

# NEENAH-MENASHA SEWERAGE COMMISSION

## Regular Meeting

Tuesday January 26, 2021

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

**Present:** Commissioners Forrest Bates, Steve Coburn, Greg Weyenberg, Corey Gordon, Raymond Zielinski, Dale Youngquist; Manager Paul Much; Accountant Roger Voigt.

**Excused:** Commissioner Travis Parish

**Also Present:** Rob Franck (MCO), Chad Olsen (McMahon) Kevin Hietpas (Village of Harrison), Kyle Collett, Leo Bisch III (U.S. Paper Mills).

## Public Forum

No one in attendance for the Public Forum.

## Minutes

December 15, 2020 Regular Meeting minutes: After discussion, motion made and seconded by Commissioners Zielinski/Bates to approve the minutes from the December 15, 2020 Regular Meeting. Voting aye: Commissioners Bates, Coburn, Weyenberg, Zielinski, Youngquist. Commissioner Gordon abstaining. Motion carried.

## NMSC Attorney John Thiel Report to the Commission

NMSC Attorney John Thiel addressed the Commission regarding him being contacted by the Town of Neenah Sanitary District #2 to be their new legal counsel. Attorney Thiel further discussed the potential conflict of interest and was looking for NMSC approval if he would accept this position. Further discussion included if there was a conflict the two options would be to either represent neither client, or to only represent the NMSC. After discussion, motion made and seconded by Commissioners Youngquist/Weyenberg to allow Attorney Thiel to also serve as the Town of Neenah Sanitary District #2 legal counsel as long as he would represent the NMSC in matters that would pose as a conflict of interest between the two clients. Motion carried unanimously.

## Correspondence

The following correspondence was discussed:

December 17, 2020 letter from Neenah Mayor Dean Kaufert to Forrest Bates.  
RE: Reappointment to NMSC for 3-year term ending December 31, 2023.

December 31, 2020 letter from Town of Neenah Clerk/Treasurer Ellen Skerke to Steve Coburn.  
RE: Reappointment to NMSC for 3-year term ending December 31, 2023.

December 31, 2020 City of Menasha Oath of Office for Corey Gordon.  
RE: Appointment to NMSC for 3-year term ending December 31, 2023.  
- Commissioner Gordon was welcomed to the NMSC.

### **Old Business**

Transfer of Ownership of NMSC Interceptors to City of Menasha. Commissioner Gordon reported the Menasha Counsel voted to accept ownership of the Garfield Interceptor and the portion of the Lakeshore Interceptor that only serves the City of Menasha. Commissioner Gordon further discussed the concern of taking ownership of the interceptor portion that serves as a shared interceptor with other communities.

### **New Business**

#### Operations, Engineering, Planning

McMahon Project Updates:

Polymer Feed System and Chlorine Residual Analyzer - Chad Olsen reported the assets have been uploaded to the GIS portion. Plant staff will need to look further at the workorder portion.

Facility Re-Rating Study – Chad Olsen reported he has no new information to report.

Phosphorus Removal Equipment & Pilot Study – for the benefit of new members, Chad Olsen briefly reviewed the previous work and the needs requiring phosphorus removal equipment and where we are currently in the process; currently in the design phase. Chad presented and discussed schematics showing where in the treatment process the phosphorus removal would be placed and further discussed why the filters are sized for the needs of this facility. Commissioner Gordon questioned the cost difference in chlorination versus UV disinfection; Chad reported chlorine operating costs are \$115,000/year, UV disinfection is \$50,000/year; however this does not include the additional equipment cost of UV disinfection over the cost of chlorination equipment. To add UV disinfection to the project would add \$2.5M-\$2.8M to the project cost. The Commission will need to decide at the next meeting if they will continue to use chlorine or if they would switch to UV disinfection. Commissioner Weyenberg questioned the comparison of filter media life in the two systems; Chad further explained. Commissioner Bates commented it would be worth going to onsite visits to view equipment installations and to be able to ask hard questions on the operations and to not rely solely on manufacturer specs. The next meeting agenda is to include discussion to approve either UV or chlorine disinfection option. Motion made and seconded by Commissioners Coburn/Bates to authorize \$15,000 in travel costs to visit locations to review operations and maintenance of phosphorus removal filter systems being considered for installation. Motion carried unanimously.

Plant Boiler Digester Replacement. Chad Olsen reported work is continuing on the design; bids will be received by the next Commission meeting for the removal of current and installation of new. Rob Franck discussed the issue with the current boiler tubes and how they are failing; the failures have been increasing in frequency. Rob further explained how the boilers are being retubed to keep them operational until new boilers can be installed; the tubes are failing from the outside inward.

Replace & Upgrade existing SCADA equipment & software. Rob Franck reported the update was scheduled during the first part of the month; it has been rescheduled for next month.

McMahon Invoices. Commissioners discussed McMahon invoices #921155, #920959 phase 00 and #920959 phase 02 in the amounts of \$3,358.30, \$10,094.50 and \$990.20. Motion made and seconded by Commissioners Coburn/Zielinski to approve payment of invoices #921155, #920959 phase 00 and #920959 phase 02. Motion carried unanimously.

Operating Report. Manager Much reported and discussed the negative BOD pounds for Menasha. Also discussed was the incident at Galloway and the notice received of the potential of receiving chlorine from the spill; the plant was adjusted to treat in case we received any, it was not an issue. Rob Franck reported on Equipment and Grounds items. Rob additionally reported on: 0-2 sensors failing, sleeving in Boiler #2 tubes, 30-inch RAS valve installed, transformer oil test, electrical ground faults, Atlas Copco optimizer panel, centrifuge VFD's. After discussion, motion by Commissioners Bates/Weyenberg to accept the operations report. Motion carried unanimously.

#### Budget, Finance, Personnel

Financial Statements. Accountant Voigt reported on the December 2020 financial statements. Operations at year-end are showing an operations surplus to be \$125,000-\$150,000. Auditors will be here next week to begin the year-end financial audit. The interest rates on investments have not changed. Accountant Voigt further reported MCO generated about \$2,800 in additional revenue for the Commission. After discussion, motion made and seconded by Commissioners Bates/Zielinski to approve the Accountant's Report for December 2020. Motion carried unanimously.

Update on future potential financing. No additional information to report.

Update on Contract Renewal with Sonoco. Manager Much reported the plant is close to capacity; industrial users are using a larger portion. We met with Sonoco representatives; felt the meeting went well. Our BOD loading has increased; if we do nothing we will need to look at upgrading. The alternative is to look at the industries to reduce their discharge loading to the plant. Kyle Collett discussed the sampling they have been performing; they are looking at in-plant sources of BOD and TSS. Kyle indicated he is looking at meeting with Manager Much later this week to discuss this further.

Motion made and seconded by Commissioners Coburn/Bates to approve for payment MCO invoices #26603 and #26628 in the amounts of \$132,039.20 and \$408.60 with payment to be made after February 1, 2021. Motion carried unanimously.

Motion made and seconded by Commissioners Coburn/Zielinski to approve Operating and Payroll Vouchers #138541 through #138594 in the amount of \$299,020.57 for the month of December 2020. Motion carried unanimously.

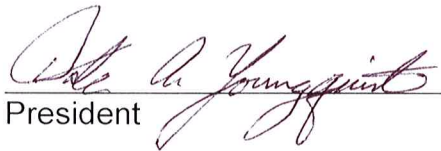
**Other Business to Come Before the Commission**

Election of Officers. Motion was made and seconded by Commissioners Weyenberg/Gordon to nominate the current slate of officers for the upcoming year. Motion carried unanimously. The officers are: President – Dale Youngquist, Vice-President – Raymond Zielinski, Secretary – Steve Coburn.

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

**Adjournment**

Motion made and seconded by Commissioners Bates/Coburn to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 9:35 a.m.

  
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President

  
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Secretary