

# **NEENAH-MENASHA SEWERAGE COMMISSION**

## **Public Hearing & Regular Meeting**

**Tuesday September 26, 2017**

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

**Present:** Commissioners Forrest Bates, Steve Coburn, Mike Sams, Raymond Zielinski, Dale Youngquist; Manager Paul Much, Attorney John Thiel, Accountant Roger Voigt.

**Excused:** Commissioners Kathy Bauer, Tim Hamblin.

**Also Present:** Rob Franck, Randall Much (MCO); Chad Olsen (McMahon); Josh Radowski (Menasha).

### **Public Hearing**

Motion made and seconded by Commissioners Zielinski/Bates to open the Public Hearing.

Accountant Voigt reported on corrections made in the calculation of Operations income. All corrections were made prior to publication in the newspaper.

Hearing no other comments, motion made and seconded by Commissioners Zielinski/Bates to close the Public Hearing and convene in Regular Open Session. Motion carried unanimously.

### **Minutes**

August 22, 2017 Regular Meeting minutes: After discussion, motion made and seconded by Commissioners Zielinski/Sams to approve the minutes from the August 22, 2017 Regular Meeting. Motion carried unanimously.

### **Correspondence**

President Youngquist reported on an email received from the wife of Commissioner Tim Hamblin. Tim will no longer be able to serve on the Sewerage Commission.

### **Old Business**

To accommodate those in attendance, motion made and seconded by Commissioners Bates/Coburn to proceed to agenda item 7-E – Revised Easement Agreement with Industrial User. Motion carried unanimously.

Attorney John Thiel reviewed and discussed the proposed revision to the easement for the NMSC interceptor located under the Graphics Packaging building. Commissioners discussed and noted corrections to be made in the document. After discussion, motion made and seconded by Commissioners Youngquist/Zielinski to approve the revisions to the easement for the NMSC Interceptor located under the Graphics Packaging building, subject to the noted corrections discussed. Motion carried unanimously.

Attorney Thiel also discussed the 2-year contract extension made with U.S. Paper Mills/Sonoco that will be expiring on December 31, 2017. It was the consensus of the Commission to extend the agreement with U.S. Paper Mills/Sonoco.

The Commission returned to the Agenda as published. Attorney Thiel was excused from the meeting.

NMSC Interceptor transfer of ownership. Mr. Josh Radowski reported the City of Menasha is not at a point where they are able to accept the ownership of the NMSC interceptor located in and serving the City. Commissioners discussed ownership transfer of the stretch of interceptor from Sixth Street to Airport Road to the Village of Fox Crossing. After discussion, motion made and seconded by Commissioners Youngquist/Coburn to table any action for 1-month. Motion carried unanimously.

Cleaning and Televising Interceptor. Rob Franck reported the stretch of NMSC owned interceptor from Sixth Street to Airport Road is scheduled to be cleaned and televised within the next 2-weeks by Speedy Clean; they are to provide advance notice when they will begin.

NMSC Interceptor Cost Allocation. Commissioners discussed the percentage split for the allocation of the costs for the sewer cleaning and televising. The percentage split for the costs to be billed to the communities will be based on the design capacity allocated per the letter from April 12, 2000.

Atlas Copco TRP Service Agreement. Rob Franck reported on his contact with Shane Ryan (Atlas Copco) and the discussion on the start of the TRP Agreement. One blower is reaching the point of needing service due to the number of hours run; Atlas Copco would like the Service Agreement in place before performing any service under the Service Agreement. Rob Franck was instructed to contact Shane Ryan to see if the service agreement could be effective starting on January 1. President Youngquist indicated he would contact Jon Myers with the same request.

## **New Business**

### **Operations, Engineering, Planning**

Phosphorus Removal. Manager Much reported we did not meet the future limit we have for effluent phosphorus last month; now that the fourth final clarifier is in service the effluent phosphorus is again just below our future effluent limit.

Polymer Feed System Update. Chad Olsen reported he is behind in getting the final drawings completed on the polymer system design; he is waiting for information from one of the manufacturers.

McMahon Proposal for Total Phosphorus Operation Evaluation Report. Chad Olsen discussed the proposal from McMahon; the purpose of the needs review, and the requirement of the NMSC WPDES Permit to have this report prepared. This report is an operational needs review and is due in March 2018. As part of this report Chad indicated he will work with Fox-Wolf Watershed Alliance on the feasibility of trading and he will also determine whether the NMSC is eligible for

the statewide multi-discharge variance. The cost of the proposal is based on time and expense with an estimated fee of \$14,900. After discussion, motion made and seconded by Commissioners Bates/Sambis to accept the Agreement with McMahon Associates for the Total Phosphorus Operational Evaluation Report at a price not to exceed \$14,900 without prior authorization by the Neenah-Menasha Sewerage Commission in advance of the costs exceeding the not to exceed amount. Motion carried unanimously.

McMahon Associates invoices. Chad Olsen discussed and explained the McMahon invoices recommended for payment. After discussion, motion made and seconded by Commissioners Bates/Coburn to approve for payment McMahon invoices #906507 and #907202 phase 02 in the amounts of \$1,100.00 and \$3,900.00. Motion carried unanimously.

Manager Much discussed the Operating Report for the month of August 2017. The plant has been running well; the Commission was already updated on the phosphorus. Rob Franck reported that on September 15 we were called in; equipment was not running. The next day it was discovered the centrifuges were not operating due to four blown fuses – we were able to get replacement fuses sent to us via next day service; there were equipment faults; the polymer system plc failed. Rob also discussed his reports on the New Equipment Issues and Equipment & Grounds. Boilers 1 and 3 have the upgraded controls; they are troubleshooting faults on Boiler 3. The history of the low Dissolved Oxygen (D.O.) in Aeration Basin #6 was explained and Rob further reported on how the settings are set to accommodate for the low D.O level. Rob further discussed items on the Equipment and Grounds Report. Commissioner Bates questioned having fuses sent next day service; we did not have extra fuses on hand, the supplier happened to have six fuses available – all six were sent to us providing us with two extra fuses. After discussion motion made and seconded by Commissioners Zielinski/Bates to approve and accept the Operating Report for the month of August 2017. Motion carried unanimously.

HACH Phosphax Unit Maintenance Renewal. Commissioners reviewed and discussed the 3-year quotation received from HACH for the service agreement on the two Phosphax Units. After discussion it was the consensus not to go with an extended agreement at this time.

#### Budget, Finance, Personnel

Proposed 2018 NMSC Budget. Motion made and seconded by Commissioners Zielinski/Bates to accept the proposed 2018 NMSC Budget. Motion carried unanimously on a roll call vote.

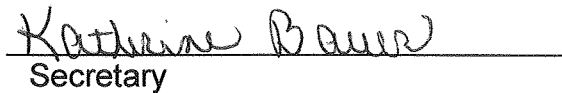
Accountant Voigt discussed the financial statements and the Cash & Investment report for the month of August 2017. August Operations reported a net income for the month; the year to date operations is still at a net loss. The interest rates on funds in the State Pool has increased to 1.00% and the ICS CDARS have increased to 0.91%. A CDARS matured on August 17(1-year, 0.65%) and was reinvested for another 12-month period at 1.39%. MCO generated \$2,700 in income to the Commission in August. Commissioners discussed and questioned items on the Receivable Aging Report. After discussion, motion made and seconded by Commissioners Zielinski/Bates to accept the Accountant's Report for the month of August 2017. Motion carried unanimously.

Motion made and seconded by Commissioners Coburn/Bates to approve for payment MCO invoices #21850 and #21899 in the amounts of \$126,674.22 and \$565.30 with payment to be made after October 1, 2017. Motion carried unanimously.

Motion made and seconded by Commissioners Coburn/Zielinski to approve Operating and Payroll Vouchers #136459 through #136512 in the amount of \$483,924.19 and Construction Fund Vouchers #271 in the amount of \$1,310.00 for the month of August 2017. Motion carried unanimously.

Motion made and seconded by Commissioners Zielinski/Bates to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 9:23 a.m.

  
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President

  
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Secretary