

# NEENAH-MENASHA SEWERAGE COMMISSION

## Regular Meeting

Tuesday October 22, 2019

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

**Present:** Commissioners Forrest Bates, Steve Coburn, Travis Parish, James Taylor, Greg Weyenberg, Raymond Zielinski, Dale Youngquist; Manager Paul Much; Accountant Roger Voigt.

**Also Present:** Rob Franck, Randy Much (MCO), Chad Olsen (McMahon), Patrick Collins (Duff & Phelps).

## Public Forum

No one in attendance for the Public Forum.

## Minutes

September 24, 2019 Regular Meeting minutes: After discussion, motion made and seconded by Commissioners Zielinski/Bates to approve the minutes from the September 24, 2019 Regular Meeting. Motion carried unanimously.

October 15, 2019 Special Meeting minutes: After discussion, motion made and seconded by Commissioners Zielinski/Bates to approve the minutes from the October 15, 2019 Special Meeting. Motion carried unanimously.

## Correspondence

The following correspondence was discussed:

September 25, 2019 NMSC counter-offer to the City of Menasha for purchase of 205 Mathewson Street.

## Proposal for Property Appraisal for Insurance Purposes

Duff & Phelps, LLC representative Patrick Collins was introduced. Mr. Collins provided company background and discussed the proposal for providing a property appraisal of the NMSC buildings and equipment for insurance replacement cost purposes. It is estimated the appraisal will take about 90-days to complete. Commissioners questioned the listed governing law to be in the State of New York and not Wisconsin; they also requested references. Mr. Collins indicated he would see about having the contract language changed to reflect governing law to be in Wisconsin and he would provide references. After discussion, motion made and seconded to accept the proposal from Duff & Phelps in the amount of \$9,000 to perform the property insurance appraisal subject to governing law changed to the State of Wisconsin and good references obtained. Motion carried unanimously.

## **Old Business**

Transfer of Ownership of NMSC Interceptors and Real Estate. President Youngquist reported on the status regarding Fox Crossing reviewing the legal descriptions. There is no update regarding the Menasha easements. Manager Much questioned Commissioner Taylor if Menasha has a new Public Works Director; Commissioner Taylor indicated yes.

## **New Business**

### **Operations, Engineering, Planning**

Phosphorus Removal. Chad Olsen distributed and discussed a portion of the report submitted to the DNR regarding the Phosphorus Preliminary Compliance Alternatives Plan. Chad reported we have one year to prepare the final plan. Chad discussed equipment options listed in the report and the desire to have an on-site Pilot test performed on two of the units. The Commission needs to be in compliance with new permit limits by March 2023. Commissioner Coburn informed the Commission the Town of Neenah S.D. 2 will be looking at options for prepaying its cost of the project.

Polymer Feed System Update. Rob Franck reported the system is working; there is one minor issue to fix. Chad Olsen presented and discussed Request for Payment #11 and Final in the amount of \$13,735.12. After discussion, motion made and seconded by Commissioners Coburn/Bates to approve Certificate for Payment Request #11 and Final in the amount of \$13,735.12. Motion carried unanimously. Chad reported McMahon Associates still needs to finish the GIS work regarding the new equipment installed.

Chlorine Residual Analyzer Installation. Manager Much reported the analyzer has been installed and was working; there was a pump failure, a replacement pump is being shipped. Manager Much further reported the DNR approved our request for extending our effluent chlorination requirements into October for us to test the new analyzer unit.

Gate Valve for RAS line. Rob Franck reported he received pricing for the gate valve and installation; we are looking at a cost of \$45,000. This has been included in the 2020 Budget with the work to be performed during the winter months if possible. Chad reported the RAS pumping calculations were performed and we are looking at increasing the RAS flow rate.

Facility Re-Rating Study. Chad Olsen explained the process on how re-rating the facility works and what parameters within the plant are being reviewed; Chad further explained the potential increase we may see with the re-rating process. Commissioners further discussed the impact businesses are having on our loadings.

McMahon Invoices. Commissioners discussed McMahon invoices #915781 phase 6, #915782 phase 6, and #915783 phase 6 in the amounts of \$386.30, \$385.00, and \$1,419.85. After discussion, motion made and seconded by Commissioners Coburn/Bates to approve for payment McMahon invoices #915781 phase 6, #915782 phase 6, and #915783 phase 6. Motion carried unanimously.

Sewer Extension Request. Commissioners discussed the sewer extension request received for the Swanson Family Property located in the Town of Neenah S.D. #2. After discussion, motion

made and seconded by Commissioners Coburn/Bates to approve the Sanitary Sewer Extension request for the Swanson Family Property located in the Town of Neenah S.D. #2. Motion carried unanimously.

Fencing for 203 Mathewson and 91 Madison Streets. Rob Franck discussed potential options for installing fencing on Commission property at 91 Madison and 203 Mathewson Street. Rob was instructed to obtain pricing for further discussion at a future meeting.

Operating Report. Manager Much reported on plant operations; the plant is running well, phosphorus influent levels have been dropping. Manager Much also reported on PFAS; it is still MEG's recommendation that we do not perform any PFAS testing at this time. Rob Franck reported on Equipment and Grounds items. Items further discussed on his report included: effluent pump #4 was rebuilt and installed – there is an oiler line issue. The pump will need to be pulled to have seals replaced under warranty. Microclor cell #4 failed, cells are projected to have a life of 7-10 years; our experience is the cells have a life of 2-3 years. The cost of cells were discussed; it was approved to have the cell replaced. UV disinfection is being further explored as an option to replace the Microclor cells. After discussion, motion by Commissioners Weyenberg/Bates to accept the operations report. Motion carried unanimously.

#### Budget, Finance, Personnel

2020 Property & Liability Insurance Renewal. Accountant Voigt discussed an email received from our insurance agent Troy Carlson (McClone Agency) requesting marketing our account with another insurance company for comparative with our current insurance company. It was the consensus of the Commissioners to allow marketing our account with another insurance carrier.

2019-2020 Snow Plowing Agreement. Accountant Voigt presented the snow plowing agreement for the 2019-2020 season; there was no increase in the rates. Accountant Voigt reported the snow plowing company is interested in performing the services this year; he has not heard back from them if there will be a change in the rates. After discussion, motion made and seconded by Commissioners Bates/Weyenberg to approve the Snow Plowing agreement as presented. Motion carried unanimously. If there is a requested rate increase, the Commissioners will review the request at the next meeting.

Financial Statements. Accountant Voigt reported on the September financial statements. The Operating Income is reflecting the new billing rates; with the continued wet weather the year-to-date Operating Income is appearing to be higher than originally projected and the Commissioners could look at a further reduction in rates for the month of December. After discussion, motion made and seconded by Commissioners Youngquist/Bates to further reduce the December Operations Rate by an additional 50%. Motion carried unanimously. Accountant Voigt reported on funds transferred in early October from the ICS CDARS account at Nicolet Bank to the Local Government Investment Pool. MCO generated \$3,600 in additional revenue for the Commission. After discussion, motion made and seconded by Commissioners Bates/Zielinski to approve the Accountant's Report for September 2019. Motion carried unanimously.

Motion made and seconded by Commissioners Coburn/Bates to approve for payment MCO invoices #25014 and #25092 in the amounts of \$131,692.57 and \$433.55 with payment to be made after November 1, 2019. Motion carried unanimously.

Motion made and seconded by Commissioners Coburn/Bates to approve Operating and Payroll Vouchers #137793 through #137844 in the amount of \$368,866.28 for the month of September 2019. Motion carried unanimously.

Motion made and seconded by Commissioners Bates/Zielinski to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 10:11 a.m.

  
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President

  
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Secretary