

NEENAH-MENASHA SEWERAGE COMMISSION

Public Hearing & Regular Meeting

Tuesday September 29, 2020

Meeting was called to order by Commission President Youngquist at 8:04 a.m.

Present: Commissioners Forrest Bates, Steve Coburn, Travis Parish, Greg Weyenberg, James Taylor, Raymond Zielinski, Dale Youngquist; Manager Paul Much; Accountant Roger Voigt.

Commissioner Taylor attending via virtual means.

Also Present: Rob Franck (MCO), Chad Olsen (McMahon), Troy Carlson (McClone Agency).

Public Hearing

Motion made and seconded by Commissioners Zielinski/Bates to open the Public Hearing. Motion carried unanimously; the Public Hearing opened at 8:05 am. President Youngquist opened the Public Hearing with a brief statement regarding the budget and asked for any comments from the Commissioners or those in attendance. Hearing none, motion made and seconded by Commissioner Zielinski/Bates to close the Public Hearing. Motion carried unanimously; the Public Hearing was closed at 8:08 am.

Public Forum

No one in attendance for the Public Forum.

Minutes

August 25, 2020 Regular Meeting minutes: After discussion, motion made and seconded by Commissioners Zielinski/Bates to approve the minutes from the August 25, 2020 Regular Meeting. Motion carried unanimously.

Correspondence

There was no correspondence discussed.

To accommodate those in attendance, President Youngquist proceeded to Agenda item 7-F; NMSC Property & Liability Insurance Renewal. Troy Carlson discussed the property insurance appraisal received, the current insurance market, and the current NMSC insurance coverages. He will test a couple markets for insurance pricing comparison. With the current insurance market, the NMSC could be looking at a 10% increase in rates. President Youngquist questioned increasing our deductible; Troy responded we are currently at the \$50,000 level and we could look at pricing for \$75,000 and \$100,000 deductibles. Troy will send renewal information to Accountant Voigt; Troy will plan on being at the November meeting with the renewal pricing.

The Commission returned to the Agenda as published.

Old Business

Transfer of Ownership of NMSC Interceptors to City of Menasha. President Youngquist asked Commissioner Taylor if he has any update to report. He indicated the Mayor has not contacted him regarding this matter. Manager Much reported Adam Alix (Menasha PWD) has contacted MCO staff.

New Business

Operations, Engineering, Planning

McMahon Project Updates:

Polymer Feed System - Chad Olsen reported he has no new information to report.

Chlorine Residual Analyzer Installation - Rob Franck reported the 24-inch vent has been installed; this project can now be wrapped up.

Facility Re-Rating Study – Chad Olsen reported primary effluent data is being reviewed as well as Sonoco loading data.

Phosphorus Removal Equipment Pilot Study - Chad Olsen reported he has the reports on the Pilot units but has not yet compared the two systems; he will have more information at the next meeting. Chad also reported the Phosphorus Final Compliance Plan is due to the DNR on September 30 and will be sent out. Chad also presented a slide show with potential options on placing the phosphorus removal equipment on plant property. Costs still need to be determined for each of the options presented. Plans and specs will be due by September 30, 2021; he will have more information at the next meeting. Commissioner Coburn questioned if he will have estimated operating costs on each unit; Chad said yes. Commissioner Bates expressed his interest in how the Commission expects to pay for this project. President Youngquist indicated he talked with the representative from Baird who the Village of Fox Crossing works with; he is willing to be at the next meeting for discussing financing options. Chad reported he will have paperwork to sign at the next meeting for Clean Water Funding; this does not commit us, but will put us on the list for eligibility to obtain a loan if this is how the Commission would like to proceed.

Plant Boiler Digester Replacement. Chad Olsen reported the design is being worked on.

McMahon Proposal for Professional Services – Replace & Upgrade existing SCADA equipment & software. Chad Olsen discussed the need to update the existing computers and program software; this proposal also includes making requested modifications to controls and the SCADA system. After discussion, motion made and seconded by Commissioners Coburn/Bates to approve the McMahon Proposal to replace & upgrade existing SCADA equipment and software and to make the modifications to controls and SCADA. Motion carried unanimously.

McMahon Invoices. Commissioners discussed McMahon invoices #919676, #919677, #919723, and #919967 in the amounts of \$3,233.45, \$788.20, \$4,590.00, and \$3,950.70. After discussion, motion made and seconded by Commissioners Coburn/Bates to approve for payment McMahon invoices #919676, #919677, #919723 and #919967. Motion carried unanimously.

Operating Report. Commissioner Bates reported he noticed the phosphorus levels have increased; Manager Much agreed and further discussed the problems being seen. The issues may be due more to plant loading and not from toxicity as originally thought. Manager Much and Chad Olsen met with Sonoco representatives to review their operations and chemicals used by the facility. Chad further discussed the increase in operations at Sonoco, changes in chemicals they use, and a new process that was added which adds starch. Sonoco did contact plant staff prior to a plant shutdown to provide us the ability to make adjustments in our operations; this helped in minimizing the impact to our treatment plant. Rob Franck reported on Equipment and Grounds items. Rob additionally reported on the MLSS channel that was taken down for repair and he referenced the before and after pictures that were provided. Rob also further discussed VFD issues with the west centrifuge and now the east centrifuge VFD failed yesterday; we need to replace two VFD's, controller, touchscreen, and SCADA programming. The expected cost is \$31,000 and will take 2-4 weeks to be repaired. After the east centrifuge is repaired, we need to look at also repairing the other unit. It was the consensus of the Commissioners to proceed with the repair. After discussion, motion by Commissioners Bates/Weyenberg to accept the operations report. Motion carried unanimously.

Budget, Finance, Personnel

Financial Statements. Accountant Voigt reported on the August 2020 financial statements. August Operations are showing a loss from the reduction in the billing rates which took effect in August. Accountant Voigt further reported MCO generated about \$2,800 in additional revenue for the Commission; interest rates on ICS CDARS investments and the checking account are now at the low levels seen a couple years ago. After discussion, motion made and seconded by Commissioners Bates/Zielinski to approve the Accountant's Report for August 2020. Motion carried unanimously.

Wastewater Service Agreement with Sonoco/U.S. Paper Mills. The current agreement with Sonoco expires on December 31, 2022; Commissioners discussed renewing the agreement and how it will coincide with the Commissions need to borrow for the phosphorus removal project. President Youngquist suggests forming a committee to work with Manager Much and Chad Olsen on a Sonoco agreement and to also work on alternatives for funding the phosphorus removal project. Commissioner Weyenberg expressed concern that if this committee is negotiating a new agreement that the Commission Attorney should also be involved. It was agreed that the Attorney will be involved when discussions reach that point. Commissioner Parish referenced a section in the current Sonoco agreement; Commissioners further discussed. It was determined we need to set a goal of what we are trying to achieve. Manager Much reminded the Commissioners we also need to focus on Galloway Company and their loadings. Accountant Voigt was instructed to include this topic on the next meeting agenda.

Town of Neenah S.D. 2 request for prepayment of future capital costs. Commissioner Coburn reported that at this time Sanitary District 2 does not have interest in prepaying their portion of construction costs for the phosphorus removal project.

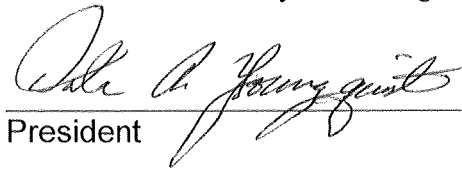
Motion made and seconded by Commissioners Coburn/Bates to approve for payment MCO invoices #26217 and #26260 in the amounts of \$132,173.76 and \$362.81 with payment to be made after October 1, 2020. Motion carried unanimously. Manager Much further reported to the Commissioners the recent contract between MCO and the Fox West Regional Sewerage

Commission (FWRSC) which will result in additional cost sharing to the NMSC for hours worked by Accountant Voigt for providing accounting services to FWRSC.

Motion made and seconded by Commissioners Coburn/Bates to approve Operating and Payroll Vouchers #138348 through #138387 in the amount of \$287,594.94 for the month of August 2020. Motion carried unanimously.

NMSC Proposed 2021 Budget. Commissioners discussed the proposed 2021 budget. Further discussion ensued regarding increasing the budgeted dollar amount for Aluminum Sulfate; after discussion it was decided to take no action to increase the budget amount. Motion made and seconded by Commissioners Bates/Zielinski to approve the 2021 NMSC Budget as presented. Motion carried unanimously on a roll call vote.

Motion made and seconded by Commissioners Bates/Zielinski to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 9:45 a.m.



President



Secretary