

NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting

Tuesday January 27, 2015

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

Present: Commissioners Mike Sambs, Raymond Zielinski, Tim Hamblin, Steve Coburn, Jim Gunz, Dale Youngquist; Manager Randall Much, Accountant Roger Voigt.

Excused: Commissioner Kathy Bauer.

Also Present: Tom Kispert, Chad Olsen (McMAHON); Rob Franck, Paul Much (MCO); Jon Myers (Atlas Copco).

Public Forum. No one in attendance for public forum.

December 16, 2014 Regular Meeting minutes: Motion by Commissioner Zielinski, second by Commissioner Coburn to approve the minutes from the December 16, 2014 Regular Meeting. Motion carried unanimously.

Correspondence

The following correspondence was discussed:

December 15, 2014 letter from Ellen Skerke, Town Neenah Clerk/Treasurer to Steve Coburn.
RE: Reappointment to the NMSC.

December 18, 2014 letter from Mark Radtke, City of Menasha to Randall Much, NMSC.
RE: City of Menasha approval for design improvements – 9th Street metering station and plant influent.

Old Business

President Youngquist questioned the Commissioners if anyone needs to receive both a printed copy of the meeting material and the copy they receive online. President Youngquist and Commissioner Coburn indicated they only need the information sent to them online. Accountant Voigt is to check with Commissioner Bauer to see if she needs both the printed and online versions.

New Business

Operations, Engineering, Planning

HSI Blower Status Update. Tom Kispert reviewed the letter received from Jon Myers (Atlas Copco) regarding performance concerns of the high speed blowers and their willingness to exchange the machines with the next generation machines currently being developed if the current high speed blowers do not meet our reliability expectations. President Youngquist questioned if everything is functioning and mechanically working; Rob Franck indicated last week there was a VFD fault of low temperature. Jon reported it was due to the cold weather and there needed to be a programming adjustment. Commissioner Sambs questioned if the issue with the

one aeration tank not getting enough air has been resolved; Randy indicated this issue has not been resolved. We may need to drain the tank and clean the diffusers and check to see if the pipe is plugged; this would be an August Winter & Sons issue. If it is the diffuser it would be a Sanitaire issue. Rob reported there are no blower alarms right now; right now the only alarm is for high D.O. levels; the only unsatisfactory item is on blower #6 and it is not an issue related to the blower. It was the consensus of the Commissioners the letter received from Atlas Copco is satisfactory; the Commission will now wait to see how the blowers perform in the warmer months. Jon Myers reported we will eventually need to discuss putting the machines under warranty; do we want to begin this discussion at the next meeting? Commissioners discussed the extended warranty; Accountant Voigt is to look for previous paperwork on extended warranty proposals.

Phosphorus Removal – Manager Much reported on meeting with representatives from HACH; we are waiting for a quote from them; if we order this unit it would be received this summer. Chemical suppliers will be brought in to perform jar testing to see which chemicals will work best to remove the phosphorus. President Youngquist questioned if the \$120,000 - \$150,000 is still current; yes this is still the ballpark estimate for the cost.

McMahon Proposal for Lift Station Flow Meter Design-Town of Neenah S.D 2 lift station #3. Chad Olsen explained what the design is for and why it needs to be completed. Commissioner Gunz questioned the proposal for lump sum; Chad indicated most proposals are quoted for lump sum but they also do propose on a time and expense basis. Tom Kispert further explained why most items are quoted using the lump sum approach. It was questioned if we will need a DNR permit for this work; Chad did not think we would but he will verify this. After discussion, motion by Commissioner Gunz second by Commissioner Coburn to approve the McMahon proposal for Lift Station Flow Meter Design-Town of Neenah S.D 2 lift station #3 for a lump sum price of \$4,250. Motion carried unanimously. Commissioner Gunz questioned if the work being performed by Sanitary District #2 and the NMSC work at lift station #3 could be combined into one project by Sanitary District #2 with the NMSC reimbursing S.D. #2 for the Commission portion of the work; Chad indicated he would work with the contractor to see if they would be interested in doing the NMSC portion of the project.

Construction Progress Update. Tom Kispert reviewed his memo to the Commission. We are waiting on availability of the sludge to be able to perform the centrifuge performance testing; the digester is in transit to be able to provide the sludge needed. The O&M manual is being completed.

Tom Kispert reported on the electronic communication of flow data from remote sites; equipment is starting to come in, we are looking at installation in early February.

Tom Kispert reported on the status of the iReportPlus Reporting Software to replace the current OPS32 software; plant data has been received to begin configuring the software and reports. The goal is to have the programming completed by the next meeting.

Motion by Commissioner Coburn second by Commissioner Zielinski to approve for payment McMahon invoices #41404 and #41407 in the amounts of \$130.00 and \$19,796.00. Motion carried unanimously.

Manager Much discussed the Operating Report for the month of December 2014. The plant is running well. Manager discussed the flow meter changes to be made at the plant and 9th Street monitoring station that were prepared by the City of Menasha consultant. Commissioners discussed items on the printed report; what they would like to see and what items can be removed. After discussion, motion by Commissioner Zielinski second by Commissioner Samsb to approve the operating report for the month of December 2014. Motion carried unanimously.

Budget, Finance, Personnel

Accountant Voigt discussed the financial statements and the cash & investment report for the month of December 2014. The Operations are reporting a net income of about \$100,000; there has been no change in the interest rates on our investments. MCO generated \$3,700 in revenues to the Commission during the month of December. After discussion, motion by Commissioner Coburn, second by Commissioner Hamblin to accept the Accountant's Report for the month of December 2014. Motion carried unanimously.

Motion by Commissioner Gunz, second by Commissioner Zielinski to approve for payment MCO invoices #18938, #18971 and #18968 in the amounts of \$123,501.42, \$385.00 and \$102.04 with payment to be made after February 1, 2015. Motion carried unanimously.

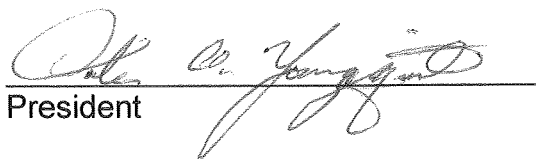
Motion by Commissioner Hamblin, second by Commissioner Zielinski to approve Operating and Payroll Vouchers #134777 through #134822 in the amount of \$233,586.03 and Construction Vouchers #248 and #249 in the amount of \$174,266.06 for the month of December 2014. Motion carried unanimously.

Other Matters

2015 Meeting Dates. Commissioners reviewed the 2015 calendar for meeting dates. Commissioners discussed holding the meetings on the 4th Tuesday of each month in 2015. After discussion, motion by Commissioner Gunz second by Commissioner Zielinski to hold the Regular Meetings of the NMSC on the 4th Tuesday of each month in 2015. Motion carried unanimously.

Election of Officers. Motion by Commissioner Gunz, second by Commissioner Samsb to maintain the officers of President, Vice-President, and Secretary by acclamation. Motion carried unanimously. President Youngquist appointed Commissioner Bauer as Treasurer. Motion by Commissioner Gunz, second by Commissioner Samsb to accept the appointment of Commissioner Bauer as Treasurer. Motion carried unanimously. The officers for the next 12 months are: President – Dale Youngquist, Vice-President – Raymond Zielinski, Secretary/Treasurer – Kathy Bauer.

Motion made by Commissioner Zielinski, seconded by Commissioner Hamblin to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 9:10 a.m.



President



Secretary