

**NEENAH-MENASHA SEWERAGE COMMISSION**

**Regular Meeting**

**Tuesday April 25, 2023**

Meeting was called to order by Commission President Youngquist at 8:04 a.m.

**Present:** Commissioners Forrest Bates, Steve Coburn, Corey Gordon, Greg Weyenberg, Dale Youngquist, Raymond Zielinski; Manager Paul Much; Accounting Clerk Melissa Starr.

**Excused:** Commissioner Mark Mommaerts

**Also Present:** Rob Franck (MCO), Randall Much (MCO), Chad Olsen (McMahon)

**Public Forum**

No one in attendance for the Public Forum.

**Minutes**

March 28, 2023 Meeting minutes. Motion made and seconded by Commissioners Zielinski/Bates to approve the minutes from the March 28, 2023 regular meeting. Motion carried unanimously.

**Correspondence**

The following correspondence was discussed:

NMSC Treatment Facility Overflow Public Notice.

RE: Neenah-Menasha Sewerage Commission Wastewater Treatment Plant experienced a Treatment Facility Overflow event from 11:45 p.m. March 31<sup>st</sup> 2023 to 2:25 a.m. April 1<sup>st</sup> 2023. Manager Much explained the Treatment Facility Overflow was due to rains and excessive snow melt.

**Old Business**

There was no old business to be discussed.

**New Business**

**Operations, Engineering, Planning**

McMahon Associates Report – Update and discussion on the following projects with potential action to be taken based on discussions held:

1. Phosphorus Removal & UV Disinfection Equipment.  
Chad Olsen reported no update.
2. Preliminary User Charge Rate Study related to Phosphorus Removal & UV Disinfection.  
Chad Olsen reported the tables have been updated as previously discussed and will be shared with President Youngquist and Accountant Voigt for review and will determine if meeting is needed.

**McMahon Invoices**

#930227	Plant Re-Rate Study	\$1,311.00
#930228	Boiler Replacement Project	\$ 440.00
#930229	Filter Addition Project Preliminary Rate Study	\$ 775.50
#930250	WWTF Air Permit	\$ 346.00

Motion made and seconded by Commissioners Coburn/Bates to approve payment of invoices #930227, #930228, #930229, and #930250. Motion carried unanimously.

Discussion and potential action regarding bio solids hauling and sludge storage options.

Manager Much reported Gizmo agreed to extend the bio solids hauling and sludge storage agreement for one year to allow time for NMSC to find a new hauler. However, Gizmo will not land apply the sludge. Plan to haul until October then store for winter. They are looking at leasing the storage building to NMSC, but not selling. Manager Much emailed details to other haulers and received a lot of interest. Chad Olsen will put RFP together. Discussed potential available land in the Town of Neenah and if it has 1,000 ft. set-back. Manager Much will discuss leasing terms and bring more information to next meeting.

RIO Operation and Compliance Software – Discussion and potential action to be taken based on discussion.

Manager Much followed up on the questions regarding data ownership and cybersecurity the Commissioners had from the last meeting. The data entered into RIO remains owned by the Commission, and they have a wide range of cybersecurity to keep all data secure.

Motion made and seconded by Commissioners Bates/Coburn to accept the proposal. Motion carried unanimously.

### Operating Report for March 2023

Operating Report. Manager Much reported no operations issues other than the TFO, but that was contained within the plant. Had staff working 24-hours a day for about a week during the high flows.

Equipment and Grounds Report. Rob Franck reported on Equipment and Grounds items. Provided additional details on: Snowblower maintenance is complete and has been put away. The digester building electrical room air conditioning installed in 2012 is showing similar failure issues as in the past with pinholes in cooling coils. Plant drain building installed spare A/C unit. D.O. meters were installed. Office UPS unit failed and is being replaced. Hypochlorite feed pumps start-up has begun. Annual tank inspections have started and will continue through summer. After discussion, motion was made and seconded by Commissioners Zielinski/Bates to accept the Operations Report and Equipment & Grounds Report. Motion carried unanimously.

### Budget, Finance Matters

Accounting Report for March 2023.

Financial Statements. Accounting Clerk Starr reported the net income for March; Flows were up which increased the income as well. Sonoco payment was received and this month's payment was received timely. Interest rates remain up however, the increase has slowed. MCO generated income was \$2300 for the month.

After discussion, motion was made and seconded by Commissioners Weyenberg/ Zielinski to approve the Accounting Report for March 2023. Motion carried unanimously.

Update and discussion on Contract Renewal for the Wastewater Service Agreement between Sonoco/U.S. Paper Mills and the NMSC; with Potential Action(s) to be taken on matters discussed.

Discussed cost to upgrade the NMSC WWTP to meet future growth needs.

MCO Invoices.

#29582	May 2023 Contract Operations	\$ 142,367.48
#29627	Use of MCO Vehicles – March	\$ 475.03

Motion made and seconded by Commissioners Coburn/Bates to approve MCO invoice #29582, and #29627 with payment to be made after May 1, 2023. Motion carried unanimously.

Vouchers. Operating and Payroll Vouchers #139783 thru #139832 in the amount of \$365,700.64 for the month of March 2023. Motion made and seconded by Commissioners Coburn/Zielinski to approve operating and payroll vouchers. Motion carried unanimously.

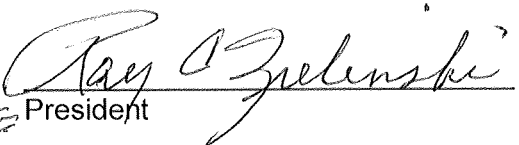
**Other Business to Come Before the Commission**

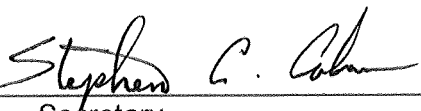
President Youngquist asked if Commissioners Bates and Weyenberg would be willing to serve as Deputy Secretary and Deputy Treasurer (respectively) for a calendar year appointment. Both commissioners said they are willing to serve. Motion was made and seconded by Commissioners Zielinski/Coburn to accept the appointments. Motion carried unanimously.

Additionally discussed sludge haul extension and looking at options for placing a storage facility.

**Adjournment**

Motion made and seconded by Commissioners Bates/Coburn to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 9:00 a.m.

  
Vice President

  
Secretary