NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting

Tuesday March 22, 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, David Maccoux (Schenck S.C.).

Public Forum. No one in attendance for public forum.

February 23, 2016 Regular Meeting minutes: Motion made and seconded by Commissioners Zielinski/Bates to approve the minutes from the February 23, 2016 Regular Meeting. Motion carried unanimously.

Motion made and seconded by Commissioners Zielinski/Coburn to proceed to Agenda item 6.I. – 2015 Financial Audit Report, to accommodate those in attendance. Motion carried unanimously.

2015 Financial Audit Report. President Youngquist introduced David Maccoux from Schenck s.c. Mr. Maccoux paged through and discussed items in the Annual Financial Report and Management Communications Report. The deficiency of Segregation of Duties was again discussed; Mr. Maccoux indicated this is common to be seen in organizations of our size and it is important for the Commissioners to review the financial documents. Commissioner Zielinski questioned what could they do to improve; Mr. Maccoux indicated they need to continue reviewing the paid bills. Commissioner Hamblin questioned the status and situation with the Clean Water fund. This was discussed explaining the current status of the loan and remaining funds to be borrowed.

The Commission returned to the agenda as published.

Correspondence

There was no correspondence to be discussed:

Old Business

Ordinance-Contract Change. There is no update at this time.

New Business

Operations, Engineering, Planning

HSI Blower Status Update. Chad Olsen was present to fill in for Tom Kispert. Tom is waiting for shop drawings from Atlas Copco to be able to proceed with preparing bid documents. Rob Franck reported there have been some faults the past month. President Youngquist added we need to keep on Jon Myers to get the shop drawings from Atlas Copco.

Phosphorus Analyzer – Manager Much reported ferric is now being used as the test chemical for phosphorus removal. The effluent is looking very good; so far there were 2-days we would have violated the 0.18 limit, for the month we would be under the .18 limit. We have been having chemical companies contacting us indicating they have products for phosphorus; we do have lab trials run on the products to test them.

Chad Olsen reported on the status of the iReportPlus reporting software. In 2-weeks there should be staff training on the software. Rob Franck reported meeting with staff to discuss issues, had a meeting set to meet with John Davis to discuss. The meeting was cancelled by John Davis due to a personal conflict and has not yet been rescheduled.

McMahon Invoice. Motion made and seconded by Commissioners Coburn/Bauer to approve for payment McMahon invoice #901556 in the amount of $840. Motion carried unanimously.

Rob Franck discussed the issue of upcoming maintenance to be performed on the digester mixers. Rob presented photos of some ground condition after some recent work was completed and pointed out the damage the heavy vehicles created. Cranes are needed to drive on the grass to reach the mixers. Rob reported on preliminary estimates to have concrete installed on this particular area and for the concrete work to be able to withstand the weight of the crane used. The current estimated cost is $16,000 to have the concrete installed. President Youngquist questioned since this is not routine maintenance, how often would this work be performed on the mixers. Rob indicated scheduled maintenance would be about every 10 years. Manager Much indicated he would verify the limit on the dollar amount before bidding is required. Commission further discussed relationships with existing concrete contractor used and also relationship established with other vendors who perform services for the Commission.

Rob Franck discussed the purchase of two flow meters for the Waverly metering station by fire lane 6. The Commission will purchase the flow meters and then would obtain prices from mechanical contractors for the installation of the meters. The proposal received from Energenecs is for two 10-inch meters, miscellaneous parts, and meter startup at a cost of $10,383.96. After discussion motion made and seconded by Commissioners Bates/Hamblin to approve the purchase of the two Endress+Hauser 53W series 10-inch electromagnetic flow meters as proposed at a cost of $10,383.96. Motion carried unanimously.

Rob Franck updated the Commission on the flow meter replacement and manhole update in the Town of Neenah S.D. #2, lift station 2. This flow meter will be the same as the one replaced at lift station 3 last year; an 8-inch Endress+Hauser. The estimated cost through Energenecs is $4,300 for the meter. Rob is estimating the total cost for the flow meter and ground rings could be as much as $5,500. After discussion motion made and seconded by Commissioners Sambs/Bauer to authorize the purchase of the 8-inch Endress+Hauser flow meter and parts at a cost not to exceed $5,500. Motion carried unanimously. Commissioners discussed a draft letter to Dan Osero, President, Town of Neenah S.D. #2 regarding the flow meter replacement project and including this with the Sanitary District maintenance activities at lift station #2 and to have the Sanitary District #2 bill the NMSC for the costs associated with the flow meter installation and manhole update. After discussion motion made and seconded by Commissioners Coburn/Bates authorizing President Youngquist to sign the letter for delivery to Mr. Dan Osero. Motion carried unanimously.

Manager Much discussed the Operating Report for the month of February 2016. The plant is running well and there are no operational issues. Rob Franck reviewed and discussed his memo regarding issues with new plant equipment. Chad Olsen reported the next Centrifuge performance test is tentatively scheduled for the second week in April. Commissioners reviewed the list of contracts with McMahon and their status; President Youngquist questioned are we receiving the attention we deserve on some of the projects. Rob Franck reviewed and discussed his memo regarding equipment and grounds activities that are currently in progress. After discussion motion made and seconded by Commissioners Coburn/Zielinski to approve the Operating Report for the month of February 2016. Motion carried unanimously.

Budget, Finance, Personnel

2015 Financial Audit Report. Motion made and seconded by Commissioners Bates/Zielinski to approve and accept the 2015 Financial Audit Report from Schenck S.C. Motion carried unanimously.

Accountant Voigt discussed the financial statements and the cash & investment report for the month of February 2016. MCO generated $1,800 in income to the Commission in February. After discussion, motion made and seconded by Commissioners Sambs/Bates to accept the Accountant's Report for the month of February 2016. Motion carried unanimously.

Motion made and seconded by Commissioners Zielinski/Coburn to approve for payment MCO invoices #20191 and #20229 in the amounts of $121,868.94 and $490.60 with payment to be made after April 1, 2016. Motion carried unanimously.

Motion made and seconded by Commissioners Youngquist/Coburn to approve Operating and Payroll Vouchers #135525 through #135561 in the amount of $236,495.90 for the month of February 2016. Motion carried unanimously.

Motion made and seconded by Commissioners Coburn/Bates to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 9:28 a.m.

President

Secretary