

NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting

Tuesday August 22, 2017

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

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

Excused: Commissioner Kathy Bauer.

Also Present: Rob Franck (MCO).

Minutes

July 25, 2017 Regular Meeting minutes: After discussion, motion made and seconded by Commissioners Zielinski/Bates to approve the minutes from the July 25, 2017 Regular Meeting. Motion carried unanimously.

Correspondence

There was no correspondence to be discussed.

Old Business

Fox River Cleanup Update. Accountant Voigt reported a settlement check was received from Davis & Kuelthau refunding defense costs which were initially paid by the Cities of Neenah and Menasha towards disputed defense fees. Checks were issued to the Cities of Neenah and Menasha from the NMSC to return these funds to them. Accountant Voigt updated the Commission on the status of the liquidation of Home Insurance Company and a Settlement Agreement and Mutual Release received which will result in a cash payment to the NMSC of \$52,500 in January 2018 plus some additional distribution at a later date; President Youngquist signed the Settlement Agreement and it has been returned to Davis & Kuelthau.

Motion made and seconded by Commissioners Coburn/Bates to defer Old Business items 5-A-2 NMSC Interceptor-transfer of ownership and 5-C NMSC Interceptor-determination of allocation costs to Menasha, Waverly S.D., and Village of Fox Crossing until the September meeting. Motion carried unanimously.

Quotes for Interceptor Televising and Cleaning. President Youngquist requested action to be taken on cleaning and televising the portion of interceptor affecting only Fox Crossing and Waverly Sanitary District; this was okay with Commissioner Sambs. Rob Franck discussed the quotes received. After discussion, motion made and seconded by Commissioners Coburn/Sambs to accept the quotation received from Speedy Clean and to have the portion of NMSC interceptor from Airport Road to 6th Street in Menasha cleaned and televised at a cost not to exceed \$8,500. Motion carried unanimously.

Atlas Copco TRP Service Agreement. Rob Franck reported on the Exhibit A received from Atlas Copco. Commissioners discussed when the 60-90 day test operating period should begin; Commissioners also discussed if Atlas Copco would be acceptable with a January 1, 2018 start date of the TRP Service Agreement. Atlas Copco is to be contacted for their feedback.

New Business

Operations, Engineering, Planning

Phosphorus Removal. Manager Much reported we are not meeting the future limit we have for effluent phosphorus; it is felt it is due to particulates and also the plant operating with only 3 of the 4 final clarifiers causing us to lose retention time for settling. Manager Much also reported Chad Olsen will be starting his phosphorus study.

Polymer Feed System Update. Manager Much reported that Chad Olsen is working on the polymer system design and should have drawings for the September meeting.

Construction Pay Request. Commissioners discussed Pay Request #5 & Final received from August Winter & Sons, Inc. for the HSI Defective Blower Replacement in the amount of \$14,618.00. After discussion, motion made and seconded by Commissioners Zielinski/Sambis to approve Pay Request #5 & Final received from August Winter & Sons, Inc. Motion carried unanimously.

McMahon Associates invoices. Commissioners reviewed the McMahon invoices. Motion made and seconded by Commissioners Bates/Zielinski to defer invoice #906507 in the amount of \$1,100.00 until the September meeting. Motion made and seconded by Commissioners Bates/Coburn to approve for payment McMahon invoices #906870 and #906957 phase 04 in the amounts of \$3,750.00 and \$6.00. Motion carried unanimously.

Manager Much discussed the Operating Report for the month of July 2017. We are now operating under the new discharge permit requirements starting on July 1. Rob Franck reported on the status of new equipment issues – PBBS has completed the control change on Boiler #1; we now need to run the unit to test and adjust for maximum efficiency curves while operating on either natural gas or methane gas. McMahon is working on items for the iReport reporting software. Rob discussed the items in the Equipment & Grounds Report. Some pumps are in need of being rebuilt; MCO staff will perform. Transformer oil was tested; tests indicated oil is okay. There was a small grass fire under one of the methane gas flares; it is unknown as to the cause. It was caught early and was extinguished. It is estimated to cost \$2,200 to extend the concrete an additional three feet around the flares. The manhole cover and casting replacement work on the interceptor in the basement of Graphics Packaging was completed. The center pier on final clarifier 3 was moving; upon further inspection the pipe was found to be worn into two pieces. Prices were obtained to fix the center pier. August Winter & Sons will be here August 24-25 to make the repair; an initial estimate of approximately \$9,000 was provided. Rob also reported on some odor complaints received from an individual; it is felt the odors are coming from the sludge storage bays. Fans that are used to vent the building are being turned off to help control the odor. It is doubtful the odor control system piping and fans would be able to have the capacity to include the sludge storage bays. An estimate of \$14,000 was received to install a fan to vent the sludge bay from the roof; the cost to run electric to the fan would also need to be

added to the cost. The individual making the odor complaints also requested to have the trucks covered when they drive by his property. After discussion motion made and seconded by Commissioners Coburn/Bates to approve and accept the Operating Report for the month of July 2017. Motion carried unanimously.

HACH Phosphax Unit Maintenance Renewal. Commissioners reviewed and discussed the renewal quotation received from HACH for the service agreement on the two Phosphax Units. After discussion, motion made and seconded by Commissioners Bates/Zielinski to approve the one-year service agreement on the two Phosphax Units in the amount of \$14,894. President Youngquist requested to have HACH contacted to provide a cost for an extended period service agreement for up to 5-years.

HVAC Network Area Controller. Rob Franck discussed the quote from J&H Controls to upgrade the network controller used for controlling the HVAC system. The HVAC system uses the JAVA software platform for accessing and controlling the HVAC; due to security concerns web browsers are moving away from using and no longer supporting JAVA. The upgrade will eliminate the need for using JAVA; the cost for the upgrade is \$6,285. After discussion the Commission decided to wait until next year to consider the upgrade to the HVAC System.

Budget, Finance, Personnel

Accountant Voigt discussed the financial statements and the Cash & Investment report for the month of July 2017. July Operations reported a loss for the month; the invoice for the annual Administrative fee from the DNR in the amount of \$48,980 was received contributing to the loss. The interest rates on funds in the State Pool has increased to 0.88% and the ICS CDARS have increased to 0.80%. A CDARS matured (1-year, 0.65%) and was reinvested for another 12-month period at 1.39%. MCO generated \$2,300 in income to the Commission in July. Accountant Voigt discussed quotes received for replacing the current copier; after discussion, it was decided to defer any action replacing the copier at this time. After discussion, motion made and seconded by Commissioners Coburn/Bates to accept the Accountant's Report for the month of July 2017. Motion carried unanimously.

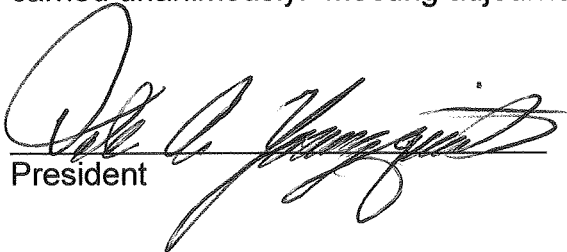
Motion made and seconded by Commissioners Coburn/Bates to approve for payment MCO invoices #21760, #21806 and #21799 in the amounts of \$126,704.22, \$438.80 and \$122.52 with payment to be made after September 1, 2017. Motion carried unanimously.

Motion made and seconded by Commissioners Coburn/Zielinski to approve Operating and Payroll Vouchers #136404 through #136458 in the amount of \$286,054.22 and Construction Fund Vouchers #269 through #270 in the amount of \$20,012.25 for the month of July 2017. Motion carried unanimously.

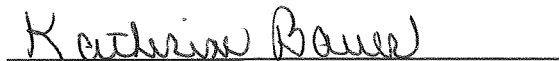
NMSC Draft 2018 Budget. President Youngquist expressed his concern on the increase in the Draft Budget. Accountant Voigt reviewed and discussed the line items in 2018 Draft Budget. Multiple line item adjustments were discussed and approved by the Commissioners. At 11:25 Commissioner Zielinski was excused from the meeting to attend to personal matters. After review of the budget line items, Commissioners were agreeable with the changes made in the draft budget. After discussion, motion made and seconded by Commissioners Coburn/Bates to approve the Draft 2018 NMSC Budget as amended and to schedule a Public Hearing to

receive comments on the Proposed 2018 NMSC Budget at 8:00 am on September 26, 2017 immediately prior to the Regular Meeting. Motion carried unanimously.

Motion made and seconded by Commissioners Coburn/Bates to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 12:15 p.m.



President



Secretary