

NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting

Tuesday March 28, 2023

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

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

Excused:

Also Present: Amber Drewieske (CLA), Rob Franck (MCO), Randall Much (MCO), Chad Olsen (McMahon)

Public Forum

No one in attendance for the Public Forum.

Minutes

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

Correspondence

The following correspondence was discussed:

March 20, 2023 letter from Lisa Miotke, WPPI Energy to Rob Franck, NMSC Maintenance Manager.
RE: System-Wide Distributed Generation Test Results-March 8, 2023

2022 Financial Audit Report

Amber Drewieske (Clifton Larson Allen LLP) presented and discussed the 2022 financial audit. The first item reviewed was the bound document containing the Financial Statements and Supplementary Documents. The independent auditor's report found on pages 1 & 2 provide a clean unmodified opinion; Amber also discussed Internal Controls, operating results, and referred to additional information found in the notes and financial statements. Amber then referenced the Management Communications (stapled document) which provides communications to the Commission and summary financial results for 2022. After discussion, motion made and seconded by Commissioners Bates/Zielinski to accept and approve the 2022 Financial Audit Report as prepared by Clifton Larson Allen LLP. Motion carried unanimously.

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 this is currently on hold.

2. Preliminary User Charge Rate Study related to Phosphorus Removal & UV Disinfection.

Prompted by questions about the loading numbers used in the rate study, Accountant Voigt reviewed the average loadings and sent the information to Chad Olsen. Chad shared he received a request for a copy of the pdf from the City of Neenah. It was determined the loading numbers will be updated and then the pdf will be sent out.

McMahon Invoices

#929942	Filter Addition Project Rate Study	\$1,057.50
#929943	Boiler Replacement – Construction Phase	\$ 477.00
#929944	Plant Re-Rate Study	\$ 381.00
#930040	Air Permit-Inventory and Reporting Assistance	\$ 519.00

Motion made and seconded by Commissioners Coburn/Bates to approve payment of invoices #929942, #929943, #929944, and #930040. Motion carried unanimously.

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

Manager Much reported on Hach's newest data management software, RIO, as a replacement for the Ops32 data management software since it is no longer supported. RIO is cloud-based, which will streamline some processes and allow those out in the field to upload data remotely. The quote provided by Hach includes importing all historical data from Ops32 into RIO, setup, and training of staff. The annual subscription fee is around \$10,000 with support as needed. The question of who owns the data once it is in RIO, and what type of cybersecurity is included since it is cloud-based were raised. Manager Much said he will follow up with our Hach representative to get more details and will bring it to the next meeting.

Operating Report for February 2023

Operating Report. Manager Much reported operations are being converted from winter back over to summer. Due to the high flows, the presses were run to get the mixed liquor volatile suspended solids down. Tried to run two centrifuges and the centrate line backed up. Speedy came to clean, and had staff available 24 hours to keep centrifuges going. In cleaning the pipes a dip in the centrate line was discovered. Televised the line and found pipe to be clean from the building, but due to the 90 degree angle of the dip, unable to televise that portion of the line to see if there is a buildup. Manager Much is looking at various options to determine if there is buildup in the centrate line before digging it up. Plans to increase chemical feed to try to help. Chad Olsen said he will look at the drawings and come up with some ideas to share at the next meeting. The agreement to extend the existing agreement with Gizmo Farms will be put on next month's agenda for approval. The commission has the option to cancel if another option is found. Chad Olsen will help put a request for proposal together for sludge hauling. Will also be looking at option to purchase land to haul and apply the sludge. Manager Much will be checking with Appleton regarding the RFPs they had sent out for sludge hauling. The extension agreement will be sent to Marek for review, and it will be added to next month's agenda for further discussion and possible action. Randall Much reviewed history of how the current storage building and sludge hauling came into existence.

Equipment and Grounds Report. Rob Franck reported on Equipment and Grounds items. Provided additional details on: Final Effluent Pump 2 is in operation. Flows are on the higher end with the peripheral rain and snow melt. High flow procedures were reviewed and updated. The effluent pumps did not run due to a controller failure on 3/18, the spare controller was installed. The new DO meters arrived and are being installed as time and weather permit. Three of nine are complete so far. The 3-year generator agreement with Cummins came up for renewal. The cost increased a little over 9% but is still within budget. After discussion, motion was made and seconded by Commissioners Weyenberg/Bates to accept the Operations Report and Equipment & Grounds Report. Motion carried unanimously.

Budget, Finance Matters

Accountant's Report for February 2023.

Financial Statements. Accountant Voigt reported the net income for February; March and April should be small losses with the loadings, so the loadings will need to be monitored as the year progresses to determine whether rates will need to be adjusted. The May invoices to users will include charges for the 2022 budget shortfall which they were made aware of. Sonoco has a new manager so bills have been processed slower than usual because they get sent to the corporate office for processing. They have a PO for the year now, so that should help moving forward. Investment rates increases are still up for ICS CDRS and LGIP, but the increase has slowed. The bond payment of a little over \$1 million is due May 1st. The AT&T billing issue is still being worked on with a couple representatives and should be resolved soon. A question arose regarding security services costs.

After discussion, motion was made and seconded by Commissioners Bates/ Zielinski to approve the Accountant's Report for February 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. Chad Olsen reported he will have information to President Youngquist next week.

MCO Invoices.

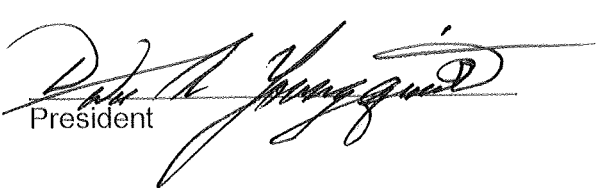
#29539	Use of MCO Vehicles – February	\$	336.60
#29496	April 2023 Contract Operations	\$	142,367.48

Motion made and seconded by Commissioners Coburn/Bates to approve MCO invoice #29539, and #29496 with payment to be made after April 1, 2023. Motion carried unanimously.

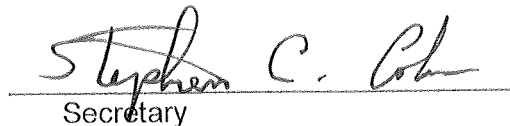
Vouchers. Operating and Payroll Vouchers #139745 thru #139782 in the amount of \$438,593.92 for the month of February 2023. Motion made and seconded by Commissioners Coburn/Bates to approve operating and payroll vouchers. Motion carried unanimously.

Adjournment

Motion made and seconded by Commissioners Coburn/Bates to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 9:28 a.m.



President



Secretary