo/patching/installation - $189,000, electrical - $58,400, programming - $14,540, designs/drawings - $73,000. Tom further discussed the costs seem high since there are no specifications to review to arrive at firm pricing. President Youngquist questioned if we

need to bid this work or if it can be treated as a change order. Tom will contact the DNR representative to discuss this issue. A special meeting will be setup with Atlas Copco representatives Jon Myers and Bob Miltenberger to discuss the costs for the new generation blowers prior to the next meeting in February. In addition to himself, President Youngquist would like Manager Much and Commissioner Coburn to be at this meeting.

Phosphorus Analyzer – Paul Much reported the installation of the 2 HACH units is complete. We are finishing up with the Alum testing and will then begin testing on the next chemical.

Tom Kispert reported on the status of the iReportPlus reporting software. They are working on the section for manually entering the lab data entry to be more user friendly. They are working on having the issues corrected by mid-February.

Abandonment of Madison Street. Commissioners discussed having the section of Madison Street abandoned where the house from 91 Madison Street was located. Commissioners instructed staff to continue working on the process to have this section of street abandoned by the City.

President Youngquist discussed providing either the Commission President or Plant Manager authorization to enter into small dollar amount contracts on behalf of the Commission – this was briefly discussed at the December meeting. Commissioners discussed a limit of $5,000 to $10,000 for authorizations. Commissioner Coburn questioned the amount of the NMSC budget; after further discussion Commissioner Coburn suggested a limit of $5,000. After discussion motion made and seconded by Commissioners Zielinski/Sambs to approve the Commission President or Plant Manager the authority to enter into contracts on behalf of the Commission at an amount not to exceed $5,000. Motion carried unanimously.

McMahon Invoice. Motion made and seconded by Commissioners Sambs/Bates to approve for payment McMahon invoice #900776 in the amount of $4,700. Motion carried unanimously.

Paul Much discussed the Operating Report for the month of December 2015. The plant is running well, we experienced an overflow on December 13 from the rainfall received. We received a request from the Appleton Wastewater Plant to consider reporting together any overflow events when it needs to be published in the paper. We will also contact the manager at the Grand-Chute Menasha West Plant to see if they would also be interested in this joint reporting. The annual sludge reports are complete and have been submitted; the CMOM has been started and needs to be completed by August 1. Rob Franck reviewed and discussed the report regarding equipment issues. Tom Kispert also provided updates. There will be a meeting on February 24 between McMahon and MCO staff regarding the GIS/Work Order system; the vast majority of the remaining SCADA system items will be completed by the end of February. Tom further discussed the centrifuge performance testing; he does not feel it passed, but has not received the test results to confirm. Tom feels the polymer system would be part of the issue with the performance testing. Further discussion ensued on what happens if the centrifuge does not pass the second attempt to meet the performance criteria and the additional costs if the centrifuges do not meet the performance test criteria. Staff will see if they can estimate the additional sludge hauling costs. Rob also reviewed and discussed the report on current activities of the plant equipment and grounds. After discussion motion made and seconded by

Commissioners Zielinski/Coburn to approve the Operating Report for the month of December, 2015. Motion carried unanimously.

Budget, Finance, Personnel

Accountant Voigt discussed the financial statements and the cash & investment report for the month of December 2015. The December report is a preliminary report as additional year end entries will be made as part of the annual audit of the financial records. It is anticipated the currently reported O&M deficit will increase slightly due to some of these adjusting entries. The auditors are scheduled to being their work on February 8. MCO generated $2,000 in income to the Commission in December. After discussion, motion made and seconded by Commissioners Zielinski/Coburn to accept the Accountant's Report for the month of December 2015. Motion carried unanimously.

Accountant Voigt presented the 2015-2016 Snow Plowing Agreement with Levenhagen Oil; there is no change in the rates. Motion made and seconded by Commissioners Sambs/Zielinski to approve the 2015-2016 Snow Plowing Agreement with Levenhagen Oil. Motion carried unanimously.

Motion made and seconded by Commissioners Zielinski/Sambs to approve for payment MCO invoices #20027 and #20061 in the amounts of $124,487.61 and $486.50 with payment to be made after February 1, 2016. Motion carried unanimously.

Motion made and seconded by Commissioners Zielinski/Sambs to approve Operating and Payroll Vouchers #135411 through #135467 in the amount of $281,846.15 for the month of December 2015. Motion carried unanimously.

Other Matters

2016 Meeting Dates. Commissioners reviewed the 2016 calendar for meeting dates. Commissioners discussed holding the meetings on the 4th Tuesday of each month in 2016; Commissioners further discussed the meeting date to be held in December 2016. After discussion, motion made and seconded by Commissioners Zielinski/Coburn to hold the Commission meeting in December on the 20th (3rd Tuesday). Motion carried unanimously.

Election of Officers. Motion made and seconded by Commissioners Coburn/Sambs to maintain the officers of President, Vice-President, and Secretary by acclamation. Motion carried unanimously. President Youngquist appointed Commissioner Bauer as Treasurer. The officers for the next 12 months are: President – Dale Youngquist, Vice-President – Raymond Zielinski, Secretary/Treasurer – Kathy Bauer.

Motion made and seconded by Commissioners Coburn/Sambs to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 9:30 a.m.

President

Kathy Bauer
Secretary