

Manager Much presented and discussed the operating report for the month of November 2001. Gilbert Paper shut down at the end of November. Loadings from Menasha dropped in November. Slug loadings from Menasha still show up and they generally are coming in on Friday - Saturday. Moved by Commissioner R. Handevitdt, seconded by Commissioner J. Jurgenson to approve the operating report for the month of November 2001 and to place the report on file. Motion carried unanimously.

Manager Much presented to the Commission a sewer extension request for Ribblesdale Subdivision in the City of Menasha, Waverly Sanitary District. Commissioner W. Helein indicated that this has not been approved by Waverly Sanitary District. Moved by Commissioner J. Jurgenson, seconded by Commissioner G. Cowling to contingently approve the sewer extension request for Ribblesdale Subdivision in the City of Menasha, Waverly Sanitary District upon approval being granted by Waverly Sanitary District. Motion carried unanimously.

Old Business

Manager Much reported that we will be pushing to get Sonoco/U.S. Mills in to discuss the industrial user contract.

Manager Much reported that we will be looking to meet at the end of January or during February with AFSCME Local 1541 without a mediator to further discuss the union contract negotiations and grievances.

Moved by Commissioner J. Jurgenson, seconded by Commissioner W. Helein to approve Operating Fund Vouchers #123931 thru #123999 in the amount of \$153,960.36 and Payroll Vouchers #19951 thru #19958 in the amount of \$7,209.89 for the month of November. Motion carried unanimously.

Moved by Commissioner R. Handevitdt, seconded by Commissioner G. Cowling to adjourn the meeting. All present voting aye; nays, none. Meeting adjourned at 9:45 a.m.



President



Secretary

NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting Tuesday January 22, 2002

Meeting called to order by Commission President W. Zielinski at 8:00 a.m.

Present: Commissioners R. Zielinski, D. Siebers, J. Jurgenson, W. Zielinski, W. Helein, G. Cowling, R. Handevitdt; Manager Much, Accountant Voigt.

Also Present: Tom Vik (McMahon Assoc.).

Moved by Commissioner J. Jurgenson, seconded by Commissioner G. Cowling to approve the minutes of the Regular Meeting of December 18, 2001. Motion carried unanimously.

Correspondence

The following correspondence was discussed:

- A. January 4, 2002 letter from Mr. Tom Paque, WPPI, to Mr. Paul Helgeson, Public Service Commission.
RE: Request to be able to use NMSC methane generated electricity for satisfying a part of the Renewable Portfolio Standard requirements, without NMSC installing parallel switchgear.
- B. January 7, 2002 letter from Mr. Larry Wattering, Neenah Water Utility, to Mr. Randy Much, NMSC.
RE: Use of NMSC wastewater treatment plant for disposal of water plant generated lime sludge.

After discussion of this letter, moved by Commissioner J. Jurgenson, seconded by Commissioner R. Handevitd to allow the City of Neenah Water Utility to proceed with a feasibility study at the Neenah Water Utility expense to explore the option of the NMSC receiving lime sludge at the NMSC wastewater treatment plant. Motion carried unanimously.

The following correspondence was presented to the Commission at the meeting:

- C. January 15, 2002 letter from Mr. Don Domencich, WDNR, to Mr. Randy Much, NMSC.
RE: Laboratory evaluation for compliance with NR 149 Wisconsin Administrative Code.
- D. January 21, 2002 letter from Ms. Laurie Stenson, NMSC, to Mr. Don Domencich, WDNR.
RE: Response to laboratory evaluation.
- E. January 17, 2002 letter from Ms. Jean Moxon, Neenah City Clerk, to Mr. John Jurgenson, NMSC Commissioner.
RE: Re-appointment of Mr. Jurgenson for three-year term on NMSC.

Budget, Finance, Personnel

Accountant Voigt presented the preliminary financial statements for the month of December 2001 to the Commission. It appears that the NMSC will have an excess of O & M funds at the end of the year of approximately \$100,000. Moved by Commissioner J. Jurgenson, seconded by Commissioner R. Zielinski to accept the preliminary financial statements for the month of December and place them on file. Motion carried unanimously.

Accountant Voigt discussed with the Commission the quote received from our agent for the Errors and Omission coverage. The quote was 10% higher than the 2001 policy. When this information was obtained, most of the Commissioners were contacted and they felt the policy should be renewed with this increase. Moved by Commissioner J. Jurgenson, seconded by Commissioner W. Helein to approve the Errors and Omissions Insurance coverage for 2002 at a cost of \$6,600. Motion carried unanimously. Commissioner R. Handevitd questioned if we knew what portion of our insurance policy constituted their fee for services and suggested that the Commission should consider bidding this out next year as a fee basis.

Accountant Voigt presented MCO invoice #7425 in the amount of \$61,096.66 for the month of February 2002. Moved by Commissioner J. Jurgenson, seconded by Commissioner W. Helein to approve MCO invoice #7425 in the amount of \$61,096.66 for the month of February 2002 and to pay the invoice after February 1. Motion carried unanimously.

Accountant Voigt presented the Accountants Report and Investment Report for the month of December 2001. The interest rates earned at the State Investment Pool and on the Certificate of Deposits continue to drop. Moved by Commissioner J. Jurgenson, seconded by Commissioner R. Handevitd to accept the Accountants Report and Investment Report as presented for the month of December 2001. Motion carried unanimously.

Accountant Voigt presented the payback check for income generated to the NMSC by MCO.

Accountant Voigt presented to the Commission the following invoices received from McMahon Associates, Inc.:

#48950	\$ 474.40	Electric Generator Design.
#48934	\$4,446.12	High Strength Receiving Station.
#48938	\$3,355.38	Insulate Thermopilic Digester.

Motion by Commissioner R. Handevitd, seconded by Commissioner J. Jurgenson to approve and issue payment to McMahon Associates, Inc. for invoices #48950, #48934 and #48938. Motion carried unanimously.

Accountant Voigt presented to the Commission the summary of engineering costs and construction costs associated with the plant upgrade.

Operations, Engineering, Planning

Mr. Tom Vik (McMahon Associates) reported to the Commission that the plans for the high strength receiving station have been submitted to the DNR and we are still waiting for approval from them.

Mr. Tom Vik (McMahon Associates) presented the quotes received for the proposed high strength receiving station. Five requests were sent out for tanks and two companies responded. The low bid was from Fiberglass Technologies for \$14,829. Two bids were received for the installation of the tank. The low bid

was received from Lee's Mechanical for \$19,500. They did indicate they would offer a \$4,000 deduct if the Commission were to retain a paving contractor separately. Two bids were received for a progressive cavity pump. The low bid was received from Van Bergen & Markson for \$4,322. The total of the bids for this project were higher than originally expected due to changing the design and the size of the tank, and changing the type of pump used from the original report prepared for the Commission. Moved by Commissioner D. Siebers, seconded by Commissioner R. Handevitd to approve the bid received from Fiberglass Technologies for the Fiberglass Tank in the amount of \$14,829, the bid from Lee's Mechanical to install the fiberglass tank without the paving in the amount of \$15,500, and the bid for the progressive cavity pump from Van Bergen & Markson in the amount of \$4,322. Motion carried unanimously.

Mr. Tom Vik discussed with the Commission the project for insulating the Thermophilic Digesters. McMahon Associates is continuing to explore the options as to what would be the best option for the Commission for this project. He is expecting to have bids available at the next Commission meeting.

Manager Much presented and discussed the operating report for the month of December 2001. Gilbert Paper shut down at the end of November and their loadings have dropped off substantially in December. The attorney for Gilbert Paper/Mead Company indicated that they would be looking to terminate the industrial contract in May or June. Loadings from Menasha dropped in November and have not increased in December. Moved by Commissioner D. Siebers, seconded by Commissioner W. Helein to approve the operating report for the month of December 2001 and to place the report on file. Motion carried unanimously.

Manager Much presented to the Commission a sewer extension request for the Nature Trails Offsite Sanitary Sewer, CTH "G" in the City of Neenah. Moved by Commissioner R. Handevitd, seconded by Commissioner J. Jurgenson to contingently approve the sewer extension request for the Nature Trails Offsite Sanitary Sewer, CTH "G" in the City of Neenah pending approval from the City of Neenah. Motion carried unanimously.

Manager Much presented to the Commission a sewer extension request for the First Addition to Southfield, in the City of Menasha, Waverly Sanitary District. Commissioner W. Helein indicated that this has not yet been approved by Waverly Sanitary District. Moved by Commissioner J. Jurgenson, seconded by Commissioner R. Handevitd to conditionally approve the sewer extension request for the First Addition to Southfield, in the City of Menasha, Waverly Sanitary District upon approval from Waverly Sanitary District. Motion carried unanimously.

For information to the Commission, Manager Much presented information from East Central Wisconsin Regional Planning Commission regarding a proposed amendment to the Neenah-Menasha Sewer Service Area Plan.

Old Business

Manager Much reported that there has been some difficulty to get Sonoco/U.S. Mills in to discuss the industrial user contract. The Commission indicated that they want the industries to be billed going back to 2000 for the recent plant expansion.

Manager Much had no current updates regarding the labor agreement and grievances.

New Business

Election of Officers: Moved by Commissioner R. Handevitd, seconded by Commissioner W. Helein that a unanimous ballot be cast to maintain the current slate of officers. Motion carried unanimously. The Commission officers for 2002 are: William Zielinski, President; Dale Siebers, Vice-President; John Jurgenson, Secretary; Raymond Zielinski, Treasurer.

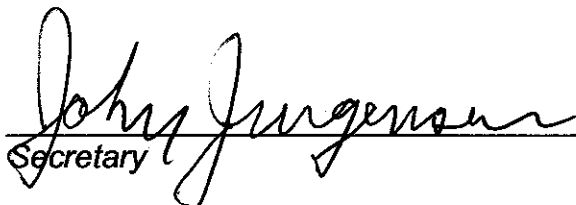
Moved by Commissioner J. Jurgenson, seconded by Commissioner R. Zielinski to approve Operating Fund Vouchers #124000 thru #124043 in the amount of \$139,332.19 and Payroll Vouchers #19959 thru #19972 in the amount of \$7,572.17 for the month of December. Motion carried unanimously.

Moved by Commissioner R. Handevitd, seconded by Commissioner R. Zielinski to adjourn the meeting. All present voting aye; nays, none. Meeting adjourned at 9:05 a.m.

President



Secretary



NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting
Tuesday February 26, 2002

Meeting called to order by Commission President W. Zelinski at 8:00 a.m.

Present: Commissioners R. Zielinski, D. Siebers, J. Jurgenson, W. Zelinski, W. Helein, G. Cowling, R. Handevitd; Manager Much, Accountant Voigt.

Also Present: Tom Vik (McMahon Assoc.); Jim Potratz; Mayor Laux, Mark Radtke, Jim Spaay (City of Menasha).

Moved by Commissioner R. Handevitd, seconded by Commissioner G. Cowling to approve the minutes of the Regular Meeting of January 22, 2002. Motion carried unanimously.

Correspondence

The following correspondence was discussed:

F. February 1, 2002 letter from Mr. Randall Much, NMSC to Ms Jennifer Rademan, Albany International.
RE: NMSC authorization to discharge coating wash-up water, approval also needed from City of Menasha.

The following correspondence was presented to the Commission at the meeting:

G. February 19, 2002 letter from Mr. Mulazim Nasir, P.E., Wisconsin Department of Natural Resources to Mr. William Zelinski, NMSC.
RE: Approval of plans and specifications for construction of a receiving station to receive high strength waste permeate.

Budget, Finance, Personnel

Accountant Voigt reported to the Commission the financial statements for January were not ready due to computer issues that were finally resolved on Monday afternoon. The financial statements will be ready at the next commission meeting. Accountant Voigt also reported that the year-end audit is almost complete and will be presented at the March commission meeting.

Accountant Voigt presented and discussed with the Commission the invoices issued to the two contracting industries relating to the recent B.A.N. borrowing. No response has been received from the industries.

Accountant Voigt presented MCO invoice #7489 in the amount of \$61,096.66 for the month of March 2002. Moved by Commissioner D. Siebers, seconded by Commissioner W. Helein to approve MCO invoice #7489 in the amount of \$61,096.66 for the month of March 2002 and to pay the invoice after March 1. Motion carried unanimously.

Accountant Voigt presented the Accountants Report for the month of January 2002. The interest rates earned at the State Investment Pool and on the Certificate of Deposits continue to drop. With the current interest rates being paid, the method of handling the Commission funds in their checking account is no longer an attractive method. Different banks and checking/investment options are being investigated. Moved by Commissioner J. Jurgenson, seconded by Commissioner R. Handevitd to accept the Accountants Report as presented for the month of January 2002. Motion carried unanimously.

Accountant Voigt presented the payback check for income generated to the NMSC by MCO.

Accountant Voigt presented to the Commission the following invoices received from McMahon Associates, Inc.:

#49384	\$1, 496.64	Electric Generator Design.
#49354	\$ 968.25	High Strength Receiving Station.
#49357	\$ 387.50	Insulate Thermophilic Digester.

Motion by Commissioner D. Siebers, seconded by Commissioner W. Helein to approve and issue payment to McMahon Associates, Inc. for invoices #49384, #49354 and #49357. Motion carried unanimously.

Accountant Voigt presented to the Commission the summary of engineering costs associated with the plant upgrade and other current projects.

Operations, Engineering, Planning

Mr. Tom Vik (McMahon Associates) reported to the Commission that the plans for the high strength receiving station have been approved by the DNR. They are now waiting for shop drawings. The tank should be delivered in 4 – 6 weeks.

Mr. Tom Vik discussed with the Commission the project for insulating the Thermophilic Digesters. McMahon Associates explored the options as to what would be the best option for the Commission for this project and they recommend the 3-inch sprayed on urethane insulation and have it coated to protect from UV. Three bids were received for this work. The low bid was from Frantl Industries, Inc for \$16,600. The Commission questioned if a thicker insulation layer would improve the heat retention or if it would not add any additional benefit. Tom Vik will check into this and report back to the Commission. Moved by Commissioner W. Helein, seconded by Commissioner D. Siebers to award the bid for the 3-inch sprayed on urethane insulation and to be coated to protect from UV. Motion carried unanimously.

Manager Much presented and discussed two letters received from the Commission insurance company relating to the damage to the final clarifier. Both the builders risk policy and the package policy will not cover the loss associated with this claim.

Manager Much presented and discussed the operating report for the month of January 2002. The City of Janesville is replacing two engines and generators that match our equipment. The City of Janesville is no longer looking to use methane as a fuel and this equipment is in working condition. The company that maintains our equipment informed us of this equipment being available, they also maintain the equipment at Janesville. The Commission was able to purchase this equipment for its scrap value plus the cost to ship it here – estimated total cost of \$2,500 - \$3,500. Moved by Commissioner J. Jurgenson, seconded by Commissioner G. Cowling to approve the operating report for the month of January 2002 and to place the report on file. Motion carried unanimously.

Manager Much discussed with the Commission the need to purchase a weighing scale to weigh the truckloads of sludge hauled from the treatment plant. A concrete pad unit is estimated to cost \$40,000. Another alternative is to use a hopper system to weigh the sludge. More information will be presented at the next commission meeting.

Manager Much presented to the Commission the completed 2001 Compliance Maintenance Annual Report (CMAR). This report is required annually and needs to be completed and returned by March 31, 2002. With the completion of the recent expansion, the report generated 16 points, which puts the Commission back into the Voluntary Range. The Commission now needs to adopt Resolution 2002-1 indicating that they have reviewed this report and taken any action if needed to remedy any effluent concerns. Moved by Commissioner R. Handevit, seconded by Commissioner W. Helein to approve Compliance Maintenance Resolution, NMSC Resolution 2002-1 resolving that the Neenah-Menasha Sewerage Commission informs the Wisconsin Department of Natural Resources that the Neenah-Menasha took the following actions: Reviewed the Compliance Maintenance Annual Report. Motion carried unanimously.

Manager Much presented a revised contract from WPPI for the power purchase agreement relating to WPPI purchasing from the NMSC electricity produced by NMSC owned engine-generators that operate from methane gas produced at the Neenah-Menasha WWTP. This contract has the final revisions made to it. WPPI will pay the NMSC a 15% premium for the electricity produced from the methane gas run engine-generators. Moved by Commissioner J. Jurgenson, seconded by Commissioner R. Handevit to approve the Power Purchase Agreement with WPPI. Motion carried unanimously.

Old Business

Manager Much reported that he has met with Sonoco-U.S. Mills staff to discuss the Industrial Contract issue with them. Gilbert Paper is expected to be completely shut down in May or June. At this point we can expect them to pay off their remaining debt owed per the current contract.

Manager Much reported that the union employees will be meeting with their representative in the coming days.

New Business

Menasha Mayor Laux addressed the Commission. He briefly reported on the City's efforts in locating its mysterious source of loadings. The loadings from Menasha are down again and the Mayor indicated that a possible source of this could have Gilbert Paper Company. One of the concerns of the City of Menasha is still the subtraction method that is used to calculate the City of Menasha billing. Mayor Laux then addressed the Commission and the possibility of the Commission going to the next level of becoming a metropolitan sewer district (MSD). This would allow the Commission to be a completely independent unit to be responsible for the entire sanitary sewer system. In particular Mayor Laux mentioned the I/I program, collection system, and industry sampling. Mayor Laux suggested that a cost benefit analysis should be completed to see if there are any benefits for switching the current Commission from a state statute 66.30 entity to an MSD. The Commission questioned who should be responsible for this study and who should pay for this type of study. Mayor Laux suggested that it would best if the NMSC paid for this study. Commissioner J. Jurgenson suggested that one alternative to easing the concerns of the subtraction method is for the City to be responsible for all the industry sampling, including the current industries that are contracted with the NMSC. Discussion followed on all the issues raised. Following the discussion, moved by Commissioner R. Zielinski, seconded by Commissioner R. Handevitd to have this matter put on the April agenda for further discussion. Motion carried unanimously.

City of Menasha Engineer Jim Spaay addressed the Commission to update them on the efforts of the City of Menasha to reduce the amount of Inflow and Infiltration (I/I) and the efforts of the City to monitor their industrial users. The City of Menasha has been addressing manhole structures as a primary source of I/I. To date, approximately 2-dozen manhole structures have been reconstructed/rehabilitated and several more are identified for future work efforts. The City is reviewing its library of sanitary sewer televising reports and tapes. Upon completion of this review they will re-televising sections of the system where it is deemed appropriate. The City has reconstructed two lift stations and a third lift station is being retrofitted. Some remedial steps have been taken to reduce flows into these lift stations. The City has completed an Industrial Screening process and to date 7 industries have needed to reconstruct, rehab, or retrofit their flow monitoring/sampling stations. Nine additional industries still need to be dealt with. It is hopeful that this will be completed by the end of 2002. The City has also retained the services of a consultant to perform an I/I, SSES of the entire City sanitary sewer collection system. The City is concentrating their initial efforts in the sub-basins that feed into the Lakeshore Interceptor. The City will correct deficiencies as they are found. The plan is to have the whole system reviewed by the end of 2003. The City is continuing their attempts to identify the "elusive mid-night dumper". The City has hired a local laboratory and they have been performing field monitoring in the system. One area checked was the NMSC Ninth Street metering station and this checked out okay. Visual observations in the system showed material coming from the vicinity of Gilbert Paper. The City is continuing to investigate this matter.

Moved by Commissioner D. Siebers, seconded by Commissioner W. Helein to approve Operating Fund Vouchers #124044 thru #124110 in the amount of \$190,701.11 and Payroll Vouchers #19973 thru #19984 in the amount of \$11,543.15 for the month of January. Motion carried unanimously.

Moved by Commissioner R. Zielinski, seconded by Commissioner R. Handevitd to adjourn the meeting. All present voting aye; nays, none. Meeting adjourned at 9:25 a.m.

President

Secretary

NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting Tuesday March 26, 2002

Meeting called to order by Commission President W. Zelinski at 8:00 a.m.

Present: Commissioners R. Zielinski, D. Siebers, J. Jurgenson, W. Zelinski, W. Helein, G. Cowling, R. Handevitd; Manager Much, Accountant Voigt.

Also Present: David Maccoux, Brian Lamers (Schenck & Associates); Mike King (Post Crescent).

Moved by Commissioner D. Siebers, seconded by Commissioner J. Jurgenson to approve the minutes of the Regular Meeting of February 26, 2002. Motion carried unanimously.

Correspondence

The following correspondence was discussed:

- A. March 13, 2002 letter to Mr. Randall Much, NMSC from Mr. Tod Galloway, Galloway Company.
RE: Temporary discharge of process cooling water sanitary sewer.
- B. March 15, 2002 memorandum and Meeting Notice for April 2nd from ECWRPC.
RE: Neenah-Menasha SSA Plan Amendment Proposal.

The following correspondence was presented to the Commission at the meeting:

- C. March 19, 2002 letter to Mr. Randall Much, NMSC from Mr. James Savinski, DNR.
RE: Receipt of completed CMAR for calendar year 2001.

Budget, Finance, Personnel

Accountant Voigt presented Mr. David Maccoux from Schenck & Associates who discussed with the Commission the recently completed audit of the financial records for calendar year 2001. After discussion of the financial report and the report on compliance and internal control, motion by Commissioner R. Zielinski, seconded by Commissioner W. Helein to approve the annual Financial Report and the Report on Compliance and Internal Control for December 31, 2002 as presented. Motion carried unanimously.

Moved by Commissioner J. Jurgenson, seconded by Commissioner R. Handevitd to authorize the return of excess O & M funds from calendar year 2001 to the contracting users. Motion carried unanimously.

Accountant Voigt presented to the Commission the financial statements for January and February 2002. Moved by Commissioner J. Jurgenson, seconded by Commissioner R. Zielinski to accept the financial statements for the months of January and February 2002 and place them on file. Motion carried unanimously.

Accountant Voigt presented MCO invoice #7560 in the amount of \$60,839.56 for the month of April 2002. Moved by Commissioner D. Siebers, seconded by Commissioner J. Jurgenson to approve MCO invoice #7560 in the amount of \$60,839.56 for the month of April 2002 and to pay the invoice after April 1. Motion carried unanimously.

Accountant Voigt presented the Accountants Report for the month of February 2002. The interest rates earned at the State Investment Pool and on the Certificate of Deposits have remained steady. A certificate of deposit will be maturing on the 29th. This C.D. is currently earning 6.8% and is expected to be renewed in the 2.5% - 3.5% range. Moved by Commissioner J. Jurgenson, seconded by Commissioner R. Zielinski to accept the Accountants Report as presented for the month of February 2002. Motion carried unanimously.

Accountant Voigt presented the payback check for income generated to the NMSC by MCO.

Accountant Voigt presented to the Commission the following invoices received from McMahon Associates, Inc.:

#49724	\$ 344.00	Electric Generator Design.
#49723	\$ 246.00	Plant Expansion – User Charge Update
#49717	\$ 275.86	High Strength Receiving Station.
#49718	\$1,416.31	Insulate Thermophilic Digester.

Motion by Commissioner J. Jurgenson, seconded by Commissioner W. Helein to approve and issue payment to McMahon Associates, Inc. for invoices #49724, #49723, 49717 and #49718. Motion carried unanimously.

Accountant Voigt presented to the Commission the summary of engineering costs associated with the plant upgrade and other current projects.

Manager Much discussed with the Commission the different attorneys used by the Commission for its various legal matters. Davis & Kuelthau, S.C. represents the Commission in the Fox River PCB issue, Foley & Lardner is the Commission Bond Counsel, Attorney Dan Goggin is the Commission legal counsel for general matters, and Attorney Jim Gunz has been serving as the Commission labor negotiator. After discussion, moved by Commissioner J. Jurgenson, seconded by Commissioner R. Zielinski to appoint Attorney Jim Gunz to serve as the Commission legal counsel for general matters. Motion carried unanimously.

Operations, Engineering, Planning

Manager Much reported that the high strength waste tank should be delivered in the next several days.

Manager Much reported the sprayed on urethane insulation for the Thermophilic digester covers has been ordered.

Manager Much presented and discussed the operating report for the month of February. The loadings from the City of Menasha are similar to the loadings received from them last year at this time. Moved by Commissioner R. Zielinski, seconded by Commissioner W. Helein to approve the operating report for the month of February 2002 and to place the report on file. Motion carried unanimously.

Manager Much discussed with the Commission the option available for weighing the sludge loads removed from the treatment facility. The options explored were floor scales and a hopper system with a scale. After discussion, the Commission has the general consensus that the hopper system may not be the route to look at for weighing the sludge. Manager Much was instructed to obtain pricing on scales and to also check out different styles of scales to see if any would fit for our situation. It was also recommended that he should check with some of the companies directly that sell and service scales.

Manager Much presented a sewer extension request for Mahler Farm V in the City of Neenah. Moved by Commissioner J. Jurgenson, seconded by Commissioner G. Cowling to approve the sewer extension request for Mahler Farm V in the City of Neenah.

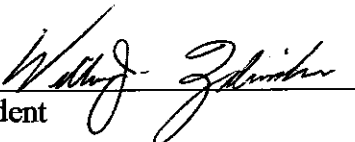
Old Business

Manager Much had no additional information to report concerning the Industrial User Contract or the acceptance of high strength waste.

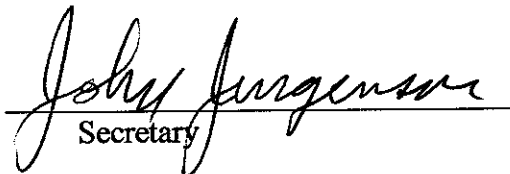
Manager Much reported that the Local 1541 AFSCME labor attorney is making arrangements for a mediator. No word has been received as to when we will be meeting.

Moved by Commissioner D. Siebers, seconded by Commissioner G. Cowling to approve Operating Fund Vouchers #124111 thru #124177 in the amount of \$222,188.77 and Payroll Vouchers #19985 thru #19992 in the amount of \$4,632.78 for the month of February 2002. Motion carried unanimously.

Moved by Commissioner D. Siebers, seconded by Commissioner R. Zielinski to adjourn the meeting. All present voting aye; nays, none. Meeting adjourned at 9:10 a.m.



President



Secretary

NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting
Tuesday April 23, 2002

Meeting called to order by Commission President W. Zielinski at 8:00 a.m.

Present: Commissioners R. Zielinski, D. Siebers, J. Jurgenson, W. Zielinski, W. Helein, G. Cowling, R. Handevidt; Manager Much, Accountant Voigt.

Also Present: NMSC Attorney Jim Gunz; Mike King (Post Crescent).

Moved by Commissioner D. Siebers, seconded by Commissioner J. Jurgenson to approve the minutes of the Regular Meeting of March 26, 2002. Motion carried unanimously.

Correspondence

The following correspondence was discussed:

- A. March 18, 2002 letter from NMSC President William Zelinski to Attorney Daniel Goggin.
RE: Termination of services as NMSC legal counsel.

Moved by Commissioner J. Jurgenson, seconded by Commissioner W. Helein to commend Attorney Daniel Goggin for his 24 years of service to the Commission. Motion carried unanimously.

Budget, Finance, Personnel

Accountant Voigt presented to the Commission the financial statements for March 2002. Moved by Commissioner J. Jurgenson, seconded by Commissioner D. Siebers to accept the financial statements for the month of March 2002 and place them on file. Motion carried unanimously.

Accountant Voigt presented MCO invoice #7631 in the amount of \$60,864.56 for the month of May 2002. Moved by Commissioner J. Jurgenson, seconded by Commissioner R. Zielinski to approve MCO invoice #7631 in the amount of \$60,864.56 for the month of May 2002 and to pay the invoice after May 1. Motion carried unanimously.

Accountant Voigt presented the Accountants Report and Investment Report for the month of March 2002. The interest rates earned at the State Investment Pool and on the Certificate of Deposits have remained steady. A certificate of deposit matured on the 29th and was reinvested for 2 ½ years at 3.96%. This C.D. was earning 6.8%. The sweep agreement with Firststar Bank was discontinued due to its low return and high fees. Other financial institutions in the area will be contacted to see what services, fees, and interest rates they provide. Moved by Commissioner R. Handevit, seconded by Commissioner W. Helein to accept the Accountants Report and Investment Report as presented for the month of March 2002. Motion carried unanimously.

Accountant Voigt presented the payback check for income generated to the NMSC by MCO.

Accountant Voigt indicated to the Commission that no invoices have been received from McMahon Associates, Inc. this month due to a accounting software conversion being performed by McMahon Associates. Invoices from McMahon Associates will be presented at the next meeting in May.

Accountant Voigt presented to the Commission the summary of engineering costs associated with the plant upgrade and other current projects.

The Commission discussed what information should be sent to the Commission Attorney. Attorney Gunz indicated that he should be sent the Agenda and the meeting minutes.

Operations, Engineering, Planning

Manager Much reported that the high strength waste tank is installed and the project is almost completed. It is anticipated that this should be completed next week.

Manager Much reported on the urethane insulation for the Thermophilic digester covers. The contractor started working on the project but had to stop because of the snow. They will be back to work again when the weather permits.

Manager Much presented and discussed the operating report for the month of March. The loadings from the City of Menasha have increased. There is no flow coming from Gilbert Paper. The Commission had no flow spikes after the rains from last week. This is an indication that the I/I projects from the communities are being successful. Moved by Commissioner D. Siebers, seconded by Commissioner J. Jurgenson to approve the operating report for the month of March 2002 and to place the report on file. Motion carried unanimously.

Manager Much discussed with the Commission the options available for weighing the sludge loads removed from the treatment facility. The Commission does not have enough room to install an above ground scale to meet codes. Costs for scales are in the \$80,000 - \$90,000 price range. The possible cost savings by installing a scale at this price would not provide a worthwhile payback. We have been working more closely with the sludge hauler and they have been weighing their truckloads.

Manager Much presented a sewer extension request for Lake Park Villas in the City of Menasha, Waverly Sanitary District. Commissioner W. Helein indicated that the Waverly Sanitary District has approved this request. Moved by Commissioner D. Siebers, seconded by Commissioner G. Cowling to approve the sewer extension request for Lake Park Villas in the City of Menasha, Waverly Sanitary District.

Old Business

Manager Much discussed with the Commission the insurance claim denied by our carrier for the damage to the final clarifier. A request was sent to the insurance company for more information regarding their denial of this claim. The insurance company is maintaining that they will not cover this claim.

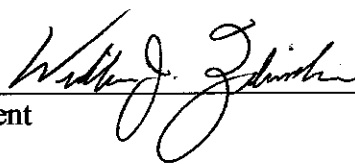
Manager Much reported that we are waiting for Sonoco/U.S. Mills to contact us regarding the Industrial User Contract and our billing to them for capital charges for 2000 and 2001.

Manager Much reported that we will be meeting with Local 1541 AFSCME and a mediator on April 24.

Attorney Gunz reported that the City of Menasha is withdrawing their request for the Commission to look at the feasibility of changing to a metropolitan sewage district. The City of Menasha may still want to talk with the Commission to discuss ways to handle concerns that the City has.

Moved by Commissioner R. Zielinski, seconded by Commissioner D. Siebers to approve Operating Fund Vouchers #124178 thru #124235 in the amount of \$180,260.56 and Payroll Vouchers #19993 thru #20007 in the amount of \$8,210.39 for the month of March 2002. Motion carried unanimously.

Moved by Commissioner D. Siebers, seconded by Commissioner G. Cowling to adjourn the meeting. All present voting aye; nays, none. Meeting adjourned at 8:48 a.m.


President


Secretary

NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting
Tuesday May 28, 2002

Meeting called to order by Commission President W. Zielinski at 8:00 a.m.

Present: Commissioners R. Zielinski, J. Jurgenson, W. Zielinski, W. Helein, G. Cowling, R. Handevitd; Manager Much, Accountant Voigt.

Absent: Commissioner D. Siebers

Moved by Commissioner R. Zielinski, seconded by Commissioner G. Cowling to approve the minutes of the Regular Meeting of April 23, 2002. Motion carried unanimously.

Correspondence

There was no correspondence to be discussed.

Budget, Finance, Personnel

Accountant Voigt presented to the Commission the financial statements for April 2002. There may be a discrepancy with some of the year-to-date budget numbers reported on the income statement. Accountant Voigt will double check. Moved by Commissioner R. Handevitd, seconded by Commissioner W. Helein to accept the financial statements for the month of April 2002 and place them on file. Motion carried unanimously.

Accountant Voigt presented MCO invoice #7704 in the amount of \$60,839.54 for the month of June 2002. Moved by Commissioner J. Jurgenson, seconded by Commissioner W. Helein to approve MCO invoice #7704 in the amount of \$60,839.54 for the month of June 2002 and to pay the invoice after June 1. Motion carried unanimously.

Accountant Voigt presented the Accountants Report for the month of April 2002. The interest rates earned at the State Investment Pool and on the Certificate of Deposits have remained steady. Moved by Commissioner G. Cowling,

seconded by Commissioner R. Zielinski to accept the Accountants Report as presented for the month of April 2002. Motion carried unanimously.

Accountant Voigt presented the payback check for income generated to the NMSC by MCO.

Accountant Voigt presented to the Commission the following invoice received from McMahon Associates, Inc.:

#49075	\$ 34.00	High Strength Receiving Station.
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Motion by Commissioner R. Zielinski, seconded by Commissioner W. Helein to approve and issue payment to McMahon Associates, Inc. for invoice #49075. Motion carried unanimously.

Accountant Voigt presented to the Commission the summary of engineering costs associated with the plant upgrade and other current projects.

Accountant Voigt presented and discussed his memo regarding the review of area financial institutions and the fees charged and interest rates earned on deposits. The institutions compared were: US Bank (formerly Firststar), First National Bank Fox Valley, Associated Bank, Anchor Bank, Banta Community Credit Union, Community First Credit Union. After discussion of the fees and interest earnings for the different financial institutions, moved by Commissioner R. Zielinski, seconded by Commissioner R. Handevitd to change its financial institution to Banta Community Credit Union. Motion carried unanimously.

Accountant Voigt presented and discussed with the Commission an E-Mail Policy for use of the NMSC e-mail system. Attorney Gunz prepared the e-mail policy provided to the Commission. After discussion, moved by Commissioner R. Zielinski, seconded by Commissioner J. Jurgenson to adopt the e-mail policy as presented.

Operations, Engineering, Planning

Manager Much reported on the recent construction activities at the treatment plant. The high strength waste receiving station is in and operating. We are receiving two loads per day of waste. Additional methane is being produced. We are currently running one engine 24 hours per day and a second engine during the daytime only. Discussion followed regarding adding a second receiving station and installing a generator to the second methane engine. After discussion, moved by Commissioner J. Jurgenson, seconded by Commissioner G. Cowling to authorize Manager Much to obtain DNR approval for a second high strength waste receiving station and to purchase and have installed the second high strength waste receiving station upon satisfactory operation of the first high strength waste receiving station. Motion carried unanimously.

Moved by Commissioner J. Jurgenson, seconded by Commissioner G. Cowling to proceed with the installation of a generator to the second gas engine. Motion carried unanimously.

Manager Much also reported on the urethane insulation for the Thermophilic digester covers. This project has also been completed.

Manager Much presented and discussed the operating report for the month of April. The suspended solids loadings from the City of Menasha have increased. There is no flow coming from Gilbert Paper. Our electric billing is up; we received a double charge in our demand charges from Menasha Utilities. Accountant Voigt is discussing this matter with the Utility. Moved by Commissioner J. Jurgenson, seconded by Commissioner G. Cowling to approve the operating report for the month of April 2002 and to place the report on file. Motion carried unanimously.

Manager Much discussed the NMSC discharge permit to be reissued by the DNR. The Commission can reduce its mercury testing requirements by providing a mercury reduction program. Manager Much reported that Appleton, Heart of the Valley, DePere, and Green Bay are meeting to form a group that will work on reducing mercury discharges into the waste stream. After discussion, moved by Commissioner J. Jurgenson, seconded by Commissioner R. Zielinski to participate in the mercury reduction program with Appleton, Heart of the Valley, DePere, and Green Bay for reducing the sources of mercury. Motion carried unanimously.

Old Business

Manager Much reported that we are waiting for Sonoco/U.S. Mills to contact us regarding the Industrial User Contract and our billing to them for capital charges for 2000 and 2001. The Commission indicated that Attorney Gunz should be notified of this situation and that interest should be charged per the contract on the outstanding balance of these invoices.

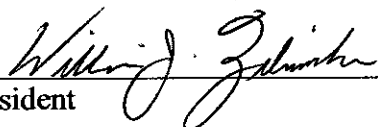
Manager Much presented and discussed the tentative labor agreement with AFSCME Local 1541. After discussion, moved by Commissioner J. Jurgenson, seconded by Commissioner G. Cowling to approve the tentative agreement with AFSCME Local 1541 as presented. Motion carried unanimously.

Other Business

Commission President W. Zielinski discussed moving the next Regular Meeting of the Commission to a different week due to vacations by Commissioners. After discussion, moved by Commission R. Handevdt, seconded by Commissioner J. Jurgenson to move the next Regular Meeting of the Commission to Tuesday July 2, 2002. Motion carried unanimously.

Moved by Commissioner G. Cowling, seconded by Commissioner R. Zielinski, to approve Operating Fund Vouchers #124236 thru #124290 in the amount of \$166,122.32 and Payroll Vouchers #20008 thru #20015 in the amount of \$7,092.52 for the month of April 2002. Motion carried unanimously.

Moved by Commissioner R. Zielinski, seconded by Commissioner W. Helein to adjourn the meeting. All present voting aye; nays, none. Meeting adjourned at 9:00 a.m.


President


Secretary

NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting
Tuesday July 2, 2002

Meeting called to order by Commission President W. Zielinski at 8:00 a.m.

Present: Commissioners R. Zielinski, J. Jurgenson, W. Zielinski, W. Helein, G. Cowling, R. Handevdt, D. Siebers; Manager Much, Accountant Voigt.

Moved by Commissioner R. Zielinski, seconded by Commissioner W. Helein to approve the minutes of the Regular Meeting of May 28, 2002. Motion carried unanimously.

Correspondence

The following correspondence was discussed:

- A. May 16, 2002 memorandum from Taryn Nall, Kaempfer & Assoc. to James Spaay, City of Menasha.
RE: Status of Menasha Industrial Discharger Regulatory Program.
- B. May 31, 2002 letter from Randall Much, NMSC, to James Spaay, City of Menasha.
RE: Modifications to NMSC Industrial users metering stations need NMSC approval.
- C. May 31, 2002 letter from Steve Laabs, Town of Menasha Utility District, to Randall Much, NMSC
RE: May 2001 to May 2002 efforts to reduce I/I by Utility District.
- D. June 5, 2002 letter from Randall Much, NMSC to Thomas Danz, President Whiting Paper Company
RE: Authorize Whiting Paper to proceed with metering station modifications.
- E. June 6, 2002 letter from Mayor Joe Laux, City of Menasha, to Randall Much, NMSC.
RE: Concern regarding duplication of efforts between City and NMSC.
- F. June 10, 2002 letter from Randall Much, NMSC, to Mayor Joe Laux, City of Menasha.
RE: Response to Mayor's concerns.
- G. June 10, 2002 letter from Randall Much, NMSC to Joseph Graham, DNR.
RE: NMSC intent to initiate mercury source reduction program.

Budget, Finance, Personnel

Accountant Voigt presented to the Commission the financial statements for May 2002. Moved by Commissioner W. Helein, seconded by Commissioner J. Jurgenson to accept the financial statements for the month of May 2002 and place them on file. Motion carried unanimously.

Accountant Voigt presented MCO invoice #7766 in the amount of \$60,839.56 for the month of July 2002. Moved by Commissioner J. Jurgenson, seconded by Commissioner W. Helein to approve MCO invoice #7766 in the amount of \$60,839.56 for the month of July 2002 and to pay the invoice after July 1. Motion carried unanimously.

Accountant Voigt presented the Accountants Report for the month of May 2002. The interest rates earned at the State Investment Pool and on the Certificate of Deposits have remained steady. A certificate of Deposit that matured in June at 7.12% was renewed for a rate of 4%. Moved by Commissioner R. Zielinski, seconded by Commissioner J. Jurgenson to accept the Accountants Report as presented for the month of May 2002. Motion carried unanimously.

Accountant Voigt presented the payback check for income generated to the NMSC by MCO.

Accountant Voigt presented to the Commission the summary of engineering costs associated with the plant upgrade and other current projects.

Operations, Engineering, Planning

Manager Much reported that there are no construction activities to be reported on at the treatment plant at this time.

Manager Much presented and discussed the operating report for the month of May. The suspended solids loadings from the City of Menasha have decreased to more normal levels. Moved by Commissioner J. Jurgenson, seconded by Commissioner W. Helein to approve the operating report for the month of May 2002 and to place the report on file. Motion carried unanimously.

Manager Much presented and discussed a sewer extension request for the Nature Trail Subdivision in the City of Neenah. Moved by Commissioner J. Jurgenson, seconded by Commissioner G. Cowling to approve the sewer extension request for the Nature Trail Subdivision in the City of Neenah. Motion carried unanimously.

Manager Much presented and discussed a sewer extension request for Whitetail Meadows V in the City of Neenah. Moved by Commissioner J. Jurgenson, seconded by Commissioner G. Cowling to approve the sewer extension request for Whitetail Meadows V in the City of Neenah. Motion carried unanimously.

Old Business

Manager Much reported that we have not yet been contacted by Sonoco/U.S. Mills regarding the Industrial User Contract and our billing to them for capital charges for 2000 and 2001. The Commission indicated that Commission Attorney Gunz should be notified of this situation and he should contact the industry.

Manager Much reported that the DNR will require the NMSC to submit plans and specifications to install the second high strength waste tank.

Moved by Commissioner R. Handevitd, seconded by Commissioner D. Siebers, to approve Operating Fund Vouchers #124291 thru #124370 in the amount of \$212,758.95 and Payroll Vouchers #20016 thru #20023 in the amount of \$7,052.52 for the month of May 2002. Motion carried unanimously.

Moved by Commissioner R. Handevitd, seconded by Commissioner D. Siebers to adjourn the meeting. All present voting aye; nays, none. Meeting adjourned at 8:40 a.m.

President

Will J. Zielinski

Secretary

John Jurgenson

NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting
Tuesday July 23, 2002

Meeting called to order by Commission President W. Zelinski at 8:00 a.m.

Present: Commissioners R. Zielinski, J. Jurgenson, W. Zelinski, W. Helein, G. Cowling, R. Handevitdt, D. Siebers; Manager Much, Accountant Voigt.

Moved by Commissioner R. Zielinski, seconded by Commissioner W. Helein to approve the minutes of the Regular Meeting of July 2, 2002. Motion carried unanimously.

Correspondence

The following correspondence was presented at the meeting and discussed:

- A. July 22, 2002 letter from Mr. Randall Much, NMSC to Mr. James Savinski, DNR.
RE: Agreement with Appleton regarding Appleton backup water intake.
- B. July 18, 2002 letter from Mr. Duane Leaf, City of Appleton, to Randall Much, NMSC.
RE: Appleton no longer uses Fox River backup water intake.
- C. July 16, 2002 letter from Mr. Harlan Kiesow, ECWRPC, to Mr. Randall Much, NMSC.
RE: DNR approval of amended Neenah-Menasha Service Area.

Budget, Finance, Personnel

Accountant Voigt presented to the Commission the financial statements for June 2002. Moved by Commissioner J. Jurgenson, seconded by Commissioner R. Zielinski to accept the financial statements for the month of June 2002 and place them on file. Motion carried unanimously.

Accountant Voigt presented MCO invoice #7857 in the amount of \$60,879.56 for the month of August 2002. Moved by Commissioner J. Jurgenson, seconded by Commissioner W. Helein to approve MCO invoice #7857 in the amount of \$60,879.56 for the month of August 2002 and to pay the invoice after August 1. Motion carried unanimously.

Accountant Voigt presented the Accountants Report and Investment Report for the month of June 2002. The interest rates earned at the State Investment Pool and on the Certificate of Deposits have remained steady. Moved by Commissioner G. Cowling, seconded by Commissioner R. Zielinski to accept the Accountants Report and Investment Report as presented for the month of June 2002. Motion carried unanimously.

Accountant Voigt presented the payback check for income generated to the NMSC by MCO.

Accountant Voigt presented to the Commission a quote received by our current auditors, Schenk, to perform our financial audit for the years of 2002, 2003, and 2004. Moved by Commissioner J. Jurgenson, seconded by Commissioner D. Siebers, to accept the quote for auditing the financial statements of the NMSC received from Schenk. Motion carried unanimously.

Operations, Engineering, Planning

Manager Much reported that there are no construction activities to be reported on at the treatment plant at this time.

Manager Much presented and discussed the operating report for the month of June. Also included with the June Operating Report were copies of the loadings from the City of Menasha for calendar years 2000 and 2001. Moved by Commissioner J. Jurgenson, seconded by Commissioner G. Cowling to approve the operating report for the month of June 2002 and to place the report on file. Motion carried unanimously.

Manager Much presented and discussed a sewer extension request for Lake Park Square located in the City of Menasha, Waverly Sanitary District. Moved by Commissioner W. Helein, seconded by Commissioner J. Jurgenson to approve the sewer extension request for Lake Park Square located in the City of Menasha, Waverly Sanitary District. Motion carried unanimously.

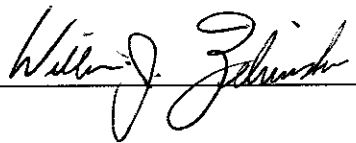
Old Business

Manager Much reported that we have been contacted by Sonoco/U.S. Mills and our billing to them for capital charges for 2000 and 2001. At this time they have no intent to pay towards the new debt. A meeting is

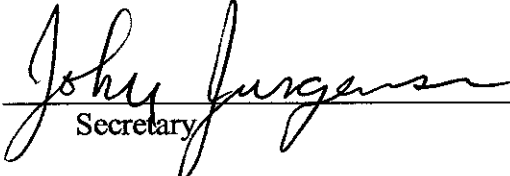
scheduled between Sonoco/U.S. Mills representatives and NMSC attorney Gunz on August 13 to discuss this issue.

Moved by Commissioner G. Cowling, seconded by Commissioner J. Jurgenson, to approve Operating Fund Vouchers #124371 thru #124425 in the amount of \$218,074.66 and Payroll Vouchers #20024 thru #20048 in the amount of \$16,442.46 for the month of June 2002. Motion carried unanimously.

Moved by Commissioner R. Zielinski, seconded by Commissioner D. Siebers to adjourn the meeting. All present voting aye; nays, none. Meeting adjourned at 8:35 a.m.



President



Secretary

NEENAH-MENASHA SEWERAGE COMMISSION

Special Meeting Friday August 16, 2002

Meeting called to order by Commission President W. Zielinski at 7:30 a.m.

Present: Commissioners R. Zielinski, J. Jurgenson, W. Zielinski, W. Helein, D. Siebers; Manager Much, Accountant Voigt.

Absent: Commissioners G. Cowling, R. Handevitd.

Operations, Engineering, Planning


Manager Much presented and discussed a sewer extension request for Lake Park Heights located in the City of Menasha, Waverly Sanitary District. Moved by Commissioner J. Jurgenson, seconded by Commissioner R. Zielinski to approve the sewer extension request for Lake Park Heights located in the City of Menasha, Waverly Sanitary District. Motion carried unanimously.

Manager Much presented and discussed a sewer extension request for Gambsky Grove Subdivision located in the City of Menasha, Town of Menasha Utility District. Moved by Commissioner J. Jurgenson, seconded by Commissioner R. Zielinski to approve the sewer extension request for Gambsky Grove Subdivision located in the City of Menasha, Town of Menasha Utility District. Motion carried unanimously.

Other Business

Manager Much reported that he has met with representatives from AFSCME Union Local 1541 and their labor representatives to discuss their concerns about call-ins for plant operations. Local 1541 employees indicated that they are capable of handling the situations at the plant when a call-in situation occurs. Based on this, the call-in procedure will be changed.

Moved by Commissioner R. Zielinski, seconded by Commissioner D. Siebers to adjourn the meeting. All present voting aye; nays, none. Meeting adjourned at 7:45 a.m.



President

Secretary

NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting
Tuesday August 27, 2002

Meeting called to order by Commission President W. Zelinski at 8:00 a.m.

Present: Commissioners R. Zielinski, J. Jurgenson, W. Zelinski, W. Helein, R. Handevitd; Attorney Gunz, Manager Much, Accountant Voigt.

Absent: Commissioners D. Siebers, G. Cowling.

Moved by Commissioner R. Zielinski, seconded by Commissioner J. Jurgenson to approve the minutes of the Regular Meeting of July 23, 2002 and the Special Meeting of August 16, 2002. Motion carried unanimously.

Correspondence

The following correspondence was discussed:

- A. July 25, 2002 letter from Mr. Randall Much, NMSC to Mr. James Savinski, DNR.
RE: Notification of digester overflow.

Budget, Finance, Personnel

Accountant Voigt presented to the Commission the financial statements for July 2002. Moved by Commissioner J. Jurgenson, seconded by Commissioner W. Helein to accept the financial statements for the month of July 2002 and place them on file. Motion carried unanimously.

Accountant Voigt presented MCO invoice #7902 in the amount of \$60,839.56 for the month of September 2002. Moved by Commissioner J. Jurgenson, seconded by Commissioner R. Handevitd to approve MCO invoice #7902 in the amount of \$60,839.56 for the month of September 2002 and to pay the invoice after September 1. Motion carried unanimously.

Accountant Voigt presented the Accountants Report for the month of July 2002. The interest rates earned at the State Investment Pool and on the Certificate of Deposits have remained steady. Moved by Commissioner J. Jurgenson, seconded by Commissioner R. Handevitd to accept the Accountants Report as presented for the month of July 2002. Motion carried unanimously.

Accountant Voigt presented the payback check for income generated to the NMSC by MCO.

Accountant Voigt presented to the Commission the following invoices received from McMahon Associates, Inc.:

#10443	\$ 567.30	High Strength Receiving Station #2.
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Motion by Commissioner R. Zielinski, seconded by Commissioner R. Handevitd to approve and issue payment to McMahon Associates, Inc. for invoice #10443. Motion carried unanimously.

Accountant Voigt presented to the Commission the summary of engineering costs associated with the plant upgrade and other current projects.

Accountant Voigt discussed with the Commission his memo regarding the new equipment installed at the treatment facility from the recently completed expansion and if the Commission would desire to add this equipment to the current Replacement Fund schedule. After discussion, motion by Commissioner J. Jurgenson, seconded by Commissioner R. Handevitd to add the new equipment from the completed plant expansion to the Depreciation Fund schedule and to charge a depreciation rate of 4% of the cost of the new equipment to the users. Motion carried unanimously.

Accountant Voigt presented the draft 2003 NMSC Budget. Two items will need to be adjusted in the draft budget: 1 – Account 515 State Pension Fund was originally calculated with a contribution rate of 10.2%, the correct contribution rate for 2003 will be 10.6% and will increase this item by about \$750; 2 – Depreciation Fund will need to be increased by approximately \$41,000 for the additional funding for the new equipment installed in the recently completed plant expansion. Commissioner R. Zielinski questioned several miscellaneous account categories and what types of items are covered by their category. Hearing no further questions or comments, motion by Commissioner J. Jurgenson, seconded by Commissioner R. Handevitd to approve the draft 2003 NMSC Budget as corrected. Motion carried unanimously on a roll call vote.

Accountant Voigt discussed the memorandum to the Commission with timetables offering the Commission three alternatives to holding the Public Hearing on either September 17, September 24, or October 1, 2002. Moved by Commissioner R. Zielinski, seconded by Commissioner W. Helein to schedule a Public Hearing prior to the Regular

meeting on Tuesday September 24, 2002 at 8:00 AM to receive public comment on the proposed 2003 NMSC Budget and to act on the proposed 2003 NMSC Budget at the Regular Meeting of the Commission following the Public Hearing. Motion carried unanimously.

Operations, Engineering, Planning

Manager Much reported that there are no construction activities to be reported on at the treatment plant at this time.

Manager Much presented and discussed the operating report for the month of July. Carbon Dioxide and foaming problems are currently causing problems in the digesters. Only one load per day of high strength waste is being excepted until the gas engines are repaired and placed back in operation. Manager Much reported that the new NMSC WPDES permit has less lab testing requirements and we do not need to do weekend testing. Because of this it may be possible to do a two-day sample to eliminate the testing on Sunday. Manager Much will contact the cities to see if they have any objections. Moved by Commissioner R. Handevitd, seconded by Commissioner J. Jurgenson to approve the operating report for the month of July 2002 and to place the report on file. Motion carried unanimously.

Old Business

Manager Much reported that we are currently receiving one load per day of high strength waste until the gas engines are repaired and placed back into operation.

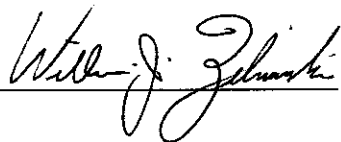
Moved by Commissioner R. Handevitd, seconded by Commissioner R. Zielinski, to approve Operating Fund Vouchers #124426 thru #124525 in the amount of \$147,018.67 and Payroll Vouchers #20049 thru #20058 in the amount of \$8,705.54 for the month of July 2002. Motion carried unanimously.

Motion by Commissioner R. Zielinski, seconded by Commissioner W. Helein for the Neenah-Menasha Sewerage Commission to convene the Regular Meeting of the NMSC into closed executive session pursuant to Wisconsin Statutes, Section 19.85 (1)(e) and (g), for the purpose of discussing with legal counsel industrial user contracts. Motion carried unanimously.

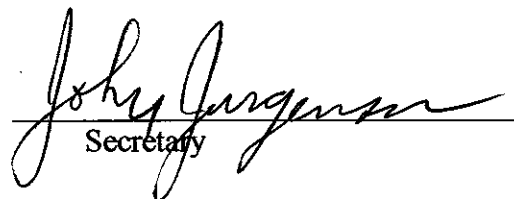
Moved by Commissioner R. Handevitd, seconded by Commissioner R. Zielinski to adjourn the Executive closed session and return to the Regular meeting. All present voting aye; nays, none. Executive closed session adjourned at 9:27 a.m.

Moved by Commissioner R. Handevitd, seconded by Commissioner R. Zielinski to adjourn the meeting. All present voting aye; nays, none. Meeting adjourned at 9:30 a.m.

President



Secretary



NEENAH-MENASHA SEWERAGE COMMISSION

Executive Session **Tuesday August 27, 2002**

Motion by Commissioner R. Zielinski, seconded by Commissioner W. Helein for the Neenah-Menasha Sewerage Commission to convene the Regular Meeting of the NMSC into closed executive session pursuant to Wisconsin Statutes, Section 19.85 (1)(e) and (g), for the purpose of discussing with legal counsel industrial user contracts. Motion carried unanimously.

Executive closed session called to order by Commission President W. Zelinski at 9:00 a.m.

Present: Commissioners R. Zielinski, J. Jurgenson, W. Zelinski, W. Helein, R. Handevitd; Attorney Gunz, Manager Much, Accountant Voigt.

Attorney Gunz addressed the Commission regarding a meeting between NMSC representatives and Sonoco/U.S. Mills representatives. Based on this meeting, Sonoco/U.S. Mills has an interest in renewing talks for a successor agreement between themselves and the NMSC.

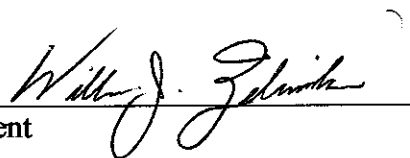
Sonoco/U.S. Mills has also requested that a letter of intent be signed so that both parties will suspend any actions or discussions pertaining to current disputes while these negotiations are in process and conclude when either party deems a new contract is not feasible.

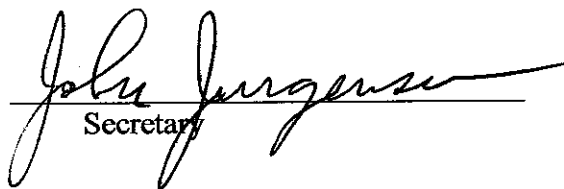
Due to Sonoco/U.S. Mills representatives being located in Virginia, the next meeting with their representatives is scheduled for mid October.

Attorney Gunz also reported that he has talked with the Attorney for Mead Corp (Gilbert) to inquire if they will be paying off their contracted obligations in a lump sum. Mead Corp. indicated that this was one of the loose ends that will need to be dealt with by Mead Corp.

Moved by Commissioner J. Jurgenson, seconded by Commissioner R. Handevitd to authorized Attorney Gunz to sign the letter of intent with Sonoco/U.S. Mills to mutually suspend any actions or discussions for current disputes while negotiations for a successor agreement are in process. Motion carried unanimously.

Moved by Commissioner R. Handevitd, seconded by Commissioner R. Zielinski to adjourn the Executive closed session and return to the Regular meeting. All present voting aye; nays, none. Executive closed session adjourned at 9:30 a.m.


President


Secretary

NEENAH-MENASHA SEWERAGE COMMISSION

Special Meeting
Tuesday September 10, 2002

Meeting called to order by Commission President W. Zielinski at 7:30 a.m.

Present: Commissioners R. Zielinski, G. Cowling, R. Handevitd, J. Jurgenson, W. Zielinski, W. Helein, D. Siebers; Manager Much, Accountant Voigt.

Operations, Engineering, Planning

Manager Much presented and discussed a sewer extension request for Woodland Road located in the Town of Harrison, Waverly Sanitary District. Moved by Commissioner W. Helein, seconded by Commissioner R. Zielinski to conditionally approve the sewer extension request for Woodland Road located in the Town of Harrison, Waverly Sanitary District upon approval being obtained from Waverly Sanitary District. Motion carried unanimously.


Old Business

Manager Much reported to the Commission concerning the weekend testing of samples. It is suggested that the operator working on Sunday mornings will collect the samples. The Commission expressed concern of leaving the plant unattended while they collect these samples. It was suggested to have the security guard remain on duty for an additional one-half hour while the operator on duty is off-site collecting the samples.

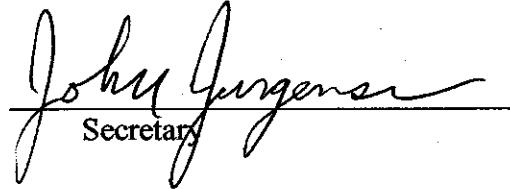
New Business

Manager Much reported that he has received and denied a grievance from one of the union Local 1541 employees of the Commission. It is concerning a reprimand that was given to a union Local 1541 Commission employee. The grievance is requesting to have this reprimand removed from his personnel file. The next step in the grievance procedure will be for the grievance to be presented to the Commission for their action.

Moved by Commissioner R. Zielinski, seconded by Commissioner R. Handevitd to adjourn the meeting. All present voting aye; nays, none. Meeting adjourned at 7:45 a.m.



 President



 Secretary

NEENAH-MENASHA SEWERAGE COMMISSION

Public Hearing & Regular Meeting Tuesday September 24, 2002

Meeting called to order by Commission President W. Zielinski at 8:00 a.m.

Present: Commissioners R. Zielinski, J. Jurgenson, W. Zielinski, W. Helein, D. Siebers, G. Cowling; Manager Much, Accountant Voigt.

Absent: Commissioner R. Handevitd.

Also Present: Paul Much (MCO).

President W. Zielinski opened the Public Hearing to receive comments on the proposed 2003 NMSC Budget.

Hearing no questions or comments on the proposed 2003 NMSC Budget, moved by Commissioner D. Siebers, seconded by Commissioner J. Jurgenson to adjourn the Public Hearing. Motion carried unanimously.

Moved by Commissioner D. Siebers, seconded by Commissioner R. Zielinski to reconvene into Regular Open Session. Motion carried unanimously.

Moved by Commissioner D. Siebers, seconded by Commissioner J. Jurgenson to approve the minutes of the Regular Meeting of August 27, 2002, the minutes of the Executive Closed Session of August 27, 2002 and the minutes for the Special Meeting of September 10, 2002. Motion carried unanimously.

Correspondence

The following correspondence was discussed:

- A. September 4, 2002 letter from Mr. Mulazim Nasir, DNR to Mr. William Zielinski, NMSC President.
 RE: Approval of plans and specifications for second high strength waste receiving station.
- B. September 11, 2002 letter from Mr. Randall Much, NMSC to Mr. Stanley Martenson, Martenson & Eisele, Inc.
 RE: Conditional approval of Woodland Road Sanitary Sewer Extension.
- C. September 13, 2002 letter from Ms. Rose Marie Lewis, UW-Fox Valley to Mr. Randall Much, NMSC
 RE: Disposal of chemical laboratory wastes.
- D. September 18, 2002 letter from Mr. Randall Much, NMSC to Ms. Rose Marie Lewis, UW-Fox Valley.
 RE: Response to request for disposal of chemical laboratory wastes.

Budget, Finance, Personnel

Accountant Voigt presented to the Commission the financial statements for August 2002. Thru August the NMSC is showing approximately a \$51,000 loss in its operations budget. Moved by Commissioner R. Zielinski, seconded by Commissioner J. Jurgenson to accept the financial statements for the month of August 2002 and place them on file. Motion carried unanimously.

Accountant Voigt presented MCO invoice #7981 in the amount of \$60,839.56 for the month of October 2002. Moved by Commissioner D. Siebers, seconded by Commissioner W. Helein to approve MCO invoice #7981 in the amount of \$60,839.56 for the month of October 2002 and to pay the invoice after October 1. Motion carried unanimously.

Accountant Voigt presented the Accountants Report for the month of August 2002. The interest rates earned at the State Investment Pool and on the Certificate of Deposits have remained steady. Moved by Commissioner R. Zielinski, seconded by Commissioner W. Helein to accept the Accountants Report as presented for the month of August 2002. Motion carried unanimously.

Accountant Voigt presented the payback check for income generated to the NMSC by MCO.

Accountant Voigt discussed with the Commission the proposed Operations, Maintenance, Replacement, and Depreciation rates for November and December 2002. Based on the original budget, the flow and BOD pounds received at the NMSC have been less than estimated. This has accounted for the operating loss reported on the financial statements. It is recommended to increase the flow rates from \$124.15/million gallons to \$145.00/million gallons, and to increase the BOD rates from \$0.1784/pound to \$0.1850/pound. With these two adjustments, the estimated revenue is expected to increase \$8,000 per month. Moved by Commissioner D. Siebers, seconded by Commissioner W. Helein to approve the recommended changes in the flow and BOD rates for the 4th quarter 2002 and to incorporate these rates for the November and December billings. Motion carried unanimously.

Accountant Voigt presented to the Commission the following invoices received from McMahon Associates, Inc.:

#10797	\$1,238.15	High Strength Receiving Station #2.
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Motion by Commissioner R. Zielinski, seconded by Commissioner J. Jurgenson to approve and issue payment to McMahon Associates, Inc. for invoice #10797. Motion carried unanimously.

Accountant Voigt presented to the Commission the summary of engineering costs associated with the plant upgrade and other current projects.

Accountant Voigt discussed with the Commission the Special Meetings that were held in August and September at the request of engineering firms to approve sewer extension requests. In both instances, the engineering firms requested to be charged for the cost to hold the Special Meetings. They were billed the costs to hold these meetings and the bills ranged from about \$300 to about \$400. The difference resulted mainly in the number of Commissioners that attended the Special Meeting. Discussion followed on whether the Commission should set a flat fee to be charged if a special meeting is requested or should the Commission continue to bill out as we have now done the last two months. Accountant Voigt discussed this issue with Attorney Gunz and his response was that it is not illegal to charge but he felt it could at some point cause some political problems with the contract users. He also suggested that if you would go to a flat fee that a policy should be established as what to charge and to whom. This fee should also be collected in advance to alleviate any problems in trying to collect after the fact. The Commission further discussed who should be charged this fee, if it should apply to any requests, including the contracting users of the Commission, or should it apply to only outside interests, those who are not a contracted user of the Commission. After discussion, moved by Commissioner J. Jurgenson, seconded by Commissioner D. Siebers to charge a prepaid flat fee of \$400 to outside interests who request the Commission to hold a Special Meeting on their behalf, unless the fee is waived by the Commission. Motion carried unanimously.

Accountant Voigt presented the proposed 2003 NMSC Budget. After discussion, motion by Commissioner D. Siebers, seconded by Commissioner G. Cowling to approve the 2003 NMSC Budget as presented. Motion carried unanimously.

Accountant Voigt informed the Commission that the previous agent from the McClone Agency who handled the Commission insurance contacted him to request to provide insurance quotes for the Commission for 2003. The agent now works for Diversified Insurance Services in Oshkosh and they have access to more insurance companies for quotes than what the McClone Agency can offer. Information on our current coverages and policies was provided and they will be supplying us with a competing quote this year.

Operations, Engineering, Planning

Manager Much reported that there are no construction activities to be reported on at the treatment plant at this time.

Manager Much presented and discussed the operating report for the month of August. Only one load per day of high strength waste is being accepted. The one gas engine is repaired and placed back in operation. The solids received from Menasha are fluctuating. The electrical charges have increased the past several months. This is related to increased Power Cost Adjustment charges from Menasha Utilities and from the gas engines being down for repair resulting in using the electric motors to run the blowers. Moved by Commissioner W. Helein, seconded by Commissioner J. Jurgenson to approve the operating report for the month of August 2002 and to place the report on file. Motion carried unanimously.

Manager Much presented a sewer extension request for Bridgewood Condominiums located in the City of Neenah. Moved by Commissioner J. Jurgenson, seconded by Commissioner R. Zielinski to approve the sewer extension request for Bridgewood Condominiums located in the City of Neenah. Motion carried unanimously.

Manager Much reminded the Commission of the grievance that he received and denied from one of the Union employees. Manager Much is still waiting to hear if the Union will present the grievance to the Commission for their action.

Old Business

Manager Much reported that we are currently receiving one load per day of high strength waste and we have received interest from Galloway Company to also bring in a load of their waste. This will be blended with our current waste that is accepted to see if the quality of the methane gas being produced will increase.

Moved by Commissioner R. Zielinski, seconded by Commissioner W. Helein, to approve Operating Fund Vouchers #124526 thru #124596 in the amount of \$202,654.02 and Payroll Vouchers #20101 thru #20115 in the amount of \$12,816.46 for the month of August 2002. Motion carried unanimously.

Moved by Commissioner J. Jurgenson, seconded by Commissioner W. Helein to adjourn the meeting. All present voting aye; nays, none. Meeting adjourned at 9:00 a.m.

President

William J. Zielinski

Secretary

John Jurgenson

NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting **Tuesday October 22, 2002**

Meeting called to order by Commission President W. Zielinski at 8:00 a.m.

Present: Commissioners R. Zielinski, J. Jurgenson, W. Zielinski, W. Helein, D. Siebers, G. Cowling; Manager Much, Accountant Voigt.

Absent: Commissioner R. Handevitd.

Moved by Commissioner R. Zielinski, seconded by Commissioner J. Jurgenson to approve the minutes of the Public Hearing & Regular Meeting of September 24, 2002. Motion carried unanimously.

Correspondence

There was no correspondence for discussion.

Budget, Finance, Personnel

Accountant Voigt presented to the Commission the financial statements for September 2002. Moved by Commissioner J. Jurgenson, seconded by Commissioner W. Helein to accept the financial statements for the month of September 2002 and place them on file. Motion carried unanimously.

Accountant Voigt presented MCO invoice #8087 in the amount of \$60,839.56 for the month of November 2002. Moved by Commissioner D. Siebers, seconded by Commissioner J. Jurgenson to approve MCO invoice #8087 in the amount of \$60,839.56 for the month of November 2002 and to pay the invoice after November 1. Motion carried unanimously.

Accountant Voigt presented the Accountants Report and Investment Report for the month of September 2002. The interest rates earned at the State Investment Pool and on the Certificate of Deposits have remained steady. Commissioner R. Zielinski noted a \$1,000 discrepancy between the Accountants Report and the Investment Report in reporting the value in the State Pool. Accountant Voigt will make

the correction to the report. Moved by Commissioner J. Jurgenson, seconded by Commissioner R. Zielinski to accept the Accountants Report as corrected for the month of September 2002. Motion carried unanimously.

Accountant Voigt presented the payback check for income generated to the NMSC by MCO.

Accountant Voigt discussed with the Commission the proposed Operations, Maintenance, Replacement, and Depreciation rates for the 1st quarter 2003. The rates for the 1st quarter 2003 are based on the approved 2003 budget. These rates are: Flow - \$134.53 per million gallons; BOD - \$0.1852 per pound; S.S. - \$0.0804 per pound. Moved by Commissioner W. Helein, seconded by Commissioner R. Zielinski to approve the 1st quarter 2003 rates as based from the approved 2003 budget. Motion carried unanimously.

Accountant Voigt presented to the Commission the following invoice received from McMahon Associates, Inc.:

#11245	\$1,256.32	Electrical Generator Design.
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Discussion on the invoice questioned if the generator design was for the currently installed generator or for the second generator that is to be installed. Moved by Commissioner J. Jurgenson, seconded by Commissioner D. Siebers to hold payment on McMahon Associates, Inc. invoice #11245 until more information is obtained regarding this invoice. Motion carried unanimously.

Accountant Voigt presented to the Commission the summary of engineering costs associated with the plant upgrade and other current projects. If McMahon Associates invoice #11245 is for work on the second electric generator, then a new column should be added to this report to track these costs.

Accountant Voigt reported to the Commission that he had a phone conversation with Mr. Raymond Osness of Griffin, Kubik, Stephen & Thompson on Monday. The discussion centered around the status of Gilbert Paper Company and also the status of calculating if it would be worthwhile to consider doing the advance refunding of our current bond issue and bond anticipation note. Mr. Osness indicated he would likely have more information for the Commission at the December Commission meeting.

Operations, Engineering, Planning

Manager Much presented and discussed the operating report for the month of September. The loadings from the Town of Menasha Utility District dropped in April and have remained at this lower volume. Manager Much also reported that we have some problems with snails growing in the aeration tanks. A large mass of these snails died and floated into the final clarifiers. These snails eventually were collected as part of the final effluent sample and the test results produced erroneous results in our effluent testing. The Commissioners discussed the current sampling of the influent samples and the billings to the contracted users. During this discussion it was suggested that maybe the Commission should only be responsible to meter, collect, and test the samples for Neenah and Menasha here at the wastewater treatment plant and to issue our billings to the cities of Neenah and Menasha, and the cities of Neenah and Menasha would be responsible for metering, testing, and billing the other users to the system. Other discussion centered on the Commission contracting out the metering, collection and testing of the influent samples by an independent third party who would then report the results to the Commission for billing to the contracted users. Commissioner R. Zielinski requested to have this subject put on the agenda for the November 26 meeting and to have Attorney Gunz provide input to the Commission for guidance in this matter. Moved by Commissioner J. Jurgenson, seconded by Commissioner R. Zielinski to approve the operating report for the month of September 2002 and to place the report on file. Motion carried unanimously.

Manager Much presented a sewer extension request for Walker Subdivision located in the City of Menasha, Waverly Sanitary District. Moved by Commissioner J. Jurgenson, seconded by Commissioner G. Cowling to approve the sewer extension request for Walker Subdivision located in the City of Menasha, Waverly Sanitary District. Motion carried unanimously.

Manager Much presented and discussed the request to accept regeneration wastewater from the Town of Holland Sanitary District ion-exchanging softener. Manager Much reported that this wastewater is high in chlorides and high in radium and the Town of Holland does not have the capacity to discharge waste with these levels of chloride and radium. The regeneration wastewater would be hauled to our facility 2 - 3 times per week. The Neenah-Menasha treatment plant would be able to accept this waste without violating our permit. After discussion, moved by Commissioner J. Jurgenson, seconded by Commissioner R. Zielinski to accept the regeneration wastewater from the Town of Holland Sanitary District with a minimum charge of \$100 per load and with the stipulation that the NMSC could stop acceptance of the regeneration wastewater at any time if it is determined that this wastewater is detrimental to our treatment process. Motion carried unanimously.

The Commission discussed the request to add a voice mail package to the current phone system. This would involve updating the current computer module that is running the phone system and then adding

the voice mail module to the new computer module. The installed cost for this equipment is \$1,898.37. A price was also obtained to replace the existing phone system with a new phone system with voice mail. This price came to \$10,350. After discussion, moved by Commissioner J. Jurgenson, seconded by Commissioner D. Siebers to authorize the purchase and installation of the voice mail package to the Commission phone system at a cost of \$1,898.37. Motion carried unanimously.

Old Business

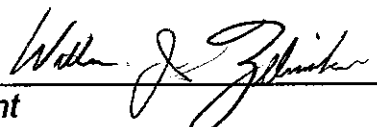
Manager Much reported that Weyauwega Milk Products has discontinued delivery of their high strength waste to the Neenah-Menasha wastewater treatment plant. Due to changes at Weyauwega Milk Products, it was no longer cost effective for them to deliver the waste to our facility. Galloway Company is now bringing their high strength waste to the facility. Anchor Foods has also expressed an interest in bringing waste to our facility as well as the dairy in Appleton. The gas production will continue to be monitored to see the effects of changing to the high strength from Galloway Company.

Manager Much reported that a meeting is set for early November to meet with representatives from Sonoco/U.S. Mills to discuss the proposed changes to the Industrial Contract with their firm.

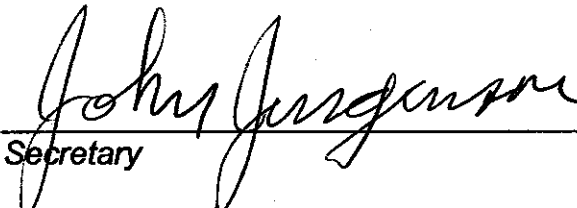
Commissioner J. Jurgenson requested to be excused from the meeting. The request was granted.

Moved by Commissioner R. Zielinski, seconded by Commissioner W. Helein, to approve Operating Fund Vouchers #124597 thru #124651 in the amount of \$161,556.71 and Payroll Vouchers #20116 thru #20132 in the amount of \$9,081.49 for the month of September 2002. Motion carried unanimously.

Moved by Commissioner W. Helein, seconded by Commissioner D. Siebers to adjourn the meeting. All present voting aye; nays, none. Meeting adjourned at 8:55 a.m.



President



Secretary

NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting Tuesday November 26, 2002

Meeting called to order by Commission President W. Zielinski at 8:00 a.m.

Present: Commissioners R. Zielinski, J. Jurgenson, R. Handevit, W. Zielinski, W. Helein, D. Siebers, G. Cowling; Manager Much, Attorney Jim Gunz, Accountant Voigt.

Also Present: Raymond Osness (Griffin, Kubik Stephens & Thompson)

Moved by Commissioner J. Jurgenson, seconded by Commissioner D. Siebers to approve the minutes of the Regular Meeting of October 22, 2002. Motion carried unanimously.

Correspondence

There was no correspondence for discussion.

Budget, Finance, Personnel

Accountant Voigt presented to the Commission the financial statements for October 2002. Moved by Commissioner J. Jurgenson, seconded by Commissioner R. Handevit to accept the financial statements for the month of October 2002 and place them on file. Motion carried unanimously.

Accountant Voigt presented MCO invoice #8122 in the amount of \$61,329.56 for the month of December 2002. Moved by Commissioner D. Siebers, seconded by Commissioner R. Handevit to approve MCO invoice #8122 in the amount of \$61,329.56 for the month of December 2002 and to pay the invoice after December 1. Motion carried unanimously.

Accountant Voigt presented the Accountants Report for the month of October 2002. The interest rates earned at the State Investment Pool and on the Certificate of Deposits have remained steady. Moved

by Commissioner J. Jurgenson, seconded by Commissioner R. Zielinski to accept the Accountants Report for the month of October 2002. Motion carried unanimously.

Accountant Voigt presented the payback check for income generated to the NMSC by MCO.

Accountant Voigt presented and discussed the snowplowing contract for 2002 – 2003 with Leo Weber. There will be no changes in the fees being charged. Leo did indicate this would be the last year for him to plow snow. He purchased a new residence near Black Creek and he will not be providing this service. We will talk to Leo to see if he has any recommendations for someone to replace him next year. Moved by Commissioner J. Jurgenson, seconded by Commissioner G. Cowling to approve the snowplowing contract for 2002 – 2003 with Leo Weber. Motion carried unanimously.

Manager Much discussed with the Commission the contract increase for MCO services for 2003. The current contract limits the increase to the CPI. From 1990 – 1993 MCO did not request the full CPI increase. During these years the amount requested totaled 3.3% less than the CPI. For 2003, the CPI increase is 1.5%. MCO is requesting to be able to increase the 2003 contract by 3%, or 1.5% more than what is allowed. The Commission requested to have a written request brought to the December meeting for their consideration.

Mr. Raymond Osness addressed the Commission regarding the advance refunding of the 1993 Refunding Revenue Bonds. In calculating the savings by refinancing, the Commission can save \$57,965 based on the rates that are available today. The last time this was calculated was in August 2001 and the Commission would have saved approximately \$10,000. At this time Mr. Osness recommends that the Commission should consider advance refunding the current 1993 Refunding Revenue Bonds. In conjunction with this advance refunding, the Commission will also modify its Bond Ordinance to change the covenant limiting the Commission to \$6,000,000 debt. This covenant will need to be changed to allow the Commission to refinance the 2000 Bond Anticipation Notes. The timetable to accomplish the advance refunding will start today by approving the report from Griffin, Kubik, Stephens & Thompson (GKS&T), and should conclude by February 11, 2003 with the closing. The Commission questioned the meaning of the ratings issued by Moody's and how it impacts the Commission and their rates. Moody's rates the Commission A-3, which is in the upper medium investment grade. The best rating is A-1; the Commission is two notches below this rating. This is somewhat controlled also by the ratings of the communities that make up the Commission. In order to obtain the better rating, and to obtain lower interest rates, municipal bond insurance is also purchased. GKS&T also will sell the Commission bonds as a negotiated sale, being first offered to Neenah-Menasha area banks, then nationally. Moved by Commissioner J. Jurgenson, seconded by Commissioner R. Zielinski to approve the report as presented by Mr. Raymond Osness of Griffin, Kubik, Stephens & Thompson and to proceed with the advance refunding of the 1993 Refunding Bond Issue. Motion carried unanimously.

Mr. Osness requested to bring another matter before the Commission related to the unfunded actuarial accrued liability with the State of Wisconsin Retirement System. Currently the balance of this liability with the state is \$139,009. This was established by the State with changes that were made to the State pension fund. This was originally calculated for the Commission when the Commission had a much larger employee base. Now that the employee base is much smaller, the unfunded actuarial accrued liability has been increasing and by the year 2029 is projected to be at least \$872,000. The Commission may at any time pay off this liability. The current balance of \$139,009 will need to be paid by January 31, 2003 to avoid any further finance charges. The City of Neenah paid off this liability several years ago, and the City of Menasha is looking at this issue also. Mr. Osness has no recommendation as to a course of action, but he is bringing it to your attention. The Commission discussed this issue indicating it may be of interest to pay this liability. Accountant Voigt indicated that this liability is reported in the annual audit. The Commission instructed to have this item included on the agenda for the December meeting.

Accountant Voigt presented to the Commission the report showing the history of the rates charged to the contract users. This item was not included in November when the 1st quarter rates were approved. Moved by Commissioner J. Jurgenson, seconded by Commissioner R. Handevitd to accept the report and place it on file. Motion carried unanimously.

Attorney Gunz addressed the Commission regarding a policy for allowing employees to return to work following an injury. The Commission currently has an employee that has been off work due to an injury sustained (it is not an on-the-job injury). The Commission will need to rely on medical information provided them by his doctor. Manager Much is to provide the employees doctor with the employees job duties and then let the doctor indicated if the employee is physically able to perform these functions.

Accountant Voigt presented to the Commission the following invoice received from McMahon Associates, Inc.:

#11245	\$1,256.32	Electrical Generator Design.
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A memo explaining the purpose for these charges as requested accompanied this invoice. This was for work completed in January but was not entered into their (McMahon Assoc) computer system until

August. The Commission discussed the late billing for this item and whether it should be honored for payment. After discussion, moved by Commissioner R. Handevitd, seconded by Commissioner D. Siebers to approve payment on McMahon Associates, Inc. invoice #11245 and to send a note with the payment explaining that in the future the Commission expects any billings received are to be timely or they will not be honored for payment. Voting aye: Commissioners R. Zielinski, D. Siebers, and R. Handevitd. Voting nay: Commissioners G. Cowling, W. Helein, and J. Jurgenson. Vote is a tie, Commission President voting aye to break the tie vote. Motion carried 4-3.

Accountant Voigt presented to the Commission the summary of engineering costs associated with the plant upgrade and other current projects.

Operations, Engineering, Planning

Manager Much presented and discussed the operating report for the month of October. High strength waste is being received from Galloway Company and Anchor Foods. Methane gas quality seems to have improved over the high strength waste material that was being received from Weyauwega Milk Products. Further consideration of installing the second tank for high strength will be reviewed in the spring. Moved by Commissioner R. Zielinski, seconded by Commissioner R. Handevitd to approve the operating report for the month of October 2002 and to place the report on file. Motion carried unanimously.

Manager Much presented a sewer extension request for the Nature Trail Subdivision Phase 2 located in the City of Neenah. Moved by Commissioner D. Siebers, seconded by Commissioner W. Helein to approve the sewer extension request for the Nature Trail Subdivision Phase 2 located in the City of Neenah. Motion carried unanimously.

Manager Much presented a sewer extension request for the Bridgewood Hotel complex located in the City of Neenah. Moved by Commissioner D. Siebers, seconded by Commissioner W. Helein to approve the sewer extension request for the Bridgewood Hotel complex located in the City of Neenah. Motion carried unanimously.

Manager Much presented a sewer extension request for Lake Park Road located in the Town of Harrison, Waverly Sanitary District. Moved by Commissioner D. Siebers, seconded by Commissioner W. Helein to approve the sewer extension request for Lake Park Road located in the Town of Harrison, Waverly Sanitary District. Motion carried unanimously.

Manager Much presented a sewer extension request for the Woodland Trails Subdivision located in the Town of Harrison, Waverly Sanitary District. Commissioner W. Helein indicated that the Waverly Sanitary District has not yet approved this. Moved by Commissioner D. Siebers, seconded by Commissioner W. Helein to contingently approve the sewer extension request for the Woodland Trails Subdivision located in the Town of Harrison, Waverly Sanitary District upon approval from the Waverly Sanitary District. Motion carried unanimously.

Attorney Gunz discussed with the Commission their procedure for the collection, testing and billing of loadings received by the NMSC. Further discussion ensued concerning the outside testing being done at the Commission's Ninth Street metering station. It was indicated that there would be interest in seeing the comparison of the numbers between what the Commission generates and what was collected by the firm testing the Ninth Street metering station. Manager Much was instructed to request from Mayor Laux a copy of the testing results that were performed at the Ninth Street metering station.

Old Business

The issue of the high strength waste was discussed during the operations report.

Manager Much reported that a phone meeting was held with Sonoco/U.S. Mills attorney to discuss the proposed changes to the Industrial Contract with their firm. Attorney Gunz indicated he also had some discussions with the attorney. So far there is minimal progress in working out the details for a new Industrial Contract.

New Business

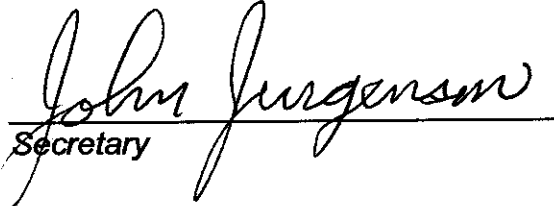
Attorney Gunz indicated he would contact Ted Bauer, the former City of Neenah finance director concerning the unfunded liability issue discussed earlier with Raymond Osness. Mr. Bauer is on the executive committee with the State Retirement System.

President W. Zielinski indicated that the next scheduled meeting for the Commission would be on December 24. After discussion, moved by Commissioner D. Siebers, seconded by Commissioner R. Handevitd to change the meeting date in December to December 17, 2002 at 8:00 am. Motion carried unanimously.

Moved by Commissioner R. Handevidt, seconded by Commissioner W. Helein, to approve Operating Fund Vouchers #124652 thru #124702 in the amount of \$227,929.81 and Payroll Vouchers #20133 thru #20142 in the amount of \$7,712.43 for the month of October 2002. Motion carried unanimously.

Moved by Commissioner R. Handevidt, seconded by Commissioner W. Helein to adjourn the meeting. All present voting aye; nays, none. Meeting adjourned at 10:22 a.m.


President


Secretary

NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting Tuesday December 17, 2002

Meeting called to order by Commission President W. Zielinski at 8:00 a.m.

Present: Commissioners R. Zielinski, J. Jurgenson, R. Handevidt, W. Zielinski, W. Helein, D. Siebers, G. Cowling; Manager Much, Accountant Voigt.

Also Present: Christopher Reichelt (McClone Agency), Teri Marx (Diversified Ins. Services), Paul Much (MCO).

Moved by Commissioner R. Handevidt, seconded by Commissioner R. Zielinski to approve the minutes of the Regular Meeting of November 26, 2002. Motion carried unanimously.

Correspondence

The following correspondence was discussed:

- A. November 26, 2002 letter to Mayor Joe Laux, City of Menasha, from Randall Much, NMSC.
RE: Request for evaluation of 9th Street metering station.
- B. November 26, 2002 memo to Richard Panke, NMSC employee, from Randall Much, NMSC.
RE: Request for written doctor evaluation.
- C. November 26, 2002 letter to Mr. Tom Vik, McMahon Associates, Inc., from Randall Much, NMSC.
RE: Future invoices to include current billable items.
- D. Letter to Randall Much, NMSC, from the U.S. E.P.A.
RE: Request for email contact for notification to share advisory information.

Budget, Finance, Personnel

Accountant Voigt presented to the Commission the financial statements for November 2002. Moved by Commissioner J. Jurgenson, seconded by Commissioner R. Zielinski to accept the financial statements for the month of November 2002 and place them on file. Motion carried unanimously.

Accountant Voigt presented the quotes received from two insurance agencies for property and liability insurance coverages for the NMSC for calendar year 2003. The Commission discussed the premiums and the deductible differences between the two quotes. With the differences in the deductibles for the quoted renewals, the Commissioners discussed having an independent firm review the coverages and recommend what coverages the Commission should have. Both firms that quoted the renewal insurance indicated that that is part of the fee you pay your agent and they would be willing to review this with a committee set up by the Commission. After discussion, moved by Commissioner R. Zielinski, seconded by Commissioner W. Helein to renew the Commission insurance policies thru the McClone Agency. Voting aye: Commissioners G. Cowling, W. Helein, R. Zielinski, J. Jurgenson, D. Siebers. Commissioner R. Handevidt abstained.

The Commissioners further discussed hiring an independent firm to review our policies and to recommend insurance levels and deductible levels the Commission should carry. After discussion, moved by Commissioner J. Jurgenson, seconded by Commissioner R. Zielinski to have an independent evaluation of the Commission property and liability insurance to review and recommend levels of coverage that should be carried by the Commission. This review should be completed by mid-year 2003. Motion carried unanimously.

Teri Marx from Diversified Insurance Services mentioned to the Commission that President Bush signed the Terrorism Reform Act and the Commission should be aware of any consequences that this will have on our insurance policies regarding the coverage of terrorist activities.

Manager Much presented and discussed with the Commission the letter from MCO regarding the contract increase for 2003. This was previously discussed at the November Commission meeting. After discussion, moved by Commissioner J. Jurgenson, seconded by Commissioner G. Cowling to approve the contract increase with MCO as requested. Motion carried unanimously.

Accountant Voigt presented MCO invoice #8194 in the amount of \$62,768.77 for the month of January 2003. Moved by Commissioner R. Zielinski, seconded by Commissioner W. Helein to approve MCO invoice #8194 in the amount of \$62,768.77 for the month of January 2003 and to pay the invoice after January 1. Motion carried unanimously.

Accountant Voigt presented the Accountants Report for the month of November 2002. The interest rates earned at the State Investment Pool and on the Certificate of Deposits have dropped slightly. Commissioner D. Siebers suggested talking with the investment department at Prospera Credit Union to see what they could suggest to help improve the return on the Commission investments. Moved by Commissioner R. Handevit, seconded by Commissioner J. Jurgenson to accept the Accountants Report for the month of November 2002. Motion carried unanimously.

Accountant Voigt presented the payback check for income generated to the NMSC by MCO.

Accountant Voigt presented and discussed his memo regarding the need to approve the changes to the NMSC Section 125 Cafeteria Plan. Federal regulations have changed and the changes that are in the Section 125 Cafeteria Plan need to be approved for the plan to remain current and to meet current laws for Section 125 Cafeteria Plans. This plan is required under the labor agreement and is used for withholding employee wages as tax exempt from federal income taxes to pay for the employee's portion toward their health insurance premiums. After discussion, moved by Commissioner R. Zielinski, seconded by Commissioner D. Siebers to approve Resolution 2002-2 authorizing the amendment and restatement of the NMSC Section 125 Cafeteria Plan effective January 1, 2002 as presented. Motion carried unanimously.

The Commission discussed the NMSC unfunded actuarial accrued liability with the State of Wisconsin Retirement Plan. The current liability is \$139,009 and will increase to over \$800,000 by the year 2029. Manager Much reported that he talked with Commission Attorney Gunz on this issue. Attorney Gunz talked with former Neenah Finance Director Ted Bauer regarding this issue and he did not see the state taking any actions in the near future in removing this liability. After discussion, moved by Commissioner J. Jurgenson, seconded by Commissioner R. Handevit to use funds in the Depreciation Fund to pay off the balance of the unfunded actuarial accrued liability with the State of Wisconsin Retirement Fund before January 31, 2003. Motion carried unanimously.

Accountant Voigt reported that he talked with Mr. Raymond Osness regarding the refinancing of the Commission bonds. Mr. Osness reported that everything is currently on schedule and the rates have not fluctuated from what was reported in November. The Commission requested to keep this item on the agenda for January.

Operations, Engineering, Planning

Manager Much presented and discussed the operating report for the month of November. Currently the plant is operating well. Commissioner D. Siebers pointed out that he noticed that the influent flows have been reducing. Moved by Commissioner J. Jurgenson, seconded by Commissioner W. Helein to approve the operating report for the month of November 2002 and to place the report on file. Motion carried unanimously.

Manager Much presented a sewer extension request for Woodland Hills Subdivision located in the City of Menasha, Waverly Sanitary District. Moved by Commissioner D. Siebers, seconded by Commissioner J. Jurgenson to approve the sewer extension request for Woodland Hills Subdivision located in the City of Menasha, Waverly Sanitary District. Motion carried unanimously.

Manager Much reported to the Commission that he received the results from the City of Menasha and their monitoring of the NMSC 9th Street metering station. The results from the City of Menasha were 30% - 50% higher in BOD and Suspended Solids loadings and 5% - 8% higher in flows. The BOD and solids loadings may be attributed to the difference in the placement of the collection tube in the

interceptor. Manager Much is to contact Mayor Laux to discuss the discrepancies and work out how this issue should be resolved. This item is also to be put back on the agenda for the January meeting.

Old Business

Manager Much reported that currently there is approximately 5,000 gallons per day of high strength waste being delivered from two sources – Galloway Company and Anchor Foods. The Commission requested to have a report presented monthly showing who is bringing in high strength wastes and what kind of methane gas production is being attained from the waste.

Manager Much reported that there has been one more contact via email with Sonoco. We are now waiting for further contact from them in continuing the contract negotiations.

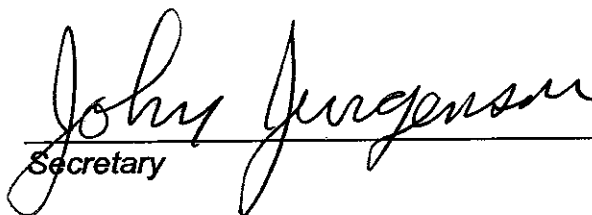
Moved by Commissioner R. Zielinski, seconded by Commissioner W. Helein, to approve Operating Fund Vouchers #124703 thru #124763 in the amount of \$183,934.15 and Payroll Vouchers #20143 thru #20152 in the amount of \$8,236.68 for the month of November 2002. Motion carried unanimously.

Moved by Commissioner R. Handevitd, seconded by Commissioner D. Siebers to adjourn the meeting. All present voting aye; nays, none. Meeting adjourned at 9:20 a.m.

President



Secretary



NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting **Tuesday January 28, 2003**

Meeting called to order by Commission President W. Zielinski at 8:00 a.m.

Present: Commissioners R. Zielinski, J. Jurgenson, R. Handevitd, W. Zielinski, W. Helein, D. Siebers; Manager Much; Attorney Gunz, Accountant Voigt.

Absent: Commissioner G. Cowling.

Also Present: Raymond Osness (GKS&T), Jim Peichl (MCO), Paul Much (MCO), Ron Bunkert and Richard Panke (NMSC employees, AFSCME Local 1541).

Moved by Commissioner J. Jurgenson, seconded by Commissioner D. Siebers to approve the minutes of the Regular Meeting of December 17, 2002. Motion carried unanimously.

Correspondence

The following correspondence was discussed:

- A. January 22, 2003 e-mail received from Moody's Investors Service to Roger Voigt, NMSC Accountant.
RE: Commission Bond rating remains unchanged at A3.
- B. City of Menasha Common Council minutes of January 6, 2003 (page 3).
RE: Re-appointment of Dale Siebers as Commissioner to the NMSC.

Budget, Finance, Personnel

Commission President W. Zielinski proceeded to agenda item B. Refinancing of 1993 Bonds to accommodate those in attendance.