

# NEENAH-MENASHA SEWERAGE COMMISSION

## Regular Meeting

Tuesday December 17, 2019

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

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

**Also Present:** Rob Franck, Randy Much (MCO), Chad Olsen (McMahon).

## Public Forum

No one in attendance for the Public Forum.

## Minutes

November 26, 2019 Regular Meeting minutes: After discussion, motion made and seconded by Commissioners Zielinski/Bates to approve the minutes from the November 26, 2019 Regular Meeting. Motion carried unanimously.

## Correspondence

The following correspondence was discussed:

December 5, 2019 letter from Neenah Mayor Dean Kaufert to Greg Weyenberg.  
RE: Reappointment to a 3-year term as Commissioner to the NMSC.

## Old Business

Transfer of Ownership of NMSC Interceptors and Real Estate. President Youngquist reported he has no new information to report regarding Fox Crossing accepting the interceptors.

## New Business

### Operations, Engineering, Planning

Polymer Feed System. Chad Olsen reported he has no update at this time on the system controls and SCADA integration.

Chlorine Residual Analyzer Installation. Chad Olsen discussed Pay Request #2 from August Winter & Sons in the amount of \$47,792.50. There is some retainage being held until the project is complete. After discussion, motion made and seconded by Commissioners Bates/Weyenberg to approve Payment Request #2 from August Winter & Sons in the amount of \$47,792.50. Motion carried unanimously.

Facility Re-Rating Study. Manager Much reported we are trying some cold weather operational adjustments to see the impact on treating ammonia. Chad Olsen reported on efforts to increase the ammonia capacity in the colder months.

McMahon Invoices. Commissioners discussed McMahon invoices #916828 phase 6, #916826, and #916903 in the amounts of \$1,900.00, \$1,200.00 and \$367.50. After discussion, motion made and seconded by Commissioners Coburn/Zielinski to approve for payment McMahon invoices #916828 phase 6, #916826, and #916903. Motion carried unanimously.

Operating Report. Manager Much reported on plant operations; the plant is running well. Rob Franck reported on Equipment and Grounds items. Items further discussed on his report included: effluent pump 4 was rebuilt but had seal issues; the seal was repaired under warranty and is now okay – 2 more effluent pumps will be repaired in 2020 tentatively before spring. A technician for the polymer system will be onsite to install computer program updates – further explanation was provided on the purpose of the updates. Annual painting in the facility is now starting; further detail was provided on the areas that will be painted. After discussion, motion by Commissioners Bates/Weyenberg to accept the operations report. Motion carried unanimously.

Sewer Extension Requests. Commissioners reviewed and discussed two sewer extension requests located in the City of Menasha, Harrison Utilities. After discussion, motion made and seconded by Commissioners Bates/Weyenberg to approve the sewer extension request for the 3<sup>rd</sup> Addition to Woodland Hills and the sewer extension request for the 2<sup>nd</sup> Addition to Southfield, both located in the City of Menasha Harrison Utilities. Motion carried unanimously.

#### Budget, Finance, Personnel

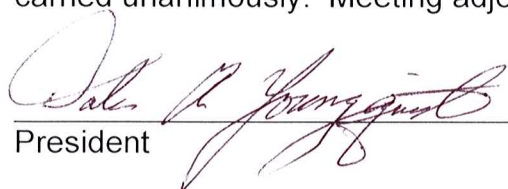
Proposed MCO 2020 Contract Adjustment. Manager Much discussed the proposed MCO contract adjustment for 2020. After discussion, motion made and seconded by Commissioners Bates/Coburn to approve the MCO contract adjustment for 2020. Motion carried unanimously.

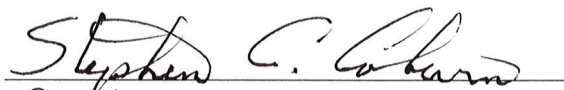
Financial Statements. Accountant Voigt reported on the November financial statements. The monthly Operating Income has continued to show net losses reflecting the new billing rates. Year-end operations net income is estimated to be under \$100,000. MCO generated \$3,700 in additional revenue for the Commission; interest rates on investments have gone down in November. President Youngquist reported on the information received from Manager Much regarding the Ordinance-Contract and retaining excess funds received from the communities. Manager Much reported we are not able to keep these funds; the Commission does have the ability to have Special Charges. After discussion, motion made and seconded by Commissioners Weyenberg/Bates to approve the Accountant's Report for November 2019. Motion carried unanimously.

Motion made and seconded by Commissioners Coburn/Bates to approve for payment MCO invoices #25317 and #25335 in the amounts of \$133,780.69 and \$302.90 with payment to be made after January 1, 2020. Motion carried unanimously.

Motion made and seconded by Commissioners Coburn/Bates to approve Operating and Payroll Vouchers #137896 through #137942 in the amount of \$293,817.40 for the month of November 2019. Motion carried unanimously.

Motion made and seconded by Commissioners Coburn/Bates to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 8:25 a.m.

  
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President

  
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Secretary