

NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting

Tuesday December 19, 2017

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

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

Excused: Commissioner Mike Sambs.

Also Present: Rob Franck, Randall Much (MCO); Chad Olsen, Amy Vaclavik (McMahon).

Minutes

November 28, 2017 Regular Meeting minutes: After discussion, motion made and seconded by Commissioners Bates/Zielinski to approve the minutes from the November 28, 2017 Regular Meeting. Motion carried unanimously.

Correspondence

November 29, 2017 letter from Ellen Skerke, Clerk/Treasurer Town of Neenah to Steve Coburn. RE: Reappointment as Commissioner on the NMSC for the term 1/1/2018 to 12/31/2020.

December 11, 2017 letter from Mayor Dean Kaufert, City of Neenah to Forrest Bates. RE: Reappointment as Commissioner to the NMSC for the term 1/1/2018 to 12/31/2020.

Accountant Voigt presented a copy of the fully executed contract extension with Sonoco-U.S. Mills for an additional 5-year term. The contract terms have been extended to 12/31/2022.

Old Business

Horseshoe Beverage Update. Manager Much reported on the status of the Horseshoe Beverage startup; the pretreatment system will be turned on January 22 to run clear water through the system. The tentative operations start date will be in May. Manager Much will visit Horseshoe Beverage in January to view the pretreatment system.

Loop the Lake Update. Manager Much and President Youngquist discussed the contacts received regarding the Loop the Lake Project. Commissioners discussed concerns with the proposed location of the project on NMSC property. A meeting will be held on Thursday (12/21) to discuss the proposed route and our concerns with representatives from Loop the Lake.

New Business

Operations, Engineering, Planning

To accommodate those in attendance, President Youngquist proceeded to New Business agenda items 6-C, 6-D, and 6-E; McMahon Associates invoices and Plant Upgrade Project Closeout, 203 Mathewson Street property.

McMahon Invoices. Commissioners discussed McMahon invoices #908195, #908317, and #908504 in the amounts of \$1,950.00, \$1,657.15, and \$3,183.54. After discussion, motion made and seconded by Commissioners Coburn/Zielinski to approve for payment McMahon invoices #908195, #908317, and #908504. Motion carried unanimously. Amy Vaclavik reported there will be no additional costs related to the plant upgrade project.

Plant Upgrade Project Closeout. Amy Vaclavik discussed the project completion and the final request for funds from the Clean Water Fund Loan program. After discussion, motion made and seconded by Commissioners Coburn/Bates to accept Contract N0008-910101-B – High Speed Turbo Blowers/HSI, Inc., Contract N0008-910101-M – Dewatering Centrifuge/Alfa Laval, Inc., and McMahon Associates engineering services related to the Clean Water Fund Program Financial Assistant Agreement project #4115-03. Motion carried unanimously.

203 Mathewson Street Property. Accountant Voigt reported the property owner of 203 Mathewson Street stopped in the office to ask if the Commission would be interested in purchasing this property; this is a rental unit he owns and he is at the age where he is starting to look at divesting his properties. This property is adjacent to the property the Commission purchased two years ago (91 Madison Street). Commissioner Bauer questioned if we should purchase this property if there is no immediate need to acquire property for plant expansion needs. Commissioners discussed the need to have a future needs review performed to determine if the property would be in a location if the need arises for the NMSC to expand. Chad Olsen from McMahon said they would be able to perform this review; he would provide an agreement at the next Commission meeting. After discussion, Accountant Voigt was instructed to contact the property owner to inform him we could potentially be interested and it would be a couple months before would could provide him with a more definitive answer.

The Commission returned to the meeting agenda as published.

Phosphorus Removal. Manager Much reported operations adjustments are being made to try to get the phosphorus levels down.

Polymer Feed System Update. Chad Olsen reported it is in process to be ready to bid in January.

Manager Much discussed the Operating Report for the month of November 2017. The plant has been running well with no issues. The effluent mercury levels have been good; we have been meeting discharge limits. Rob Franck reported on the New Equipment Issues; discussions included the work of boiler controls conversion and blower 3 communication issues. Rob further discussed items on the Equipment and Grounds Report; winterizing was performed around the plant, annual painting to start again in January with Van Eperen Painting. Rob further discussed the report received from John Davis at McMahon regarding computer security on the plant computers. Commissioner Bauer provided her views on the report; the greatest risk we have is in the wireless and VPN connections. Commissioner Bauer also recommended that all computers should have Windows 10 installed and kept current on the updates, should consider having passwords changed every 90 days, make sure any updates to the SCADA system are maintained, do not allow any flash drives to be used on computers, and keep the maintenance agreements up to date on all software products. After discussion motion made and seconded by

Commissioners Zielinski/Bates to approve and accept the Operating Report for the month of November 2017. Motion carried unanimously.

Budget, Finance, Personnel

Accountant Voigt discussed the financial statements and the Cash & Investment report for the month of November 2017. November Operations reported a small loss for the month; the year to date operations is currently at a net loss. Accountant Voigt indicated he is expecting the year end operations to have a loss. The interest rates on funds in the State Pool has increased to 1.09% and the ICS CDARS have increased to 1.07%. MCO generated \$2,600 in income to the Commission in November. After discussion, motion made and seconded by Commissioners Zielinski/Bates to accept the Accountant's Report for the month of November 2017. Motion carried unanimously. Accountant Voigt reported on the need to update the NMSC website; the current website was created at no cost to the NMSC by an employee of the IT firm that maintains our network server. The current website is cumbersome to make changes to and to keep current. We contacted a firm called B2 Web Studios for pricing to update the website; they indicated it would cost \$2,000 - \$3,000 to provide a website to meet our needs. After discussion, motion made and seconded by Commissioners Bauer/Bates to authorize upgrading the NMSC website at a cost not to exceed \$3,000. Motion carried unanimously.

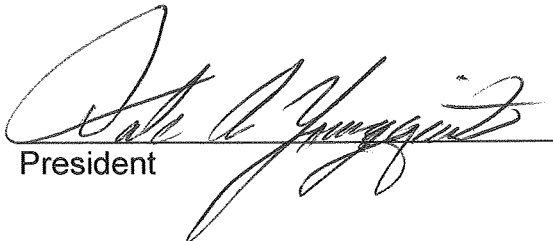
Motion made and seconded by Commissioners Coburn/Zielinski to approve for payment MCO invoices #22157 and #22192 in the amounts of \$129,134.26 and \$537.60 with payment to be made after January 1, 2018. Motion carried unanimously.

Motion made and seconded by Commissioners Coburn/Bates to approve Operating and Payroll Vouchers #136624 through #136663 in the amount of \$256,100.58 for the month of November 2017. Motion carried unanimously.

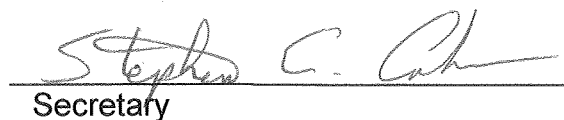
Other Business to Come Before the Commission

2018 meeting dates and times. Commissioners discussed the calendar for 2018 regular meeting dates. After discussion, motion made and seconded by Commissioners Bates/Zielinski to hold the 2018 Regular Meetings of the NMSC on the 4th Tuesday of the month from January through November, and on the 3rd Tuesday in December. All meetings to be held at 8:00 am. Motion carried unanimously.

Motion made and seconded by Commissioners Zielinski/Bates to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 9:16 a.m.



President



Secretary