

NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting

Tuesday December 20, 2016

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

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

Excused: Commissioner Kathy Bauer.

Also Present: Dawn Goeser (McMAHON); Rob Franck, Randall Much (MCO); Chris Reichelt, Troy Carlson (McClone); Steve Rosenbeck (Press Color Inc).

Minutes

November 22, 2016 Regular Meeting minutes: Motion made and seconded by Commissioners Zielinski/Sambs to approve the minutes from the November 22, 2016 Regular Meeting. Motion carried unanimously.

December 8, 2016 Special Meeting and Closed Session. Motion made and seconded by Commissioners Zielinski/Sambs to approve the minutes from the December 8, 2016 Special Meeting and Closed Session. Motion carried unanimously.

Correspondence

The following correspondence was discussed:

December 5, 2016 letter from Gerald Novotny, P.E. Wisconsin DNR to Catherine Girdley, Waverly S.D.

RE: DNR plan approval for Kambura Acres II in the Village of Harrison, Waverly Sanitary District.

December 8, 2016 letter from Neenah Mayor Dean Kaufert to Tim Hamblin.

RE: Reappointment to the NMSC for a 3-year term.

December 13, 2016 Letter of Transmittal from Amy Vaclavik, P.E. McMahon Associates to the Wisconsin DNR Bureau of Community Financial Assistance Environmental Loans.

RE: CWF disbursement request and certificate of substantial completion of WWTF modifications.

December 15, 2016 letter from Attorney Scott Hansen, Reinhart Boerner Van Deuren S.C. to the Honorable William Griesbach.

RE: Counsel for Georgia Pacific and Glatfelter confirmed they will not object to Whiting settlement.

Old Business

Press Color, Inc. request. Steve Rosenbeck discussed the request of Press Color, Inc. to discharge its waste ink into the sewer system. The business is located in the City of Appleton, but is within the Town of Menasha Utility District sewer system. He further explained their printing process and their cleanup process using ammonia based products as well as what would be discharged. Commissioners discussed the approval process, and concerns with color ink

passing through the treatment system and in the effluent discharged. The Commission was favorable in allowing the waste discharge to the treatment plant providing any colors do not pass through the treatment and into the effluent discharge. Steve Rosenbeck was further instructed that if any colored ink discharged by Press Color Inc. passes through the treatment process at the plant they would no longer be able to discharge that color into the sewer system. The Commission also indicated Press Color also needs to obtain approval from the Utility District. After discussion, motion made and seconded by Commissioners Zielinski/Bates to conditionally approve the waste discharge from Press Color, Inc. subject to the Village of Fox Crossing/Town of Menasha Utility District also providing approval. Motion carried unanimously.

590 Enterprise Drive, Neenah. Manager Much reported the Investment Group is still interested in this location. Manager Much reported receiving a call from the group verifying the \$7,500 cost for the engineering study.

Motion was made and seconded by Commissioners Bates/Coburn to move to Agenda item 6-E; 2017 Property and Liability Insurance Update, to accommodate those in attendance. Motion carried unanimously.

2017 Property and Liability Insurance Update – Chris Reichelt reported to the Commission he did receive a quote from Travelers Insurance but has not been able to do his due diligence on the policy they quoted to fully compare it to the Cincinnati policy. Chris indicated he was aware of some differences in the level of coverages offered. The quote the Commission accepted in November from Cincinnati was \$77,900; the quote from Travelers is \$69,600. Chris indicated he would need to have Travelers add some endorsements to get the level of coverage for some items up to the level currently provided by Cincinnati and this would increase the quote from Travelers. Chris provided the Commission with two options: 1-stay with Cincinnati and he would try to leverage them for additional price reductions, or 2-look to switch to Travelers and expect the quote to increase with modifications to bring the policy up to what was proposed to them. After discussion motion made and seconded by Commissioners Zielinski/Sambis to authorize McClone Agency to pursue a price adjustment with Cincinnati Insurance and to continue working on the quote from Travelers Insurance. Motion carried unanimously.

The meeting returned to the Agenda as published.

New Business

Operations, Engineering, Planning

Phosphorus Removal. Manager Much reported we are jar testing another product; it is similar to the current product we are using but this new product also contains a polymer. We are still waiting for a cost on this new product we are jar testing. Manager Much also reported on authorization provided to the Fox-Wolf Alliance by Grand Chute Menasha West to look at trading opportunity options.

Manager Much discussed the Operating Report for the month of November 2016. The plant is running fine, there are no issues. Rob Franck discussed his report on new equipment issues; Boilers – new parts arrived to be replaced on boilers. Blowers – 2 blowers are in place, some of the ductwork is installed; August Winter & Sons reported a third blower could be installed in a

week. Polymer system – Chad Olsen has received information and will report at the January meeting. Rob also discussed the items in the Equipment & Grounds Report - the flame arrestor froze up over the weekend; salt and water samples for the sodium hypochlorite system are being tested by MicroChlor; the north gate was hit by the snowplower and will be replaced at the snowplowers expense. After discussion, motion made and seconded by Commissioners Zielinski/Bates to approve the Operating Report for the month of November 2016. Motion carried unanimously.

Blower Replacement-Change Order #1. Dawn Goeser discussed Change Order #1 from August Winters and Sons in the amount of \$10,110 to install Lintels on new HVAC openings. The installation of lintels was missed by McMahon in the specifications they prepared; they did not have the architects review the plans. President Youngquist questioned if it's McMahon's fault, why should we have to pay the bill. Commissioner Bates indicated we should not approve, we were told this is what it would take to do the project. Commissioners further discussed who should be responsible to pay the Change Order. President Youngquist again expressed we should not have to pay this bill. Commissioner Coburn reminded the Commissioners that in any major project there should be a contingency plan built into the cost. Randall Much reported to the Commissioners the item listed on the Change Order is work that needs to be completed; who will cover the costs of the change order can be discussed later. After discussion, motion made and seconded by Commissioners Zielinski/Bates to authorize the approval of Change Order #1 with August Winter and Sons. Motion carried unanimously. Motion made and seconded by Commissioners Zielinski/Bates to negotiate with McMahon to pay all or a portion of the costs of Change Order #1. Motion carried unanimously.

Engineering Update. Dawn reported on the GIS program; more items were added to the program making it closer to completion. They expect the program to be completed by the next meeting.

McMahon Invoices. Commissioners reviewed the McMahon invoices. After discussion, motion made and seconded by Commissioners Coburn/Zielinski to approve for payment McMahon Invoices #904569-phase 06, #904569-phase 08, and #904469R in the amounts of \$144.00, \$3,200.00, and \$6,487.36. Motion carried unanimously.

Budget, Finance, Personnel

Accountant Voigt discussed the financial statements and the Cash & Investment report for the month of November 2016. The Commission will show a loss in operations at the end of the year. The ICS CDARS rate is now 0.46%. MCO generated \$2,200 in income to the Commission in November. A CD is maturing next week; Commissioners discussed the renewal. It was felt the funds should be kept more liquid. After discussion, motion made and seconded by Commissioners Bates/Zielinski to accept the Accountant's Report for the month of November 2016. Motion carried unanimously.

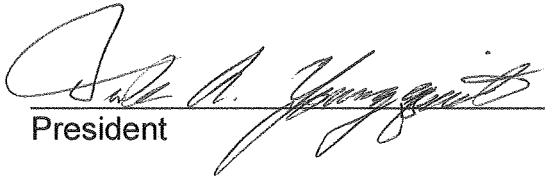
Motion made and seconded by Commissioners Coburn/Bates to approve for payment MCO invoices #21039 and #21071 in the amounts of \$126,704.22 and \$394.70 with payment to be made after January 1, 2017. Motion carried unanimously.

Motion made and seconded by Commissioners Coburn/Bates to approve Operating and Payroll Vouchers #135992 through #136040 in the amount of \$278,835.49 for the month of November 2016. Motion carried unanimously.

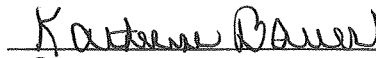
Other Business

Set 2017 Meeting Dates. Commissioners reviewed and discussed the 2017 calendar for meeting dates. After discussion, motion made and seconded by Commissioners Sambs/Bates to hold the Regular Meeting of the Commission on the 4th Tuesday of the month during January through November; and to hold the December 2017 Regular Meeting on the 3rd Tuesday of the month (December 19).

Motion made and seconded by Commissioners Zielinski/Bates to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 9:07 a.m.



President



Secretary