

Motion made by Commissioner R. Zielinski, seconded by Commissioner G. Cowling to approve the minutes of the Regular Meeting of November 22, 2005. Motion carried unanimously.

**Correspondence**

The following correspondence was discussed.

- C. November 21, 2005 letter from Mr. Randall Much, NMSC to Mr. James Savinski, DNR.  
RE: Results of outfall investigation.

**Budget, Finance, Personnel**

Ms. Teri Marx from Diversified Insurance Services presented and discussed the renewal rates received for the Commission property and liability coverages. Insurance rates are currently steady and this is reflected in the renewal rates received. Teri briefly reviewed the coverages with the Commissioners. The coverage for terrorism was questioned; it was explained that the terrorism coverage was for foreign based or funded terrorism only and does not include any form of domestic based or funded terrorism. The Commission total limit of liability is at \$3,000,000. After discussion, motion made by Commissioner J. Jurgenson, seconded by Commissioner R. Zielinski to approve the renewal of the property and liability insurances as presented. Motion carried unanimously. Motion made by Commissioner R. Zielinski, seconded by Commissioner D. Siebers to include the terrorism coverage on the insurance policies. Motion carried unanimously.

Accountant Voigt presented a dividend check received from the workers compensation insurance carrier for the 2004 policy year. The Commission worker compensation premium for 2005 will be very close to the \$5,000 premium limit to qualify for the dividend plan offered by the workers compensation insurance carrier. The Commission will no longer qualify for the dividend plan in 2006 due to the premium paid by the Commission will be under the \$5,000 level.

Accountant Voigt presented to the Commission the unaudited financial statements for November 2005. The O&M is at a deficit; the 4<sup>th</sup> quarter rates for O&M were not able to offset the shortfall. The deficit was created from two items; 1) lower than anticipated loadings from the users, and 2) higher electric and natural gas usage due to loss of methane gas use and its income generated under the Green Power program. Moved by Commissioner D. Siebers, seconded by Commissioner J. Jurgenson to accept the unaudited financial statements for the month of November 2005 and place them on file. Motion carried unanimously.

Manager Much discussed with the Commission the MCO contract adjustment for 2006. The CPI-U increased 4.7% over the previous year. MCO feels this increase would be excessive and is requesting an increase of 3.5%. The base contract for 2006 will be \$930,732 based on the 3.5% increase over the 2005 contract. Motion made by Commissioner J. Jurgenson, seconded by Commissioner D. Siebers to accept the 2006 contract increase for the contract with MCO as presented. Motion carried unanimously.

Accountant Voigt presented MCO invoice #10531 in the amount of \$91,138.17 for the month of January 2006. This invoice includes the contract increase. Motion made by Commissioner D. Siebers, seconded by Commissioner R. Zielinski to approve MCO invoice #10531 in the amount of \$91,138.17 for the month of January 2006 and to pay the invoice after January 1. Motion carried unanimously.

Accountant Voigt presented the Accountants Report for the month of November 2005. The short-term rates earned on our deposits continue to increase; some rates are slightly over 4%. The semi-annual bond payment was made on December 1. Motion made by Commissioner J. Jurgenson, seconded by Commissioner R. Zielinski to accept the Accountants Report for the month of November 2005. Motion carried unanimously.

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

Accountant Voigt reported no Certificate for Payments were received for the construction projects.

Accountant Voigt presented the following invoices from McMahon Associates for payment:

#28401	Digester Gas Mixing System—Construction	\$1,402.46
#28411	Heating System - Design	\$5,283.98
#28412	Heating System – Bidding	\$ 134.37
#28413	Heating System – Construction	\$ 291.75

Motion made by Commissioner J. Jurgenson, seconded by Commissioner G. Cowling to approve for payment invoices #28401, #28411, #28412 and #28413 to McMahon Associates. Motion carried unanimously.

**Operations, Engineering, Planning**

Manager Much presented and discussed the operating report for the month of November 2005. The plant has been operating well; an MCO employee is retiring the end of December and his replacement has been hired and training/working here since September. Rob Franck (MCO) updated the Commissioners on the engine/generator installation. The unit is wired and we are waiting for a chip to be installed. Motion made by Commissioner D. Siebers, seconded by Commissioner J. Jurgenson to approve the operating report for the month of November 2005 and to place the report on file. Motion carried unanimously.

Chad Olsen updated the Commission on the digester heating system. The shop drawings have been received; Balco has been on-site and are running piping. They are currently on schedule with the project.

Chad Olsen updated the Commission on the Digester Mixing System modifications. Startup was on December 6; Lee's Contracting has a punch list of items remaining to be completed. The letter extending the warranty on the bearings and to complete the painting on the mixers from EIMCO has been received. The letter offered to: 1) Lift the mixers to remove rust and/or scale and paint the threaded connections on the centering device tie rods, and 2) to extend the standard warranty on the lower seals and bearings from 1 year to 2 years from startup. The terms were what the Commission had discussed with Don Voigt of Energenecs at the November meeting. Motion by Commissioner J. Jurgenson, seconded by Commissioner R. Zielinski to accept the EIMCO letter agreement. Motion carried unanimously.

Manager Much presented a sewer extension request from Davel Engineering for Airport Grove located in the Town of Menasha Utility District. After discussion, motion made by Commissioner J. Jurgenson, seconded by Commissioner G. Cowling to approve the sewer extension request for Airport Grove located in the Town of Menasha Utility District contingent upon approval from the Town of Menasha Utility District. Motion carried unanimously.

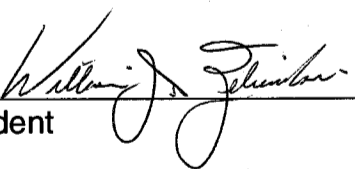
**Old Business**

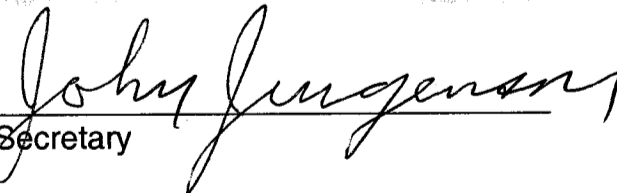
Manager Much reported the foaming in the digester is coming under control. Once the digester heat is stabilized we can again begin collecting high strength waste. The Commission discussed fees on the high strength waste received and if a fee should be charged to receive the waste. Manager Much reported we will be looking to begin receiving the high strength waste in about 2 months. The Commission decided the issue of charging a fee should be brought back and looked at again in May or June.

**Vouchers**

Motion made by Commissioner R. Zielinski, seconded by Commissioner J. Jurgenson, to approve Operating Fund Vouchers #126777 thru #126832 in the amount of \$281,336.48 for the month of November 2005 and Payroll Vouchers #20504 thru #20507 in the amount of \$2,633.94 for the month of November 2005. Motion carried unanimously.

Motion made by Commissioner R, Zielinski, seconded by Commissioner J. Jurgenson to adjourn the meeting. All present voting aye; nays, none. Meeting adjourned at 8:55 a.m.

  
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President

  
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Secretary

<b>NEENAH-MENASHA SEWERAGE COMMISSION</b>
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**Regular Meeting****Tuesday January 24, 2006**

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

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

**Absent:** Commissioners W. Helein, D. Siebers.

**Also Present:** Chad Olsen (McMahon Associates), Paul Much, Jim Peichl (MCO), Mike Salms (Waverly S.D.)

Motion made by Commissioner R. Handevitdt, seconded by Commissioner R. Zielinski to approve the minutes of the Regular Meeting of December 27, 2005. Motion carried unanimously.

### Correspondence

The following correspondence was discussed.

- D. January 5, 2006 letter from Mayor George Scherck, City of Neenah, to Mr. William Zelinski, NMSC.  
RE: Reappointment of William Zelinski to the Neenah-Menasha Sewerage Commission.
- E. January 11, 2006 letter from Carita Williams, Town of Neenah clerk, to the NMSC.  
RE: Reappointment of George Cowling to the Neenah-Menasha Sewerage Commission.
- F. January 10, 2006 letter from Mr. Randall Much, MCO to William Zelinski, NMSC.  
RE: 2006 MCO health insurance increase of 3.1%.
- G. January 4, 2006 letter from Joseph Graham, DNR to Mr. William Zelinski, NMSC.  
RE: NMSC wastewater discharges permit expires June 30, 2007.

### Budget, Finance, Personnel

Accountant Voigt presented to the Commission the unaudited financial statements for December 2005. The O&M is at a deficit; currently it is at about \$286,000. The auditors will be in on February 1 to begin the audit. Moved by Commissioner R. Handevitdt, seconded by Commissioner R. Zielinski to accept the unaudited financial statements for the month of December 2005 and place them on file. Motion carried unanimously.

Accountant Voigt presented MCO invoice #10600 in the amount of \$89,597.85 for the month of February 2006. Motion made by Commissioner R. Handevitdt, seconded by Commissioner J. Jurgenson to approve MCO invoice #10600 in the amount of \$89,597.85 for the month of February 2006 and to pay the invoice after February 1. Motion carried unanimously.

Accountant Voigt presented the Accountants Report for the month of December 2005. The short-term rates earned on our deposits have continued to increase; with rates slightly over 4%. Motion made by Commissioner R. Handevitdt, seconded by Commissioner J. Jurgenson to accept the Accountants Report for the month of December 2005. Motion carried unanimously.

Accountant Voigt presented the following Certificates for Payment for construction projects:

#7	Lee's Contracting/Fabricating	Digester Mixing System	\$20,702.46.
#1	Balco Services, Inc.	Natural Gas Boiler	\$ 8,569.00.

Motion made by Commissioner R. Zielinski, seconded by Commissioner G. Cowling to approve for payment Certificate for Payment #7 to Lee's Contracting/Fabricating, Inc. in the amount of \$20,702.46 and Certificate for Payment #1 to Balco Services, Inc. in the amount of \$8,569.00. Motion carried unanimously.

Accountant Voigt presented the following invoices from McMahon Associates for payment:

#29009	Digester Gas Mixing System--Construction	\$955.85
#29027	Heating System - Design	\$665.68
#29028	Heating System - Construction	\$144.29

Motion made by Commissioner J. Jurgenson, seconded by Commissioner G. Cowling to approve for payment invoices #29009, #29027, and #29028 to McMahon Associates. Motion carried unanimously.

### Operations, Engineering, Planning

Manager Much presented and discussed the operating report for the month of December 2005. The plant has been operating well; digester foam has returned. A sample of the foam has been sent to another individual to be tested; the results indicate it is a different type of filament than what was detected the last time we had a sample tested. This filament grows more under a condition with oil or grease. Manager Much suggested the contract users should be contacted and requested to

adopt a grease ordinance similar to what the Town of Menasha currently has. The contract users should first be contacted to have them voluntarily enforce a grease ordinance in their community; which would require them to have the grease traps pumped out on a regular basis and to require the pumper to certify this was completed. It would be up to the industry to send this information to the city to verify they did comply with the ordinance. Motion made by Commissioner R. Handevitdt, seconded by Commissioner R. Zielinski to authorize Manager Much to contact the contract users of the NMSC to inform them of the need for the contract users to establish and enforce a grease trap ordinance. Motion carried unanimously. Motion made by Commissioner R. Handevitdt, seconded by Commissioner R. Zielinski to approve the operating report for the month of December 2005 and to place the report on file. Motion carried unanimously.

Chad Olsen updated the Commission on the new gas engine. It is currently running on natural gas. Changes in the piping are needed for the unit to run on methane and to keep moisture out of the pipe. The engine did run hot; will be looking to correct this issue.

Chad Olsen updated the Commission on the gas boiler backup heating system. The boilers should be delivered this week. The piping is almost complete; pumps and boilers should be set in place this week. Start-up should be scheduled in a couple of weeks. One change order is being requested; to switch from galvanized conduit to aluminum conduit do to some of the corrosive atmosphere where the conduit is located. A price of \$1,722 for this change order with Balco was negotiated. Motion by Commissioner J. Jurgenson, seconded by Commissioner G. Cowling to approve change order #1 with Balco Services, Inc. in the amount of \$1,722 to switch from galvanized conduit to aluminum conduit. Motion carried unanimously.

Chad Olsen updated the Commission on the Digester Mixing System modifications. The project is complete; we are waiting for the final payment request from EIMCO for the equipment.

Manager Much presented a sewer extension request from Northern Environmental for the Lake Breeze Condominiums located in the Town of Menasha Utility District. After discussion, motion made by Commissioner J. Jurgenson, seconded by Commissioner R. Handevitdt to approve the sewer extension request for Lake Breeze Condominiums located in the Town of Menasha Utility District contingent upon approval from the Town of Menasha Utility District. Motion carried unanimously.

#### Old Business

Manager Much reported to the Commission that once the second digester is back up and running and the system is functioning normally, we will then begin receiving high strength waste.

#### Other Business

Election of Officers. Motion made by Commissioner R. Handevitdt, seconded by Commissioner R. Zielinski to unanimously re-elect the current slate of officers. Motion carried unanimously. The officers of the NMSC for the coming year are: President – William Zielinski, Vice President – Dale Siebers (pending on reappointment from the City of Menasha), Secretary – John Jurgenson, Treasurer – Raymond Zielinski.

#### Vouchers

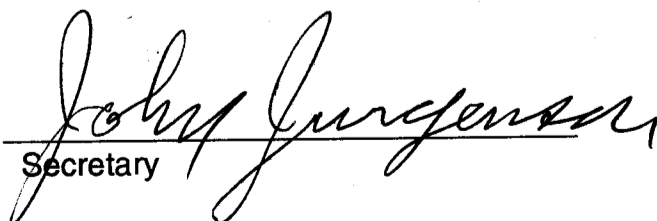
Motion made by Commissioner R. Zielinski, seconded by Commissioner J. Jurgenson, to approve Operating Fund Vouchers #126833 thru #126906 in the amount of \$261,324.95 for the month of December 2005 and Payroll Vouchers #20508 thru #20517 in the amount of \$4,880.21 for the month of December 2005. Motion carried unanimously.

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

President



Secretary



# NEENAH-MENASHA SEWERAGE COMMISSION

## Regular Meeting

Tuesday February 28, 2006

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

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

**Also Present:** Chad Olsen (McMahon Associates), Paul Much (MCO), Mike Samb (Waverly S.D.)

Motion made by Commissioner R. Handevitd, seconded by Commissioner R. Zielinski to approve the minutes of the Regular Meeting of January 24, 2006. Motion carried unanimously.

### Correspondence

The following correspondence was discussed.

- H. February 5, 2006 letter from Deputy Clerk Kristin Sewall, City of Menasha, to Ms. Kathy Bauer.  
RE: Appointment of Kathy Bauer to the Neenah-Menasha Sewerage Commission.

### Budget, Finance, Personnel

Accountant Voigt presented to the Commission the unaudited financial statements for January 2005. The income received from first quarter rates are currently meeting budget projections. The auditors have started the audit, it is anticipated the audit will be completed in time for the March meeting. Moved by Commissioner R. Handevitd, seconded by Commissioner R. Zielinski to accept the unaudited financial statements for the month of January 2006 and place them on file. Motion carried unanimously.

Accountant Voigt presented MCO invoice #10659 in the amount of \$90,417.70 for the month of March 2006. Motion made by Commissioner J. Jurgenson, seconded by Commissioner R. Handevitd to approve MCO invoice #10659 in the amount of \$90,417.70 for the month of March 2006 and to pay the invoice after March 1. Motion carried unanimously.

Accountant Voigt presented the Accountants Report for the month of January 2006. The short-term rates earned on our deposits have continued to increase; with rates over 4.0%. Motion made by Commissioner R. Handevitd, seconded by Commissioner R. Zielinski to accept the Accountants Report for the month of January 2006. Motion carried unanimously.

Accountant Voigt presented the following Certificates for Payment for construction projects:

#2	Balco Services, Inc.	Natural Gas Boiler	\$19,950.00.
#3	Balco Services, Inc.	Natural Gas Boiler	\$60,788.45.
#2	EIMCO Water Technologies	Digester Mixing System	\$28,954.00.

Motion made by Commissioner R. Zielinski, seconded by Commissioner G. Cowling to approve for payment Certificate for Payment #2 to Balco Services, Inc. in the amount of \$19,950.00, Certificate for Payment #3 to Balco Services, Inc. in the amount of \$60,788.45 and Certificate for Payment #2 to EIMCO Water Technologies in the amount of \$28,954.00. Motion carried unanimously.

Accountant Voigt presented the following invoices from McMahon Associates for payment:

#29383	Digester Gas Mixing System—Construction	\$ 122.50.
#29387	Heating System - Construction	\$1,228.30.
#29388	Heating System – Design	\$1,345.58.

Motion made by Commissioner J. Jurgenson, seconded by Commissioner W. Helein to approve for payment invoices #29383, #29387, and #29388 to McMahon Associates. Motion carried unanimously.

### Operations, Engineering, Planning

Manager Much presented and discussed the operating report for the month of January 2006. The plant has been operating well; digester foam is still a problem. Part of the foam shows the presence of fats, oils & grease (FOG). Once the FOG is reduced, this should help the plant in its operation. Motion made by Commissioner J. Jurgenson, seconded by Commissioner R. Handevitd to approve the operating report for the month of January 2006 and to place the report on file. Motion carried unanimously.

Manager Much presented and discussed the quote received from U.S. Filter/Stranco for the replacement of polymer feed equipment located at the treatment plant – for the Belt Filter Press and the Gravity Belt Thickener. In the belt press area only one of the two units are operational. The inoperable unit is being used for parts to keep the other unit running. The quote is for the equipment only; the majority of the installation work can be completed by MCO employees. The equipment from U.S. Filter/Stranco is quality equipment and the company stands behind the quality of their product. This equipment also provides better mixing capabilities which should result in less polymer product being used. The total price for the equipment is \$174,585.00 which would be covered under the Replacement Fund. Motion made by Commissioner R. Handevitd, seconded by Commissioner G. Cowling to approve the purchase of the polymer feed equipment from U.S. Filter/Stranco as quoted. Motion carried unanimously.

Randy Much updated the Commission on the new gas engine. The engine piping is being finished, a check valve was replaced; this may have been causing the overheating problem.

Chad Olsen updated the Commission on the gas boiler backup heating system. Sheet metal work needs to be completed, the boiler stack needs to be delivered and installed. Start-up is anticipated to be next week.

The Digester Mixing System project is complete and the final payment request from EIMCO for the equipment has been received.

#### Old Business

Manager Much reported to the Commission that high strength waste will be brought in when the digesters are up to proper operating temperatures and the units have been running for a couple of months.

Manager Much presented and discussed the draft letter to the Contract Users for them to adopt a grease trap ordinance. After discussion, it was felt that wording in the letter should be changed from "requesting" to "requiring" them to adopt an ordinance; with this wording change the letter should be sent out.

#### Other Business

Election of Officer. Due to Dale Siebers not being reappointed to the Commission, this created a vacancy in the office of Vice President. President W. Zelinski requested nominations from the floor to fill the office of Vice President. Commissioner J. Jurgenson nominated R. Zielinski to fill the remaining term of Vice President. Hearing no other nominations, the nominations were closed. Motion made by Commissioner J. Jurgenson, seconded by R. Handevitd to approve the nomination and elect R. Zielinski as Vice President. Motion carried unanimously.

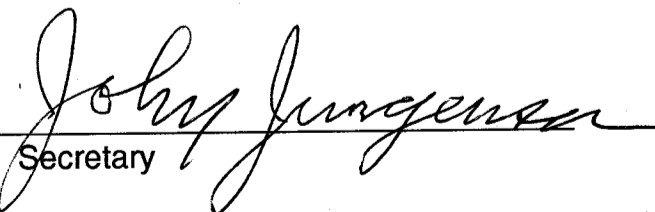
Commissioner R. Zielinski offered his resignation as Commissioner Treasurer. His resignation was accepted by the Commission. President W. Zelinski informed the Commission the office of Treasurer is an appointed position by the Commission President and he will appoint this position at the next meeting of the Commission.

#### Vouchers

Motion made by Commissioner J. Jurgenson, seconded by Commissioner R. Zielinski, to approve Operating Fund Vouchers #126907 thru #126950 in the amount of \$286,450.50 for the month of January 2006 and Payroll Vouchers #20518 thru #20519 in the amount of \$2,487.79 for the month of January 2006. Motion carried unanimously.

Motion made by Commissioner J. Jurgenson, seconded by Commissioner R. Zielinski to adjourn the meeting. All present voting aye; nays, none. Meeting adjourned at 8:40 a.m.

  
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President

  
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Secretary

<b>NEENAH-MENASHA SEWERAGE COMMISSION</b>
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**Regular Meeting****Tuesday March 28, 2006**

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

**Present:** Commissioners R. Zielinski, J. Jurgenson, W. Zelinski, K. Bauer, W. Helein, G. Cowling; Manager Much, Accountant Voigt.

**Absent:** Commissioner R. Handevitd.

**Also Present:** Chad Olsen (McMahon Associates), Mike Samb (Waverly S.D.)

Motion made by Commissioner R. Zielinski, seconded by Commissioner W. Helein to approve the minutes of the Regular Meeting of February 28, 2006. Motion carried unanimously.

To accommodate the need for the engineer (Chad Olsen) to leave the meeting early, the Commission moved to agenda item 6.C. – Operations, Engineering, Planning – Natural gas boiler backup heating system.

Chad Olsen updated the Commission on the gas boiler backup heating system. The project is 99% complete; some painting and punch list items remain which should be completed either this week or next week. At the April meeting more information will be presented on the sludge-to-sludge heat exchanger to be installed. Chad reported that no date has yet been set on when the manufacturer will be on site to pull the digester mixers to complete the final inspection and painting of the mixers.

The Commission returned to the agenda as published.

**Correspondence**

There was no correspondence to be discussed.

**Budget, Finance, Personnel**

Accountant Voigt presented to the Commission the unaudited financial statements for February 2006. The incomes received from first quarter rates continue to meet budget projections. The auditors will have the audit completed in time for the April meeting. Moved by Commissioner J. Jurgenson, seconded by Commissioner R. Zielinski to accept the unaudited financial statements for the month of February 2006 and place them on file. Motion carried unanimously.

Accountant Voigt presented MCO invoice #10726 in the amount of \$90,979.96 for the month of April 2006. Motion made by Commissioner R. Zielinski, seconded by Commissioner G. Cowling to approve MCO invoice #10726 in the amount of \$90,979.96 for the month of April 2006 and to pay the invoice after April 1. Motion carried unanimously.

Accountant Voigt presented the Accountants Report for the month of February 2006. The short-term rates earned on our deposits have continued to increase; with money market and short term CD rates earning between 4.40 – 4.50%. Motion made by Commissioner J. Jurgenson, seconded by Commissioner G. Cowling to accept the Accountants Report for the month of February 2006. Motion carried unanimously.

Accountant Voigt presented the following Certificate for Payment for construction projects:

#4	Balco Services, Inc.	Natural Gas Boiler	\$31,844.00.
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Motion made by Commissioner R. Zielinski, seconded by Commissioner K. Bauer to approve for payment Certificate for Payment #4 to Balco Services, Inc. in the amount of \$31,844.00. Motion carried unanimously.

Accountant Voigt presented the following invoices from McMahon Associates for payment:

#29680	Digester Gas Mixing System—Construction	\$905.00.
#29685	Heating System - Construction	\$709.55.

Motion made by Commissioner R. Zielinski, seconded by Commissioner J. Jurgenson to approve for payment invoices #29680 and #29685 to McMahon Associates. Motion carried unanimously.

**Operations, Engineering, Planning**

Manager Much presented and discussed the operating report for the month of February 2006. The plant has been operating well; digester foam is still a problem. The DNR solid waste group will be sending an individual to the wastewater treatment plant to look over the area where the incinerator ash is buried on the plant site. The Kimberly Clark Experimental Mill inquired if the treatment plant would be able to handle their wastes if they can no longer send the waste to the Neenah Paper Plant; this should not be a problem. Motion made by Commissioner J. Jurgenson, seconded by Commissioner G. Cowling to approve the operating report for the month of February 2006 and to place the report on file. Motion carried unanimously.

Randy Much updated the Commission on the new gas engine. A water pump for the cooling system will be replaced with a larger unit.

**Old Business**

Manager Much reported to the Commission that high strength waste will be brought in when the thermophilic digester is up to proper operating temperatures and the digester units have been running for a while.

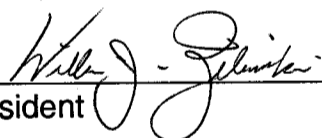
**Other Business**


Appointment of Officer. President W. Zelinski asked Commissioner K. Bauer if she would accept the appointment of Treasurer to fill the remaining term of this office; Commissioner K. Bauer indicated yes she would. Motion made by Commissioner R. Zielinski, seconded by Commissioner W. Helein to approve the appointment of K. Bauer as Treasurer. Motion carried unanimously.

**Vouchers**

Motion made by Commissioner R. Zielinski, seconded by Commissioner J. Jurgenson, to approve Operating Fund Vouchers #126951 thru #126991 in the amount of \$218,483.32 for the month of February 2006 and Payroll Vouchers #20520 thru #20521 in the amount of \$2,441.92 for the month of February 2006. Motion carried unanimously.

Motion made by Commissioner R. Zielinski, seconded by Commissioner W. Helein to adjourn the meeting. All present voting aye; nays, none. Meeting adjourned at 8:33 a.m.

  
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President

  
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Secretary

**NEENAH-MENASHA SEWERAGE COMMISSION**

**Regular Meeting**

**Tuesday April 25, 2006**

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

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

**Also Present:** Chad Olsen (McMahon Associates), Mike Samb (Waverly S.D.), Paul Much (MCO), David Maccoux (Schenck S.C.).

Motion made by Commissioner R. Zielinski, seconded by Commissioner J. Jurgenson to approve the minutes of the Regular Meeting of March 28, 2006. Voting aye: Commissioners R. Zielinski, J. Jurgenson, K. Bauer, W. Helein, G. Cowling. Abstention: Commissioner R. Handevitdt. Motion carried.



**Correspondence**

The following correspondence was discussed.

- I. March 31, 2006 email from Jennifer Easterly, DNR to Randall Much, NMSC.  
RE: Development on a Historic Fill Exemption.
- J. April 10, 2006 letter from Randall Much, NMSC to NMSC Contracting Users.  
RE: 2005 Operations deficit.

**Budget, Finance, Personnel**

Accountant Voigt introduced Mr. David Maccoux from Schenck S.C. Mr. Maccoux presented and reviewed with the Commission the 2005 Audit Report and the report of Other Comments and Observations. After discussion, motion made by Commissioner R. Handevitd, seconded by Commissioner R. Zielinski to approve the 2005 Audit Report and Report of Other Comments and Observations as presented. Motion carried unanimously.

Accountant Voigt presented to the Commission the unaudited financial statements for March 2006. It is anticipated the rates for Operations, Maintenance, Replacement, & Depreciation will be decreased in the 3<sup>rd</sup> quarter. Moved by Commissioner J. Jurgenson, seconded by Commissioner R. Handevitd to accept the unaudited financial statements for the month of March 2006 and place them on file. Motion carried unanimously.

Accountant Voigt presented MCO invoice #10806 in the amount of \$90,417.71 for the month of May 2006. Motion made by Commissioner R. Handevitd, seconded by Commissioner G. Cowling to approve MCO invoice #10806 in the amount of \$90,417.71 for the month of May 2006 and to pay the invoice after May 1. Motion carried unanimously.

Accountant Voigt presented the Accountants Report for the month of March 2006. The short-term rates earned on our deposits have continued to increase; with money market and short term CD rates earning 4.50% – 4.60%. One CD has a “bump up” feature allowing a one time rate increase on the CD. This option was used in March to increase the CD rate from 3.08% to 4.50%. Motion made by Commissioner J. Jurgenson, seconded by Commissioner G. Cowling to accept the Accountants Report for the month of March 2006. Motion carried unanimously.

There were no Certificate for Payments for construction projects to be reviewed.

Accountant Voigt presented the following invoices from McMahon Associates for payment:

#30245	Digester Gas Mixing System—Construction	\$ 148.00.
#30246	Heating System - Construction	\$1,241.75.
#30247	Heating System – Design	\$ 405.00.

Motion made by Commissioner J. Jurgenson, seconded by Commissioner G. Cowling to approve for payment invoices #30245, #30246 and #30247 to McMahon Associates. Motion carried unanimously.

**Operations, Engineering, Planning**

Manager Much presented and discussed the operating report for the month of March 2006. The plant has been operating well. Graffiti has been sprayed on the west side of the RAS Building; someone had climbed under the fence to gain access to the property. Options of what to do were discussed; repairing of fence, installing motion sensors and cameras, replacing current door locks with electronic locking mechanisms. These options should be looked at and reported to the Commission at the next meeting. Motion made by Commissioner J. Jurgenson, seconded by Commissioner R. Handevitd to approve the operating report for the month of March 2006 and to place the report on file. Motion carried unanimously.

Manager Much updated the Commission on the status of the Engine/Genset system. The service rep who was working on this engine became extremely ill at a conference and has been off of work for several weeks. He is now back to work and he should be able to continue his work in getting the unit operating.

Chad Olsen updated the Commission on the natural gas boiler installation. There are 4 punch list items remaining to complete the project. Chad suggested approving final payment to Balco contingent upon completion of these final items. Commissioner R. Handevitd felt it should wait until next month and follow the normal procedure established by the Commission in requesting payment. The pay request will be held until the next meeting.

Chad Olsen updated the Commission on the sludge-to-sludge heat exchanger. Plans should be ready at the next meeting. Chad also updated the Commission on the Mixer touch-up painting. He has been trying to make contact with EIMCO and Energenecs to schedule this last item. He has not been able to get a response from these firms. Manager Much will contact the representative from Energenecs and if necessary also EIMCO to get this project complete.

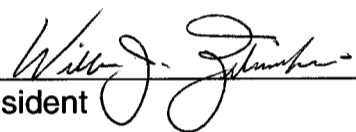
#### Old Business

Manager Much reported to the Commission that high strength waste will be brought in when the digester is complete and up to proper operating temperatures and the digester units have been running for a while.

#### Vouchers

Motion made by Commissioner R. Zielinski, seconded by Commissioner R. Handevitd, to approve Operating Fund Vouchers #126992 thru #127063 in the amount of \$395,037.87 for the month of March 2006 and Payroll Vouchers #20522 thru #20531 in the amount of \$3,602.70 for the month of March 2006. Motion carried unanimously.

Motion made by Commissioner R. Zielinski, seconded by Commissioner R. Handevitd to adjourn the meeting. All present voting aye; nays, none. Meeting adjourned at 8:56 a.m.

  
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President

  
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Secretary

## NEENAH-MENASHA SEWERAGE COMMISSION

#### Regular Meeting

Tuesday May 23, 2006

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

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

**Excused:** Commissioner K. Bauer.

**Also Present:** Chad Olsen (McMahon Associates), Mike Samb (Waverly S.D.), Paul Much (MCO).

Commissioner R. Handevitd noted a correction to be made to the minutes of the Regular Meeting of April 25. The minutes should be corrected to show that Commissioner R. Handevitd abstained from voting for the approval of the minutes for the Regular Meeting of March 28, 2006. Motion made by Commissioner J. Jurgenson, seconded by Commissioner R. Handevitd to approve the minutes of the Regular Meeting of April 25, 2006 as corrected. Motion carried unanimously.

#### Correspondence

The following correspondence was discussed.

- K. April 11, 2006 letter & grease trap ordinance from Waverly Sanitary District.  
RE: NMSC requested adoption of grease trap ordinance.

#### Budget, Finance, Personnel

Accountant Voigt presented to the Commission the unaudited financial statements for April 2006. The rates for Operations, Maintenance, Replacement, & Depreciation for the 3<sup>rd</sup> quarter will be reviewed for changes. Moved by Commissioner R. Handevitd, seconded by Commissioner J. Jurgenson to accept the unaudited financial statements for the month of April 2006 and place them on file. Motion carried unanimously.

Accountant Voigt presented MCO invoice #10867 in the amount of \$90,437.71 for the month of June 2006. Motion made by Commissioner J. Jurgenson, seconded by Commissioner R. Zielinski to approve MCO invoice #10867 in the amount of \$90,437.71 for the month of June 2006 and to pay the invoice after June 1. Motion carried unanimously.

Accountant Voigt presented the Accountants Report for the month of April 2006. The short-term rates earned on our money market deposits have continued to increase. Motion made by Commissioner R. Zielinski, seconded by Commissioner W. Helein to accept the Accountants Report for the month of April 2006. Motion carried unanimously.

Accountant Voigt presented the following Certificate for Payment for construction projects:

#5 (final)	Balco Services, Inc.	Natural Gas Boiler	\$5,350.55.
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Motion made by Commissioner J. Jurgenson, seconded by Commissioner W. Helein to approve for payment Certificate for Payment #5 to Balco Services, Inc. in the amount of \$5,350.55. Motion carried unanimously.

Accountant Voigt presented the following invoices from McMahon Associates for payment:

#30790	Digester Gas Mixing System—Construction	\$348.00.
#30791	Heating System - Construction	\$988.00.
#30792	Heating System – Design	\$414.00.

Motion made by Commissioner R. Zielinski, seconded by Commissioner W. Helein to approve for payment invoices #30790, #30791 and #30792 to McMahon Associates. Motion carried unanimously.

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

Manager Much presented and discussed the operating report for the month of April 2006. The plant has been operating well; the mixers have been repaired by installing stainless steel parts in lieu of painting as originally planned. The City of Neenah is now in a SSES I/I program similar to the City of Menasha. Motion made by Commissioner J. Jurgenson, seconded by Commissioner R. Handevitd to approve the operating report for the month of April 2006 and to place the report on file. Motion carried unanimously.

Manager Much updated the Commission on the status of the Engine/Genset system. The Digesters are in transit; they are not producing methane that is burnable. Within two months this should correct itself and once the digesters are operating well we will begin to start receiving high strength waste.

Chad Olsen updated the Commission on the natural gas boiler installation. The system is complete.

Chad Olsen updated the Commission on the sludge-to-sludge heat exchanger. The plans are being modified to put the unit downstairs instead of on the main level as originally designed.

Manager Much discussed with the Commissioner a matter that came to our attention from a local sewer cleaning company that discovered large rock, brick material, and other grit material located in the NMSC Lakeshore Interceptor while cleaning the Interceptor sewer for the City of Menasha. Manager Much contacted the City and was informed that when the City does sewer cleaning they have drained their jetting unit into the larger Interceptor. However if the jetting unit did collect large debris, the jetting crew were instructed not to dispose of this material into the Interceptor sewer. Concerns of this practice were shared with the Commission and the potential liability issues that may exist. Manager Much will meet with Mark Radtke and Tim Jacobson from the City of Menasha to further discuss this matter. Manager Much also indicated that Commission should consider having Attorney Gunz work out a written agreement between the NMSC and City of Menasha for the City of Menasha to maintain the NMSC Interceptor sewers. It was the consensus of the Commission that Attorney Gunz should be contacted for this agreement.

Manager Much and Accountant Voigt discussed with the Commission the quote received to make repairs to the fence and to extend the fence in select areas on the Commission property. Two firms were contacted and one of these firms provided a proposal. The Commission felt that the repairs should be made and the fence should be extended in the selected areas. Motion made by Commissioner R. Handevitd, seconded by Commissioner R. Zielinski to obtain additional quotes for the fence work before proceeding with this project. Motion carried unanimously.

Manager Much and Accountant Voigt discussed options to increase the plant security with an access control system. Options looked at were replacing exterior door handles and locks, installing electronic door locking mechanisms on selected exterior doors, and installing security cameras. It was the consensus of the Commission that the exterior door handles and locks should be replaced as well as electronic door locking mechanisms should be installed on a select number of exterior doors. Motion

made by Commissioner J. Jurgenson, seconded by Commissioner R. Handevitd to proceed with these two projects. Motion carried unanimously.

### Old Business

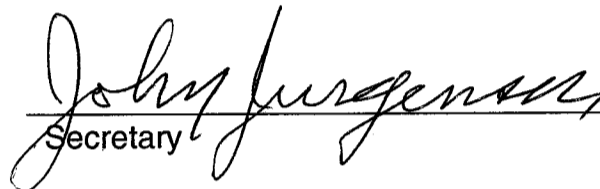
Manager Much reported to the Commission that high strength waste will be brought in when the digester is complete and up to proper operating temperatures and the digester units have been running for a while.

### Vouchers

Motion made by Commissioner R. Zielinski, seconded by Commissioner J. Jurgenson, to approve Operating Fund Vouchers #127064 thru #127112 in the amount of \$226,351.57 for the month of April 2006 and Payroll Vouchers #20532 thru #20534 in the amount of \$2,806.49 for the month of April 2006. Motion carried unanimously.

Motion made by Commissioner R. Handevitd, seconded by Commissioner J. Jurgenson to adjourn the meeting. All present voting aye; nays, none. Meeting adjourned at 8:45 a.m.

  
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President

  
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Secretary

## NEENAH-MENASHA SEWERAGE COMMISSION

### Regular Meeting

Tuesday June 27, 2006

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

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

**Also Present:** Chad Olsen (McMahon Associates), Dale Siebers, Mike Samb (Waverly S.D.), Paul Much (MCO).

Motion made by Commissioner R. Handevitd, seconded by Commissioner R. Zielinski to approve the minutes of the Regular Meeting of May 23, 2006. Motion carried unanimously.

### Correspondence

There was no correspondence to be discussed.

### Budget, Finance, Personnel

Accountant Voigt presented to the Commission the unaudited financial statements for May 2006. Moved by Commissioner J. Jurgenson, seconded by Commissioner R. Handevitd to accept the unaudited financial statements for the month of May 2006 and place them on file. Motion carried unanimously.

Accountant Voigt presented the proposed Operations/Maintenance/Replacement/Depreciation (OMRD) rates for the 3<sup>rd</sup> quarter 2006. Due to the higher than expected loadings received so far in 2006, the 3<sup>rd</sup> quarter rates are proposed to be reduced from the current 2<sup>nd</sup> quarter rates. Motion made by Commissioner R. Zielinski, seconded by Commissioner G. Cowling to approve the O/M/R/D rates for the 3<sup>rd</sup> quarter 2006 as proposed. Motion carried unanimously. The rates for the 3<sup>rd</sup> quarter will be: Flow - \$159.84/MG, BOD - \$0.2115/lb, SS - \$0.1077/lb.

Accountant Voigt presented MCO invoice #10935 in the amount of \$90,417.70 for the month of July 2006. Motion made by Commissioner R. Handevitd, seconded by Commissioner J. Jurgenson to approve MCO invoice #10935 in the amount of \$90,417.70 for the month of July 2006 and to pay the invoice after July 1. Motion carried unanimously.

Accountant Voigt presented the Accountants Report for the month of May 2006. The short-term rates earned on our money market deposits have continued to increase. Motion made by Commissioner R. Handevdt, seconded by Commissioner W. Helein to accept the Accountants Report for the month of May 2006. Motion carried unanimously.

Accountant Voigt presented the following invoices from McMahon Associates for payment:

#31174	Digester Gas Mixing System—Construction	\$ 320.90.
#31173	Heating System – Design	\$1,158.90.

Motion made by Commissioner J. Jurgenson, seconded by Commissioner G. Cowling to approve for payment invoices #31174 and #31173 to McMahon Associates. Motion carried unanimously.

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

Manager Much presented and discussed the operating report for the month of May 2006. The plant has been operating well; the digester start-up is occurring. The pH levels have dropped and are now coming back up to normal levels. The quality of the methane gas is now starting to improve. Manager Much also discussed the possibility of making changes to the shift schedule for plant operations. The sludge has been pressing well; oil in the plant has not been a problem like it has been in the past. With these changes it may now be worth looking at changing the shift schedule for the operators. One possible operating schedule would be to have plant operations run from 6:00 am to 6:00 pm in lieu of the current 5:30 am to 9:30 pm hours. This change would require hiring the security firm for additional hours to cover for the change in hours. After discussion, motion made by Commissioner R. Handevdt, seconded by Commissioner J. Jurgenson to approve changing the shift schedule and to implement this change as soon as it can be accomplished. Motion carried unanimously. Manager Much also discussed having Attorney Gunz condense the ordinance contract to incorporate all changes and updates into one document. After discussion, motion made by Commissioner R. Handevdt, seconded by J. Jurgenson to approve having Attorney Gunz condense the ordinance contract into one document incorporating all changes and updates made. Motion made by Commissioner R. Handevdt, seconded by Commissioner W. Helein to approve the operating report for the month of May 2006 and to place the report on file. Motion carried unanimously.

Paul Much presented and discussed the 2005 Compliance Maintenance Annual Report (CMAR). This report grades the Commission on the treatment and operations during 2005. Overall, the Commission grade is 3.14. Two sections received poor grades; the collection system received a "D" due to the Commission not being in charge of the collection system, only the interceptors; and Biosolids Management received an "F" due to the digesters being down for repairs. The Commission will need to pass Resolution 2006-1 indicating the Commission has reviewed the CMAR. After discussion, motion made by Commissioner G. Cowling, seconded by Commissioner R. Zielinski to approve NMSC Compliance Maintenance Resolution 2006-1. Motion carried unanimously.

Manager Much updated the Commission on the status of the Engine/Genset system. We are waiting for the methane gas quality to improve.

Chad Olsen updated the Commission on the sludge-to-sludge heat exchanger. The plans have been modified to put the unit downstairs instead of on the main level as originally designed. This will reduce the amount of re-piping needed. The heat exchanger unit was originally designed to be 20 feet long. This unit will need to be redesigned to a shorter length of 10 feet. The heat exchanger will reduce the thermo sludge from 131 degrees to 109 degrees and will increase the raw sludge from 75 degrees to 97 degrees. The heat exchanger will reduce the amount of gas used to heat the sludge in the digesters. The original budget price 1 ½ years ago for the heat exchanger was \$180,000, a new budget price will be obtained.

Manager Much and Attorney Gunz discussed with the Commission the issues concerning the Commission owned interceptor sewers. Under the Ordinance Contract, the NMSC owns the interceptors and if the NMSC has the interceptors cleaned, the costs are billed to the cities. Attorney Gunz indicated an agreement to have the cities maintain the interceptors would be a good idea. Attorney Gunz offered an alternative idea to turn the ownership of the interceptors over to the communities. Attorney Gunz indicated he felt that political issues originally created the need for the NMSC to own the interceptors. If the communities do not want to take ownership of the interceptors, then the Commission should proceed with a written agreement for the communities to maintain the interceptors. After discussion, motion made by Commissioner R. Handevdt, seconded by Commissioner W. Helein to have Attorney Gunz meet with the communities to see if they would like to have ownership of the interceptors transferred to them. Motion carried unanimously.

Manager Much presented a sewer extension request from Schuler & Associates, Inc. for Province Terrace-South of Manitowoc Road located in the City of Menasha, Waverly Sanitary District. After discussion, motion made by Commissioner R. Handevdt, seconded by Commissioner R. Zielinski to approve the sewer extension request for Province Terrace-South of Manitowoc Road located in the City of Menasha, Waverly Sanitary District. Motion carried unanimously.

Manager Much presented a sewer extension request from Martenson & Eisele, Inc. for Drifka Development-North of Norman Way, West of Province Terrace located in the City of Menasha, Waverly Sanitary District. After discussion, motion made by Commissioner R. Handevitd, seconded by Commissioner R. Zielinski to approve the sewer extension request for Drifka Development-North of Norman Way, West of Province Terrace located in the City of Menasha, Waverly Sanitary District. Motion carried unanimously.

#### **Old Business**

Manager Much reported to the Commission that high strength waste will be brought in when the digester is complete and up to proper operating temperatures and the digester units have been running for a while.

Accountant Voigt presented a comparison of quotes received for perimeter fence additions and perimeter fence repairs. A total of 5 firms were contacted with only two firms providing quotes. Motion made by Commissioner J. Jurgenson, seconded by Commissioner R. Handevitd to approve the quote received from American Fence Company in the amount of \$5,833. Motion carried unanimously.

Accountant Voigt updated the Commission on the status of obtaining final quotes for door locks and an access control system at the treatment plant. Staff is currently reviewing which doors should receive electronic controls for locking/unlocking the doors.

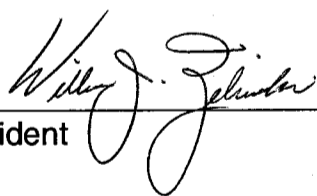
#### **Other Business to Legally Come Before the Commission**

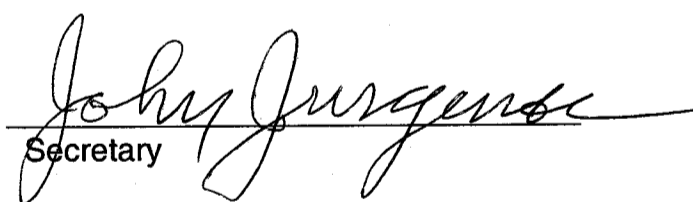
Commission President W. Zelinski requested former Commissioner Dale Siebers to come forward and be recognized by the NMSC for his years of service as a Commissioner on the NMSC. Motion made by Commissioner J. Jurgenson, seconded by Commissioner W. Helein to approve NMSC Resolution 2006-2; a Resolution of Appreciation. Motion carried unanimously. Commission President W. Zelinski presented to Dale Siebers a plaque with the Resolution of Appreciation.

#### **Vouchers**

Motion made by Commissioner R. Zielinski, seconded by Commissioner J. Jurgenson, to approve Operating Fund Vouchers #127113 thru #127162 in the amount of \$227,174.68 for the month of May 2006 and Payroll Vouchers #20535 thru #20538 in the amount of \$2,817.54 for the month of May 2006. Motion carried unanimously.

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

  
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President

  
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Secretary

### **NEENAH-MENASHA SEWERAGE COMMISSION**

#### **Regular Meeting**

**Tuesday July 25, 2006**

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, K. Bauer; Manager Much, Accountant Voigt.

**Absent:** Commissioner R. Handevitd.

**Also Present:** Mike Samb (Waverly S.D.).

Motion made by Commissioner R. Zielinski, seconded by Commissioner W. Helein to approve the minutes of the Regular Meeting of June 27, 2006. Motion carried unanimously.

### Correspondence

There was no correspondence to be discussed.

### Budget, Finance, Personnel

Accountant Voigt presented to the Commission the unaudited financial statements for June 2006. Moved by Commissioner G. Cowling, seconded by Commissioner J. Jurgenson to accept the unaudited financial statements for the month of June 2006 and place them on file. Motion carried unanimously.

Accountant Voigt presented MCO invoice #11002 in the amount of \$90,417.71 for the month of August 2006. Motion made by Commissioner R. Zielinski, seconded by Commissioner J. Jurgenson to approve MCO invoice #11002 in the amount of \$90,417.71 for the month of August 2006 and to pay the invoice after August 1. Motion carried unanimously.

Accountant Voigt presented the Accountants Report for the month of June 2006. The short-term rates earned on our money market deposits have continued to increase. The rates earned with the State of Wisconsin Local Government Investment Pool have not increased like they have in previous months; this may be a sign the short term rates in our Money Market Accounts may be nearing a peak in how much they will earn. Commissioner J. Jurgenson questioned the increase in lab testing income from MCO to the NMSC. It was reported that MCO has added several contracts that involve laboratory testing. Motion made by Commissioner J. Jurgenson, seconded by Commissioner R. Zielinski to accept the Accountants Report for the month of June 2006. Motion carried unanimously.

Accountant Voigt presented the following invoices from McMahon Associates for payment:

#31662	Heating System – Design	\$2,382.40.
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Motion made by Commissioner R. Zielinski, seconded by Commissioner W. Helein to approve for payment invoice #31662 to McMahon Associates. Motion carried unanimously.

### Operations, Engineering, Planning

Manager Much presented and discussed the operating report for the month of June 2006. The plant continues to operate well. Commissioners discussed the plant loadings. Motion made by Commissioner J. Jurgenson, seconded by Commissioner R. Zielinski to approve the operating report for the month of June 2006 and to place the report on file. Motion carried unanimously.

Manager Much updated the Commission on the status of the Engine/Genset system. We are waiting for the engines to be adjusted to run on the methane gas.

Manager Much updated the Commission on the sludge-to-sludge heat exchanger. Currently the heat exchanger is in the design phase.

Manager Much presented and discussed the quotes received for the roof membrane replacement on the service building. Two quotes are for replacing the existing rubber roof with a 45 mil thickness rubber roof. One quote is to use a new pre-fab single ply roofing system requiring no ballast stone. The existing roof is 20 years old and we are experiencing roof leaks when it is raining. After discussion, motion made by Commissioner R. Zielinski, seconded by Commissioner J. Jurgenson to accept the quote from W & L Insulation and Roofing, in the amount of \$38,900 to replace the service building roof with 45 Mil thickness ballast roof system (rubber). Motion carried unanimously.

Manager Much presented a sewer extension request from McMahon Associates, Inc. for Oakwood Estates located in the Town of Harrison, Waverly Sanitary District. After discussion, motion made by Commissioner W. Helein, seconded by Commissioner G. Cowling to approve the sewer extension request for Oakwood Estates located in the Town of Harrison, Waverly Sanitary District. Motion carried unanimously.

### Old Business

Manager Much reported to the Commission that high strength waste is being brought in and we will be charging 2¢ per gallon for the high strength waste.

Fence repair update. The property border has been marked; we are waiting for the fence company to let us know when they will be here to begin the work.

Door access control system update. The plans are being reviewed to identify which doors should have the electronic access control installed and then firms will be contacted for quotes.

Ordinance Contract incorporate revisions update. Attorney Gunz will receive a disk today with the information containing the ordinance contract and the updates that have been approved.

Shift schedule change update. An agreement in principle has been reached with the union operator and the change is scheduled to begin on August 7<sup>th</sup>. The scheduled change is to have the second shift begin work at 10:00 am and ending at 6:00 pm. Plant operators will be onsite from 6:00 am to 6:00 pm Monday through Friday.

Sewer ownership update. Manager Much and Attorney Gunz have met with City of Neenah representatives and they see no issues in having ownership of the interceptors. Manager Much and Attorney Gunz will meet with Mark Radtke from the City of Menasha today at 9:00 am to discuss this issue with him.

#### Vouchers

Motion made by Commissioner R. Zielinski, seconded by Commissioner W. Helein, to approve Operating Fund Vouchers #127163 thru #127218 in the amount of \$285,672.23 for the month of June 2006 and Payroll Vouchers #20539 thru #20558 in the amount of \$5,371.00 for the month of June 2006. Motion carried unanimously.

Motion made by Commissioner R. Zielinski, seconded by Commissioner J. Jurgenson to adjourn the meeting. All present voting aye; nays, none. Meeting adjourned at 8:27 a.m.

  
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President

  
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Secretary

## NEENAH-MENASHA SEWERAGE COMMISSION

#### Regular Meeting

Tuesday August 22, 2006

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, K. Bauer, R. Handevit; Manager Much, Accountant Voigt.

**Also Present:** Mike Samb (Waverly S.D.), Chad Olsen (McMahon Associates), Paul Much (MCO).

Motion made by Commissioner R. Zielinski, seconded by Commissioner G. Cowling to approve the minutes of the Regular Meeting of July 25, 2006. Voting aye: Commissioners R. Zielinski, J. Jurgenson, W. Helein, G. Cowling, K. Bauer. Commissioner R. Handevit abstained. Motion carried.

To accommodate the request of Chad Olsen, the Commission proceeded to agenda item 6-B, Sludge-to-sludge Heat Exchanger.

Chad Olsen updated the Commission on the sludge-to-sludge heat exchanger. In doing some checking with another community that is using the same unit the Commission is looking to purchase, they are having some problems with the unit. The problems consist of rags, oil, and grease that are in the sludge as it passes through the unit. Chad indicated he will continue to monitor the progress of how this is handled and corrected for this community.

The Commission returned to the agenda as published.

#### Correspondence

The following correspondence was discussed.

1. July 28, 2006 letter from AFSCME Council 40 to Randall Much, NMSC.  
RE: Intent to open negotiations for successor labor agreement.
2. August 1, 2006 email from Randall Much, NMSC to Mr. Robert Rohan, Glatfelter Co.  
RE: Authorization to discharge water accumulated in sump pit.



**Budget, Finance, Personnel**

Accountant Voigt presented to the Commission the unaudited financial statements for July 2006. Moved by Commissioner J. Jurgenson, seconded by Commissioner R. Handevitd to accept the unaudited financial statements for the month of July 2006 and place them on file. Motion carried unanimously.

Accountant Voigt presented MCO invoice #11070 in the amount of \$90,417.71 for the month of September 2006. Motion made by Commissioner R. Handevitd, seconded by Commissioner W. Helein to approve MCO invoice #11070 in the amount of \$90,417.71 for the month of September 2006 and to pay the invoice after September 1. Motion carried unanimously.

Accountant Voigt presented the Accountants Report for the month of July 2006. The short-term rates earned on our money market deposits have continued to increase. Motion made by Commissioner R. Handevitd, seconded by Commissioner R. Zielinski to accept the Accountants Report for the month of July 2006. Motion carried unanimously.

Accountant Voigt updated the Commission on graffiti that occurred on the 9<sup>th</sup> Street Metering Station. In May the 9<sup>th</sup> Street Metering Station was sprayed with graffiti. While staff was cleaning off the graffiti they ended up talking with a police officer who recorded the incident. In June we received a notice that a juvenile was apprehended for this incident. A request for restitution was filed. A second notice was received indicating that this juvenile had a court date coming up.

Accountant Voigt presented a draft copy of the 2007 NMSC Budget. Discussion on the draft budget ensued with questions asked on various individual accounts and the budget amounts. After this discussion, it was felt that a budget work session was not needed and a date could be set for a Public Hearing. Motion made by Commissioner R. Handevitd, seconded by Commissioner K. Bauer to accept the draft 2007 NMSC Budget as presented and to hold a Public Hearing to receive public comment on the proposed 2007 NMSC Budget on Tuesday September 26<sup>th</sup>, 2006 at 8:00 am immediately preceding the regularly scheduled Commission meeting. Motion carried unanimously.

Accountant Voigt presented the following invoices from McMahon Associates for payment:

#32171	Heating System Improvements – Design	\$1,801.75.
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Motion made by Commissioner R. Zielinski, seconded by Commissioner J. Jurgenson to approve for payment invoice #32171 to McMahon Associates. Motion carried unanimously.

**Operations, Engineering, Planning**

Manager Much presented and discussed the operating report for the month of July 2006. The plant is operating well and there are no current issues. Motion made by Commissioner R. Zielinski, seconded by Commissioner R. Handevitd to approve the operating report for the month of July 2006 and to place the report on file. Motion carried unanimously.

Manager Much reported to the Commission that the current Commission employee had indicated he is looking at retiring from the Commission on December 31<sup>st</sup> and to work for MCO. The Commission costs for this employee in 2005 was approximately \$80,000 which is a combination of wages and benefits. This employee is also interested in receiving the 80% payout of unused sick leave that was previously allowed in the labor agreement for other retiring employees. Discussion ensued, following the discussion motion made by Commissioner R. Handevitd, seconded by Commissioner J. Jurgenson to extend the Special Sick Leave Payout side letter agreement as found in the current labor agreement with Local 1541, AFSCME and to have this agreement modified to expire on December 31, 2006. Motion carried unanimously.

Manager Much reported to the Commission of the desire of the DNR to have wastewater treatment facilities submit the monthly discharge monitoring reports (DMR) electronically. The way the Commission is currently set up for submittal of the DMR's would require a Commissioner to have access to a computer with internet capabilities to submit the final report to the DNR. The Commission can change how they are set up for submittal of the monthly DMR's. One alternative would be to let Manager Much sign the report as the authorized representative and then he would be responsible for the final submittal to the DNR of this report. The electronic submittal of the DMR will require some special computer programming. Current staff may be able to support this special programming. If not, the Commission would be looking as some minor costs associated with this special programming. Conversion to the electronic submittal of the DMR would not occur for several months. It was the consensus of the Commission to proceed with switching to the electronic submittal of the DMR.

Manager Much presented a sewer extension request from McMahon Associates, Inc. for Blue Jay Plaza located in the Town of Menasha Utility District. After discussion, motion made by Commissioner R. Handevitd, seconded by Commissioner K. Bauer to approve the sewer extension request for Blue Jay Plaza located in the Town of Menasha Utility District. Motion carried unanimously.

**Old Business**

Manager Much reported to the Commission that one load of high strength waste is continuing to be brought in daily and we are charging 2¢ per gallon for the high strength waste.

Fence repair update. We are waiting for the fence company to let us know when they will be here to begin the work.

Manager Much updated the Commission on the status of the Engine/Genset system. The mechanic working on the engine is able to start the engine on methane but cannot get it to run beyond an idle speed. He has ordered a different mixing valve with a larger orifice to be installed on the engine to allow more methane to be injected into the engine.

Door access control system update. The review of the doors that should have the electronic access control installed has been completed as well as identifying the changing of door locks throughout the facility. The firms that provided the original quotes will be contacted again with the new information. We will be looking at having the new quotes available at the next commission meeting.

Ordinance Contract incorporate revisions update. No additional information to report.


Shift schedule change update. The shift change has been made and is in place. Operators are on-site from 6:00 am to 6:00 pm Monday through Friday with security services provided from 6:00 pm to 6:00 am. The weekend shift did not change; this shift consists of an Operator on-site from 6:00 am to 10:00 am for Saturday and Sunday with security services provided from 10:00 am to 6:00 am.

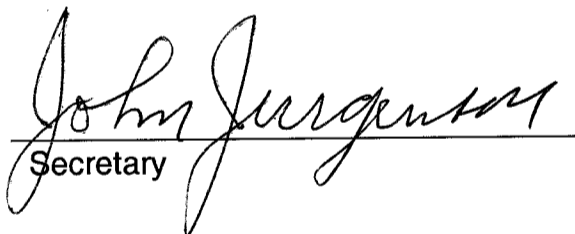
Sewer ownership update. Manager Much reported that a meeting was held with Menasha and we are waiting for a reply from them.

**Vouchers**

Motion made by Commissioner J. Jurgenson, seconded by Commissioner R. Zielinski, to approve Operating Fund Vouchers #127219 thru #127271 in the amount of \$213,285.67 for the month of July 2006 and Payroll Vouchers #20559 thru #20562 in the amount of \$3,232.46 for the month of July 2006. Motion carried unanimously.

Motion made by Commissioner R. Handevitd, seconded by Commissioner G. Cowling to adjourn the meeting. All present voting aye; nays, none. Meeting adjourned at 8:50 a.m.

  
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President

  
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Secretary

<b>NEENAH-MENASHA SEWERAGE COMMISSION</b>
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**Regular Meeting****Tuesday September 26, 2006**

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, K. Bauer, R. Handevitd; Manager Much, Accountant Voigt.

**Also Present:** Mike Samb (Waverly S.D.), Paul Much (MCO).

President W. Zelinski opened the Public Hearing to receive comments on the proposed 2007 NMSC Budget.

Hearing no questions or comments on the proposed 2007 NMSC Budget, moved by Commissioner R. Handevitd, seconded by Commissioner J. Jurgenson to adjourn the Public Hearing. Motion carried unanimously. Public Hearing adjourned at 8:05 am.

Motion made by Commissioner R. Handevitd, seconded by Commissioner J. Jurgenson to reconvene into Regular Open Session. Motion carried unanimously.

Motion made by Commissioner J. Jurgenson, seconded by Commissioner R. Handevitd to approve the minutes of the Regular Meeting of August 22, 2006. Motion carried unanimously.

**Correspondence**

The following correspondence was discussed.

1. June 2, 2006 letter from Mr. Steve Laabs, Town of Menasha to Randall Much, NMSC.  
RE: August 2005 to June 2006 Infiltration/Inflow Report.
2. September 2, 2006 letter from Mr. James Savinski, DNR to Randall Much, NMSC.  
RE: Receipt of 2005 CMAR.
3. September 8, 2006 Notice of Public Hearing and Meeting.  
RE: Notice of Public Hearing for proposed 2007 NMSC Budget.

**Budget, Finance, Personnel**

Accountant Voigt presented to the Commission the unaudited financial statements for August 2006. Moved by Commissioner J. Jurgenson, seconded by Commissioner W. Helein to accept the unaudited financial statements for the month of August 2006 and place them on file. Motion carried unanimously.

Accountant Voigt presented the Proposed 2007 NMSC Budget to the Commission. Motion made by Commissioner R. Handevitd, seconded by Commissioner J. Jurgenson to approved the Proposed 2007 NMSC Budget. Motion carried unanimously on a roll call vote.

Accountant Voigt presented MCO invoice #11147 in the amount of \$90,417.71 for the month of October 2006. Motion made by Commissioner J. Jurgenson, seconded by Commissioner G. Cowling to approve MCO invoice #11147 in the amount of \$90,417.71 for the month of October 2006 and to pay the invoice after October 1. Motion carried unanimously.

Accountant Voigt presented the Accountants Report for the month of August 2006. The short-term rates earned on our money market deposits have continued to increase. Motion made by Commissioner R. Handevitd, seconded by Commissioner R. Zielinski to accept the Accountants Report for the month of August 2006. Motion carried unanimously.

Accountant Voigt presented the following invoices from McMahon Associates for payment:

#32570	Heating System Improvements – Design	\$315.00.
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Motion made by Commissioner R. Zielinski, seconded by Commissioner J. Jurgenson to approve for payment invoice #32570 to McMahon Associates. Motion carried unanimously.

**Operations, Engineering, Planning**

Manager Much presented and discussed the operating report for the month of August 2006. The plant continues to operate well; we are within permit limits and there are no current issues or problems. Motion made by Commissioner R. Handevitd, seconded by Commissioner W. Helein to approve the operating report for the month of August 2006 and to place the report on file. Motion carried unanimously.

Manager Much reported to the Commission that there is no additional information on the sludge-to-sludge heat exchanger.

Manager Much presented to the Commission a quotation from Lee's Contracting/Fabricating, Inc. to dismantle and rebuild and repaint one existing final clarifier for \$130,000. When the final clarifier was originally built, the firm that applied the painting on the clarifier did a very good job and we are now just starting to notice paint peeling after 20 years. Because of the equipment and tank age, this is something that should be considered. If the equipment manufacturer were to replace the clarifier equipment, it is anticipated the cost for this alone would be around \$250,000. The Commission discussed listing this type of major work in the budget. Beginning with the 2008 Budget, major repairs that are either known or anticipated should be listed as a line item in the Replacement Fund or Depreciation Fund budgets. After discussion, motion made by Commissioner W. Helein, seconded by Commissioner R. Handevitd to approve the quote received from Lee's Contracting/Fabricating, Inc.

Commissioner J. Jurgenson requested to be excused from the meeting. Permission granted.

Manager Much presented the following sewer extension requests:

1. Request from Schuler & Associates, Inc. for Southfield West Subdivision located in the City of Menasha, Waverly Sanitary District. Motion made by Commissioner R. Handevitd, seconded by Commissioner G. Cowling to approve the sewer extension request for Southfield West

- Subdivision located in the City of Menasha, Waverly Sanitary District. Motion carried unanimously.
2. Request from Davel Engineering for Nature's Way located in the City of Menasha, Waverly Sanitary District. Motion made by Commissioner R. Handevitd, seconded by Commissioner G. Cowling to approve the sewer extension request for Nature's Way located in the City of Menasha, Waverly Sanitary District. Motion carried unanimously.
  3. Request from Gremmer & Associates, Inc. for Nature's Way located in the City of Menasha, Waverly Sanitary District. Motion made by Commissioner R. Handevitd, seconded by Commissioner G. Cowling to approve the sewer extension request for Nature's Way located in the City of Menasha, Waverly Sanitary District. Motion carried unanimously.

#### Old Business

Fence repair update. The work on the fence is in process.

Door access control system update. Accountant Voigt discussed his memo to the Commission with the updated quotes for the Access Control System. The system quoted by Town & Country Electric will be the low bid if the Commission contracts directly with Tri City Glass for the repair and installation of the door hardware. Commissioner R. Handevitd requested that alternative pricing should be obtained in purchasing the computer equipment needed from local firms in lieu of using computers from Dell as proposed. The Commission instructed Accountant Voigt to obtain costs from local computer companies and to proceed with the project.

Manager Much updated the Commission on the status of the Engine/Genset system. The mechanic working on the engine replaced the valve and he was able to obtain more speed. He has now ordered a replacement spring to allow more methane gas to flow to the engine for improved performance.

Ordinance Contract incorporate revisions update. No additional information to report.

Sewer ownership update. No additional information to report.

Electronic DMR submittal. Some additional information was received from the DNR. Conversion to this format will still be several months.

#### Vouchers

Motion made by Commissioner W. Helein, seconded by Commissioner R. Zielinski, to approve Operating Fund Vouchers #127272 thru #127319 in the amount of \$228,167.53 for the month of August 2006 and Payroll Vouchers #20563 thru #20566 in the amount of \$3,120.70 for the month of August 2006. Motion carried unanimously.

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

  
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President

  
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Secretary

## NEENAH-MENASHA SEWERAGE COMMISSION

#### Regular Meeting

Tuesday October 24, 2006

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.

**Also Present:** Mike Sambs (Waverly S.D.), Paul Much (MCO).

**Excused:** Commissioner K. Bauer.

Accountant Voigt pointed out an error in the minutes sent to the Commissioners. The date of the meeting was incorrectly listed as August 27. The correction has been made on the final copy for signatures. Motion made by Commissioner R. Handevitd, seconded by Commissioner R. Zielinski to approve the minutes of the Regular Meeting of September 26, 2006 as corrected. Motion carried unanimously.

**Correspondence**

The following correspondence was discussed.

1. October 18, 2006 letter from Mr. Ronald Bunkert to Roger Voigt, NMSC.  
RE: Request to pay bill to correct income reporting problem.
2. October 19, 2006 letter from Roger Voigt, NMSC to Mr. Ronald Bunkert.  
RE: Denial of request to pay bill to correct income reporting problem.

**Budget, Finance, Personnel**

Accountant Voigt presented to the Commission the unaudited financial statements for September 2006. Due to the large income reported for O&M, Accountant Voigt requested to be able to adjust the December invoices to the contract users to reduce the amount collected for O&M to eliminate some of the excess income received. After discussion, motion made by Commissioner R. Handevitd, seconded by R. Zielinski to allow Accountant Voigt to adjust the December billings to the contract users to reduce the amount of excess income collected for O&M. Motion carried unanimously. Moved by Commissioner R. Handevitd, seconded by J. Jurgenson Commissioner to accept the unaudited financial statements for the month of September 2006 and place them on file. Motion carried unanimously.

Accountant Voigt presented MCO invoice #11216 in the amount of \$90,417.71 for the month of November 2006. Motion made by Commissioner R. Handevitd, seconded by Commissioner J. Jurgenson to approve MCO invoice #11216 in the amount of \$90,417.71 for the month of November 2006 and to pay the invoice after November 1. Motion carried unanimously.

Accountant Voigt presented the Accountants Report for the month of September 2006. The short-term rates earned on our money market deposits have continued to increase. Motion made by Commissioner R. Zielinski, seconded by Commissioner R. Handevitd to accept the Accountants Report for the month of September 2006. Motion carried unanimously.

Accountant Voigt reported that there are no invoices from McMahon Associates.

Accountant Voigt reported to the Commission that the next bond payment and interest payment will be on December 1, 2006.

**Operations, Engineering, Planning**

Manager Much presented and discussed the operating report for the month of September 2006. The plant continues to operate well; we are within permit limits and there are no current issues or problems. Motion made by Commissioner J. Jurgenson, seconded by Commissioner W. Helein to approve the operating report for the month of September 2006 and to place the report on file. Motion carried unanimously.

Manager Much reported to the Commission that there is no additional information on the sludge-to-sludge heat exchanger. Chad Olsen will be at the November meeting to present a report. He is waiting on obtaining reports on the experience on the units in Madison before making a final decision.

Manager Much reported to the Commission the clarifier rehabilitation project will begin in the spring.

Manager Much presented and discussed a proposal to have McMahon Associates provide a review and assessment of the existing power distribution equipment, layout, and standby power topology for an estimated fee of \$7,500. The Commission should look at the incoming power options; the original plant design had 2 power sources from Menasha, we have since added a backup generator. The study would look at this and also the current power system and report what our options are. Discussion ensued; Commissioner R. Zielinski indicated he would like to see comparative rates from other firms. After discussion, motion made by Commissioner J. Jurgenson, seconded by Commissioner W. Helein to approve the agreement with McMahon Associates for an Engineering Review and assessment of existing power distribution equipment and layout, and standby power topology. Motion carried unanimously.

**Old Business**

Fence repair update. The work on the fence is completed.

Door access control system update. Equipment is ordered, the work will begin in early November.

Manager Much updated the Commission on the status of the Engine/Genset system. We are still waiting for the ordered replacement spring for the engine. We expect it will be another 4 weeks before delivery of this part.

Ordinance Contract incorporate revisions update. No additional information to report.

Sewer ownership update. No additional information to report.

Electronic DMR submittal. Manager Much will be attending the WWOA conference in November. One of the topics is the electronic DMR submittal.


#### Other Business

Accountant Voigt reported to the Commissioners he received questions from one of the contract users concerning the ending date for term of the Commissioners. The original date in the contract ordinance set the date as January 31<sup>st</sup>. However when the second amendment was made to the contract ordinance, the ending date for the term of office was changed to December 31<sup>st</sup>. With this information, Commissioners W. Helein and R. Handevitd terms will be ending on December 31<sup>st</sup> 2006. All of the remaining Commissioners terms will be corrected to reflect the ending term of December 31<sup>st</sup>.

#### Vouchers

Motion made by Commissioner R. Zielinski, seconded by Commissioner W. Helein, to approve Operating Fund Vouchers #127320 thru #127374 in the amount of \$435,697.59 for the month of September 2006 and Payroll Vouchers #20567 thru #20577 in the amount of \$4,484.94 for the month of September 2006. Motion carried unanimously.

Motion made by Commissioner R. Handevitd, seconded by Commissioner R. Zielinski to adjourn the meeting. All present voting aye; nays, none. Meeting adjourned at 8:44 a.m.

  
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President

  
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Secretary

## NEENAH-MENASHA SEWERAGE COMMISSION

#### Regular Meeting

Tuesday November 28, 2006

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

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

**Also Present:** Mike Sambs (Waverly S.D.), Chad Olsen (McMahon Associates), Mark Radtke, Taryn Nall (City of Menasha), Paul Much (MCO).

To accommodate those in attendance, President W. Zelinski proceeded to agenda item 6 (C) – City of Menasha Sewers and Inflow/Infiltration update.

Taryn Nall presented and discussed with the Commission a status report on the activities involved in the City of Menasha sanitary sewer evaluation survey (SSES) and sewer rehabilitation project to reduce inflow and infiltration in the city sewers. Phases 1 and 2 are complete except for some sewer rehabilitation work. Phase 3 is estimated to be completed in 2008. The City has reduced the amount of smoke testing in the sewers partly because of problems associated with homes filling with smoke when the smoke testing is performed. To replace the smoke testing, more televising of the sewers are occurring. The total project cost is expected to be \$2,963,300.

The Commission proceeded to agenda item 7(D) – Update – Interceptor Cleaning / Ownership.

The Commission inquired of Mark Radtke if any action has taken place with the City of Menasha if they are interested in pursuing the ownership of the current Commission Interceptors in Menasha. Mark Radtke reported the City has not discussed this issue yet.

The Commission returned to the agenda as published.

Motion made by Commissioner R. Handevitd, seconded by Commissioner R. Zielinski to approve the minutes of the Regular Meeting of October 24, 2006. Motion carried unanimously.

**Correspondence**

The following correspondence was discussed.

1. November 27, 2006 letter from NMSC employee Mr. Richard Panke to NMSC President W. Zielinski.  
RE: Intent of retiring from the NMSC contingent upon the NMSC approving a contract amendment with MCO to transfer his employment from the NMSC to MCO.
2. November 27, 2006 letter from Mr. Steve Arant, Earthtech to Roger Voigt, NMSC.  
RE: Response to inquiry of Earthtech Fee Schedule.

**Budget, Finance, Personnel**

Accountant Voigt presented to the Commission the unaudited financial statements for October 2006. As reported to the Commission in October, the December bill for O & M was reduced approximately 50% to reduce the amount of excess O & M funds collected during 2006. Accountant Voigt also reported to the Commission that the next bond payment and interest payment will be on December 1, 2006. Moved by Commissioner R. Handevitd, seconded by Commissioner R. Zielinski to accept the unaudited financial statements for the month of October 2006 and place them on file. Motion carried unanimously.

Accountant Voigt presented MCO invoice #11276 in the amount of \$91,309.54 for the month of December 2006. Motion made by Commissioner R. Zielinski, seconded by Commissioner W. Helein to approve MCO invoice #11276 in the amount of \$91,309.54 for the month of December 2006 and to pay the invoice after December 1. Motion carried unanimously.

Accountant Voigt presented the Accountants Report for the month of October 2006. The short-term rates earned on our money market deposits have continued to increase. Motion made by Commissioner R. Handevitd, seconded by Commissioner J. Jurgenson to accept the Accountants Report for the month of October 2006. Motion carried unanimously.

Accountant Voigt reported that there are no invoices from McMahon Associates.

Accountant Voigt reported the Snow Plowing Agreement will be presented at the December meeting. The contract will reflect no increase in the plowing rates for this next snow season.

**Operations, Engineering, Planning**

Manager Much presented and discussed the operating report for the month of October 2006. The plant continues to operate well; we are within permit limits and there are no current problems. The first polymer system unit to be replaced is operating; we are expecting more efficiency in the use of polymer with these new units. Motion made by Commissioner R. Handevitd, seconded by Commissioner J. Jurgenson to approve the operating report for the month of October 2006 and to place the report on file. Motion carried unanimously.

Chad Olsen presented and discussed his reports on the sludge-to-sludge heat exchanger. Per recommendations, samples of scum from the primary clarifiers were sent in for a grease analysis and for viscosity measurements. To help eliminate any grease problems from the scum in the primary clarifiers, it is recommended that the scum be pumped directly into the digesters bypassing the heat exchanger. The problems with the heat exchanger at the Madison facility have not yet been resolved. One suggestion is to have the company install a pilot unit of the heat exchanger here at the NMSC. The Commission was also informed that two additional units will be coming online in the spring of 2007; one unit in Missouri and one unit in Indiana. There is also a unit installed in Denmark that uses similar size piping as the unit proposed at the NMSC. Chad will try to contact the Denmark plant for information on the performance of that unit.

**Old Business**

Door access control system update. Work is progressing on the installation.

Manager Much updated the Commission on the status of the Engine/Genset system. The ordered replacement spring for the engine was shipped Wednesday. When the part is received, the work to replace the spring will be scheduled.

Ordinance Contract incorporate revisions update. No additional information to report.

Sewer ownership update. No additional information to report.

Electronic DMR submittal. Manager Much attended the WWOA conference. We will look at firms that provide the service to see what they have to offer.


**Other Business**

President W. Zelinski questioned the Commissioners if they would like to meet on the normal scheduled meeting date of December 26<sup>th</sup>, or if they would prefer to move the meeting to the week prior and hold the meeting on December 19<sup>th</sup>. After discussion, motion made by Commissioner R. Handevdt, seconded by Commissioner R. Zielinski to change the December Commission meeting to Tuesday December 19<sup>th</sup> at 8:00 am. Motion carried unanimously.

**Vouchers**

Motion made by Commissioner R. Zielinski, seconded by Commissioner J. Jurgenson, to approve Operating Fund Vouchers #127375 thru #127430 in the amount of \$245,088.60 for the month of October 2006 and Payroll Vouchers #20578 thru #20581 in the amount of \$3,436.18 for the month of October 2006. Motion carried unanimously.

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

  
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President

  
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Secretary

<b>NEENAH-MENASHA SEWERAGE COMMISSION</b>
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**Regular Meeting****Tuesday December 19, 2006**

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

**Present:** Commissioners R. Zielinski, J. Jurgenson, W. Zelinski, K. Bauer, W. Helein, G. Cowling, R. Handevdt; Manager Much, Accountant Voigt.

**Also Present:** Mike Sambs (Waverly S.D.), Chad Olsen (McMahon Associates), Teri Stecker (Diversified Insurance Services), Paul Much (MCO).

Motion made by Commissioner R. Handevdt, seconded by Commissioner R. Zielinski to approve the minutes of the Regular Meeting of November 28, 2006. Motion carried unanimously.

**Correspondence**

The following correspondence was discussed.

1. December 1, 2006 letter from Roger Voigt, NMSC to NMSC Contracting Users.  
RE: Return of funds received from Sonoco to Contracting Users.
2. December 12, 2006 letter from Waverly S.D. to Roger Voigt, NMSC.  
RE: Reappointment of William Helein to NMSC Commission.
3. December 13, 2006 letter from Lisa Wolff, Victim Witness Support, Winnebago County to the NMSC.  
RE: Notice of Disposition for Graffiti on May 29, restitution ordered.

**Budget, Finance, Personnel**

Teri Stecker (Diversified Insurance Services) presented and discussed the Commercial Insurance Proposal for renewal of the NMSC property and liability insurances for 2007. Based on the quotes received, the quotes for the insurance coverage's generally came in at the same rate or at a lower rate compared to the 2006 premiums. The premiums for the property coverage and equipment breakdown are higher than the 2006 premium paid due to the increased values of the plant and equipment. The actual rate paid per \$1,000 of value actually decreased from 2006. After reviewing and discussing the coverage's, motion was made by Commissioner R. Handevdt, seconded by Commissioner J. Jurgenson to approve the renewal of the NMSC Commercial Insurance Package as quoted with the coverage to include the optional Terrorism coverage. Motion carried unanimously.



Accountant Voigt presented the Snow Plowing and Removal Contract for the 2006 – 2007 snow plowing season with AMTruck/Levenhagen Corp. The renewal includes no changes in the rates from the previous contract. Motion was made by Commissioner R. Handevitdt, seconded by Commissioner J. Jurgenson to approve the Snow Plowing and Removal Contract as presented. Motion carried unanimously.

Accountant Voigt presented to the Commission the unaudited financial statements for November 2006. The year-to-date operations income is \$114,580 through November. The adjustment to the rates for December should decrease the year-to-date operating income by about one-half. Moved by Commissioner G. Cowling, seconded by Commissioner R. Zielinski to accept the unaudited financial statements for the month of November 2006 and place them on file. Motion carried unanimously.

Accountant Voigt presented to the Commission the First Quarter 2007 rates for Operations, Maintenance, Replacement, and Depreciation based on the approved 2007 budget. These rates will be used for the First and Second Quarters 2007. The rates are: Flow - \$160.16/MG, BOD - \$0.2258/lb, SS - \$0.1094/lb. No action is necessary.

Accountant Voigt presented MCO invoice #11350 in the amount of \$31,474.00. This invoice has been generated due to MCO incorrectly billing the NMSC for the 2006 contract amount. During 2006 the billings from MCO to the NMSC did not include the approved contract increase to the contract. After discussion, motion made by Commissioner R. Handevitdt, seconded by Commissioner W. Helein to approve MCO invoice #11350 in the amount of \$31,474.00 for the incorrect billing from MCO to the NMSC for the approved 2006 contract increase. Motion carried unanimously.

Manager Much presented to the Commission the Amendment of Management, Supervision, Operations, and Maintenance Contract to the current agreement between the NMSC and MCO. This amendment is to add to the MCO contract the cost for the employee retiring from the NMSC and coming to work for MCO. The amount of the amendment is \$87,000 which includes the health and liability insurance costs. After discussion, motion made by Commissioner R. Handevitdt, seconded by Commissioner J. Jurgenson to approve the Amendment of Management, Supervision, Operations and Maintenance Contract as presented. Motion carried unanimously.

Manager Much presented the proposed contract adjustment for 2007. The CPI-U increased 2.1%; MCO is requesting to increase the contract amount by 2.1% or \$19,545 for 2007. Motion made by Commissioner R. Handevitdt, seconded by Commissioner W. Helein to approve the contract adjustment for 2007 as proposed. Motion carried unanimously.

Accountant Voigt presented MCO invoice #11367 in the amount of \$94,455.54 for the month of January 2007. This invoice does not include the contract amendment or the contract increase amounts; they will be added to the February invoice. Commissioner R. Zielinski request to have a summary prepared of the 2007 contract with the adjustments to be able to see what the monthly invoice amounts should be for 2007. Motion made by Commissioner J. Jurgenson, seconded by Commissioner G. Cowling to approve MCO invoice #11367 in the amount of \$94,455.54 for the month of January 2007 and to pay the invoice after January 1. Motion carried unanimously.

Accountant Voigt presented the Accountants Report for the month of November 2006. The short-term rates earned on our money market deposits did not change from October. Motion made by Commissioner R. Handevitdt, seconded by Commissioner R. Zielinski to accept the Accountants Report for the month of November 2006. Motion carried unanimously.

Accountant Voigt presented the following invoices from McMahon Associates for payment:

#33993	Heating System Improvements – Design	\$630.00.
#33994	Heating System Improvements – Construction	\$ 20.50.

Motion made by Commissioner W. Helein, seconded by Commissioner J. Jurgenson to approve for payment invoices #33993 and invoice #33994 to McMahon Associates. Motion carried unanimously.

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

Manager Much presented and discussed the operating report for the month of November 2006. The plant is operating well. Some of the electrical panels are being rebuilt by MCO employees who are some of the recent hires to work at the NMSC facility. The electrical rates increased in November; the full impact of the rate increase will be seen in December. The plant water meter has not been operating correctly since about July; a new water meter has been installed by Menasha Utilities and an estimated billing has been received. Motion made by Commissioner R. Handevitdt, seconded by Commissioner J. Jurgenson to approve the operating report for the month of November 2006 and to place the report on file. Motion carried unanimously.

Chad Olsen presented and discussed his report on the sludge-to-sludge heat exchanger. He has received plans from Soltech for a pilot unit to install at the NMSC to help determine if grease would be a problem with the operation of this unit at the NMSC. One of the challenges with this pilot unit is to obtain a pump to provide 100 gpm pumping capacity; the NMSC would also need to provide some work to modify the pilot unit.

When more details are obtained for the pilot unit, Chad will determine what costs the NMSC would incur for the pilot unit.

Accountant Voigt presented to the Commission a comparison of billing rates received from two Engineering firms and compared them to the current rates from McMahon Associates.

#### Old Business

Door access control system update. Work is progressing on the installation.

Manager Much updated the Commission on the status of the Engine/Genset system. The ordered replacement spring for the engine is scheduled to be installed on Wednesday.

Ordinance Contract incorporate revisions update. No additional information to report.

Sewer ownership update. No additional information to report – The City of Menasha will be looking at this issue sometime in the future.

Electronic DMR submittal. The DNR recommends that the NMSC should get signed up for the electronic submittal, even if it will be using the data entry method. The NMSC can always switch to the machine-to-machine transfer method at a later date.

#### Vouchers

Motion made by Commissioner J. Jurgenson, seconded by Commissioner R. Zielinski, to approve Operating Fund Vouchers #127431 thru #127486 in the amount of \$244,144.96 for the month of November 2006 and Payroll Vouchers #20582 thru #20585 in the amount of \$4,053.87 for the month of November 2006. Motion carried unanimously.

Motion made by Commissioner R. Handevitdt, seconded by Commissioner R. Zielinski to adjourn the meeting. All present voting aye; nays, none. Meeting adjourned at 8:50 a.m.

  
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President

  
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Secretary

## NEENAH-MENASHA SEWERAGE COMMISSION

#### Regular Meeting

Tuesday January 23, 2007

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

**Present:** Commissioners R. Zielinski, W. Zelinski, K. Bauer, W. Helein, G. Cowling, D. Youngquist; Manager Much, Accountant Voigt.

**Excused:** Commissioner J. Jurgenson

**Also Present:** Mike Sambs (Waverly S.D.), Chad Olsen (McMahon Associates), Paul Much, Rob Franck, Jim Peichl (MCO).

President W. Zelinski introduced Dale Youngquist who will be serving as Commissioner on the NMSC representing the Town of Menasha Utility District.

Motion made by Commissioner R. Zielinski, seconded by Commissioner K. Bauer to approve the minutes of the Regular Meeting of December 19, 2006. Voting aye: Commissioners R. Zielinski, K. Bauer, G. Cowling. Commissioner D. Youngquist abstained. Motion carried.

#### Correspondence

The following correspondence was discussed.

1. January 10, 2007 email from Tracey Driessen, Cellu Tissue Neenah to Randall Much, MSC and response from Randall Much, NMSC to Tracey Driessen.  
RE: Request to discharge waste to NMSC Treatment Plant and response to request.