

NEENAH-MENASHA SEWERAGE COMMISSION

Regular Meeting

Tuesday November 22, 2016

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

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

Also Present: Tom Kispert, Chad Olsen (McMAHON); Rob Franck, Randall Much (MCO); Chris Reichelt, Troy Carlson (McClone).

Minutes

October 25, 2016 Regular Meeting minutes: Commissioner Coburn pointed out a mistake in the minutes; he was referenced as seconding a motion for payment of MCO invoices. He did not make the second. After rechecking meeting notes it was determined it was Commissioner Bates that made the second. Motion made and seconded by Commissioners Zielinski/Bates to approve the minutes from the November 22, 2016 Regular Meeting as corrected. Motion carried unanimously.

Correspondence

The following correspondence was discussed:

November 3, 2016 letter from Mr. Steven Rosenbeck, Press Color, Inc., to Paul Much, NMSC Manager.

RE: Request to discharge color into sanitary sewer system.

Manager Much reported Color Press, Inc. is looking for permission to discharge color ink into the sanitary sewer; the ordinance says they cannot discharge color if it will impact our outfall. Randall Much reported that in our history we have had color issues; certain colors do pass through our treatment and into the effluent outfall. President Youngquist questioned if this facility is located in the City or the Village; they would also need to give approval. They are located in the area by McDonald's on highway 47 and Valley Road. Manager Much reported their business was previously located in the Heart of the Valley system. We do not want to provide them a blanket authorization, but it should be conditional based on the colors not passing through the plant into the effluent outfall. This topic is to be included on the November meeting agenda for further discussion and action.

Old Business

Madison Street – Process to vacate. Commissioner Zielinski reported Commissioner Bauer and himself discussed this with City officials. Menasha has future plans for this area that will impact the vacating of this section of roadway; this issue will be dealt with at a later time when these details emerge.

Motion was made and seconded by Commissioners Zielinski/Coburn to move to Agenda item 6-E; 2017 Property and Liability Insurance to accommodate those in attendance. Motion carried unanimously.

2017 Property and Liability Insurance – Chris Reichelt introduced himself and distributed folders with information on our insurance renewals. He reported he marketed our account to carriers they felt would be interested in quoting for the business. Of those carriers contacted, CNA Insurance declined, Travelers Insurance did not submit a quote yet, and Cincinnati Insurance provided a renewal. Chris discussed the coverages the NMSC has and also the potential for adding Cyber Liability. Chris also indicated he would come back to the Commission at the next meeting if a quote received from Travelers would be worth considering. President Youngquist questioned what our deductible level was at; the deductible was raised to \$50,000 a couple years ago. After discussion motion made and seconded by Commissioners Coburn/Zielinski to renew the NMSC Property and Liability Insurance coverages with Cincinnati Insurance. Motion carried unanimously.

The meeting returned to the Agenda as published.

New Business

Operations, Engineering, Planning

Phosphorus Removal. Manager Much reported the new product being tested - Hyperion 1997, so far is not showing a lot of promise it can reduce our phosphorus level any better than the other products. Chad Olsen reported he attended the Public Hearing regarding the NMSC discharge permit; the hearing went smooth. Chad will be sending information to Jessica to start looking further at trading options; with the extension, we have almost 7 years to meet the new permit limit. There are still discussions on where we can/cannot use as areas for our trading options.

Sewer Extension. The Commission received a sewer extension request for Kambura Acres II. Commissioner Sambas reported this area is east of Christ the Rock church. After discussion, motion made and seconded by Commissioners Zielinski/Bates to approve the sewer extension request received for Kambura Acres II located in the Village of Harrison, Waverly Sanitary District. Motion carried unanimously.

Manager Much discussed the Operating Report for the month of October 2016. The plant is operating well, the mercury testing has been showing low effluent levels. Rob Franck discussed his report on new equipment issues; Boilers – we will be contacting the manufacturer regarding the firing heads; two different styles of heads were installed on the boilers. Any new heads replaced are expected to be at no cost. Rob also discussed the items in the Equipment & Grounds Report. After discussion, motion made and seconded by Commissioners Bates/Coburn to approve the Operating Report for the month of October 2016. Motion carried unanimously.

Engineering Update. Tom Kispert reported the installation of the blowers is moving forward; August Winters & Sons have been onsite; 4 blowers have been delivered and two of these blowers have been set in place.

McMahon Invoices. Chad Olsen reported on the invoices submitted. The Blower Replacement-construction phase and the WPDES permit representation are progressing;

the Control/SCADA, Amendment 3 and iReport are completed; the GIS Phase 2 has a couple bugs in the system and the developer will be making some changes. This item should be held until next month. After discussion, motion made and seconded by Commissioners Coburn/Bates to approve for payment McMahon Invoices #904172, #904379, #904466, #904467, and #904468 in the amounts of \$1,700.00, \$1,192.50, \$1,682.36, \$2,549.00, and \$500.00. Motion carried unanimously. Motion made and seconded by Commissioners Coburn/Zielinski to hold approval on McMahon Invoice #904469 in the amount of \$9,670.90 until the December meeting until the changes are made with the GIS. Motion carried unanimously.

Budget, Finance, Personnel

Accountant Voigt discussed the renewal of the Snow Plowing and Removal Contract. The contractor is requesting a \$10 per hour increase in the costs for the snow loader and dump truck. They no longer own these items of equipment and would need to make additional arrangements when these items of equipment are needed. The rate for their plowing units will remain the same as last year. Motion made and seconded by Commissioners Zielinski/Sambis to renew the Snow Plowing and Removal Contract with AMTruck – Levenhagen Corporation. Motion carried unanimously.

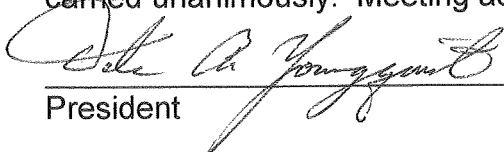
Manager Much discussed the MCO requests for increases in the health insurance rates and the 2017 contract increase. MCO has received a 3.5% increase in their health insurance effective December 1, 2016; this is a pass-thru item based on the contract. The CPI-U Index Table 3 – All items less medical care has increased 1.2%; MCO is requesting an increase of 1.2% on the contract. The overall impact will be a 1.4% increase over the current total contract amount. After discussion, motion made and seconded by Commissioners Bauer/Sambis to approve the December 1, 2016 health insurance increase and the 2017 contract increase with MCO. Motion carried unanimously.

Accountant Voigt discussed the financial statements and the Cash & Investment report for the month of October 2016. The Commission will show a loss in operations at the end of the year. The ICS CDARS rate is now 0.46%. MCO generated \$2,100 in income to the Commission in October. After discussion, motion made and seconded by Commissioners Bates/Zielinski to accept the Accountant's Report for the month of October 2016. Motion carried unanimously.

Motion made and seconded by Commissioners Coburn/Bates to approve for payment MCO invoices #20935 and #20979 in the amounts of \$125,435.95 and \$456.00 with payment to be made after December 1, 2016. Motion carried unanimously.

Motion made and seconded by Commissioners Coburn/Zielinski to approve Operating and Payroll Vouchers #135941 through #135991 in the amount of \$265,493.51 and Construction Fund Voucher #256 in the amount of \$27,400.00 for the month of October 2016. Motion carried unanimously.

Motion made and seconded by Commissioners Zielinski/Bates to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 9:15 a.m.



President



Secretary