

NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting

Tuesday November 28, 2017

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

Present: Commissioners Forrest Bates, Kathy Bauer, Steve Coburn, Mike Sambs, Raymond Zielinski, Dale Youngquist; Manager Paul Much, Accountant Roger Voigt.

Also Present: Rob Franck, Randall Much (MCO); Chad Olsen, Tom Kispert (McMahon); Larry Stelow (Neenah resident).

Minutes

October 24, 2017 Regular Meeting minutes: After discussion, motion made and seconded by Commissioners Zielinski/Bates to approve the minutes from the October 24, 2017 Regular Meeting. Motion carried unanimously.

Correspondence

November 8, 2017 letter from Gerald Novotny, P.E. DNR to Catherine Girdley Waverly S.D.
RE: Conditional approval for lift station 6 service area project.

November 21, 2017 letter from Stephanie Cheslock, Menasha Deputy City Clerk, to James Taylor, Menasha
RE: Appointment as Commissioner to the NMSC starting 1/1/2018.

Old Business

NMSC Interceptor transfer of ownership. Commissioners discussed the transfer of ownership of the interceptor from Sixth Street Menasha heading north to Airport Road in Fox Crossing and NMSC Resolution 2017-2. After discussion, motion made and seconded by Commissioners Coburn/Bates to approve NMSC Resolution 2017-2 transferring the ownership of the interceptor between Sixth Street Menasha to Airport Road in Fox Crossing to the Village of Fox Crossing and Real Estate from Sixth Street Menasha to Ninth Street Menasha to the Village of Fox Crossing. On a roll call vote, voting aye: Commissioners Sambs, Bauer, Bates, Zielinski, Coburn. Abstain: Commissioner Youngquist. Motion carried.

Cleaning and Televising Interceptor. Rob Franck reported the cleaning and televising of the interceptor between Sixth Street and Airport Road is complete; reports were provided to the NMSC and the Village of Fox Crossing. The process went well; there were no major defects observed. Rob further reported he had communicated that the work was being performed to the City of Menasha and Village of Fox Crossing.

New Business


Operations, Engineering, Planning

Phosphorus Removal. Manager Much reported one clarifier is down and we are seeing similar phosphorus effluent results when we previously had a final clarifier out of service.

Polymer Feed System Update. Chad Olsen reported they will be ready to bid in January.

Construction Payment Request. Commissioners discussed Payment Request #6 & Final from Faith Technologies, Inc. for the HSI defective blower replacement in the amount of \$3,151.10. After discussion motion made and seconded by Commissioners Bates/Zielinski to approve Payment Request #6 & Final from Faith Technologies, Inc. in the amount of \$3,151.10. Motion carried unanimously.

Atlas Copco Project closeout. Tom Kispert reported on closing out the Atlas Copco project and also finalizing the Clean Water Fund loan. The Commission will need to pass a resolution at the December meeting to close the project and to sign Clean Water Fund loan paperwork.

McMahon Invoices. Commissioners discussed McMahon invoices #907647 and #907945 in the amounts of \$332.50 and \$3,900.00. After discussion, motion made and seconded by Commissioners Coburn/Bates to approve for payment McMahon invoices #907647 and #907945. Motion carried unanimously. 

Sewer Extension Request. Commissioners discussed a sewer extension request for Woodenshoe Road located in the City of Neenah to serve the future growth area to the south along Woodenshoe Road. After discussion, motion made and seconded by Commissioners Bates/Coburn to approve the sewer extension request for Woodenshoe Road located in the City of Neenah. Motion carried unanimously

Manager Much discussed the Operating Report for the month of October 2017. The plant has been running well. An odor complaint was received; the health department also contacted us inquiring as to what we could do. The individual who is complaining has been invited to the meeting to discuss his concerns. Rob Franck reported on the New Equipment Issues; discussions included the work of PBBS, the blowers, SCADA System, GIS system, auto-dialer alarm program and iReport. Rob further discussed items on the Equipment and Grounds Report; final clarifiers #1, #2, and #3 had similar issues and all are now repaired and back in service. Commissioner Bauer questioned plant controls and safety of the computer system from hacking and if we have a disaster plan in place. Rob responded he will contact John Davis at McMahon regarding these questions for a response. After discussion motion made and seconded by Commissioners Bates/Sambas to approve and accept the Operating Report for the month of October 2017. Motion carried unanimously.

Budget, Finance, Personnel

Snow Plowing Contract. Accountant Voigt presented the Snow Plowing and Removal Agreement with Levenhagen Corporation; there is no change in the plowing rates. After discussion, motion made and seconded by Commissioners Zielinski/Bates to approve the Snow Plowing and Removal Agreement with Levenhagen Corporation for the 2018 plowing season. Motion carried unanimously.

MCO 2018 Contract Adjustment. Manager Much discussed the MCO contract increase for 2018. President Youngquist recommends approving the request. President Youngquist further discussed there are two Commissioners who probably have not seen the contract with MCO and

he would like to arrange a meeting with these Commissioners and MCO to review the contract and discuss why the agreement is setup in its form. After discussion, motion made and seconded by Commissioners Bauer/Coburn to approve the 2018 contract increase with MCO. Motion carried unanimously on a roll call vote. President Youngquist will arrange for a meeting with Commissioners Bates and Coburn to meet with MCO representatives to discuss the MCO contract.

Accountant Voigt discussed the financial statements and the Cash & Investment report for the month of October 2017. October Operations reported a small loss for the month; the year to date operations is currently at a net loss. Accountant Voigt indicated he is expecting the year end operations to have a loss. The interest rates on funds in the State Pool has increased to 1.03% and the ICS CDARS have increased to 1.04%. MCO generated \$2,600 in income to the Commission in October. After discussion, motion made and seconded by Commissioners Zielinski/Bates to accept the Accountant's Report for the month of October 2017. Motion carried unanimously. Accountant Voigt discussed the memo regarding credit card processing companies and the ability to offer this as a form of payment to the NMSC. With the firms discussed, there is no monthly fee and no long-term commitment. If the service does not work out we can cancel the account. Each firm charge transaction fees which can be recouped as a convenience fee to those paying with a credit card. The company recommended to use for credit card processing is Square Inc. After discussion, motion made and seconded by Commissioners Bates/Zielinski to use Square Inc. on a trial basis as our credit card processing company. Motion carried unanimously. Accountant Voigt was instructed to provide occasional updates on the status of credit card payments to the Commission.

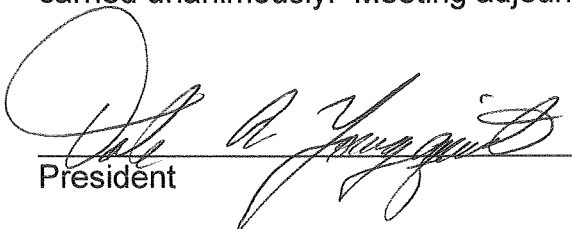
Motion made and seconded by Commissioners Coburn/Bates to approve for payment MCO invoices #22047 and #22093 in the amounts of \$126,674.21 and \$449.70 with payment to be made after December 1, 2017. Motion carried unanimously.

Motion made and seconded by Commissioners Coburn/Bates to approve Operating and Payroll Vouchers #136583 through #136623 in the amount of \$239,824.13 for the month of October 2017. Motion carried unanimously.

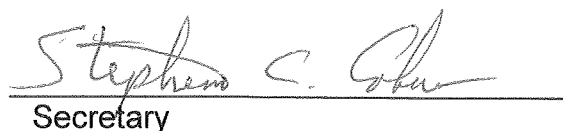
President Youngquist informed the Commissioners we have received information that our property is again being looked at to be part of Loop The Lake project and at the December meeting with weather permitting, we will view the Commission property along the river that is being suggested to be part of this trail.

Commissioner Coburn informed the Commission he was just reappointed to the NMSC by Sanitary District 2 at their last meeting.

Motion made and seconded by Commissioners Coburn/Bates to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 9:15 a.m.



President



Secretary