

# NEENAH-MENASHA SEWERAGE COMMISSION

## Regular Meeting

Tuesday July 28, 2015

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

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

**Also Present:** Tom Kispert, John Davis (McMAHON); Rob Franck, Paul Much (MCO).

Public Forum. No one in attendance for public forum.

June 23, 2015 Regular Meeting minutes: It was noticed Steve Coburn was not listed in the minutes as being present; Tim Hamblin was listed present twice. Motion by Commissioner Zielinski, second by Commissioner Coburn to approve the minutes from the June 23, 2015 Regular Meeting as corrected. Motion carried unanimously.

## Correspondence

There was no correspondence to be discussed:

## Old Business

Update and discussion in potential action regarding potential change in Ordinance-Contract regarding Industrial Users. Attorney Thiel discussed his memorandum "Punch-List" to amend the Ordinance-Contract. The Ordinance-Contract needs to be changed like a contract; it needs to be approved by each contract user for the change to be approved. After discussion motion by Commissioner Gunz second by Commissioner Zielinski to have Attorney Thiel draft the necessary language for the proposed amendment to the Ordinance-Contract. Commissioners further discussed the reasons and the process for changing the Ordinance-Contract. After further discussion, motion carried unanimously.

Attorney Thiel excused from the meeting (8:10).

## New Business

### Operations, Engineering, Planning

HSI Blower Status Update. President Youngquist discussed the letter received from Jon Myers (Atlascopco) regarding their stance on replacing the existing HSI blowers with new generation blowers and his responses to Jon Myers regarding the letter received. Jon Myers is not able to attend the meeting this month; but will be at the August meeting. Rob Franck reported the blowers have been operating better; he has noticed HSI has been giving extra attention to our units when there are issues. Rob indicated the issues experienced are system faults; the common catch phrase used regarding these faults is the faults are to protect itself (blower). Rob's question is how many faults are too many? Commissioners further discussed the letter from Jon Myers; the wording in the letter, and their concerns regarding the wording used.

President Youngquist will provide Accountant Voigt the emails between himself and Jon Myers discussing the wording; the emails are to be distributed to the Commissioners for their review.

Phosphorus Analyzer – Rob Franck reported the two units are physically mounted; 1/2 of the piping has been completed and 1/2 of the wiring has been completed. He is looking at the end of August for start-up of the unit by HACH. Manager Much reported the laboratory has increased its testing for phosphorus for more background data prior to the start-up of the unit.

Rob Franck reported on the status of the Town of Neenah S.D. #2 lift station #3 replacement; the meter has been installed and the landscaping is now complete. Rob further reported the Town is also discussing doing the same work at lift station #2 in a year or two. The Commission also has a flow meter in this lift station; we will need to put this in our budget for replacement of the flow meter.

Tom Kispert reported on the electronic communication of flow data from remote sites; three units are done, two units are to be loaded this Friday. There have been network issues with the communication; this is being worked on to resolve.

Tom Kispert reported on the status of the iReportPlus Reporting Software to replace the current OPS32 software; this is not complete, they are still working on bringing in SCADA information into the program for reporting. We are still looking at about six weeks to complete.

Tom Kispert discussed the revised agreement for Professional Services to revise the controls documentation and SCADA programming of the Multitrode level devices installed to replace floats in the drain wet well. After discussion motion by Commissioner Gunz second by Commissioner Sambs to approve the McMahon Agreement for Professional Services for revising the controls documentation and SCADA programming to replace the existing floats in the plant drain wet well with a Multitrode level device. Motion carried unanimously.

President Youngquist discussed the report prepared updating the Commission on the status of current engineering contracts. Commissioner Gunz expressed his issue he has with the engineer being treated differently than contractors from the construction project. There are projects paid out 100% and the project is not 100% complete; this should not happen in the future. This was further discussed with Tom Kispert; he will work with Manager Much and Rob Franck on future invoices to the Commission.

Manager Much discussed aeration basin corrective actions needed for the air flow meters. Currently the air flow meters have a 15% inaccuracy in the current setup. With adding an air straightener into the piping the inaccuracy in the air flow will drop to one or two percent. The cost for an air straightener is about \$2,300 each; we will need one for each basin, nine in total. The air flow meters would also need to be returned for adjustment; piping changes will also need to be made for the air straighteners. Total cost to improve the meter accuracy will be about \$36,000. President Youngquist questioned when the piping was designed did we know there should be a thirty foot run of straight pipe to provide for the best accuracy of the air flow meters; Tom responded the way it is currently designed was the best available option based on the set up of our aeration system. The air straighteners are made by a company called FCI and are distributed by Heartland Controls; they would also provide the recalibration of the meters. August

Winter & Sons provided the price for the pipe installation. Commissioner Gunz questioned if these are guestimates or do we have proposals; he also questioned if there is any guarantee this will provide improvements. Tom reported Heartland Controls provided computer generated reports of the current set up and reports if the air straighteners are installed regarding the amount of inaccuracies with the system. With improving the accuracy of the air flow this would allow better fine tuning of the blowers for energy savings. Commissioner Gunz questioned this corrective action and relation to blower issues. After discussion, motion by Commissioner Gunz second by Commissioner Zielinski for Manager Much to bring to the Commission proposals for adding air straighteners to the aeration piping with costs and recommendations. Commissioner Coburn questioned if there should be a calculated return on investment included; Tom indicated any return on investment would be hard to quantify in this situation. After additional discussion, motion carried unanimously.

Rob Franck discussed the individual items listed in the updated report of new equipment issues. Tom Kispert reported the SCADA will take a couple months yet to clean things up.

Tom Kispert and John Davis provided a real time connection into the SCADA system and briefly previewed items on what is available for viewing remotely. Rob further commented on the reasons why the system is set up to only allow viewing remotely of the plant and not being able to make system adjustments.

President Youngquist discussed receiving an inquiry if the Commission would be interested in purchasing a property adjacent to Commission property. The daughter of the property owner at 91 Madison Street called the Commission inquiring if the Commission would have interest in purchasing her mother's property; due to age and health, her mother will be moving. Manager Much discussed future expansion of clarifiers and aeration tanks; this is the direction we would need to look for making future expansions. After discussion, motion by Commissioner Sambas second by Commissioner Coburn to express our interest to the homeowner in purchasing this property and request approval for us to have an appraisal performed. Motion carried unanimously. Commissioner Gunz indicated if we would proceed with purchasing this property we should include in the offer the sale would be contingent on the City of Menasha vacating the portion of Madison Street. Further discussion and explanations on having the portion of Madison Street vacated ensued.

Compliance Maintenance Annual Report (CMAR). Manager Much discussed the CMAR report for 2014; the Commission received a B on influent loadings, all other segments were A's. The B grade on influent loading was due to some loadings exceeding 90% of design. In previous years we would receive a D in the collection segment; changes were made in reporting and we now received an A. After discussion motion by Commissioner Gunz second by Commissioner Zielinski to approve CMAR Resolution 2015-2. Motion carried unanimously on a roll call vote.

Manager Much discussed the Operating Report for the month of June 2015. In June the plant ran very well; so far in July we have been having issues. The plant has been receiving high phosphorus levels in our influent from Menasha; we will probably violate our effluent limit in July. Mercury influent levels have been staying down. After discussion, motion by Commissioner Gunz second by Commissioner Zielinski to approve the operating report for the month of June 2015. Motion carried unanimously.

Budget, Finance, Personnel

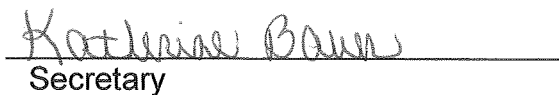
Accountant Voigt discussed the financial statements and the cash & investment report for the month of June 2015 and a recommendation to increase loading rates for Operations, Replacement and Depreciation. Currently the Commission's operations are running at a deficit; all loadings to the plant have been less than what was budgeted. Accountant Voigt is recommending a 15% increase in the rates for Flow, BOD, and Suspended Solids. Based on current loadings the rate increase will provide for a small amount of income to be generated monthly for the remainder of the year. After discussion motion by Commissioner Gunz second by Commissioner Sambs to increase the rates for Flow, BOD, and Suspended Solids by 15% for the monthly billings of September through December. Motion carried unanimously. MCO generated \$2,200 in income to the Commission. After discussion, motion by Commissioner Gunz, second by Commissioner Zielinski to accept the Accountant's Report for the month of June 2015. Motion carried unanimously.

Motion by Commissioner Gunz, second by Commissioner Zielinski to approve for payment MCO invoices #19463 and #19520 in the amounts of \$123,501.42 and \$685.40 with payment to be made after August 1, 2015. Motion carried unanimously.

Motion by Commissioner Gunz, second by Commissioner Zielinski to approve Operating and Payroll Vouchers #135068 through #135125 in the amount of \$413,441.74 for the month of June 2015. Motion carried unanimously.

Motion made by Commissioner Zielinski, seconded by Commissioner Coburn to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 10:02 a.m.

  
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President

  
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Secretary