NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting

Tuesday November 24, 2015

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

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

Excused: Commissioner Kathy Bauer.

Also Present: Tom Kispert, Chad Olsen (McMAHON); Rob Franck (MCO), Chris Reichelt, Troy Carlson (McClone Agency).

Public Forum. No one in attendance for public forum.

October 27, 2015 Regular Meeting minutes: Motion by Commissioner Zielinski, second by Commissioner Hamblin to approve the minutes from the October 27, 2015 Regular Meeting. Motion carried unanimously.

Correspondence

The following correspondence was discussed:

November 2, 2015 letter from Paul Much, MCO President to Mr. Dale Youngquist, NMSC President.
RE: December 1, 2015 health insurance increase to be reflected in December invoice.

November 10, 2015 email from Ms. Karen Backman, Town Menasha clerk to Roger Voigt, NMSC.
RE: Reappointment of Dale Youngquist to a 3-year term on the NMSC.

Old Business

Ordinance-Contract Change. Manager Much reported on Attorney Thiel's opinion regarding significant Industrial User in the Ordinance-Contract; we will need to modify the agreement to change the requirement of significant industrial user and requirement to contract with them. The Commission discussed changing the wording from being a mandatory contract to may contract with the industry at the NMSC discretion. Manager Much will contact the City of Menasha to see if they would be agreeable with this wording and the Commission would continue to contract with Sonoco as an industrial user.

Motion by Commissioner Coburn second by Commissioner Zielinski to proceed to Agenda item 6(J)-Property and Liability Insurance Renewal Discussion and Potential Action to Approve 2016 Insurances, to accommodate those in attendance. Motion carried unanimously.

Chris Reichelt reviewed his written report and further explained the deductibles and the changes in premiums if the Commission would decide to make a change in the level of the deductible. The coverage limits and property values were also discussed. After discussion, motion by

Commissioner Coburn second by Commissioner Zielinski to accept and approve the 2016 property and liability insurance renewal quotes as presented. Motion carried unanimously.

The meeting returned to the agenda as published.

New Business

Operations, Engineering, Planning

HSI Blower Status Update. Manager Much reported on meeting with Atlas Copco representatives to review the new generation blowers and the current building setup and placement of the blowers. No reports regarding costs associated with the new generation blowers have been received. Atlas Copco indicated they will provide blowers, we need to provide installation. We may only need four blowers to meet our aeration needs versus the current six blowers we now have. The new blowers have higher capacities. President Youngquist further discussed a potential split in costs of what Atlas Copco pays for and what the NMSC would pay for.

Phosphorus Analyzer – Manager Much reported the HACH units are running and are being tweaked to see how low our effluent phosphorus level can go using alum. President Youngquist questioned how many products were being tested; Manager Much reported we are currently going to review four different chemicals and spend six to eight months testing each chemical.

Tom Kispert reported on the status of the iReportPlus Reporting Software to replace the current OPS32 software; the forms are laid out, hand entered items will be worked on next week, the database groupings are in place, the end documents are being worked on.

Manager Much reported the Town of Holland S.D. #1 agreement for the NMSC to accept waste activated sludge on an as-needed basis was revised as requested. After discussion motion by Commissioner Sambs second by Commissioner Coburn to approve the agreement with the Town of Holland SD #1 to accept waste activated sludge on an as-needed basis during winter months from November 2015 through December 2017. Motion carried unanimously.

Sewer Extension Request. Commissioners discussed the sewer extension request for Gosling Way Court located in the City of Menasha, Waverly Sanitary District. After discussion motion by Commissioner Coburn second by Commissioner Zielinski to approve the sewer extension request for Gosling Way Court located in the City of Menasha, Waverly Sanitary District. Motion carried unanimously.

Commissioner Zielinski questioned the letter distributed prior to the meeting regarding U.S. Paper Mills Corp. The Commission returned to Agenda item 5(A) – Old Business. The Commissioners discussed the letter from U.S. Paper and their request to continue as a contracted industrial user with the NMSC. After discussion, motion by Commissioner Zielinski second by Commissioner Coburn to request Attorney Thiel to get a one-year contract extension with U.S. Paper Mills Corp. and to be brought to the Commission for action at the December meeting. Motion carried unanimously.

Menasha Interceptor & Outfall. Manager Much discussed issues with locating manholes and responsibilities for interceptor maintenance.

Menasha Interceptor locates. Rob Franck discussed how the Commission has not received any locate requests for the interceptor line located in Menasha, there are no agreements with anyone else to provide locates. The concern expressed is the liability if damaged. Manager Much will arrange to meet face-to-face to discuss this with the communities. After discussion motion by Commissioner Zielinski second by Commissioner Coburn to obtain a proposal from McMahon for GIS locating of the Interceptor manholes. Motion carried unanimously.

Manager Much discussed the Operating Report for the month of October 2015. The plant is operating well; effluent mercury is low, effluent suspended solids levels are down. Preliminary indications show we may be able to meet the new phosphorus levels with alum. After discussion, motion by Commissioner Sambs second by Commissioner Zielinski to approve the operating report for the month of October 2015. Motion carried unanimously.

Rob Franck reviewed his construction update written report. Tom Kispert reported the centrifuge performance test was performed, the preliminary report is expected to show the solid removal is good, plant polymer was used and no preliminary data has been received on the performance with this polymer. There may need to be a retest performed to show the equipment can meet specifications. Further discussion ensued on the polymer system. President Youngquist questioned if we ever received a price to replace the current polymer system; Tom thought the price was about $110,000. Chad Olsen indicated the Commission would be able to receive quotes on polymer systems that handle both dry and emulsion polymers.

Rob discussed his written report on current plant projects. Additional discussion was held on the channel mixing at 9th Street and at the plant; waiting for a letter indicating the mixing was built as designed. The new security camera was ordered and should be installed by the next meeting; additional future projects were discussed including modifications to the second Town Neenah S.D. 2 metering station. Chad Olsen will have a proposal at the December meeting for these modifications.

91 Madison Street. Rob Franck discussed the bids received from four contractors (Immel, Roger Bowers, Gene Fredrickson, Hietpas & Sons) and the differences in the prices and the services. After discussion motion by Commissioner Sambs second by Commissioner Coburn to approve the bid from Gene Frederickson for the demolition of 91 Madison Street. Motion carried unanimously.

Budget, Finance, Personnel

MCO Contract Increase. Commissioners discussed the letter received from MCO regarding their services for 2016. No CPI increase on the base contract for 2016 due to the current CPI Index and an increase on the health insurance portion. After discussion, motion by Commissioner Sambs second by Commissioner Coburn to approve the 2016 contract with Midwest Contract Operations, Inc. as proposed. Motion carried unanimously.

Accountant Voigt discussed the financial statements and the cash & investment report for the month of October 2015. The year-end will have a deficit. Accountant Voigt reported on

operating expense items being highlighted on the financials that were either under budget or over budget by a larger discrepancy. MCO generated $2,100 in income to the Commission. After discussion, motion by Commissioner Zielinski, second by Commissioner Coburn to accept the Accountant's Report for the month of October 2015. Motion carried unanimously.

Motion by Commissioner Zielinski, second by Commissioner Coburn to approve for payment MCO invoices #19845 and #19890 in the amounts of $124,487.62 and $827.20 with payment to be made after December 1, 2015. Motion carried unanimously.

Motion by Commissioner Hamblin, second by Commissioner Zielinski to approve Operating and Payroll Vouchers #135304 through #135360 in the amount of $277,970.99 for the month of October 2015. Motion carried unanimously.

Motion made by Commissioner Coburn, seconded by Commissioner Zielinski to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 9:32 a.m.

President

Katherine Bauer
Secretary