

# NEENAH-MENASHA SEWERAGE COMMISSION

## Regular Meeting

Tuesday February 28, 2017

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

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

**Excused:** Commissioners Kathy Bauer, Steve Coburn.

**Also Present:** Chad Olsen (McMAHON); Rob Franck, Randall Much (MCO), Jon Myers, Shane Ryan (Atlas Copco).

## Minutes

January 24, 2017 Regular Meeting minutes: Motion made and seconded by Commissioners Zielinski/Bates to approve the minutes from the January 24, 2017 Regular Meeting. Motion carried unanimously.

## Correspondence

The following correspondence was discussed:

February 7, 2017 letter from Stephanie Cheslock, Menasha Deputy Clerk to Raymond Zielinski.  
RE: Reappointment to a 3-year term on the Neenah-Menasha Sewerage Commission.

## Old Business

590 Enterprise Drive, Neenah. Manager Much reported the investment group is still interested in the site; they continue to work on financing for the project.

Authorized spending limits. Commissioners discussed increasing the authorized spending limit for the Commission President and Plant Manager to \$20,000. Commissioners decided to defer making a final approval until the March meeting when all Commissioners would be present.

## New Business

### Operations, Engineering, Planning

Phosphorus Removal. Manager Much reported the trial chemical being used for phosphorus removal was just changed to Hyper Ion 4107. Chad Olsen reported on discussions with the Fox-Wolf Watershed Alliance regarding phosphorus trading options; they feel they could find trading options that would cost an estimated \$200 per pound. The Fox-Wolf Watershed Alliance is looking at a \$15,000 study. The cost would be shared between the NMSC and Grand Chute Menasha West. Chad will be at the March meeting with the study proposal.

Blower Replacement-Blower Room HVAC Modifications. Rob Franck discussed the blower replacement; blowers 3, 4, and 5 are running automatically on the system through the control panel. There are 2 more blowers to install and three of the old blowers to remove. Rob further discussed the timing for the removal of old blowers and installation of the new replacements.

The new blowers have operated well; any glitches have been with the controls. Chad Olsen reported we will be looking at a possible change order for the HVAC controls; not as much heat is being generated as anticipated with the new blowers. President Youngquist questioned Chad if he had any estimate on the cost; Chad was not able to provide an estimated cost amount for this item. Chad reported it will involve mostly programming work. Rob further discussed this issue with the Commission. Commissioner Bates questioned who will be doing the work; it appears that Faith Technologies will likely do the majority of the work. Jon Myers provided a final comment on the installation work of the new blowers; he has seen many installations of their equipment and the installation work on the NMSC units is first class.

Atlas Copco Service Plan Quotations. Commissioners reviewed the quotations received on the Total Responsibility Plan and the Preventive Maintenance Plan. President Youngquist questioned if the discount referenced in the Settlement Agreement also applies to the Preventive Maintenance Plan. Jon Myers responded yes it would, but we will need to create an addendum to the Settlement Agreement to include this plan also. Jon further explained the Total Responsibility Plan; it includes 4 site visits per year. Jon further explained why it includes the 4 visits. Over time, we could reduce the number of site visits and the price could be adjusted. President Youngquist questioned the annual contract increase; Jon and the Commission discussed this further. Commissioner Bates questioned having fewer blowers with spring coming and if this is a concern; Randall Much responded the concern is during the summer months with the warmer weather and increased oxygen demand. Jon Myer reported he will fine tune the agreement based on discussions. Commissioners further discussed if they should have Attorney Thiel review the service contract.

Polymer Feed System Update. Chad Olsen indicated we will look at the unit being used in Appleton and potentially a unit located in Waukesha. We will be looking at purchasing two units; one unit for each centrifuge. The approximate cost for the two units will be \$300,000 plus installation.

Pay Requests. Chad Olsen and the Commission discussed the pay requests received from August Winter & Sons and Faith Technologies. After discussion, motion made and seconded by Commissioners Zielinski/Sambs to approve August Winter & Sons pay request #1 in the amount of \$83,695.00 and pay request #2 in the amount of \$109,060.00 and Faith Technologies pay request #1 in the amount of \$8,255.00 and pay request #2 in the amount of \$12,663.00, all relating to the HSI Blower Replacement. Motion carried unanimously.

McMahon Associates invoice. Commissioners reviewed the McMahon invoice. Motion made and seconded by Commissioners Zielinski/Bates to approve for payment McMahon invoice #904921 in the amount of \$400.00. Motion carried unanimously.

Manager Much discussed the Operating Report for the month of January 2017. The plant is running well, there are no issues; there was an operating adjustment made that reduced the amount of chlorine being used. Rob Franck discussed his report on new equipment issues; additional information was discussed regarding the boilers. Rob also discussed the items in the Equipment & Grounds Report - he reviewed motor starters, gravity belt polymer system failure, boiler burner control and additional walkway on the chlorine contact chamber. After discussion,

motion made and seconded by Commissioners Bates/Zielinski to approve the Operating Report for the month of January 2017. Motion carried unanimously.

Sewer Extension Requests. Commissioners discussed the sewer extension request for Castle Oak V located in the City of Neenah. After discussion, motion made and seconded by Commissioners Bates/Hamblin to approve the sewer extension request for Castle Oak V located in the City of Neenah. Motion carried unanimously. Commissioners also discussed a sewer extension request for the area servicing Lift Station #6 located in the Village of Harrison Waverly Sanitary District. After discussion, motion made and seconded by Commissioners Zielinski/Sambis to approve the sewer extension request for the area servicing Lift Station #6 located in the Village of Harrison Waverly Sanitary District. Motion carried unanimously.

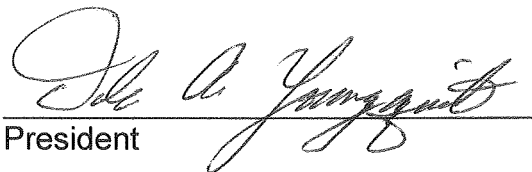
Budget, Finance, Personnel

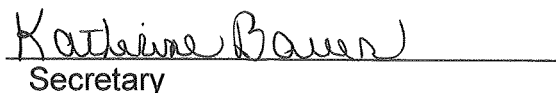
Accountant Voigt discussed the financial statements and the Cash & Investment report for the month of January 2017. The 2016 Financial Audit is nearing completion; 2016 ended up with an operating loss of \$38,467 with five of the six entities owing additional funds for 2016 operations. The City of Neenah will end up receiving a refund. The interest rates on funds in the State Pool and the ICS CDARS have increased to 0.58% and 0.56%. MCO generated \$2,250 in income to the Commission in January. After discussion, motion made and seconded by Commissioners Zielinski/Bates to accept the Accountant's Report for the month of January 2017. Motion carried unanimously.

Motion made and seconded by Commissioners Youngquist/Bates to approve for payment MCO invoices #21214 and #21254 in the amounts of \$126,704.22 and \$382.00 with payment to be made after March 1, 2017. Motion carried unanimously.

Motion made and seconded by Commissioners Zielinski/Bates to approve Operating and Payroll Vouchers #136095 through #136130 in the amount of \$243,028.64 and Construction Fund Voucher #258 in the amount of \$9,831.36 for the month of January 2017. Motion carried unanimously.

Motion made and seconded by Commissioners Zielinski/Bates to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 9:24 a.m.

  
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President

  
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Secretary