

summary of the five firms that responded to the RFP. Manager Much is to review and discuss if necessary with Attorney Dan Goggin and Attorney Jim Gunz the responses received. Mr. Osness will contact the firm of Godfrey & Kahn to get final information on firms that Godfrey & Kahn may have provided legal services to for any environmental matters.

Accountant Voigt presented to the Commission a premium summary for the renewal of the Commissions' property, liability and workers compensation policies for 1999. The total for the entire package has decreased by about \$900 from the 1998 rates. Moved by Commissioner J. Jurgenson, seconded by Commissioner D. Siebers to accept the new rates for 1999 as presented for the Commissions' property, liability and worker compensation policies. Motion carried unanimously.

Accountant Voigt presented to the Commission invoice #986668 from STS Consultants Ltd. In the amount of \$3,410.75 for the subsurface exploration for the proposed plant expansion. Moved by Commissioner J. Jurgenson, seconded by Commissioner W. Helein to approve payment of Invoice #986668 from STS Consultants Ltd. in the amount of \$3,410.75. Motion carried unanimously.

Accountant Voigt presented to the Commission invoice #36037 from McMahon Associates, Inc in the amount of \$4,393.39 for Final Design of the wastewater treatment plant. Moved by Commissioner J. Jurgenson, seconded by Commissioner D. Siebers to approve payment of invoice #36037 from McMahon Associates, Inc. in the amount of \$4,393.39. Motion carried unanimously. Accountant Voigt was instructed to maintain a log of payments made to McMahon Associates for tracking the payments with the contract amount.

Operations, Engineering, Planning

Manager Much presented and discussed the Operating Report for November 1998. Moved by Commissioner J. Jurgenson, seconded by Commissioner W. Helein to accept the Operating Report for November 1998 and place it on file. Motion carried unanimously.

Manager Much updated the Commission on the Facility Plan. Letters have been sent to the communities requesting them to develop an I/I reduction plan to be implemented over the next 5 years. A public hearing will also be held at 3:00 pm prior to the next Commission meeting on January 26, 1999.

Manager Much presented to the Commission a draft letter to Attorney Jeff Brandt related to the concerns of enforcement of the pretreatment program that were discussed at the December meeting. The Commission okayed the sending of the letter to Attorney Brandt.

Manager Much discussed with the Commission the Sewer Main Extension request from McMahon Associates, Inc. for the First Addition to Cedar Ridge Estates located in the Town of Harrison, Waverly Sanitary District. Motion by Commissioner J. Jurgenson, seconded by Commissioner W. Helein to approve the sewer extension request contingent upon Waverly Sanitary District also approving this request. Motion carried unanimously.

Manager Much discussed with the Commission the proposed creation of the Town of Menasha Utility District to replace the current Sanitary District #4. Manager Much is to have Attorney Dan Goggin draft an agreement for the change in the ordinance/contract to have the Town of Menasha Utility District as the legal successor of the Sanitary District #4.

Old Business

Manager Much reported that revisions to the proposed licensing agreement for the TPAD System for the digester modifications are still being worked on.

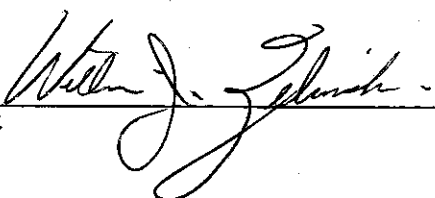
New Business

Commissioner D. Siebers expressed his concerns regarding the security at the wastewater treatment facility due to the recent problem at the Neenah Water Plant. The Commission was informed that the gates are closed when all office personal leave the facility and the orders for the security service at the wastewater treatment plant is to lock all outside doors and gates on their first round of the facility. The Commission suggested that the gates should be closed at all times and that possibly we should look at having the gates motorized and have them open by remote.

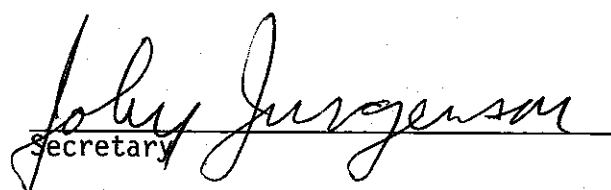
Moved by Commissioner J. Jurgenson, seconded by Commissioner W. Helein to approve Operating Fund Vouchers #119409 thru #119472 in the amount of \$160,142.06 and Payroll Vouchers #19291 thru #19298 in the amount of \$6,330.19. Motion carried unanimously.

Moved by Commissioner R. Zielinski, seconded by Commissioner J. Jurgenson to adjourn the meeting. All present voting aye; nays, none. Meeting adjourned at 5:25 p.m.

President



Secretary



NEENAH-MENASHA SEWERAGE COMMISSION
Public Hearing and Regular Meeting
Tuesday, January 26, 1999

Meeting called to order by Commission President Zelinski at 3:00 p.m.

Present: Commissioners W. Helein, R. Zielinski, J. Jurgenson, W. Zelinski, D. Siebers, G. Cowling; Manager Much, Accountant Voigt.

Excused: Commissioner Gross

Also Present: Commission Attorney Dan Goggin, Mike King (Post Crescent), Tom Vik (McMahon Associates), Mayor Joe Laux (City of Menasha), Steve Spanbauer and Don Verbrick (Town of Neenah), Jim Hennes (court reporter). Also in attendance were approximately 20 local residents (sign in sheet attached).

Commissioner Zelinski opened the Public Hearing with a brief statement to all in attendance. Anyone wishing to speak are required to stand, state their name and their address. Only one individual will be allowed to speak at a time. All information is being documented by a court reporter and the transcript from the hearing will be sent to the DNR as part of the record for the proposed upgrade and approval of the Facility Plan. The public hearing was turned over to Tom Vik of McMahon Associates who gave a presentation of the history, plant design, loadings, estimated expansion costs, estimated costs to residents, projected plant loading increase, and location of planned plant expansion. After the presentation, members in attendance were allowed to ask questions or make comments concerning the proposed expansion. Most questions and concerns were directed at the odors from the plant and what the Commission would do to alleviate the odors. Most of the homeowners/residents were generally opposed to any plant expansion because of their concern that it would also increase the amount of odor that would be generated. After all questions and comments were heard, the public hearing was closed (for a complete documentation of the entire public hearing, a transcript was recorded for DNR purposes).

Moved by Commissioner R. Zielinski, seconded by Commissioner J. Jurgenson to approve the minutes of the December 22, 1998 Regular Meeting and place them on file. Motion carried unanimously.

The following correspondence was discussed:

- A. December 9, 1998 letter from Randy Much to Mr. Lee Reibold, McMahon Associates.
RE: Approval of extension request contingent upon approval from Waverly S.D.
- B. December 30, 1998 Notice of Public Hearing and Meeting to follow.
RE: To received public comment on Facility Plan to expand wastewater treatment plant.
- C. January 7, 1999 Oath of office from the City of Menasha
RE: Reappointment of Mr. Raymond Zielinski to the Neenah-Menasha Sewerage Commission.

No further action taken on correspondence.

Budget, Finance, Personnel

MCO invoice #5319, in the amount of \$54,254.56 for February 1999 was presented. Moved by Commissioner R. Zielinski, seconded by Commissioner J. Jurgenson to approve and pay MCO invoice #5319 for February 1999, in the amount of \$54,254.56 on February 1, 1999. Motion carried unanimously.

Accountant Voigt presented and discussed the Financial Statements for December 1998. Moved by Commissioner J. Jurgenson, seconded by Commissioner W. Helein to accept the Financial Statements for December 1998 and ordered the report to be placed on file. Motion carried unanimously.

Accountant Voigt presented and discussed the Accountants Report December 1998. Moved by Commissioner G. Cowling, seconded by Commissioner J. Jurgenson to approve the Accountants Report December 1998 and ordered the report to be placed on file. Motion carried unanimously.

Accountant Voigt presented the payback check for December 1998.

Manager Much reported to the Commission the status of the firms for serving as Bond Counsel for the NMSC. From the January meeting, only two (2) firms were remaining that did not have any knowledge of possible conflict of interest. Since the January meeting, more information was obtained from one firm and they also did/do environmental work for NCR and Appleton Papers. Since this could pose a possible conflict of interest, the remaining firm of Davis & Kuelthau, S.C. is the only firm that does not appear to have any possible conflict of interest in serving as the Commission Bond Counsel. Motion made by Commission J. Jurgenson, seconded by Commissioner W. Helein to hire the firm of Davis & Kuelthau, S.C. to serve as Bond Counsel for the Neenah-Menasha Sewerage Commission. Motion carried unanimously.

Accountant Voigt presented to the Commission invoice #36309 from McMahon Associates, Inc in the amount of \$1,878.22 for Facility Plan Update of the wastewater treatment plant. Moved by Commissioner D. Siebers, seconded by Commissioner J. Jurgenson to approve payment of invoice #36309 from McMahon Associates, Inc. in the amount of \$1,878.22. Motion carried unanimously.

Accountant Voigt presented to the Commission invoice #36335 from McMahon Associates, Inc in the

amount of \$5,216.00 for Final Design of the wastewater treatment plant. Moved by Commissioner D. Siebers, seconded by Commissioner J. Jurgenson to approve payment of invoice #36335 from McMahon Associates, Inc. in the amount of \$5,216.00. Motion carried unanimously.

Operations, Engineering, Planning

Manager Much presented and discussed the Operating Report for December 1998. The Commission discussed the increase in BOD loadings from the City of Menasha. Moved by Commissioner J. Jurgenson, seconded by Commissioner R. Zielinski to accept the Operating Report for December 1998 and place it on file. Motion carried unanimously.

Manager Much updated the Commission on the Facility Plan. Letters were sent to the communities requesting them to develop an I/I reduction plan to be implemented over the next 5 years and responses have been received. Copies of the I/I reduction plans were presented to the Commissioners. The Public Hearing transcript will need to be submitted to the DNR along with the I/I reduction plans that have been submitted to the Commission. The Commission discussed the odor problems and requested that this subject be put on the agenda for the next commission meeting. A study will need to be completed to identify: 1) Where the odor is coming from, and 2) What type of odor it is (what chemical(s) are causing the odor). The Commissioners discussed changing the date of the next meeting to allow all Commissioners to attend.

Manager Much updated the Commission that the City of Menasha is still working on the changes for the Sewer Use ordinance.

Manager Much discussed with the Commission the creation of the Town of Menasha Utility District. Attorney Dan Goggin will talk to Bond Counsel (Davis & Kuelthau) for their input on this matter.

Old Business

Manager Much reported that revisions to the proposed licensing agreement for the TPAD System for the digester modifications are still being worked on. The Commission originally approved the license fee for the amount of process being used which is 8.5 dry ton. Upon reviewing the license conditions and fees, it is recommended that the Commission change its original approval and increase the license amount to 12.5 ton which is the limit of the digesters. The current license fee is \$15,000 for the first five (5) ton and \$340 per ton up to 15 tons. It is felt that it may be cheaper to buy the extra capacity now than to go back and obtain an increase later. Motion by Commissioner D. Siebers, seconded by Commissioner J. Jurgenson to adjust the license agreement with Anaerobic Biosystems Corporation from 8.5 tons to 12.5 tons. Motion carried unanimously.


New Business

Discussion was held on changing the date of the next Regular Meeting of the Commission. Motion by Commissioner R. Zielinski, seconded by Commissioner J. Jurgenson to change the next Regular Meeting of the Commission to Tuesday February 16, 1999. Motion carried unanimously.

Commissioner G. Cowling raised the subject of ownership of metering stations and the wording of the ownership as approved in the Ordinance/Contract. Discussion followed. Motion by Commissioner J. Jurgenson, seconded by Commissioner W. Helein to discuss payments to the Town of Neenah S.D. #2 and Waverly Sanitary District for the metering stations at the next Regular Meeting of the Commission. Motion carried unanimously.

Moved by Commissioner D. Siebers, seconded by Commissioner G. Cowling to approve Operating Fund Vouchers #119473 thru #119534 in the amount of \$162,344.28 and Payroll Vouchers #19299 thru #19317 in the amount of \$7,055.34. Motion carried unanimously.

Moved by Commissioner J. Jurgenson, seconded by Commissioner R. Zielinski to adjourn the meeting. All present voting aye; nays, none. Meeting adjourned at 5:15 p.m.



President



Secretary

Next meeting scheduled at 4:00 p.m. on February 16, 1999

NEENAH-MENASHA SEWERAGE COMMISSION
Regular Meeting
Tuesday, February 16, 1999

Meeting called to order by Commission President Zelinski at 4:00 p.m.

Present: Commissioners W. Helein, R. Zielinski, J. Jurgenson, W. Zelinski, G. Cowling;
Manager Much, Accountant Voigt.

Excused: Commissioners R. Gross, D. Siebers

Also Present: Mike King (Post Crescent), Tom Vik (McMahon Associates)

Moved by Commissioner G. Cowling, seconded by Commissioner J. Jurgenson to amend the minutes of January 26, 1999 under Old Business to read The current license fee is \$15,000 for the first five (5) ton and \$340 per ton up to 15 ton. Motion carried unanimously.

Moved by Commissioner G. Cowling, seconded by Commissioner J. Jurgenson to approve the minutes of the January 26, 1999 Public Hearing and Regular Meeting as amended. Motion carried unanimously.

The following correspondence was discussed:

- A. January 27, 1999 letter from Ms. Barb Moravec, Menasha Corporation to Randy Much, NMSC.
RE: Plans and specifications for new pretreatment system for Neenah Container Plant.
- B. January 28, 1999 letter from Roger Larsen, DNR to Barb Moravec, Menasha Corporation.
RE: DNR conditional approval of pretreatment system for Neenah Container Plant.
- C. February 1, 1999 letter from Randy Much, NMSC to Barb Moravec, Menasha Corporation.
RE: NMSC approval of pretreatment system for Neenah Container Plant.
- D. February 5, 1999 letter from Steven Laabs, S.D. 4 to industries in S.D. 4.
RE: Failure letter to submit information concerning grease trap cleaning.

No further action taken on correspondence.

Budget, Finance, Personnel

MCO invoice #5356, in the amount of \$54,853.48 for March 1999 was presented. Moved by Commissioner J. Jurgenson, seconded by Commissioner R. Zielinski to approve and pay MCO invoice #5356 for March 1999, in the amount of \$54,853.48 on March 1, 1999. Motion carried unanimously.

Accountant Voigt presented and discussed the Accountants Report January 1999. Moved by Commissioner J. Jurgenson, seconded by Commissioner G. Cowling to approve the Accountants Report January 1999 and ordered the report to be placed on file. Motion carried unanimously.

Accountant Voigt presented the payback check for January 1999.

Accountant Voigt presented to the Commission invoice #36648 from McMahon Associates, Inc in the amount of \$1,018.89 for Facility Plan Update of the wastewater treatment plant. Moved by Commissioner J. Jurgenson, seconded by Commissioner W. Helein to approve payment of invoice #36648 from McMahon Associates, Inc. in the amount of \$1,018.89. Motion carried unanimously.

Accountant Voigt presented to the Commission invoice #36691 from McMahon Associates, Inc in the amount of \$3,504.00 for Final Design of the wastewater treatment plant. Moved by Commissioner J. Jurgenson, seconded by Commissioner W. Helein to approve payment of invoice #36691 from McMahon Associates, Inc. in the amount of \$3,504.00. Motion carried unanimously.

Accountant Voigt presented to the Commission an update of the engineering costs incurred for the proposed plant expansion.

Operations, Engineering, Planning

Manager Much presented and discussed the Operating Report for January 1999. Moved by Commissioner J. Jurgenson, seconded by Commissioner R. Zielinski to accept the Operating Report for January 1999 and place it on file. Motion carried unanimously.

Tom Vik, McMahon Associates discussed with the Commission preliminary results from investigating plant odors and meeting state requirements. Most of the odors are generated in the Headworks Building and from the sludge dewatering process. Most of the odors are caused by nitrogen based and sulfur based compounds. To treat the air, the state code requires 12 exchanges of air per hour. For the Headworks Building this would entail a system that could handle 42,700 cu. Ft. per minute and for the sludge dewatering area the system would need to handle 38,500 cu. Ft. per minute. One method for removing odors is to use a wet chemical scrubber which uses three chemical stages to remove the odors. This type of system has the potential for zero emissions. The estimated cost for this system would be \$1,500,000 which would include installation costs. O & M costs for operating this type of unit would be approximately \$175,000 per year. The estimated cost to place a roof and vent over the Headworks screws is \$125,000. By reducing the amount of air flow needed, this would reduce the size of the equipment that would be needed.

Ways to reduce the amount of air flow would include: put individual covers over each of the screws in the Headworks building and vent this directly into the building, enclosing the dewatering presses at a cost of approximately \$50,000 each. A second method for removing odors is to scrub the air with a bio filter. This system basically consists of piping the air from the buildings underground to a compost bed and venting the air up thru the compost bed. This system would need a compost bed of 11,200 sq. ft. The estimated cost for this system is \$500,000 and the O & M costs would be minimal, the compost bed would need to be replaced every 3-5 years. Two places that use this type of system are the Grand Chute Menasha West treatment plant and the treatment plant in Duluth, Minnesota. If the Commission would be interested in this type of system they should run a pilot test to test the effectiveness and to help determine the appropriate size that would be needed for this type of unit. Moved by Commissioner R. Zielinski, seconded by Commissioner J. Jurgenson to have McMahon Associates design a pilot bio filter system and to provide the Commission with the approximate capital cost for the construction of a bio filter system. Motion carried unanimously.

Moved by Commissioner J. Jurgenson, seconded by Commissioner G. Cowling to have McMahon Associates provide the Commission with costs to have covers installed over the screws in the Headworks Building. Motion carried unanimously.

Moved by Commissioner J. Jurgenson, seconded by Commissioner R. Zielinski to send letters to the area homeowners informing them of what actions will be taken by the Commission to address the odors from the treatment plant. Motion carried unanimously.

Tom Vik discussed with the Commission the current zoning of commission property. Portions of the treatment facility is zoned residential R-1, this needs to be changed to reflect the proper zoning for our facility. The City of Menasha also has an ordinance that deals with landscaping and transitional areas for property borders between residential and commercial property. The Commission does not meet the current city ordinance and will need to address this issue. The Commission will need to landscape approximately 2,400 lineal feet of its property line with a 20' transitional area. Preliminary costs for this landscaping will be about \$2,100 per 100 feet or approximately \$50,000 total. Moved by Commissioner J. Jurgenson, seconded by Commissioner W. Helein to have the Commission file for a rezoning of commission property that is currently zoned Residential R-1 to the proper zoning requirement. Motion carried unanimously.

Tom Vik discussed with the Commission the status of the facility plan. The transcript from the Public Hearing on January 26, 1999 has not yet been received. Once this is received it will be submitted to the DNR and it is expected that final approval of the facility plan will be made shortly thereafter.

Manager Much reported the City of Menasha sewer use ordinance is to be redrafted by the City Attorney at the end of March.

Manager Much reported to the Commission that the Commission Bond Counsel gave their opinion regarding the creation of the Town of Menasha Utility District. They feel that a legal document will need to be signed by all parties approving the change of Sanitary District #4 to the Town of Menasha Utility District.

Manager Much presented to the Commission the proposed license agreement with Anaerobic Biosystems Corporation, Inc. for the royalty fee for the use of the patent rights for the Temperature-Phased Anaerobic Waste Treatment Process used in the digestion of Commission sludge. This document was redrafted by Attorney Goggin and Manager Much and it includes the increased license capacity of 12.5 tons of total solids per day. Moved by Commissioner J. Jurgenson, seconded by Commissioner R. Zielinski to approve the license agreement for signature and submittal to Anaerobic Biosystems Corporation, Inc for licensing of the Temperature-Phased Anaerobic Waste Treatment Process used by the Commission. Motion carried unanimously.

Manager Much discussed with the Commission the metering stations owned by the Commission and the metering stations installed by the Town of Neenah S.D. #2 and by Waverly Sanitary District. The Commission installed and owns the sampling and metering equipment that are used for the Cities of Menasha and Neenah, and for Sanitary District #4. The maintenance, repair and operations of these units are paid by all users thru the user charge rates. The Town of Neenah S.D. #2 and Waverly Sanitary District paid for the installation, maintenance, and operation of the sampling and metering equipment that is used to monitor their wastes. In reviewing the contract/ordinance, it appears that the Commission should have been responsible for the installation, maintenance, repairs and operation of the sampling and metering equipment that was installed for the Town of Neenah S.D. #2 and Waverly Sanitary District. Costs are being calculated and it is expected that the Town of Neenah S.D. #2 station will cost \$20,000 to \$30,000 and Waverly Sanitary District station will cost \$10,000 to \$15,000.

Manager Much reported to the Commission that he recently received a phone call from the City of Neenah inquiring if the Commission would consider installing a receiving station for jetter waste. The Commission expressed their concerns of the additional odors that would be created and also the additional solids that would be received in accepting this type of waste.

The Commission discussed the current officers. Moved by Commissioner W. Helein, seconded by Commissioner R. Zielinski to re-elect the current slate of officers of the Neenah-Menasha Sewerage Commission. Motion carried unanimously. The officers of the Commission for the next year will be: William Zielinski, President; Dale Siebers, Vice President; John Jurgenson, Secretary; Robert Gross, Treasurer.

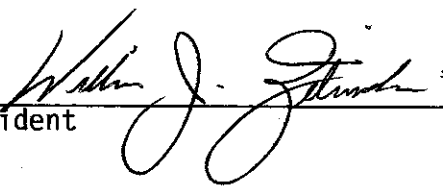
Moved by Commissioner G. Cowling, seconded by Commissioner R. Zielinski to approve Operating Fund Vouchers #119535 thru #119592 in the amount of \$159,415.20 and Payroll Vouchers #19318 thru

#19327 in the amount of \$7,463.10. Motion carried unanimously.

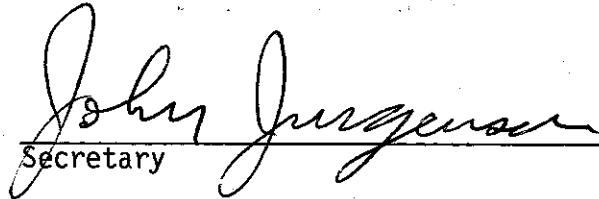
Moved by Commissioner J. Jurgenson, seconded by Commissioner G. Cowling to adjourn the Regular Meeting and reconvene in Executive Session pursuant to Section 19.85 (1)(c)(e), Wisconsin Statutes for the purpose of discussing the status of collective bargaining negotiations with Local 1541, AFSCME. Motion carried unanimously.

Moved by Commissioner J. Jurgenson, seconded by Commissioner R. Zielinski to adjourn the Executive Session and reconvene in Regular Open Session. Motion carried unanimously.

Moved by Commissioner R. Zielinski, seconded by Commissioner J. Jurgenson to adjourn the meeting. All present voting aye; nays, none. Meeting adjourned at 5:30 p.m.



 President



 Secretary

NEENAH-MENASHA SEWERAGE COMMISSION
 Regular Meeting
 Tuesday March 23, 1999

Meeting called to order by Commission President Zielinski at 4:00 p.m.

Present: Commissioners W. Helein, D. Siebers, R. Zielinski, J. Jurgenson, W. Zielinski, G. Cowling; Manager Much, Accountant Voigt.

Excused: Commissioner R. Gross

Also Present: Tom Vik (McMahon Associates), Jim Peichl (MCO), David Maccoux (Jonet & Fountain LLP), two City of Menasha residents.

Moved by Commissioner R. Zielinski, seconded by Commissioner G. Cowling to approve the minutes of the February 16, 1999 meeting subject to grammatical errors being corrected under Operations Engineering Planning, 10th paragraph, dealing with the discussion related to the Waverly Sanitary District and Town of Neenah Sanitary District #2 metering stations. Motion carried unanimously.

The following correspondence was discussed:

- A. February 18, 1999 letter from Manager Much to Mr. Dave Fox, Fox Engineering.
 RE: Submittal of Anaerobic Royalty License agreement for signature.
- B. March 3, 1999 copy of letter from Manager Much, NMSC to area residents near Wastewater Treatment Facility.
 RE: Follow up letter to area residents informing them of Commission actions about odors.

No further action taken on correspondence.

Budget, Finance, Personnel

Mr. David Maccoux from Jonet & Fountain, LLP presented and discussed the 1998 Annual Financial Report (audit) prepared by the NMSC auditors, Jonet & Fountain, LLP. Motion by Commissioner J. Jurgenson, seconded by Commissioner R. Zielinski to accept the audit report for year 1998 as presented by Jonet & Fountain, LLP. Motion carried unanimously.

Motion made by Commissioner D. Siebers, seconded by Commissioner J. Jurgenson to credit users or issue bills to users for year end 1998 Operations/Maintenance as appropriate based on the 1998 audit report. Motion carried unanimously.

MCO invoice #5406, in the amount of \$54,860.31 for April 1999 was presented. Moved by Commissioner D. Siebers, seconded by Commissioner W. Helein to approve and pay MCO invoice #5406 for April 1999, in the amount of \$54,860.31 on April 1, 1999. Motion carried unanimously.

Accountant Voigt presented and discussed the Accountants Report for February 1999. Moved by Commissioner J. Jurgenson, seconded by Commissioner R. Zielinski to approve the Accountants Report for February 1999 and ordered the report to be placed on file. Motion carried unanimously.

Accountant Voigt presented the payback check for February 1999.

Accountant Voigt presented to the Commission invoices #36855 and #37127 from McMahon Associates, Inc in the amounts of \$949.35 and \$73.00 for the Facility Plan Update of the wastewater treatment plant. Moved by Commissioner J. Jurgenson, seconded by Commissioner W. Helein to approve payment

of invoices #36855 and #37127 from McMahon Associates, Inc. in the amounts of \$949.35 and \$73.00. Motion carried unanimously.

Accountant Voigt presented to the Commission invoices #36865 and #37151 from McMahon Associates, Inc in the amounts of \$6,961.50 and \$3,996.36 for Final Design of the wastewater treatment plant. Moved by Commissioner G. Cowling, seconded by Commissioner W. Helein to approve payment of invoices #36865 and #37151 from McMahon Associates, Inc. in the amounts of \$6,961.50 and \$3,996.36. Motion carried unanimously.

Accountant Voigt presented to the Commission an update of the engineering costs incurred for the proposed plant expansion. The report was updated to also include the costs associated with the Facility Plan.

Operations, Engineering, Planning

Manager Much presented and discussed the Operating Report for February 1999. Moved by Commissioner D. Siebers, seconded by Commissioner J. Jurgenson to accept the Operating Report for February 1999 and place it on file. Motion carried unanimously.

Tom Vik, McMahon Associates discussed with the Commission the status of the odor control for the NMSC. Mr. Vik also discussed the information in his memo to the Commission concerning the research that has been done since the last Commission meeting and the results obtained in researching biofilters for odor control. The Commission was also informed that there are 26 known chemicals that cause odors in wastewater. The Wisconsin State Lab of Hygiene can only test for 15 of these chemicals. The cost for doing this testing is \$3,300. Manager Much and Tom Vik discussed with the Commission the opportunity to obtain the help of an expert in biofilters. Information was received from Dr. Gregory Kleinheinz who is currently employed with Michigan's Technology University and he will be moving to the Oshkosh area to work at the University of Wisconsin Oshkosh. Dr. Kleinheinz has offered his services to us in developing a biofiltration system for the NMSC. It was felt that his services would be very helpful in developing the pilot-scale study. It was also suggested that it would be a good idea to visit sites that are using biofiltration for odor control to see the application and talk to people that are using this type of technology. Moved by Commissioner J. Jurgenson seconded by Commissioner G. Cowling to have Manager Much and Tom Vik meet with Dr. Gregory Kleinheinz for his help in the approach and designing of a pilot-scale biofiltration system. Motion carried unanimously.

Tom Vik discussed with the Commission his memo concerning screw pump enclosures. It is recommended that 8-foot long panels should be installed over each screw bay and the grating over the Neenah and Menasha flumes and the opening for the submersible pump would also need to be covered. The estimated cost for enclosing the individual screw pumps with fiberglass covers is \$82,200. The cost to put a roof over the entire screw pump building would cost an estimated \$125,000. Moved by Commissioner W. Helein, seconded by Commissioner R. Zielinski to proceed with the option of enclosing each individual screw pump with 8-foot fiberglass panels. Motion carried unanimously.

Commissioner J. Jurgenson asked to be excused from the meeting.

Manager Much updated the Commission with the status of rezoning portions of the Commission property from Residential to Industrial. The zoning change request has been submitted to the City of Menasha. McMahon Associates is also working with Greg Keil from the City of Menasha concerning the landscape transitional area.

Tom Vik discussed with the Commission the status of the facility plan. The DNR is waiting for a report detailing the Commission's decision concerning the odor issues. Manager Much also discussed with the Commission the possibility of generating low concentration liquid chlorine (sodium hypochlorite) to be used instead of the current chlorine gas that is currently being purchased. More stringent rules that are being implemented by the EPA with working with chlorine gas has prompted this review. Preliminary research indicates that the equipment needed would cost about the same as the cost to install chlorine scrubbers. The technology used to produce liquid chlorine (sodium hypochlorite) is mainly used in California. Since this technology is not being used by plants in this area, it is suggested that it may be beneficial to tour plants that are using this technology. Motion by Commissioner G. Cowling, seconded by Commissioner W. Helein to authorize Manager Much and Tom Vik to further study the feasibility of the Commission generating sodium hypochlorite and to allow Manager Much and Tom Vik the option to travel to facilities that are currently using this technology, at Commission expense. Motion carried unanimously.

Manager Much reported that Jeff Brandt, City of Menasha Attorney, will be drafting a paragraph for the City of Menasha sewer use ordinance that would address the Commission's concerns.

Manager Much reported to the Commission that the Commission Bond Counsel gave their opinion regarding the creation of the Town of Menasha Utility District. They feel that a legal document will need to be signed by all parties approving the change of Sanitary District #4 to the Town of Menasha Utility District.

Manager Much discussed with the Commission the need to start planning for options for disposal of the class A sludge that is produced by the Commission. The current hauling contract with Gizmo Farms will expire in 2 / years and the Commission should start planning now if they plan to market their class A sludge to be used for purposes other than land application. Suggested

uses for the sludge could include: Mix with compost, blend with topsoil, or land application for sod farms. The goal of finding other uses for our class A sludge is to eliminate or greatly reduce the cost that is currently being incurred for hauling. The optimum goal is to have a product that someone would be willing to buy from us. This planning should be done now to coincide with the sizing of the odor control unit that will be installed and to also determine if any equipment or building modifications need to be made. These costs could then be included with the proposed borrowing for the plant expansion. It would also help for negotiation purposes if the Commission would have other uses for their sludge come time to renegotiate any contracts with Gizmo Farms or Potratz-Potratz.

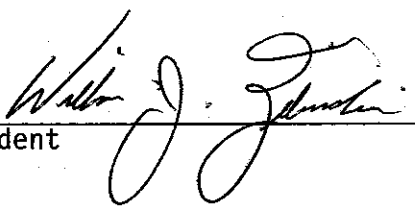
Manager Much discussed with the Commission the metering stations owned by the Commission and the metering stations installed by the Town of Neenah S.D. #2 and by Waverly Sanitary District. The Commission installed and owns the sampling and metering equipment that are used for the Cities of Menasha and Neenah, and for Sanitary District #4. The maintenance, repair and operations of these units are paid by all users thru the user charge rates. The Town of Neenah S.D. #2 and Waverly Sanitary District paid for the installation, maintenance, and operation of the sampling and metering equipment that is used to monitor their wastes. In reviewing the contract/ordinance, it appears that the Commission should have been responsible for the installation, maintenance, repairs and operation of the sampling and metering equipment that was installed for the Town of Neenah S.D. #2 and Waverly Sanitary District. The estimated costs calculated for the sampling equipment in the Town of Neenah S.D. #2 is \$14,600 and in the Waverly Sanitary District the estimated cost of the equipment is \$10,000. The Waverly S.D. cost does not include the cost for the building. The Town of Neenah S.D. #2 would continue to own the building the sampling equipment is located in. The Commission instructed Manager Much to refer this issue to Attorney Goggin to work out the details and report back to the Commission.

Manager Much discussed with the Commission the request from Kimberly Clark Experimental Mill for an application for a permit to discharge effluent into the sanitary sewer on a part time basis. The Experimental Mill currently discharges their wastewater to Neenah Paper. They have made this request for the occasions that the Neenah Paper wastewater treatment plant is shut down and the Experimental Mill is continuing to operate. This occurs on the average of 5 (five) days per year. The Experimental Mill was sent a Wastewater Discharge Permit application since they qualify under the pretreatment rules and regulations. Any sampling during this type of occurrence would be done by the City of Neenah. Motion by Commissioner R. Zielinski, seconded by Commissioner G. Cowling to approve the request of Kimberly Clark Experimental Mill's request to discharge its effluent to the sanitary sewer subject to the approval of their pretreatment permit application. Motion carried unanimously.

Manager Much presented and discussed the 1998 Compliance Maintenance Annual Report (CMAR). Based on the points generated in this report, the Commission falls under the DNR guidelines for Departmental Recommendation Range. This range is a signal to the Commission that they should start planning for plant improvements. This is currently being done thru the Facility Plan and the proposed expansion that is being planned. Motion by Commissioner D. Siebers, seconded by Commissioner W. Helein to approve the Compliance Maintenance Annual Report (CMAR) and to adopt Compliance Maintenance Resolution 99-1. Motion carried unanimously.

Moved by Commissioner D. Siebers, seconded by Commissioner W. Helein to approve Operating Fund Vouchers #119593 thru #119633 in the amount of \$116,448.05 and Payroll Vouchers #19328 thru #19335 in the amount of \$6,309.15. Motion carried unanimously.

Moved by Commissioner R. Zielinski, seconded by Commissioner D. Siebers to adjourn the meeting. All present voting aye; nays, none. Meeting adjourned at 5:50 p.m.


President


Secretary

NEENAH-MENASHA SEWERAGE COMMISSION
Regular Meeting
Tuesday April 27, 1999

Meeting called to order by Commission President Zielinski at 4:00 p.m.

Present: Commissioners W. Helein, D. Siebers, R. Zielinski, J. Jurgenson, W. Zielinski, J. Johnson; Manager Much, Accountant Voigt.

Excused: Commissioner G. Cowling

Also Present: Jim Peichl (MCO), Mike King (Post Crescent).

Moved by Commissioner R. Zielinski, seconded by Commissioner W. Helein to approve the minutes of the March 23, 1999 Regular Meeting. Motion carried unanimously.

The following correspondence was discussed:

- A. April 8, 1998 letter from Robert Gross, Sanitary District #4, to Mr. Arden Tews, Chairman, Town of Menasha
RE: Robert Gross resignation as Commissioner.
- B. April 9, 1999 letter from Harold Clifford, President, Sanitary District #4, to Manager Much.
RE: Sanitary District #4 appointment of Mr. Jeffrey J. Johnson to fill the unexpired term Robert Gross on the Neenah-Menasha Sewerage Commission.
- C. March 23, 1999 letter from Amy Kester, City of Menasha Associate Planner, to Property owners within 100 feet of the Neenah-Menasha Sewerage Commission.
RE: NMSC application for change in zoning of property.
- D. March 25, 1999 letter from Tom Vik, McMahon Associates, to Mr. Mulazim Nasir, Wis. DNR.
RE: Commission's actions concerning odor control at the Treatment Plant.
- E. April 7, 1999 letter from NMSC Accountant Voigt, to Menasha Mayor Joe Laux.
RE: Follow up letter concerning Mayor's questions regarding the year end O&M billing adjustment and Commission Depreciation Fund.
- F. April 12, 1999 letter from Manager Much to Representative Dean Kaufert.
RE: NELAC and NR 101 Budget Proposals.

No further action taken on correspondence.

Budget, Finance, Personnel

Accountant Voigt presented and discussed the financial statements for the months of January, February and March 1999. Motion by Commissioner J. Jurgenson, seconded by Commissioner W. Helein to accept and place on file the financial statements for the months of January, February and March 1999. Motion carried unanimously.

Accountant Voigt presented and discussed the proposed rates for the second quarter 1999. It is recommended to maintain the current rates for Flow, BOD, and Suspended Solids for the second quarter. Motion made by Commissioner D. Siebers, seconded by Commissioner J. Jurgenson to maintain the current rates for Flow, BOD and Suspended Solids for the second quarter 1999. Motion carried unanimously.

MCO invoice #5445, in the amount of \$54,853.48 for May 1999 was presented. Moved by Commissioner D. Siebers, seconded by Commissioner J. Jurgenson to approve and pay MCO invoice #5406 for May 1999, in the amount of \$54,853.48 on May 1, 1999. Motion carried unanimously.

Accountant Voigt presented and discussed the Accountants Report and the Investment Report for March 1999. Moved by Commissioner R. Zielinski, seconded by Commissioner D. Siebers to approve the Accountants Report and the Investment Report for March 1999 and ordered the report to be placed on file. Motion carried unanimously.

Accountant Voigt presented the payback check for March 1999.

Accountant Voigt presented to the Commission invoice #37432 from McMahon Associates, Inc in the amount of \$199.13 for the Facility Plan Update of the wastewater treatment plant. Moved by Commissioner D. Siebers, seconded by Commissioner W. Helein to approve payment of invoice #37432 from McMahon Associates, Inc. in the amount of \$199.13. Motion carried unanimously.

Accountant Voigt presented to the Commission invoice #37452 from McMahon Associates, Inc in the amount of \$11,125.20 for Final Design of the wastewater treatment plant. Moved by Commissioner D. Siebers, seconded by Commissioner J. Jurgenson to approve payment of invoice #37452 from McMahon Associates, Inc. in the amount of \$11,125.20. Motion carried unanimously.

Accountant Voigt presented to the Commission invoice #37492 from McMahon Associates, Inc in the amount of \$712.50 for Odor Control Pilot Testing for the wastewater treatment plant. Moved by Commissioner D. Siebers, seconded by Commissioner W. Helein to approve payment of invoice #37492 from McMahon Associates, Inc. in the amount of \$712.50. Motion carried unanimously.

Accountant Voigt presented to the Commission an update of the engineering costs incurred for the proposed plant expansion. The report was updated to also include the costs associated with Odor Control Pilot Testing.

Operations, Engineering, Planning

Manager Much presented and discussed the Operating Report for March 1999. The BOD loading to the plant has again increased. The metering equipment electronics are starting to age and they are in the process of being replaced. Sanitary District #4 President Harold Clifford has questioned negative numbers that occasionally show up in daily reporting of loadings and he would like to see these reported as a zero until a better method of testing and reporting is developed. Manager Much indicated that these negatives are probably due to the random errors that are involved in the collecting and testing of the samples, and over the course of a year the negative

numbers would be offset by higher than normal values with a result that the overall results for an entire year should be very close to actual. Moved by Commissioner J. Jurgenson, seconded by Commissioner W. Helein to accept the Operating Report for March 1999 and place it on file. Motion carried unanimously.

Manager Much updated the Commission regarding odor control activities for the treatment plant. Manager Much discussed the price for obtaining fiberglass covers for the screws in the headworks building and a quote received from Lee's Welding to fabricate and install stainless steel covers for the screws in the headworks building. The fiberglass covers from Syntechnics would take 10-12 weeks to receive (mid-late July) and would cost \$46,455 plus freight and installation. Lee's Welding quote was time and expense not to exceed \$20,000 to install and time and expense not to exceed \$40,000 for the stainless steel covers. The covers would be fabricated and installed in 4-8 weeks. Moved by Commissioner J. Jurgenson seconded by Commissioner W. Helein to order the stainless steel screw pump covers from Lee's Welding based on their quote of time and material not to exceed \$60,000 with funding for this project to come from the Depreciation Fund. Motion carried unanimously.

Manager Much discussed with the Commission the proposal received from Dr. Gregory Kleinheinz for conducting an odor control pilot-scale and treatability study at the Neenah-Menasha WWTP. The projected media for this study will be volcanic rock. It is being used at a facility in Iowa with very good results. An advantage with this media is it has a much longer projected life as compared to compost media. Based on the proposal, the total projected costs for the pilot study will be \$41,490. However, UW-Oshkosh and Michigan Tech University will provide matching funds for this project and for some of the equipment. This funding will total \$11,500. This will leave a net cost for the Commission of \$29,990 for the pilot study. Moved by Commissioner J. Jurgenson, seconded by Commissioner D. Siebers to proceed with the Biofiltration Pilot-Scale and Treatability Study as proposed by Dr. Gregory Kleinheinz. Motion carried unanimously.

Manager Much reported to the Commission that our request for rezoning the Commission property has been tabled by the City until the Commission has developed their plan for eliminating odor at the facility.

Manager Much reported to the Commission the results of the trip to southern California on April 20th and 21st with Tom Vik to view facilities that had Sodium Hypochlorite Generation Systems. They visited sites that used equipment from three different manufacturers. The three manufacturer's systems evaluated were: Chlortec, Sanilec, and U.S. Filter. U.S. Filter is just starting in this technology and the unit is made in England. Because of this, this manufacturer is not recommended. The Sanilec system has 10 years of operating experience, however their units have had problems that are not always supported by the factory. Chlortec is a company that is 1 / years old. The system they developed overcomes the problems that are inherent in the Sanilec system. Because of these improvements, Chlortec offers a warranty with their system, prorated out to seven years. It is the recommendation of Tom Vik that the Commission should consider installing a Sodium Hypochlorite Generation System to replace the current chlorine gas feed system. By installing this system, the Commission would not need the chlorine scrubber that is in the facility plan. The Commission would also need to amend their facility plan and obtain DNR approval for this system. Moved by Commissioner D. Siebers, seconded by Commissioner J. Jurgenson to amend the facility plan to have a Sodium Hypochlorite Generation System installed instead of the chlorine scrubber. Motion carried unanimously.

Motion by Commissioner D. Siebers, seconded by Commissioner J. Jurgenson to have Chlortec view our facility and provide a proposal to install their Sodium Hypochlorite Generation System at the Neenah-Menasha Sewerage Commission. Motion carried unanimously.

Manager Much reported that Jeff Brandt, City of Menasha Attorney, has drafted an acceptable amendment for the City of Menasha sewer use ordinance that would address the Commission's concerns regarding reporting and enforcement of the Sewer Use Ordinance.

Manager Much has received no update concerning the Town of Menasha Utility District.

Manager Much discussed with the Commission the two planned trips to be taken later this year to view facilities with bio-solid disposal sites. The first trip will be to Warren, Ohio at no transportation cost to the Commission. The second trip will be to North Carolina.

Manager Much discussed with the Commission the costs concerning the metering stations owned by the Town of Neenah S.D. #2 and by Waverly Sanitary District. Moved by Commissioner W. Helein, seconded by Commissioner J. Jurgenson to have Attorney Dan Goggin draft a purchase agreement for the purchase of the sampling equipment at Waverly Sanitary District and the Town of Neenah S.D. #2 and for the sampling building at Waverly District and for the purchase of said same. Motion carried unanimously.

Manager Much discussed with the Commission the documents provided to the City of Menasha concerning the Commission's ownership of the interceptor sewers.

Manager Much presented the sewer extension request from the City of Menasha for the Habitat Housing Project. Moved by Commissioner J. Jurgenson, seconded by Commissioner D. Siebers to approve the sewer extension request from the City of Menasha for the Habitat Housing Project. Motion carried unanimously.

Manager Much presented the sewer extension request from McMahon Associates for Hidden Acres Development, in the Town of Neenah S.D. #2. Moved by Commissioner D. Siebers, seconded by Commissioner W. Helein to approve the sewer extension request from McMahon Associates for Hidden Acres Development, in the Town of Neenah S.D. #2 contingent on approval from the Town of Neenah S.D. #2. Motion carried unanimously.

Old Business

Manager Much and Attorney Gunz (City of Neenah) met with Local 1541 AFSCME and their representatives to discuss the labor agreement. Manager Much reported they will meet again in late May.

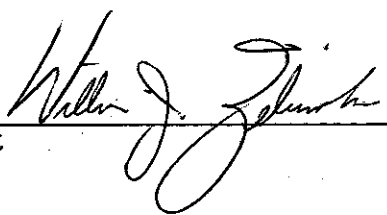
New Business

Commissioner J. Jurgenson nominated Commissioner R. Zielinski to fill the vacancy of Treasurer of the Neenah-Menasha Sewerage Commission. Hearing no other nominations, moved by Commissioner J. Jurgenson, seconded by Commissioner D. Siebers to cast a unanimous ballot to elect Commissioner R. Zielinski for the unfulfilled term of Treasurer. Motion carried unanimously.

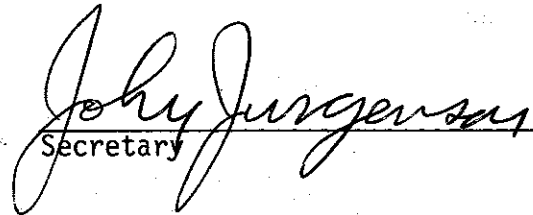
The Neenah-Menasha Sewerage Commission would like to commend Robert Gross for his years of service as a Commissioner.

Moved by Commissioner R. Zielinski, seconded by Commissioner J. Jurgenson to approve Operating Fund Vouchers #119634 thru #119725 in the amount of \$219,213.42 and Payroll Vouchers #19335 thru #19349 in the amount of \$7,049.82. Motion carried unanimously.

Moved by Commissioner R. Zielinski, seconded by Commissioner J. Jurgenson to adjourn the meeting. All present voting aye; nays, none. Meeting adjourned at 5:50 p.m.



President



Secretary

NEENAH-MENASHA SEWERAGE COMMISSION
Regular Meeting
Tuesday May 25, 1999

Meeting called to order by Commission President Zielinski at 4:00 p.m.

Present: Commissioners W. Helein, G. Cowling, R. Zielinski, J. Jurgenson, W. Zielinski, J. Johnson; Manager Much, Accountant Voigt.

Excused: Commissioner D. Siebers

Also Present: No others in attendance

Moved by Commissioner R. Zielinski, seconded by Commissioner W. Helein to approve the minutes of the April 27, 1999 Regular Meeting. Motion carried unanimously.

The following correspondence was discussed:

- A. April 27, 1998 letter from Salman Aziz, President, Integrated Paper Services, Inc. to Randy Much, NMSC.
RE: 1999 Lower Fox River Benthos Study.
Motion by Commissioner J. Jurgenson, seconded by Commissioner R. Zielinski to table the request from Integrated Paper Services, Inc. Motion carried unanimously.
- B. May 18, 1999 letters from Steven Laabs, Sanitary District #4, to Memorial Florists, Heritage Living Center, and Secura Insurance Company.
RE: Sanitary Sewer discharge for BOD, SS, and Phosphorus above S.D. 4 limits.
- C. May 20, 1999 letter from Charles R. Ledin, DNR, to NMSC President William Zielinski.
RE: DNR approval of Facility Plan.

Budget, Finance, Personnel

Accountant Voigt presented and discussed the financial statements for the month of April 1999. Motion by Commissioner J. Jurgenson, seconded by Commissioner G. Cowling to accept and place on file the financial statements for the month of April 1999. Motion carried unanimously.

Accountant Voigt presented and discussed the proposed rates for the third quarter 1999. It is proposed to change the current rates for Flow, BOD, and Suspended Solids for the third quarter. Motion made by Commissioner J. Jurgenson, seconded by Commissioner G. Cowling to modify the current rates for Flow, BOD and Suspended Solids for the third quarter 1999 as proposed. Motion carried unanimously. The rates for the third quarter 1999 will be: Flow- \$138.86/mg, BOD - \$0.1398/lb, SS - \$0.1005/lb.

MCO invoice #5487, in the amount of \$54,895.25 for June 1999 was presented. Moved by Commissioner R. Zielinski, seconded by Commissioner W. Helein to approve and pay MCO invoice

#5487 for June 1999, in the amount of \$54,895.25 on June 1, 1999. Motion carried unanimously.

Accountant Voigt presented and discussed the Accountants Report for April 1999. Moved by Commissioner J. Jurgenson, seconded by Commissioner R. Zielinski to approve the Accountants Report for April 1999 and ordered the report to be placed on file. Motion carried unanimously.

Accountant Voigt presented the payback check for April 1999.

Accountant Voigt presented to the Commission an update of the engineering costs incurred for the proposed plant expansion.

Operations, Engineering, Planning

Manager Much presented and discussed the Operating Report for April 1999. The BOD loading that had increased to the plant and was reported to the Commission at the April meeting has now started to disappear in May. At the end of April the chlorination equipment was started and there was a very high demand of the chlorine before a residual was detected. Normally the chlorine demand is 80 pounds per day, during the startup, the demand was 1,000 pounds per day. Testing is being performed to determine if the cause for the demand is organic or inorganic in nature. During this period the BOD testing from both the Cities of Neenah and Menasha had been unusual indicating a possible toxic substance coming in to the plant. It has not been determined if this is also the cause for the high chlorine demand. Sanitary District #4 President Harold Clifford has requested the Commission to again consider the negative numbers that occasionally show up in daily reporting of loadings and he would like to see these changed for billing purposes to the monthly average that is reported. It is felt that these negatives are probably due to the random errors that are involved in the collecting and testing of the samples, and over the course of a year the negative numbers would be offset by higher than normal values with a result that the overall results for an entire year should be very close to actual. It felt that at the current time, these reported values should not be adjusted. Moved by Commissioner J. Jurgenson, seconded by Commissioner W. Helgin to accept the Operating Report for April 1999, and

Old Business

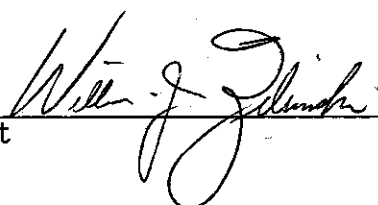
Manager Much and Attorney Gunz (City of Neenah) met with Local 1541 AFSCME and their representatives on Monday May 24 to discuss the labor agreement. Manager Much reported they have an agreement in principle with Local 1541. The contract changes agreed to consist of: 2 year agreement, 3% wage increase each year for both years, call in time changed from 2 hours to 3 hours, shift differential changed from \$0.30 per hour to \$0.50 per hour, accumulated sick leave will increase from 120 days to 150 days, sick leave payout at retirement will remain at 60% of the 120 days, shift change will occur on June 14. Motion by Commissioner J. Jurgenson, seconded by Commissioner G. Cowling to approve the proposed changes to the labor agreement with Local 1541 AFSCME. Motion carried unanimously.

New Business

Because of Commissioners being out of town, the next Regular Commission meeting will be changed to Tuesday June 29, 1999 at 4:00 PM.

Moved by Commissioner R. Zielinski, seconded by Commissioner J. Jurgenson to approve Operating Fund Vouchers #119726 thru #119799 in the amount of \$203,167.71 and Payroll Vouchers #19350 thru #19361 in the amount of \$9,879.53. Motion carried unanimously.

Moved by Commissioner R. Zielinski, seconded by Commissioner W. Helein to adjourn the meeting. All present voting aye; nays, none. Meeting adjourned at 5:10 p.m.


President


Secretary

NEENAH-MENASHA SEWERAGE COMMISSION
Regular Meeting
Tuesday June 29, 1999

Meeting called to order by Commission President Zielinski at 4:00 p.m.

Present: Commissioners W. Helein, G. Cowling, R. Zielinski, J. Jurgenson, W. Zielinski, J. Johnson; Manager Much, Accountant Voigt.

Excused: Commissioner D. Siebers

Also Present: Mike King (Post Crescent)

Moved by Commissioner R. Zielinski, seconded by Commissioner G. Cowling to approve the minutes of the May 25, 1999 Regular Meeting. Motion carried unanimously.

The following correspondence was discussed:

- A. May 26, 1999 letter from James Brown, Menasha Utilities to Randy Much, NMSC.
RE: Energy Conservation Rebate for replacing 300 HP motor with high efficiency unit.

Budget, Finance, Personnel

Accountant Voigt presented and discussed the financial statements for the month of May 1999. The financial statements have taken on a new look with the update of the financial package from CYMA. Minor adjustments still need to be made to the financial reports, this should be accomplished over the next couple of months. The financial package software is now year 2000 compliant. Motion by Commissioner J. Jurgenson, seconded by Commissioner G. Cowling to accept and place on file the financial statements for the month of May 1999. Motion carried unanimously.

MCO invoice #5529, in the amount of \$54,996.71 for July 1999 was presented. Moved by Commissioner W. Helein, seconded by Commissioner R. Zielinski to approve and pay MCO invoice #5529 for July 1999, in the amount of \$54,996.71 on July 1, 1999. Motion carried unanimously.

Accountant Voigt presented and discussed the Accountants Report for May 1999. Moved by Commissioner R. Zielinski, seconded by Commissioner J. Jurgenson to approve the Accountants Report for May 1999 and ordered the report to be placed on file. Motion carried unanimously.

Accountant Voigt presented the payback check for May 1999.

Accountant Voigt presented McMahon Associates, Inc. invoices #37989 & #38238 in the amounts of \$9,993.47 and \$1,864.59 for the Wastewater Treatment Plant Expansion Final Design and invoices

#37978 & #38218 in the amounts of \$219.43 and \$796.00 for the Wastewater Treatment Plant Facility Plan and invoices #38007 & #38271 in the amounts of \$1,337.25 and \$361.32 for the Wastewater Treatment Plant Odor Control Screw Pump Covers and Design. Moved by Commissioner J. Jurgenson, seconded by Commissioner W. Helein to approve and pay McMahon Associates, Inc. invoices #37989 & #38238 in the amounts of \$9,993.47 and \$1,864.59 for the Wastewater Treatment Plant Expansion Final Design and invoices #37978 & #38218 in the amounts of \$219.43 and \$796.00 for the Wastewater Treatment Plant Facility Plan and invoices #38007 & #38271 in the amounts of \$1,337.25 and \$361.32 for the Wastewater Treatment Plant Odor Control Screw Pump Covers and Design. Motion carried unanimously.

Accountant Voigt presented to the Commission an update of the engineering costs incurred for the proposed plant expansion.

The Commissioners were presented with a copy of the 1999 Wisconsin Department of Natural Resources Environmental Fee statement for their review. The 1999 fee is \$30,958.75.

Operations, Engineering, Planning

Manager Much presented and discussed the Operating Report for May 1999. At the May Commission meeting, manager Much reported to the Commissioners the large effluent chlorine demand and unusual BOD tests from the Cities of Neenah and Menasha. There are some possible causes that are being tested. The Commission will be updated at the next meeting in July. Manager Much also reported the high loadings in April has started the growth of unfavorable micro organisms in the plant. The plant was being operated to control these organisms and we then received the rain storm on June 10 which created high flows to the plant and the plant experienced high solids discharge into the Fox River. The plant was able to maintain permit effluent limits. The probe in the Menasha flume is being cleaned daily due to a coating on the probe. The portable ultrasonic meter is being used to verify the accuracy of the Menasha flow. A secondary sludge line broke and repairs will be made. Motion by Commissioner J. Jurgenson, seconded by Commissioner W. Helein to accept the operating report and place it on file. Motion carried unanimously.

Manager Much reported further on the rainstorm on June 10. It was evident that both the City of Neenah and the Town of Menasha S.D. #4 has made very effective reductions in the I/I coming from those systems. Based on past history with the intensity of the storm received, both of these systems did not reach the level of influent that could have been expected before they started their I/I reduction program. The Commission could now consider reducing the size of the flumes at the plant to increase the accuracy of the flow being recorded.

Manager Much presented a request to re-build the methane gas engines. The engines have begun to falter in their ability to keep a constant and proper RPM. One quote has been received for an estimated cost of \$26,000 - \$30,000 for each engine. The repairs would be covered by the Replacement Fund. It may also be cost effective to add a generator to each of the engines. One generator would be able to drive two blowers. It may be possible to negotiate with WPPI for having this equipment on the interruptible service similar to our current plant generator. The Commission felt there should be a second quote received for the repair work to rebuild the methane gas engines. Motion by Commissioner J. Jurgenson, seconded by Commissioner J. Johnson to rebuild the methane gas engines based on the low quote. Motion carried unanimously.

Manager Much updated the Commission regarding odor control activities for the treatment plant. The Stainless Steel covers for the screws have been installed by Lee's Welding, Inc. The pilot bio filter unit is in place and is ready to be started up. This should happen either this week or next week.

Manager Much presented to the Commission the proposal from CLORTEC for the equipment to be purchased to produce 0.8% sodium hypochlorite for a total system cost of \$344,500.00. Motion by Commissioner J. Jurgenson, seconded by Commissioner W. Helein to accept the proposal from CLORTEC for the on-site sodium hypochlorite system in the amount of \$344,500.00. Motion carried unanimously.

Manager Much had no further updates regarding the Facility Plan or the Town of Menasha Utility District.

Manager Much reported to the Commission his findings on his trip to North Carolina to view facilities with alternative bio-solids disposal. One facility was similar to the facility in Warren Ohio, and two facilities used dryers with indirect heat to dry the sludge. The systems using dryers reduced the sludge to 90% solids. It takes 5 - 6 hours to dry the sludge with the dryers. For the Commission, the 12,000 - 13,000 yards of sludge produced and hauled would be reduced to about 2,500 yards. This type of unit would fit in two (2) of the current truck bays. The other two (2) truck bays would provide about six months of storage of the dried product. The dryers would be heated using natural gas. The estimated annual cost to use natural gas for drying the sludge is \$120,000.

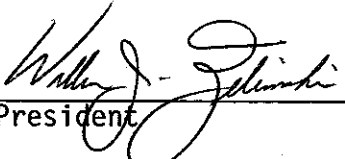
Manager Much presented to the Commission the agreements to purchase the metering equipment from Waverly Sanitary District and the Town of Neenah S.D. #2, and also the metering building from Waverly Sanitary District. It was reported to the Commission that there may be a problem with purchasing the building and land from Waverly Sanitary District due to Calumet County zoning. County zoning does not allow for the purchase of land in the size the Commission is intending to purchase. Waverly Sanitary District needed to obtain a variance to purchase the lot that this

building is located on, and now the Commission is attempting to purchase a small portion of this same lot. We are waiting for Calumet County planning office to get back to us on this issue.

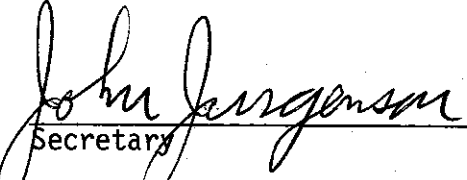
Manager Much reported Local 1541 AFSCME has approved the labor agreement in principle and the Commission is waiting for the union to prepare the final document.

Moved by Commissioner G. Cowling, seconded by Commissioner J. Jurgenson to approve Operating Fund Vouchers #119800 thru #121157 in the amount of \$221,767.52 and Payroll Vouchers #19362 thru #19460 in the amount of \$6,409.48. Motion carried unanimously.

Moved by Commissioner R. Zielinski, seconded by Commissioner J. Jurgenson to adjourn the meeting. All present voting aye; nays, none. Meeting adjourned at 5:00 p.m.



 President



 Secretary

NEENAH-MENASHA SEWERAGE COMMISSION
 Regular Meeting
 Tuesday July 27, 1999

Meeting called to order by Commission President Zielinski at 4:00 p.m.

Present: Commissioners W. Helein, G. Cowling, R. Zielinski, J. Jurgenson, W. Zielinski, J. Johnson, D. Siebers; Manager Much, Accountant Voigt.

Also Present: No one else in attendance

Moved by Commissioner R. Zielinski, seconded by Commissioner G. Cowling to approve the minutes of the June 29, 1999 Regular Meeting. Motion carried unanimously.

The following correspondence was discussed:

- A. July 9, 1999 letter from James Savinski, DNR to Randy Much, NMSC Manager.
 RE: DNR response to receipt of 1998 CMAR.
- B. July 16, 1999 letter from Michael Konecny, Jonet & Fountain LLP to Accountant Voigt.
 RE: Merger of Jonet & Fountain LLP with Schenck & Associates.
- C. July 14, 1999 letter from John Cullen, Central Products Company, to Mr. Jim Spaay, City of Menasha.
 RE: New glue making control system being installed at Central Products Co.
- D. July 20, 1999 letter from John Cullen, Central Products Company, to Mr. Jim Spaay, City of Menasha.
 RE: No startup difficulties with the new glue mixing system.

Budget, Finance, Personnel

The financial statements for the month of June will be presented at the next Commission Meeting.

MCO invoice #5590, in the amount of \$55,075.82 for August 1999 was presented. Moved by Commissioner J. Jurgenson, seconded by Commissioner W. Helein to approve and pay MCO invoice #5590 for August 1999, in the amount of \$55,075.82 on August 1, 1999. Motion carried unanimously.

Accountant Voigt presented and discussed the Accountants Report and the Investment Report for June 1999. Moved by Commissioner J. Jurgenson, seconded by Commissioner R. Zielinski to approve the Accountants Report and Investment Report for June 1999 and ordered the report to be placed on file. Motion carried unanimously.

Accountant Voigt presented the payback check for June 1999.

Accountant Voigt presented to the Commission an update of the engineering costs incurred for the proposed plant expansion.

Operations, Engineering, Planning

Manager Much presented and discussed the Operating Report for June 1999. The electrical charges for the month of June are approximately \$8,000 larger than normal. This is a reflection of the gas engines being down and not operating. The second quote to rebuild the gas engines have not yet been received. Once the second quote is received, the engines will be scheduled to be rebuilt. Manager Much updated the Commissioners on the status of the high chlorine demand at the treatment plant. Possible causes of high chlorine demand are: phenols, sulfides, sulfites, and nitrites. Testing of the effluent during high chlorine demand days has revealed nitrites in the effluent. Manager Much discussed with the Commissioners the erratic BOD test results that have been experienced at the treatment plant. Possible causes of the results could be from: toxics or nitrification. Possible sources for nitrification are from: wastewater treatment plants, food processes, tank storage, cultured organisms (such as used to dissolve oil/grease). Testing is continuing to develop a database to help further identify what may be causing the problems. The Commission asked to have this item added to the next meeting agenda. Motion by Commissioner J. Jurgenson, seconded by Commissioner W. Helein to accept the operating report and place it on file. Motion carried unanimously.

Manager Much updated the Commission regarding odor control activities for the treatment plant. The pilot bio filter unit is in place and has been operating for about 2 / weeks. More data concerning the operation of this unit will be reported to the Commissioners at the next Commission meeting.

Manager Much reported to the Commission that we are waiting for DNR approval for the onsite sodium hypochlorite generation system.

Manager Much had no further updates regarding the Facility Plan or the Town of Menasha Utility District.

Manager Much presented and discussed a memo from Tom Vik (McMahon Associates) to the Commission concerning the possible biosolids disposal alternatives. Currently the Commission is contracting with Gizmo Farms Inc. and Potratz*Potratz for the hauling and disposal of the Commission biosolids (sludge). Annual costs have been about \$484,000 per year for their services. For the second method for biosolids disposal; adding lime and air drying the biosolids to 50% - 60% solids, is estimated to cost about \$425,400 per year. The third alternative for biosolids disposal; heat drying the biosolids with indirect heat to 90% solids is estimated to cost \$331,000 per year. It is recommended that the Commission seriously consider the indirect heat drying process because of the volume reduction and lack of chemical handling requirements. It is also possible for the Commission to sell this product, however a market would need to be developed. This whole process of the biosolids disposal and which process to select will be further pursued.

Manager Much discussed with the Commissioners information obtained concerning the purchase of the sampling building and land from Waverly Sanitary District. The Commission would need to apply for a variance from Calumet County since the requested lot is smaller than what the county allows. This would involve a \$125 filing fee and the wait of four to five weeks before the county would review this request. An alternative that would be allowable to Calumet County would

be for the Commission to lease the land. It was the consensus of the Commission to pursue this option and to have Attorney Goggin draft the necessary paperwork.

Manager Much reported that the required Chlorine Risk Management Plan has been completed and submitted to the proper agency. Once the Commission installs the onsite sodium hypochlorite system, the Commission would no longer fall under the requirements to submit this report.

Moved by Commissioner G. Cowling, seconded by Commissioner D. Siebers to approve Operating Fund Vouchers #121158 thru #121206 in the amount of \$200,020.57 and Payroll Vouchers #19461 thru #19484 in the amount of \$9,738.06. Motion carried unanimously.

Moved by Commissioner R. Zielinski, seconded by Commissioner G. Cowling to adjourn the meeting. All present voting aye; nays, none. Meeting adjourned at 5:10 p.m.

President

Secretary

NEENAH-MENASHA SEWERAGE COMMISSION
Regular Meeting
Tuesday August 24, 1999

Meeting called to order by Commission President Zelinski at 4:00 p.m.

Present: Commissioners W. Helein, G. Cowling, R. Zielinski, J. Jurgenson, W. Zelinski, J. Johnson, D. Siebers; Manager Much, Accountant Voigt.

Also Present: Jim Peichl (MCO), Ron Bunkert and Richard Panke (NMSC Local 1541), Rick Badger (Local 1541 Rep.), Mike King (Post Crescent).

Moved by Commissioner J. Jurgenson, seconded by Commissioner W. Helein to approve the minutes of the July 27, 1999 Regular Meeting. Motion carried unanimously.

The following correspondence was discussed:

- A. July 28, 1999 letter to Mr. Michael Edwards, FABCO Industrial Laundry, from Roger Larsen, P.E. Wis. DNR.
RE: DNR conditional approval of wastewater pretreatment system.
- B. July 30, 1999 letter to Mr. Dave Kasun, Neenah Foundry Corp from John Wilke, City of Neenah and Randy Much, NMSC.
RE: Conditional approval to discharge remediation wastewater from former Neenah Foundry Plant #1 site.
- C. August 12, 1999 letter to Mr. Tod Galloway, Galloway Company, from Randy Much.
RE: Spills from Galloway Company impacting wastewater treatment plant.
- D. August 19, 1999 letter to Mr. Roger Kemps, American National Can Company, from John Wilke, City of Neenah and Randy Much, NMSC.
RE: Approval for replacement of wastewater flow meter.

Agenda item #6 (I) (Operations, Engineering, Planning AFSCME Local 1541 Grievance) discussed at this time. Rick Badger (Local 1541 Rep.) discussed with the Commission the Union concerns for the filing of this particular grievance. The main concern by the Union is the work performed for additional sludge pressing during a three (3) week period in July should have been performed by two persons. Manager Much discussed management's point of view on this matter and why the grievance was denied. Ron Bunkert (Local 1541 President) discussed with the Commission the history relating to the sludge pressing and the staffing in the past. After further discussions, the Commission requested Local 1541 to allow the Commission further time to discuss this matter and to be able to respond to the grievance at the next Regular Meeting of the Commission on September 28, 1999. The representatives from Local 1541 agreed to this request.

Budget, Finance, Personnel

Accountant Voigt presented the financial statements for the months of June and July, 1999. Moved by Commissioner J. Jurgenson, seconded by Commissioner G. Cowling to accept and place on file the financial statements for the months of June and July 1999. Motion carried unanimously.

MCO invoice #5642, in the amount of \$55,141.25 for September 1999 was presented. Moved by Commissioner D. Siebers, seconded by Commissioner J. Johnson to approve and pay MCO invoice #5642 for September 1999, in the amount of \$55,141.25 on September 1, 1999. Motion carried unanimously.

Accountant Voigt presented and discussed the Accountants Report for July 1999. Moved by Commissioner J. Jurgenson, seconded by Commissioner W. Helein to approve the Accountants Report for July 1999 and ordered the report to be placed on file. Motion carried unanimously.

Accountant Voigt presented the payback check for July 1999.

Accountant Voigt presented to the Commission invoice #38709 from McMahon Associates, Inc. in the amount of \$174.50 for Odor Control Screw Pump Covers and Design. Motion by Commissioner D. Siebers, seconded by Commissioner J. Jurgenson to approve payment of invoice #38709 from McMahon Associates, Inc. in the amount of \$174.50. Motion carried unanimously.

Accountant Voigt presented to the Commission invoice #38671 from McMahon Associates, Inc. in the amount of \$2,730.54 for BioSolids Options Analysis. Motion by Commissioner D. Siebers, seconded by Commissioner J. Johnson to approve payment of invoice #38671 from McMahon Associates, Inc. in the amount of \$2,730.54. Motion carried unanimously.

Accountant Voigt presented to the Commission invoice #38897 from McMahon Associates, Inc. in the amount of \$8,445.41 for Wastewater Treatment Plant Expansion Final Design. Motion by Commissioner D. Siebers, seconded by Commissioner J. Johnson to approve payment of invoice #38897 from McMahon Associates, Inc. in the amount of \$8,445.41. Motion carried unanimously.

Accountant Voigt presented to the Commission an update of the engineering costs incurred for the proposed plant expansion.

Accountant Voigt presented to the Commission the Draft copy of the Neenah-Menasha Sewerage Commission 2000 Budget. After discussion, it was decided to have a special meeting on Tuesday August 31, 1999 at 4:00 p.m. to further discuss the NMSC 2000 Budget.

Accountant Voigt presented to the Commission a worksheet for the proposed rates for Operations, Maintenance, Replacement, and Depreciation for the 4th quarter, 1999. After discussion, motion by Commissioner J. Jurgenson, seconded by Commissioner W. Helein to approve the proposed 4th quarter rates as proposed. Motion carried unanimously.

Operations, Engineering, Planning

Manager Much presented and discussed the Operating Report for July 1999. The electrical charges are still larger than normal. The second quote for rebuilding the gas engines has been received and they were approximately \$9,000 larger than the first quote received. The work to rebuild the gas engines was awarded to Cummins Great Lakes and the work should start about the first week in September. The nitrification coming in to the plant has started to subside. This will continue to be monitored. Motion by Commissioner J. Johnson, seconded by Commissioner J. Jurgenson to accept the operating report and place it on file. Motion carried unanimously.

Manager Much updated the Commission regarding odor control activities for the treatment plant. The pilot bio filter unit is in place and has been operating. Data concerning the operation of this unit indicates that ammonia removal is about 75% and VOC removal is about 92%. Per Dr. Gregory Kleinheinz, it appears that bio filtration would be very suited to the airstream at the Neenah-Menasha Sewerage Commission. The bio filtration unit will continue to be operated to obtain additional data.

Manager Much reported to the Commission that we are still waiting for DNR approval for the onsite sodium hypochlorite generation system.

Manager Much had no further updates regarding the Facility Plan or the Town of Menasha Utility District.

Manager Much discussed with the Commission information regarding another possible unit for sludge drying. Once more information is obtained, it will be decided if it would be worthwhile to further investigate this unit. In talking with one company in determining an interest in a dried NMSC sludge product, they indicated they would be interested in testing about 10 yards of the dried product to see how the product could be blended for their use.

Manager Much presented to the Commission the Lease Agreement with Waverly Sanitary District and the Sales Agreements for Waverly Sanitary District and the Town of Neenah Sanitary District #2. It was noted that the Lease and Sales agreement with Waverly Sanitary District were in error in reporting the Commission Secretary. These agreements are to be corrected by Attorney Goggin and to be put on the agenda for the Special Meeting on August 31, 1999 for approval.

Manager Much presented to the Commission a sewer extension request for Parkside Drive, City of Menasha. Moved by Commissioner J. Jurgenson, seconded by Commissioner R. Zielinski to approve the sewer extension request for Parkside Drive, City of Menasha. Motion carried unanimously.

Manager Much reported to the Commission the condition of the Digester Covers. Hydrogen sulfide gas has been attacking the paint and the covers are in need of repainting. It is estimated that the cost for this will be in the low \$40,000 range. Staff is waiting for additional quotes to do

NEENAH-MENASHA SEWERAGE COMMISSION
Special Meeting
Tuesday August 31, 1999

Meeting called to order by Commission President Zelinski at 4:00 p.m.

Present: Commissioners W. Helein, G. Cowling, R. Zielinski, J. Jurgenson, W. Zelinski, J. Johnson, D. Siebers; Manager Much, Accountant Voigt.

Also Present: No others in attendance.

There was no correspondence presented or discussed.

Budget, Finance, Personnel

Accountant Voigt presented to the Commission the Draft copy of the Neenah-Menasha Sewerage Commission 2000 Budget. After questions and discussion pertaining to some of the budget items, it was decided to accept the draft 2000 NMSC Budget and to schedule a Public Hearing at the next Regular Meeting of the Commission. Motion by Commissioner J. Johnson, seconded by Commissioner J. Jurgenson to set a Public Hearing on September 28, 1999 at 4:00 PM to receive public comment on the proposed 2000 budget with action to be taken on the proposed budget during the Regular Meeting following the Public Hearing. Motion carried unanimously.

Operations, Engineering, Planning

Manager Much presented to the Commission the corrected Lease Agreement with Waverly Sanitary District and the corrected Sales Agreement for Waverly Sanitary District and the Sales Agreement for the Town of Neenah Sanitary District #2. Motion by Commissioner J. Jurgenson, seconded by Commissioner G. Cowling to approve the Lease Agreement with Waverly Sanitary District and the Sales Purchase Agreements with Waverly Sanitary District and the Town of Neenah Sanitary District #2 as presented with funds to come from the Depreciation Fund. Motion carried unanimously.

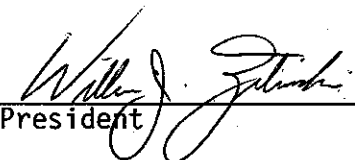
Manager Much reported to the Commission the status of the quotes received for repainting the digesters. Two quotes have been received and staff is waiting to receive one additional quote. The quotes have ranged from \$42,000 and up.

Manager Much discussed with the Commission the possible need to have a special meeting to discuss and plan for the odor control system and the sludge drying process. A date for this meeting will be discussed at the next Regular Meeting of the Commission on September 28, 1999. One possible date for this special meeting would be on October 5.


Old Business

Commissioner J. Johnson brought to the attention of the Commissioners that there may be a meeting or Public Hearing coming up in the Town of Menasha to discuss the dissolution of Sanitary District #4. After discussion, Manager Much was instructed to further investigate this issue with the NMSC Commission Attorney and to schedule a Special Meeting on Tuesday September 7, 1999 if the situation warrants this.

Moved by Commissioner J. Jurgenson, seconded by Commissioner G. Cowling to adjourn the meeting. All present voting aye; nays, none. Meeting adjourned at 5:00 p.m.



President



Secretary

NEENAH-MENASHA SEWERAGE COMMISSION
Public Hearing and Regular Meeting
Tuesday September 28, 1999

Meeting called to order by Commission President Zelinski at 4:00 p.m.

Present: Commissioners R. Zielinski, J. Jurgenson, W. Zelinski, J. Johnson, D. Siebers; Manager Much, Accountant Voigt.

Absent: Commissioners W. Helein, G. Cowling.

Also Present: Ron Bunkert and Richard Panke (NMSC Local 1541), NMSC Attorney Dan Goggin, Walter Chrapla, City of Neenah Finance Director Mike Easker, Mike King (Post Crescent).

Commission President Zelinski opened the Public Hearing to receive public comment on the proposed NMSC Budget for the year 2000. Walter Chrapla, 721 Mitchell Street, Neenah addressed the Commission. Mr. Chrapla pointed out to the Commissioners that the overall budget increase from 1999 was 16.4%, which consisted of a 7.4% O & M increase and a 52.3% Capital increase. The Commissions total budget is almost \$3.2 million. The City of Neenah's portion is estimated at

\$1,150,550 or 36.2% of the budget. The City of Neenah's portion has increase 25% since 1998 and the BOD loading has increased 53%. Mr. Chrapla questioned if this increase is due to industrial users. He also questioned if there are any State or Federal loans or grants available for the upcoming borrowing intended for the planned plant expansion. Mr. Chrapla questioned the NMSC and their research into sludge drying and whether or not there was a marketing analysis done on the final sludge dried product. Mr. Chrapla pointed out that the NMSC Facility Plan Executive Summary called for \$5.2 Million in improvements. Mr. Chrapla pointed out that Minergy is currently paying approximately \$25,000 per month for sewer fees and questioned who was billing Minergy. Mr. Chrapla further questioned what the Commission's PCB legal costs have been to date.

Manager Much responded to Mr. Chrapla's questions. The increase in loadings from the industrial users are a major source of the increase in loadings to the NMSC Wastewater Treatment Plant. Since the increase in loadings from industrial users are a major source for the need to expand, this would not qualify us for State Loans for this planned expansion. The NMSC has contacted various entities to see what kind of interest there would be in a dried sludge. Minergy is not a contract user of the NMSC therefore Minergy is billed by the City of Neenah. The legal costs related to the PCB issue have been covered by the Cities of Neenah and Menasha.

Hearing no other comments, moved by Commissioner J. Jurgenson, seconded by Commissioner D. Siebers to close the public hearing and reconvene in Regular Open Session. Motion carried unanimously.

Moved by Commissioner R. Zielinski, seconded by Commissioner J. Jurgenson to approve the minutes of the August 24, 1999 Regular Meeting and the August 31, 1999 Special Meeting. Motion carried unanimously.

The following correspondence was discussed:

- A. September 1, 1999 Notice of Public Hearing and Meeting to follow.
RE: 2000 Budget.
- B. September 2, 1999 letter to Mr. Mulazim Nasir, Wisconsin DNR, from Daniel Roder, McMahon Associates.
RE: Response to comments to On-Site Sodium Hypochlorite System.
- C. September 8, 1999 letter to Mr. William Zielinski, NMSC, from Mr. Roger Larson, Wisconsin DNR.
RE: Conditional approval of On-Site Sodium Hypochlorite System.
- D. September 16, 1999 letter to Mr. Reid Snedaker, William/Reid Ltd., from Randy Much, NMSC.
RE: Authorization to proceed with On-Site Sodium Hypochlorite System from Clortec.
- E. September 20, 1999 letter to NMSC, from Mr. Bob Vitas, Town of Menasha
RE: Order to create the Town of Menasha Utility District.

Commission President Zielinski questioned Attorney Goggin as to the status of Jeff Johnson as a Commissioner on the NMSC. It is the opinion of Attorney Goggin that Commissioner J. Johnson is still a Commissioner for the NMSC and he is able to continue to serve as an NMSC Commissioner until the end of his term. Attorney Goggin also pointed out that the Town cannot remove the Sanitary District #4 appointment of Mr. Jeff Johnson as a Commissioner on the NMSC. The NMSC Bond Counsel attorneys are working on the legal paperwork for adding the Town of Menasha Utility District as a member of the NMSC and to have the Town of Menasha Utility District to be a successor to Sanitary District #4 as a legal member of the Commission. All users will need to approve this change. It is not felt that this will impact our ability to borrow. Manager Much and Attorney Goggin were authorized to answer the questions of Bob Vitas concerning this issue.

Budget, Finance, Personnel

Accountant Voigt presented the financial statements for the month of August, 1999. Moved by Commissioner R. Zielinski, seconded by Commissioner J. Jurgenson to accept and place on file the financial statements for the month of August 1999. Motion carried unanimously.

MCO invoice #5686, in the amount of \$54,547.72 for October 1999 was presented. Moved by Commissioner J. Jurgenson, seconded by Commissioner J. Johnson to approve and pay MCO invoice #5686 for October 1999, in the amount of \$54,547.72 on October 1, 1999. Motion carried unanimously.

Accountant Voigt presented and discussed the Accountants Report for August 1999. Moved by Commissioner R. Zielinski, seconded by Commissioner J. Johnson to approve the Accountants Report for August 1999 and ordered the report to be placed on file. Motion carried unanimously.

Accountant Voigt presented the payback check for August 1999.

Accountant Voigt presented to the Commission invoice #39346 from McMahon Associates, Inc. in the amount of \$303.30 for Odor Control Screw Pump Covers and Design. Motion by Commissioner D. Siebers, seconded by Commissioner J. Jurgenson to approve payment of invoice #39346 from McMahon Associates, Inc. in the amount of \$303.30. Motion carried unanimously.

Accountant Voigt presented to the Commission invoice #38943 from McMahon Associates, Inc. in the amount of \$804.09 for BioSolids Options Analysis. Motion by Commissioner D. Siebers, seconded by Commissioner J. Johnson to approve payment of invoice #38943 from McMahon Associates, Inc. in the amount of \$804.09. Motion carried unanimously.

Accountant Voigt presented to the Commission invoices #38958 and #39304 from McMahon Associates, Inc. in the amounts of \$8,188.44 and \$16,082.43 for Wastewater Treatment Plant Expansion Final Design. Motion by Commissioner D. Siebers, seconded by Commissioner J. Johnson to approve payment of invoices #38958 and #39304 from McMahon Associates, Inc. in the amounts of \$8,188.44 and \$16,082.43. Motion carried unanimously.

Accountant Voigt presented to the Commission an update of the engineering costs incurred for the proposed plant expansion.

Accountant Voigt presented to the Commission the Proposed copy of the Neenah-Menasha Sewerage Commission 2000 Budget. After discussion, motion by Commissioner D. Siebers, seconded by Commissioner J. Jurgenson to adopt the Proposed 2000 NMSC Budget as presented. Motion carried unanimously on a roll call vote.

Operations, Engineering, Planning

Moved to agenda item G AFSCME Local 1541 Grievance. Mr. Ron Bunkert addressed the Commission concerning the grievance. He pointed out that running the presses longer at night doesn't give the operator sufficient time to clean-up afterward and to safely perform other shift duties. Manager Much responded that the shut down time of the presses had been modified from the original request of how long the presses should be run at night. This modification was based on the recommendation from the Operations Supervisor to allow more time for cleanup. Motion by Commissioner D. Siebers, seconded by Commissioner J. Jurgenson to deny the grievance claim from AFSCME Local 1541. Motion carried unanimously.

Manager Much presented and discussed the Operating Report for August 1999. The nitrification coming in to the plant is still occurring. Manager Much will be meeting with individuals from Neenah, Menasha, and Sanitary District #4 to discuss this situation. Motion by Commissioner D. Siebers, seconded by Commissioner J. Jurgenson to accept the operating report and place it on file. Motion carried unanimously.

Manager Much updated the Commission regarding odor control activities for the treatment plant. He has received a fax from Professor Kleinheinz concerning the potential for state grants to do future studies. It was the consensus of the Commissioners that it would be worthwhile to express our interests to participate in this study.

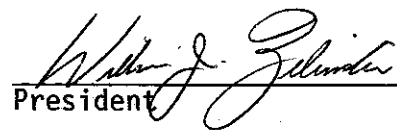
Manager Much discussed with the Commission the need to hold a special meeting to discuss the final elements of the facility plan. This would consist of: the odor control system, the On-Site Sodium Hypochlorite Generation System, and the Bio-solids drying options. Motion by Commissioner J. Jurgenson, seconded by Commissioner J. Johnson to hold a Special Meeting of the NMSC on Wednesday October 6, 1999 to discuss the issues relating to finalizing the NMSC Facility Plan. Motion carried unanimously.

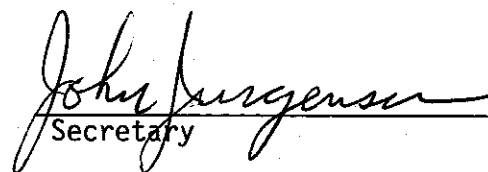
Manager Much updated the Commissioners as to the Digester Cover painting. The contract was awarded to the individual who was able to perform the painting the soonest. Two quotes were received and they were both very close in price.

Manager Much updated the Commissioners as to the request from Galloway Company to treat their high strength waste. Information was sent to Tod Galloway. It was indicated that Galloway Company would probably be responsible for a significant portion of the costs associated with upgrading the heat exchangers to handle this additional volume. No response has been received as of yet from Galloway Company.

Moved by Commissioner D. Siebers, seconded by Commissioner J. Jurgenson to approve Operating Fund Vouchers #121275 thru #121339 in the amount of \$220,122.83 and Payroll Vouchers #19496 thru #19505 in the amount of \$7,861.65. Motion carried unanimously.

Moved by Commissioner J. Jurgenson, seconded by Commissioner R. Zielinski to adjourn the meeting. All present voting aye; nays, none. Meeting adjourned at 5:10 p.m.


President


Secretary

NEENAH-MENASHA SEWERAGE COMMISSION
Special Meeting
Wednesday October 6, 1999

Meeting called to order by Commission President Zielinski at 4:00 p.m.

Present: Commissioners R. Zielinski, J. Jurgenson, W. Zielinski, J. Johnson, D. Siebers, W. Helein, G. Cowling; Manager Much, Accountant Voigt.

Also Present: Dr. Gregory Kleinheinz, Tom Vik (McMahon Associates), Jim Peichl, Andy Lewis, Menasha Mayor Joe Laux, Tim Gosz, Peter Geniesse, Robert Potratz, James Potratz, Mike King (Post Crescent).

Operations, Engineering, Planning

Tom Vik (McMahon Associates, Inc) reviewed with the Commission the alternatives that were

discussed for controlling plant odors. One option is to use a wet scrubber. The disadvantages to this unit are high capital costs, high O & M costs, and concern for safety of employees and the neighbors due to the nasty chemicals that would be used with this system. The second option is the Biofilter, which is the technology used in the odor control pilot unit. There are no chemicals involved in the process and very little labor in running the unit. If the Commission does not proceed with a sludge dryer to dry the Commission sludge, they will need to size the odor control unit to handle 45,400 cfm of air. The estimated cost for this size unit would be \$1,224,000 for the Chemical Scrubber and \$941,000 for the biofilter. The annual O & M costs for this size of unit are estimated at \$194,000 per year for the Chemical Scrubber and \$45,000 for the biofilter O & M costs. If the Commission is going to install a sludge dryer to dry the Commission sludge, the odor control unit will need to be sized to handle 27,000 cfm of air. The estimated cost for this size unit would be \$900,000 for the Chemical Scrubber and \$582,000 for the biofilter. The annual O & M costs for this size of unit are estimated at \$130,000 per year for the Chemical Scrubber and \$30,000 for the biofilter O & M costs. It is the recommendation of McMahon Associates that the Commission should proceed with a biofilter with the unit to be placed in the current sludge storage tanks. The sludge storage tanks also have existing carbon scrubbers that could serve as a backup to the biofilter in case the biofilter needs to be taken out of service for any reason.

Dr. Gregory Kleinheinz reported that the pilot unit has been running since July 2. They have monitoring VOC's, ammonia, and H₂S chemicals. They have reported a 94% removal of the VOC's, and 82% removal of ammonia. In testing the unit, they have found the removal to be better at slower air flow feed rates. There has been H₂S detected in low volume in the Headworks Building. In determining if the odor has been removed, this is a qualitative observation. The observation has been that the air coming out of the pilot unit has a moist smell and no odor. This type of unit has advantages over other odor control alternatives. It does not have high O & M costs, does not have high chemical costs, and does not have high maintenance costs. To help prevent problems with a biofilter unit, there should be routine maintenance performed on a regular basis. There is no guarantee that in switching from the pilot unit to the actual unit it will achieve the same results or success, there is no 100% guarantee. However he feels that the unit will probably work based on the test results. Commissioner R. Zielinski questioned if any neighbors were involved in smell testing of the unit. It was reported that students and staff of the University were involved in this. The recommended monitoring of the biofilter is for biological reasons. The pH needs to be monitored and maintained at a neutral level. During the first six months of running the unit, the pH should be monitored frequently. After this, the testing of the pH could be reduced to quarterly. Lava rock is being used in the pilot unit. In other applications, the lava rock has currently shown no signs of degradation. Other media could be used, such as peat or bark. This media tends to degrade and may need to be replaced in 2-3 years. Lava rock may very well last up to 20 years before it may need replacement. Problems that have been reported with biofilters include: die off of the microbes and biomass buildup. If the pH drops, this would cause the microbes to die off, this would reduce how effective the biofilter would work in eliminating odors. If there is a biomass buildup on the lava rock, this would then involve labor to hose off the lava rock to remove the buildup on the lava rock. It was noted that the NMSC air stream does not have the characteristics that would normally cause problems with a biofilter. It was questioned if the biofilter could handle a change in the characteristics of the compounds that create the odor at the treatment plant. If the chemicals change slowly over time, the microbes would also change to handle the change in the chemical compounds. If it would be a sudden change, this could cause a short term problem in removal of the odors. Of the chemicals detected, the highest levels of ammonia were reported in the press building. The highest levels of VOC's, sulfur, and organics were located in the headworks building. Mayor Laux (Menasha) expressed his appreciation for the work done to address the odor problem. He was very impressed with the results of the pilot unit.

At this time the Commissioners visited the pilot unit to see the operation of the unit and to do a smell test.

Upon returning, Mayor Laux suggested that the Commission should send a letter to the residents near the treatment plant to allow them the opportunity to do a sniff test of the pilot unit and to have them provide comments to the Commission. Tim Gosz, 94 Fox Street thanked the Commission for dealing with the neighbors concerns. Manager Much was instructed to set up an open house for the area residents to view the covers that were installed on the screws and to view the odor control pilot unit. This date should be set up to allow Dr. Kleinheinz to be in attendance to answer any questions about the pilot unit or the biofilter.

Manager Much reported to the Commission that the parts for the on-site Sodium Hypochlorite generation system are in transit and they should be here this week. The unit should be installed by the end of November.

It was reported to the Commission that they have the following options to deal with the sludge: continue as is, with the current sludge pressing and land applying of the sludge cake; or, after pressing the sludge, adding lime to the cake to further dry the sludge, this would cause a loss of nitrogen in the sludge and the pH would be around 12; or heat dry the sludge after pressing, this would maintain the nitrogen levels in the cake and the pH would be neutral. If the Commission is interested in heat drying the sludge, there is the opportunity to have two loads of the Commission sludge heat dried at a facility in New Jersey. This would give the Commission the opportunity to see if there are any problems in drying NMSC sludge and would provide product for growth studies. The Commission could also look at having the University do a growth study with the dried sludge product. Dr. Kleinheinz reported that there may be \$20,000 to \$50,000 available to do a solids waste research study from the University system. He would need a letter from the Commission and a list of potential end users to show the intent of being interested in the dried sludge product. Commissioner J. Jurgenson indicated he would like to see marketing results, and to have the Commission on pretty sure footing before we would commit to this technology. Jim Potratz questioned what price the Commission would need to sell the dried product for to breakeven in generating the dried sludge. He also stated that when the current contract with the

Commission for sludge hauling and storage of the Commission sludge expires, their costs will be virtually eliminated and they will be able to lower their contract to less than one-half of what they are currently paying. The study of what the Commission should do with their sludge would take this into account. Manager Much requested that Bob Potratz and Jim Potratz should contact him when they have calculated what they feel they will need to charge for a renewal of the sludge hauling and sludge storage agreements. Mayor Laux requested that this study should not delay the biofilter for odor control at the treatment plant. The size of the odor control unit would be dependant on the type of sludge disposal the Commission would decide on. Commissioner J. Jurgenson indicated that the Commission should consider going ahead with the larger biofilter regardless of the sludge disposal technology decided on. Dr. Kleinheinz reported that a larger unit would be more beneficial in treating odors except for the additional costs incurred in building a larger unit. If the Commission should want to send two 20-yard truckloads of sludge to New Jersey for drying, there would be paperwork as well as hauling and drying costs, which

- C. October 18, 1999 letter to Attorney John Rothschild, Davis & Kuelthau, from Attorney Dan Goggin, NMSC.
RE: Town of Menasha Utility District.
- D. October 18, 1999 letter to Mr. William Zelinski, NMSC from Mr. Paul Thormodsgard, GBMSD.
RE: Invitation to join Fox-Wolf Basin 2000.

After discussion on this subject, motion by Commissioner J. Jurgenson, seconded by Commissioner W. Helein that the NMSC should not join the Fox-Wolf Basin 2000 organization. Motion carried unanimously.

- E. October 21, 1999 letter to Mr. Tom Beck, Neenah Joint School District, from John Wilke, City of Neenah and Randy Much, NMSC.
RE: Conditional approval to discharge backwash water and drain water from Neenah Pool.
- F. October 7, 1999 Notice of Redemption for NMSC Sewerage Revenue Bonds dated August 1, 1988 to be called in full on December 1, 1999.

Budget, Finance, Personnel

Accountant Voigt presented the financial statements for the month of September 1999. Moved by Commissioner J. Jurgenson, seconded by Commissioner D. Siebers to accept and place on file the financial statements for the month of September 1999. Motion carried unanimously.

MCO invoice #5731, in the amount of \$54,777.04 for November 1999 was presented. Moved by Commissioner D. Siebers, seconded by Commissioner R. Zielinski to approve and pay MCO invoice #5731 for October 1999, in the amount of \$54,777.04 on November 1, 1999. Motion carried unanimously.

Accountant Voigt presented and discussed the Accountants Report and Investment Report for September 1999. Moved by Commissioner J. Johnson, seconded by Commissioner D. Siebers to approve the Accountants Report and Investment Report for September 1999 and ordered the report to be placed on file. Motion carried unanimously.

Accountant Voigt presented the payback check for September 1999.

Accountant Voigt presented to the Commission invoice #39578 from McMahon Associates, Inc. in the amount of \$2,119.60 for Odor Control Screw Pump Covers and Design. Motion by Commissioner D. Siebers, seconded by Commissioner J. Jurgenson to approve payment of invoice #39578 from McMahon Associates, Inc. in the amount of \$2,119.60. Motion carried unanimously.

Accountant Voigt presented to the Commission invoice #39565 from McMahon Associates, Inc. in the amount of \$10,508.63 for Wastewater Treatment Plant Expansion Final Design. Motion by Commissioner D. Siebers, seconded by Commissioner J. Johnson to approve payment of invoice #39565 from McMahon Associates, Inc. in the amount \$10,508.63. Motion carried unanimously.

Accountant Voigt presented to the Commission an update of the engineering costs incurred for the proposed plant expansion.

The Snow Plowing and Removal Contract with Leo Weber was presented. There are no changes in the proposed contract from the previous year. Motion by Commissioner R. Zielinski, seconded by Commissioner J. Jurgenson to approve the contract with Leo Weber for Snow Plowing and Removal for the period from November 1, 1999 to April 30, 2000. Motion carried unanimously.

Accountant Voigt discussed with the Commission the request from Initial Security for an increase in the rates to be paid to the security guards that are staffed at the treatment plant. The request is for a 3% increase or \$0.25 per hour. The last wage increase was in August 1998. Motion by Commissioner D. Siebers, seconded by Commissioner G. Cowling to approve the rate increase requested by Initial Security. Motion carried unanimously.

Operations, Engineering, Planning

Manager Much presented and discussed the Operating Report for September 1999. It was reported that the flows to the plant have decreased but the BOD and SS loadings have remained steady. Motion by Commissioner D. Siebers, seconded by Commissioner W. Helein to accept the operating report and place it on file. Motion carried unanimously.

Manager Much discussed with the Commission the possibility of making changes to the NMSC User Charge System. BOD testing is currently based on TBOD and with the current nitrification being seen at the plant, it may be more equitable to consider switching the BOD testing to CBOD. Manager Much recommends hiring an unbiased consultant to look at the data. The Commission would also need to contact the DNR and to also possibly have the NMSC Bond Counsel look at the Bond Ordinance to see if this could be changed. It is estimated that the cost for the consultant would be about \$2,000 to \$3,000. Motion by Commissioner J. Jurgenson, seconded by Commissioner D. Siebers to hire a consultant to review NMSC data and make recommendations to the Commission and DNR concerning any changes to the User Charge System.

Manager Much updated the Commissioners on the activity related to the odor control at the treatment plant. Seven (7) neighbors attended the open house on Monday October 25, 1999 to view the pilot unit and covers over the screws. It appeared that these neighbors have been happy with the results so far. Mayor Laux thanked the Commission for their work and efforts to address the

odors. Motion by Commissioner J. Jurgenson, seconded by Commissioner R. Zielinski to proceed with having the consultant and engineer proceed with designing the Biofilter for handling 45,400 cfm in the current unused sludge storage tanks and to submit the plans to the DNR for approval. Motion carried unanimously.

Manager Much to the Commission that the on-site Sodium Hypochlorite generation system is in the process of being installed. More equipment will be delivered in the coming days.

There is no current update to be reported to the Commission concerning the Facility Plan.

Manager Much updated the Commission regarding the sludge disposal alternatives. The Commission is currently waiting for approval from the State of New Jersey for permission to enter the state with our sludge for drying and to return it to Wisconsin. The Commission is also looking for a hauler that is able to transport the sludge thru the various states to get to New Jersey. Jim Potratz (Gizmo Farms, Inc.) presented to the Commission an analysis they had prepared of what Gizmo Farms, Inc. would possibly charge for sludge hauling and storage of Commission sludge after the current contracts with Gizmo Farms, Inc. and Potratz & Potratz expire in 2001. They stated that the maximum rate they would charge would be \$14.00 per ton. The Commission will continue with studying the options. Manager Much informed the Commission that the paperwork for the grant application from the University would need to be submitted by January.

Manager Much presented a sewer extension request received for Barker Farms V, City of Menasha, and located in Waverly Sanitary District. Motion by Commissioner J. Jurgenson, seconded by Commissioner G. Cowling to approve the sewer extension request for Barker Farms V, City of Menasha contingent upon approval to be received from Waverly Sanitary District

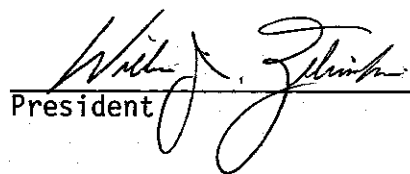
Old Business

The painters are still sandblasting in the Digesters and painting should begin next week.

Work on rebuilding the methane gas engines is continuing with one engine almost completed.

Moved by Commissioner R. Zielinski, seconded by Commissioner W. Helein to approve Operating Fund Vouchers #121340 thru #121395 in the amount of \$177,648.70 and Payroll Vouchers #19506 thru #19525 in the amount of \$11,411.40. Motion carried unanimously.

Moved by Commissioner J. Johnson, seconded by Commissioner R. Zielinski to adjourn the meeting. All present voting aye; nays, none. Meeting adjourned at 5:25 p.m.


President


Secretary

NEENAH-MENASHA SEWERAGE COMMISSION
Regular Meeting
Tuesday November 23, 1999

Meeting called to order by Commission President Zielinski at 4:00 p.m.

Present: Commissioners R. Zielinski, J. Jurgenson, W. Zielinski, J. Johnson, D. Siebers, W. Helein, G. Cowling; Manager Much, Accountant Voigt.

Excused: Commissioners D. Siebers, G. Cowling.

Also Present: Jim Peichl (MCO), NMSC Attorney Dan Goggin.

Moved by Commissioner R. Zielinski, seconded by Commissioner W. Helein to approve the minutes of the October 26, 1999 Regular Meeting. Motion carried unanimously.

The following correspondence was discussed:

- A. November 12, 1999 letter to Attorney James Gunz, City of Neenah, from Attorney Dan Goggin. RE: Assumption agreement and Amendment to Ordinance/Contract related to newly formed Town of Menasha Utility District.
- B. November 22, 1999 letter to Attorney Dan Goggin, NMSC, from Attorney John Claypool, Herrling, Clark, Hartzheim & Siddall, Ltd. RE: Town of Menasha Utility District request to allow a Utility District member to serve as a representative on the NMSC.

Attorney Goggin presented and discussed with the Commission the letter he received from Attorney John Claypool. Attorney Goggin reminded the Commission of his opinion that with the Sanitary District #4 being dissolved, this does not change the appointment of a Commissioner to the NMSC by S.D. #4. The appointed Commissioner is still allowed to complete his term. The Town of Menasha Utility District is requesting the Commission to allow an appointee to serve on the Commission. Attorney Goggin suggests having the Commission allow him to respond to Attorney Claypool to further explain his opinion. Attorney Goggin also reminded the Commissioners that

when the S.D. #4 appointees term expires, or if the appointee would resign, the Ordinance/Contract currently does not provide for replacing this Commissioner. The Commission gave Attorney Goggin permission to respond to Attorney Claypool.

Budget, Finance, Personnel

Accountant Voigt presented the financial statements for the month of October 1999. Moved by Commissioner W. Helein, seconded by Commissioner J. Jurgenson to accept and place on file the financial statements for the month of October 1999. Motion carried unanimously.

MCO invoice #5782, in the amount of \$54,822.05 for December 1999 was presented. Moved by Commissioner J. Jurgenson, seconded by Commissioner W. Helein to approve and pay MCO invoice #5782 for December 1999, in the amount of \$54,822.05 on December 1, 1999. Motion carried unanimously.

Accountant Voigt presented and discussed the Accountants Report for October 1999. Moved by Commissioner J. Jurgenson, seconded by Commissioner J. Johnson to approve the Accountants Report for October 1999 and ordered the report to be placed on file. Motion carried unanimously.

Accountant Voigt presented the payback check for October 1999.

Accountant Voigt presented to the Commission invoice #39920 from McMahon Associates, Inc. in the amount of \$4,587.13 for Odor Control Screw Pump Covers and Design. Motion by Commissioner J. Johnson, seconded by Commissioner W. Helein to approve payment of invoice #39920 from McMahon Associates, Inc. in the amount of \$4,587.13. Motion carried unanimously.

Accountant Voigt presented to the Commission invoice #39912 from McMahon Associates, Inc. in the amount of \$18,421.67 for Wastewater Treatment Plant Expansion Final Design. Motion by Commissioner J. Johnson, seconded by Commissioner W. Helein to approve payment of invoice #39912 from McMahon Associates, Inc. in the amount \$18,421.67. Motion carried unanimously.

Accountant Voigt presented to the Commission invoice #39933 from McMahon Associates, Inc. in the amount of \$1,440.40 for Electric Generator Design. Motion by Commissioner J. Johnson, seconded by Commissioner W. Helein to approve payment of invoice #39933 from McMahon Associates, Inc. in the amount \$1,440.40. Motion carried unanimously.

Accountant Voigt presented to the Commission an update of the engineering costs incurred for the proposed plant expansion. Commissioner R. Zielinski requested to have the McMahon billing rates for 1999 sent to the Commissioners.

Accountant Voigt presented to the Commission the renewal rates for the NMSC property and liability coverages. Overall, the rates for 2000 have increased about 8%. Accountant Voigt suggested that the insurance policies and the plant appraisal should be reviewed after the plant expansion. Motion by Commissioner J. Jurgenson, seconded by Commissioner R. Zielinski to approve renewing the NMSC property and liability insurance coverages based on the quote received from The McClone Agency. Motion carried unanimously.

Operations, Engineering, Planning

Manager Much presented and discussed the Operating Report for October 1999. The digester painting has been completed, one gas engine has been rebuilt with the second engine to be worked on when time allows. The BOD loading has increased due to the nitrification that has been noticed coming into the plant. Motion by Commissioner R. Zielinski, seconded by Commissioner W. Helein to accept the operating report and place it on file. Motion carried unanimously.

Manager Much presented to the Commission the report received from Mr. Craig Berndt of Robert E. Lee & Associates, Inc. Robert E. Lee & Associates is the firm hired to evaluate the use of CBOD verses TBOD for billing purposes to the contract users of the NMSC. The fee charged by Robert E. Lee & Associates is \$2,250. Based on their evaluation, CBOD would be more equitable than the current use of TBOD. Based on their evaluation, Neenah and the Town of Menasha billings would go down, the two industrial users would increase, and the City of Menasha would increase slightly. This information was based on the rates in the 1987 User Charge and the current 1999 loadings. Motion by Commissioner J. Jurgenson, seconded by Commissioner R. Zielinski to continue in proceeding to have the NMSC user charge changed from the TBOD testing to CBOD testing with the firm of Robert E. Lee & Associates to make the request to the DNR. Motion carried unanimously.

Manager Much reported to the Commission that we are still waiting for approval from the State of New Jersey to allow the Commission to send our sludge into the state. Based on the quotes received, the estimated costs to truck, dewater, and view the operation will cost about \$10,000. Manager Much questioned the Commission if they still wanted to proceed based on this figure. Manager Much also reported that Superior Minnesota is looking to received two (2) loads of the Commission sludge (at no cost to the Commission) in 2000 for grant studies from the University of Minnesota. Motion by Commissioner J. Jurgenson, seconded by Commissioner J. Johnson to continue proceeding with drying two (2) loads of NMSC sludge in New Jersey. Motion carried unanimously.

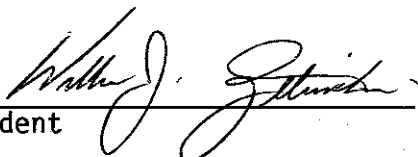
There is no current update to be reported to the Commission concerning the Facility Plan.

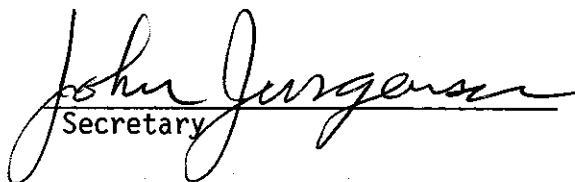
Manager Much reported to the Commission the possibility of having two bid packages. One would be for odor control and the other would be for the remaining construction at the plant. The thought behind this is that it may speed up the completion of the odor control project.

Moved by Commissioner J. Jurgenson, seconded by Commissioner J. Johnson to approve Operating Fund

Vouchers #121396 thru #121455 in the amount of \$149,435.88 and Payroll Vouchers #19526 thru #19533 in the amount of \$6,671.07. Motion carried unanimously.

Moved by Commissioner W. Helein, seconded by Commissioner R. Zielinski to adjourn the meeting. All present voting aye; nays, none. Meeting adjourned at 5:00 p.m.


President


Secretary

NEENAH-MENASHA SEWERAGE COMMISSION
Regular Meeting
Tuesday December 28, 1999

Meeting called to order by Commission President Zielinski at 4:00 p.m.

Present: Commissioners R. Zielinski, J. Jurgenson, W. Zielinski, J. Johnson, W. Helein, D. Siebers, G. Cowling; Manager Much, Accountant Voigt.

Also Present: Jim Peichl (MCO).

Moved by Commissioner R. Zielinski, seconded by Commissioner J. Jurgenson to approve the minutes of the November 23, 1999 Regular Meeting. Motion carried unanimously.

The following correspondence was presented to the Commission at the meeting and discussed:

- A. December 22, 1999 letter to Mr. Roger Larsen, Wisconsin DNR, from Mr. Daniel Roder, McMahon Associates.
RE: Plans and specifications for new aeration basins and final clarifier facilities.
- B. December 22, 1999 letter to Ms. Eileen Norby, University of Wisconsin, from Randy Much, NMSC.
RE: Support of Solid Waste Research Program proposal submitted by Drs. Gregory Kleinheinz and Robert Wise.

Budget, Finance, Personnel

Accountant Voigt presented and discussed the financial statements for the month of November 1999. Moved by Commissioner J. Jurgenson, seconded by Commissioner D. Siebers to accept and place on file the financial statements for the month of November 1999. Motion carried unanimously.

Manager Much presented and discussed the MCO contract increase for the year 2000. MCO proposes a contract increase based on the CPI-U index of 2.6%. Manager Much also noted that the MCO health insurance plan would be experiencing a 25% increase in the premium for 2000. Moved by Commissioner J. Jurgenson, seconded by Commissioner J. Johnson to approve the MCO contract increase of 2.6% for the year 2000. Motion carried unanimously.

MCO invoice #5862, in the amount of \$56,365.65 for January 2000 was presented. Moved by Commissioner D. Siebers, seconded by Commissioner R. Zielinski to approve and pay MCO invoice #5862 for January 2000, in the amount of \$56,365.65 on January 1, 2000. Motion carried unanimously.

Accountant Voigt presented and discussed the Accountants Report for November 1999. Moved by Commissioner R. Zielinski, seconded by Commissioner W. Helein to approve the Accountants Report for November 1999 and ordered the report to be placed on file. Motion carried unanimously.

Accountant Voigt presented the payback check for November 1999.

Accountant Voigt presented to the Commission invoice #40303 from McMahon Associates, Inc. in the amount of \$7,929.30 for Odor Control Screw Pump Covers and Design. Motion by Commissioner W. Helein, seconded by Commissioner R. Zielinski to approve payment of invoice #40303 from McMahon Associates, Inc. in the amount of \$7,929.30. Motion carried unanimously.

Accountant Voigt presented to the Commission invoice #40279 from McMahon Associates, Inc. in the amount of \$13,120.41 for Wastewater Treatment Plant Expansion Final Design. Motion by Commissioner W. Helein, seconded by Commissioner R. Zielinski to approve payment of invoice #40279 from McMahon Associates, Inc. in the amount \$13,120.41. Motion carried unanimously.

Accountant Voigt presented to the Commission invoice #40340 from McMahon Associates, Inc. in the amount of \$246.00 for Electric Generator Design. Motion by Commissioner W. Helein, seconded by Commissioner R. Zielinski to approve payment of invoice #40340 from McMahon Associates, Inc. in the amount \$246.00. Motion carried unanimously.

Accountant Voigt presented to the Commission invoices #39904 and #40258 from McMahon Associates, Inc. in the amounts of \$99.50 and \$207.40 for Biosolids Options Analysis. Motion by Commissioner

W. Helein, seconded by Commissioner R. Zielinski to approve payment of invoices #39904 and #402558 from McMahon Associates, Inc. in the amounts \$99.50 and \$207.40. Motion carried unanimously.

Accountant Voigt presented to the Commission an update of the engineering costs incurred for the proposed plant expansion.

Operations, Engineering, Planning

Manager Much presented and discussed the Operating Report for November 1999. The loadings from Menasha and U.S. Paper have increased. Part of the BOD loading increase from Menasha is related to the nitrification in the wastewater. Motion by Commissioner J. Jurgenson, seconded by Commissioner R. Zielinski to accept the operating report and place it on file. Motion carried unanimously.

Manager Much discussed with the Commission the change in the User Charge System to test for CBOD for billing purposes. Mr. Craig Berndt from Robert E. Lee & Associates contacted the DNR regarding getting this item changed. The DNR verbally agreed to this change to take effect on January 1, 2000 and they will change our monthly Discharge Monitoring Report reporting requirements. A written approval is expected from the DNR. Commission testing will change on January 1, 2000 to test for CBOD. The Commission felt that the Year End Operations and Maintenance adjustment should also be adjusted to reflect the results of any change in going from TBOD to CBOD.

Manager Much reported to the Commission that he has contacted a couple of firms that would be interested in testing a dried sludge product from the Commission and they would write a letter of interest to the Commission that they would like to participate in the study for drying the Commission sludge. These letters will be submitted with our grant application to the University of Wisconsin. The firms mentioned were AGA Sod, Swinkles, and VanZeeland Nursery. Manager Much also updated the Commission on the status of trucking Commission sludge to New Jersey for drying. This will now be done in April due to the possibility of freezing weather and poor road conditions during the winter. Manager Much also reported that the University of Minnesota might also be looking for sludge samples for testing purposes sometime in the spring.

Manager Much discussed with the Commission the memo from Mr. Tom Vik, McMahon Associates, to Mr. Raymond Osness concerning the estimated WWTP planned improvements. Current estimates place these improvements with engineering fees and contingencies at \$7,000,000. Manager Much also discussed with the Commission the memo from Tom Vik to the Commission concerning the options for the Commission to use in building the WWTP improvements. The first option is the design-bid-construct method which is the most common technique used to deliver municipal projects. The second method is the construction management method in which the Commission would purchase the equipment based on bids and hire a construction manager to oversee, manage, and schedule the construction efforts. Tom Vik felt that McMahon Associates could do the construction management method and still remain within their current engineering contract dollars. The Commission will discuss this further at their next meeting.

Manager Much reported that Waverly Sanitary District would be adding a new pumping station to serve new residential subdivisions in the district. The NMSC will need to add a metering station at this location to monitor the loadings. Manager Much requested a proposal from Martenson & Eisele for designing this new facility. Martenson & Eisele is the firm that designed the pumping station for Waverly Sanitary District.

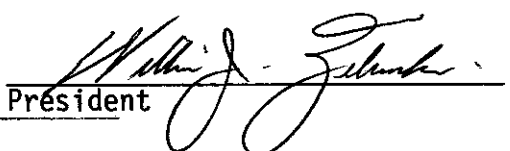
Manager Much updated the Commission concerning the Town of Menasha Utility District and their request for representation on the NMSC. Attorney Goggin and NMSC Bond Counsel attorneys agreed that Commissioner J. Johnson is the current Commissioner until he either resigns or his term expires. The Ordinance/Contract also needs to be modified to allow the Town of Menasha Utility District to appoint a Commissioner when Commissioner J. Johnson's term expires. It is also recommended that when this modification occurs, it should be worded to allow for the changing of representation if any of the other sanitary districts would also dissolved or changed.

Manager Much presented to the Commission a sanitary sewer extension request from Davel Engineering for the Midway Road Apartments in the Town of Menasha. Motion by Commissioner R. Zielinski, seconded by Commissioner W. Helein to approve the sanitary sewer extension request for the Midway Road Apartments contingent on approval from the Town of Menasha. Motion carried unanimously.

Moved by Commissioner D. Siebers, seconded by Commissioner R. Zielinski to approve Operating Fund Vouchers #121456 thru #121528 in the amount of \$200,523.51 and Payroll Vouchers #19534 thru #19541 in the amount of \$6,559.66. Motion carried unanimously.

Moved by Commissioner J. Jurgenson, seconded by Commissioner R. Zielinski to adjourn the meeting. All present voting aye; nays, none. Meeting adjourned at 4:50 p.m.

President



Secretary

