

NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting

Tuesday January 23, 2018

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

Present: Commissioners Forrest Bates, Steve Coburn, James Taylor, Greg Weyenberg, Raymond Zielinski, Dale Youngquist; Manager Paul Much.

Excused: Commissioner Mike Sambs, Accountant Roger Voigt.

Also Present: Rob Franck, Randall Much (MCO); Chad Olsen (McMahon); Heath Kummerow (Neenah); Josh Radomski (Menasha).

Minutes

November 28, 2017 Regular Meeting minutes: An error in the approved minutes of November 28 were discovered after they were approved at the December meeting; Commissioner Bauer was not included in the list of those attending. The minutes have been corrected to add Commissioner Bauer being present. After discussion, motion made and seconded by Commissioners Bates/Zielinski to approve the corrected minutes from the November 28, 2017 Regular Meeting. Motion carried unanimously.

December 19, 2017 Regular Meeting minutes: After discussion, motion made and seconded by Commissioners Bates/Zielinski to approve the from the December 19, 2017 Regular Meeting. Motion carried unanimously.

Correspondence

January 18, 2018 letter from Neenah Mayor Dean Kaufert to Greg Weyenberg.
RE: Appointment as Commissioner on the NMSC to fill the unexpired term ending 12/31/2019.

Old Business

Horseshoe Beverage Update. Manager Much reported MCO staff will be meeting at Horseshoe Beverage within the next week to review and discuss the sampling.

Loop the Lake Update. Manager Much and President Youngquist reported a list outlining the Commission's concerns were forwarded to Brian Tungate from the City of Menasha. In a reply email Brian stated a group from the Loop the Lake Project would be reviewing the list and discussing design solutions that might work for both the project and the Commission. President Youngquist requested the initial discussion take place between the Commission committee and Loop the Lake representatives before it gets presented to the full Commission.

New Business

Operations, Engineering, Planning

Phosphorus Removal. Manager Much reported the results of the testing of coagulant chemicals indicate the future phosphorus limits will not be able to be maintained with the addition of chemical alone. The decision was made to discontinue the testing and adjust operations to meet the current 0.8 mg/l limit. Chad Olsen has requested testing of phosphorus from the industries currently sampled by member communities. This information is necessary to complete a DNR update due in March. A meeting will be scheduled with plant and city personnel to develop a testing plan.

Polymer Feed System Update. Chad Olsen reported the design is ongoing and will be submitted to the DNR by the end of the month. He expects the project bid date to be February 20 or 21, which will allow for the information and results to be presented at the February commission meeting.

McMahon Proposal. Chad Olsen presented a proposal to evaluate potential land use requirements for future expansion of the wastewater treatment facility. Following brief discussions, Chad confirmed the report would be completed within 60-days. After discussion motion made and seconded by Commissioners Bates/Zielinski to approve the Agreement for Professional Services with McMahon Associates for the Land Use Evaluation. Motion carried unanimously.

McMahon Invoices. Commissioners discussed McMahon invoice #908642 in the amount of \$1,950.00. After discussion, motion made and seconded by Commissioners Coburn/Bates to approve for payment McMahon invoices #908642. Motion carried unanimously.

HVAC Network Area Controller Update. Rob Franck discussed the proposal received from J&H Controls to upgrade the existing network area controller for HVAC controls. This is a budgeted item in the 2018 budget. After discussion, motion made and seconded by Commissioners Zielinski/Bates to approve the agreement with J&H Controls. Motion carried unanimously.

Manager Much discussed the Operating Report for the month of December 2017. The plant has been operating well. Operational adjustments were made to control an increase in filamentous growth before there were any issues. Rob Franck reported on the New Equipment Issues; the boilers have been operating more reliably since the burner control upgrades, there will be upcoming discussions with PBBS to develop a plan to make revisions to the main boiler controls to increase efficiency and reliability. Sam Pociask from McMahon and the program developer will be making corrections to the GIS program at the end of January. Chad Olsen stated McMahon is compiling information to provide to the programmer to make revisions to the reporting software. Rob further discussed items on the Equipment and Grounds Report; 2018 preventative maintenance items relating to the electrical systems were discussed. We are looking at the best way to perform the testing while allowing contractors to become familiar with the plant's electrical systems so they can better provide support, if needed. After discussion motion made and seconded by Commissioners Zielinski/Bates to approve and accept the Operating Report for the month of December 2017. Motion carried unanimously.

Budget, Finance, Personnel

President Youngquist provided a brief description to the new Commissioners on how the Commission does not profit and makes billing adjustments to the communities based upon plant

operations deficit or profit. Commissioners reviewed the financial statements and Accountant's Report. After discussion, motion made and seconded by Commissioners Zielinski/Bates to approved the Accountant's Report for December 2017. Motion carried unanimously.

Update on NMSC web page redesign. There was no report on the progress, Accountant Voigt will report on the status at the February meeting.

Motion made and seconded by Commissioners Coburn/Bates to approve for payment MCO invoices #22247 and #22279 in the amounts of \$129,134.26 and \$432.20 with payment to be made after February 1, 2018. Motion carried unanimously.

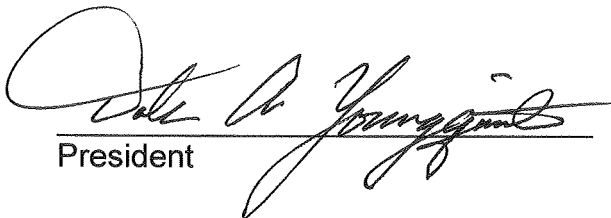
Motion made and seconded by Commissioners Coburn/Bates to approve Operating and Payroll Vouchers #136664 through #136724 in the amount of \$315,082.07 and Construction Fund Vouchers #274 through #276 in the amount of \$8,324.29 for the month of December 2017. Motion carried unanimously.

Other Business to Come Before the Commission

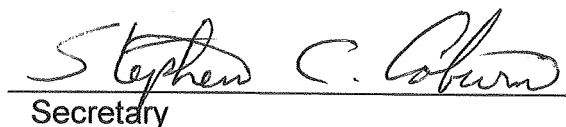
Election of Officers. Motion was made and seconded by Commissioners Coburn/Bates to nominate Commissioner Youngquist to serve as Commission President for the upcoming year. Motion carried unanimously. Motion was made and seconded by Commissioners Youngquist/Coburn to nominate Commissioner Zielinski to serve as Commission Vice-President for the upcoming year. Motion carried unanimously. Motion was made and seconded by Commissioners Youngquist/Zielinski to nominate Commissioner Coburn to serve as Commission Secretary for the upcoming year. Motion carried unanimously.

Appointment of Treasurer. President Youngquist appointed Commissioner Coburn as the Commission Treasurer for the upcoming year. Commissioner Coburn accepted.

Motion made and seconded by Commissioners Coburn/Bates to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 9:25 a.m.



President



Secretary