NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting

Tuesday October 27, 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, Kathy Bauer, Dale Youngquist; Manager Randall Much, Accountant Roger Voigt.

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

Motion by Commissioner Zielinski second by Commissioner Coburn to proceed to Agenda item 6(l)-Property and Liability Insurance Renewal Update to accommodate those in attendance. Motion carried unanimously.

Chris Reichelt reminded the Commissioners of the January 1, 2016 renewal for the property and liability insurances and questioned if they would like to see any changes made in coverage or deductible. The current property deductible is $50,000; there are options for $25,000 and $10,000 deductible levels. Last week a Cincinnati Insurance representative did a walkthrough of the facility; he was impressed with the cleanliness and upkeep of the facility. He indicated the renewal may come in flat; meaning an increase of up to 5%. Chris reminded the Commissioners of the insurance agency McClone had purchased and the 55 municipal clients they now represent; including about 12 wastewater facilities. In looking ahead at 2017 he recommends looking again at CNA Insurance and the League of Municipalities for quotes. President Youngquist questioned our previous deductible level and the savings we saw with the change; we previously had a $10,000 deductible and with the change to $50,000 we saved about $15,000 in premium cost. President Youngquist requested to receive renewal quotes with an option for $25,000 deductible amount. Chris indicated Cincinnati Insurance has again started quoting 3 year coverage plans and we may see this option. Chris will be back at the November 24, 2015 meeting to present renewals for our coverages. Chris further introduced Troy Carlson who is now working with Chris as a partner in providing services to clients.

The meeting returned to the agenda as published.

Public Forum. No one in attendance for public forum.

September 25, 2015 Public Hearing & Regular Meeting minutes and September 25, 2015 Closed Session: Motion by Commissioner Zielinski, second by Commissioner Coburn to approve the minutes from the September 22, 2015 Public Hearing & Regular Meeting and the September 22, 2015 Close Session. Motion carried unanimously.

Correspondence

The following correspondence was discussed:

Letter from Deb Ludwig & Jean Boushley to the Commission.
RE: Thank you for positive experience in sale of 91 Madison Street property to the NMSC.

Old Business

Ordinance-Contract Change. No new information to report at this time.

New Business

Operations, Engineering, Planning

HSI Blower Status Update. President Youngquist reported his contact with Jon Meyer; he would not be able to attend this meeting, he will send another individual. President Youngquist indicated not to send him to the meeting; instead he arranged for a meeting on November 9 to meet and discuss blower issues and replacement with new blowers. President Youngquist indicated he would like Rob Franck and possibly Manager Much as well as Commissioner Coburn and Tom Kispert to attend this meeting. Commissioner Coburn indicated he will be out of town at that time and not able to attend. Jon will be at the November 24 meeting and we should have a better idea on the options and pricing on new blowers. Rob indicated there is really nothing new to report on the blowers; we are still occasionally getting surge shutdowns.

Phosphorus Analyzer – Manager Much reported the HACH units are up and running and providing data.

Tom Kispert reported on the status of the iReportPlus Reporting Software to replace the current OPS32 software; John Davis visited with Accountant Voigt last week and reports are beginning to be worked on.

McMahon Invoices. Motion by Commissioner Coburn second by Commissioner Sambs to approve for payment McMahon invoice #900270R and #900280 in the amounts of $3,600.00 and $4,065.00. Motion carried unanimously.

91 Madison Street. Rob Franck reported the phone and cable has been removed, natural gas removal is in the process. Four requests for quotes were sent out; two responses were received, a third contractor did not have the correct address. This was provided and they indicated they would provide a quote. The two quotes received were for $23,000 and $10,000 for the demolition. The water and sewer disconnect will need to be handled by the contractor. Other costs we will see will be for abandoning the natural gas for about $500-$900 and asbestos inspection for $585. President Youngquist reported the individual he was working with at the Housing Partnership of the Fox Valley has quit; Rob reported he has been trying to connect with the other individual who was involved with looking at the property. Commissioner Hamblin questioned if anyone looked at the feasibility of moving the house. Based on the size of the house it was questioned if this would be a feasible option.

Manager Much reported on the Town of Holland S.D. #1 request to renew the agreement for the NMSC to accept waste activated sludge on an as-needed basis. Manager Much reported they have brought wastes in and there were no problems treating it. Commissioners discussed approving the two year agreement subject to having no changes from the original agreement; discussion also was held on including exact dates included for the term of the agreement. Manager Much indicated the language was acceptable; it was the consensus the agreement should have exact dates included. After discussion motion by Commissioner Zielinski second by

Commissioner Coburn to defer the agreement to the November meeting. Motion carried unanimously.

Camera proposal. Rob Franck discussed this issue with the current camera and the need to include a camera in the sludge loading bay. The current camera does not provide an adequate picture after sunset; the new proposed camera would be better suited for this location. The camera that would be replaced can be moved and would be acceptable in the sludge loading bay to be able to monitor and record the individuals who use the front end loader while loading solids to be hauled out. Rob reported Faith Technologies is also investigating if we also need to pay an additional license fee to include another camera on the system. After discussion motion by Commissioner Coburn second by Commissioner Sambs to authorize the project with Faith Technologies as presented. Motion carried unanimously.

Manager Much discussed the Operating Report for the month of September 2015. The plant is operating well, effluent mercury is very low and it may be related to the low effluent suspended solids levels. Manager Much pointed out the September pounds of suspended solids for Menasha increased and the suspended solids for U.S. Paper Mills decreased. Manager Much reported he is still waiting for the Commission Attorney to make an opinion in contracting with U.S. Paper before he sends out his letter to Menasha. President Youngquist will contact the Attorney. After discussion, motion by Commissioner Zielinski second by Commissioner Hamblin to approve the operating report for the month of September 2015. Motion carried unanimously.

Rob Franck discussed listed items from the construction project to be resolved. Tom Kispert discussed aeration basin #6; he received an email from Sanitaire this morning. Sanitaire reported they acid cleaned a NMSC diffuser. After the cleaning, the pressure came back down to levels similar to aeration basin #1. Sanitaire is presenting three options: 1) acid clean the diffusers, 2) cherry pick a diffuser to install in basin #6, 3) put in low pressure diffusers. Sanitaire recommends putting in the low pressure diffusers. Manager Much questioned if the valves will constantly need manual adjustment and readjustment as the air needs change. President Youngquist questioned if low pressure diffusers would be put in at Sanitaire's expense; Tom indicated the email did not say who would be responsible. Manager Much questioned the cost of the cleaning equipment. Commissioners discussed CPUSA using an algorithm based on air flow to obtain the needed dissolved oxygen level (D.O.) and questioned why we cannot set the D.O. level desired and let the blowers and valves adjust as needed to obtain the level. Commissioners further discussed D.O. control verses airflow control. Commissioner Coburn questioned if we received a chemical analysis of what fouled the diffusers in basin #6; Tom will contact Sanitaire for a response. Rob Franck continued discussion on the remaining items on his list of construction related items. Three main items of concern on this list are the blowers, aeration basin #6, and boilers.

Rob discussed current plant projects. Railing repairs are being scheduled, digester walkway is scheduled, boiler cleaning is ongoing, hairline cracks in concrete decking are being sealed with epoxy, headworks sidewalk was replaced.

Budget, Finance, Personnel

Accountant Voigt discussed the financial statements and the cash & investment report for the month of September 2015. The September operations are showing income being generated for

the month. MCO generated $2,400 in income to the Commission. On September 27 the CD with Community First Credit Union matured and was reinvested for the same term and interest rate (15-month, 0.80%). After discussion, motion by Commissioner Zielinski, second by Commissioner Bauer to accept the Accountant's Report for the month of September 2015. Motion carried unanimously.

Motion by Commissioner Zielinski, second by Commissioner Sambs to approve for payment MCO invoices #19734, #19811 and #19782 in the amounts of $105,689.58, $17,811.84, and $576.80 with payment to be made after November 1, 2015. Motion carried unanimously.

Motion by Commissioner Coburn, second by Commissioner Zielinski to approve Operating and Payroll Vouchers #135231 through #135303, and EFT #9292015 in the amount of $323,185.62 for the month of September 2015. Motion carried unanimously.

Motion made by Commissioner Coburn, seconded by Commissioner Zielinski to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 9:26 a.m.

President

Katherine Bauer
Secretary