

FOX WEST REGIONAL SEWERAGE COMMISSION

1965 W. Butte Des Morts Beach Rd.
Neenah, WI 54956

Phone (920) 739-7921
Fax (920) 739-1343
gcmwsc@new.rr.com



December 27, 2023

Town Clerk
Town of Grand Chute
1900 W Grand Chute Blvd
Grand Chute, WI 54913

Village Clerk
Village of Greenville
P O Box 60
Greenville, WI 54942

Village Clerk
Village of Fox Crossing
2000 Municipal Drive
Neenah, WI 54956

Town Clerk
Town of Clayton
8348 County Road T
Larsen, WI 54947

Ms. Ellen Skerke
Town of Neenah
1655 County Road A
Neenah, WI 54956

The Post Crescent
P O Box 59
Appleton, WI 54912

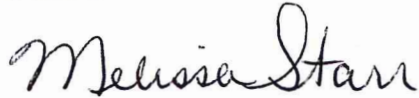
Mr. Andrew Rossmeissl
Herrling Clark Law Firm
800 North Lynndale Drive
Appleton, WI 54914

PUBLIC NOTICE

Public Notice is hereby given that there will be a **REGULAR MEETING** OF THE FOX WEST REGIONAL SEWERAGE COMMISSION on Wednesday, January 3, 2024 at 4:00 P.M. The Regular Meeting will be held at the McMahon Associates headquarters at 1445 McMahon Drive in Neenah. The meeting will also be held via teleconference.

Respectfully submitted,

FOX WEST REGIONAL S.C.



Melissa Starr
Accounting Clerk

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AGENDA **For REGULAR MEETING** **Wednesday January 3, 2024** **4:00 P.M.**

The meeting will also be held via teleconference.

CALL TO ORDER OF REGULAR MEETING

ROLL CALL

APPROVAL OF AGENDA

SECRETARY'S REPORT: • Approve Minutes of Regular Meeting & Closed Session (12/06/2023)
•

TREASURER'S REPORT: • Approve Voucher List
• Discussion / Review of Bank & Budget Statements

PRESIDENT'S REPORT: • Discussion/Action

MANAGER'S REPORT: • Review/Approve Monthly Operational Summary
•

ENGINEER'S REPORT: •

OLD BUSINESS: •

NEW BUSINESS: •

ADJOURNMENT:

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REGULAR MEETING MINUTES

December 6, 2023

Notice of the Regular Meeting was distributed by Melissa Starr to all Commissioners; the Clerks of the Town of Grand Chute, Village of Fox Crossing, Village of Greenville, Town of Clayton, & Town of Neenah; the Post Crescent; and posted on the bulletin board at the Regional Office. The Regular Meeting was called to order by President Dale Youngquist at 4:00 pm.

PRESENT:

Dale Youngquist

Ron Wolff Jr.

Mark Strobel

Mike Van Dyke

Greg Ziegler

Brandon Kaufman (MCO)

Jason Van Eperen

Beth English

Melissa Starr (MCO)

Guests: Chad Olsen (McMahon), Keith Curran (Greenville).

President Youngquist had another engagement and needed to leave the meeting early, so the order of the agenda was adjusted to allow the items listed under Manager's Report and Closed Session to be discussed first.

APPROVAL OF AGENDA:

A motion was made by Mike Van Dyke to approve the Agenda as adjusted, second by Greg Ziegler. *Motion Carried.*

MANAGER'S REPORT:

Property & Liability Insurance Renewal for 2024

Manager Kaufman reported the premium for 2024 went down due to a retiring commission employee, which also reduced general liability cost. Most of the coverage remained close in cost, but the overall premium went down. After discussion, a motion was made by Mike Van Dyke to approve the Property & Liability Insurance renewal for 2024 for \$66,374 as submitted, second by Greg Ziegler. *Motion Carried.*

MCO Contract Increase

Manager Kaufman discussed the proposed contract increase for 2024 services; the overall contract increase requested is 27.85% due to the cost of replacing a retiring commission employee with an MCO employee. The proposed 2024 contract figures are based upon 4.5 employees and include health and liability insurance coverage. When the Fox West Regional Sewerage Commission budget was prepared in August, the estimate used for the budget included the additional MCO employee. The new employee will start in January 2024 to allow overlap for training before the retirement. After discussion a motion was made by Mike Van Dyke to accept the contract increase to \$721,622.97, as proposed by MCO, second by Greg Ziegler. *Motion Carried.*

Resolution 287-12 Septage Rates

Manager Kaufman explained how the septage rates are charged to users as well as waste haulers. There is a minor increase to the holding and septic rates for 2024 based on actual treatment costs. If approved, notices will be sent to all users and haulers to let them know the new rates are effective January 1, 2024. Manager Kaufman shared that he reviewed the rates of other facilities and ours are very reasonable in comparison. After discussion a motion was made by Mike Van Dyke to approve the amended holding and septic tank rates for Resolution 287-12 Septage Disposal Program Rules and Regulations, second by Greg Ziegler. *Motion Carried.*

Resolution 313-23 to Establish a Process for Public Records Requests

Manager Kaufman shared a request for information that was received from a Greenville resident regarding land application of biosolids for the last ten years. He was unable to locate a process for public records requests, and therefore is requesting the Commission to approve Resolution 313-23 to establish a process for public records requests. After discussion, motion was made by Mike Van Dyke to approve the Resolution #313-23 as presented; second by Greg Ziegler. *Motion Carried unanimously on a roll call vote.*

CLOSED SESSION:

Motion was made by Mike Van Dyke to convene into Closed Session pursuant to Section 19.85(1)(c) Wisconsin Statutes (wage adjustment), seconded by Greg Ziegler. *Motion Carried unanimously on a roll call vote.* Meeting went into closed session at 4:12 PM.

Motion made by Mike Van Dyke to adjourn the Closed Session and reconvene into Regular Open Session, seconded by Greg Ziegler. *Motion Carried unanimously.* Meeting reconvened into Open Session at 4:18 PM.

NEW BUSINESS

2024 Wage Adjustment

Commissioners discussed 2024 wage adjustments; After discussion, motion made by Greg Ziegler to approve a 3.0% employee wage increase effective starting 1/01/2024, seconded by Mike Van Dyke. *Motion Carried.*

President Youngquist excused himself and Vice-President Mike Van Dyke took over the meeting proceedings.

SECRETARY'S REPORT:

Minutes

A motion was made by Greg Ziegler to approve the Minutes of the Regular Meeting held on November 1, 2023; second by Beth English. *Motion Carried.*

TREASURER'S REPORT:

Voucher List

Accounting Clerk Starr handed out an amended voucher list and explained that there were several invoices received after packets had been sent which needed to be paid before the next meeting. Vice-President Van Dyke asked if there were any questions or concerns with the amended Voucher List. Hearing none, a motion was made by Greg Ziegler to approve the Voucher List as amended; second by Beth English. *Motion Carried.*

Bank & Budget Statements

Vice-President Van Dyke asked if there were any questions regarding the bank and budget statements. Hearing none, a motion was made by Greg Ziegler to approve the Bank & Budget Statements; second by Beth English. *Motion Carried.*

PRESIDENT'S REPORT:

No items to report

Operational Summary

Manager Kaufman discussed his written report; additional details were provided on: Speedy Clean will be at FWRSC to perform clean out of the SNDR#2 digester around December 11th. The plant is currently operating with this unit offline; Fire extinguisher inspections were performed by Cintas on 11/20/23. They found that seven units were due for maintenance replacement. Every six years they must be removed from service and recharged; Manager Kaufman and Chad Olsen met with ICS Group/Kusters Water to discuss their option for a center flow band screen. Chad Olsen stated the main thing with fine screens is they discharge to conveyors which are a bottleneck to the overall process. They are looking for options to transport the solids to the upper level where the dumpster is located to reduce/eliminate the bottleneck. Commissioner Ziegler congratulated Manager Kaufman on once again meeting DNR permit limits. After discussion a motion was made by Greg Ziegler to approve the Operational Summary; second by Ron Wolff. *Motion Carried.*

2024 Event Calendar

Commissioners reviewed the 2024 Event Calendar.

ADJOURNMENT

A motion was made by Greg Ziegler to adjourn the meeting, second by Jason Van Eperen. *Motion Carried.*

Meeting adjourned at 4:27 pm.

ATTEST

Greg Ziegler, Secretary

Melissa Starr, Accounting Clerk

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CLOSED SESSION MINUTES

December 6, 2023

Notice of the Closed Session was distributed by Melissa Starr to all Commissioners; the Clerks of the Town of Grand Chute, Village of Fox Crossing, Village of Greenville, Town of Clayton, & Town of Neenah; the Post Crescent; and posted on the bulletin board at the Regional Office.

Motion made by Mike Van Dyke to proceed into Closed Session pursuant to Section 19.85(1)(c) Wisconsin Statutes (wage adjustment), seconded by Greg Ziegler. *Motion Carried unanimously on a roll call vote.* Meeting went into closed session at 4:12 PM.

PRESENT:

Dale Youngquist
Mike Van Dyke
Jason Van Eperen

Ron Wolff Jr.
Greg Ziegler
Beth English

Mark Strobel
Brandon Kaufman (MCO)
Melissa Starr (MCO)
Chad Olsen (McMahon)

2024 Employee Wage Adjustment

Manager Kaufman and Commissioners discussed the employee reviews and wage increase recommendation.

Motion made by Mike Van Dyke to adjourn the Closed Session and reconvene into Regular Open Session, seconded by Greg Ziegler. *Motion Carried unanimously on a roll call vote.* Meeting reconvened into Open Session at 4:18 PM.

ATTEST

Greg Ziegler, Secretary

Melissa Starr, Accounting Clerk

**FOX WEST REGIONAL
SEWERAGE COMMISSION
For Approval on: 01/03/2024**

PREAUTHORIZED DECEMBER PAYABLES

CHECK NO	DATE		Amount
38164-38166	12/12/23	Plant Payroll - Net (#23-25)	\$ 4,811.27
WDC121223	12/12/23	Wisconsin Def Comp (#23-25)	\$ 70.00
	12/12/23	FSA WITHHOLDING (#23-25)	\$ 149.99
38167	12/12/23	WE Energies (\$ <u>2,674.70</u> Heat/\$ <u>56,222.48</u> Electric)	\$ 58,897.18
38168	12/21/23	Spectrum/Charter Communications (\$ <u>149.01</u> Internet/\$ <u>147.85</u> Telephone)	\$ 296.86
38169	12/21/23	Town of Grand Chute (Life & Dental Insurance, FSA fee)	\$ 245.59
38169	12/21/23	Town of Grand Chute (FSA Claims)	\$ 628.13
38170	12/21/23	VISA (\$ <u>35.26</u> - Postage/\$ <u>59.36</u> -Office Supplies/\$ <u>63.00</u> - software support/\$ <u>80.84</u> -Rodent Control/\$ <u>225.73</u> -Fuel/\$ <u>747.74</u> -Pump Kit)	\$ 1,211.93
38171-38173	12/26/23	Plant Payroll - Net (#23-26)	\$ 4,662.49
WDC122623	12/26/23	Wisconsin Def Comp (#23-26)	\$ 70.00
	12/26/23	FSA WITHHOLDING (#23-26)	\$ 149.99
38186	01/03/24	GFL Environmental (trash, grit, recycling hauling)	\$ 1,553.82

WGH122223	Dept of Employee Trust (JANUARY HEALTH INVOICE)	\$ 7,050.96
EFTPS122923	Federal Payroll Taxes (DECEMBER Federal Tax Withholding)	\$ 3,412.30
WDR122923	Wisconsin Dept Revenue (DECEMBER State Tax Withholding)	\$ 547.24
WRS122923	Dept of Employee Trust (NOVEMBER PENSION)	\$ 2,178.21
		<u>\$85,935.96</u>

**FOX WEST REGIONAL
SEWERAGE COMMISSION -**

MONTHLY PAYABLES

VOUCHER LIST - 01/03/2024

PAGE 2

CHECK NO	DATE		Amount
38174-38180	01/03/24	Commissioner's Wages (Net) Commission Wages (December Mtg)	\$1,239.67
38181	01/03/24	Aerzen Air Filter	\$1,006.04
38182	01/03/24	Aquachem Ferric Chloride	\$24,895.20
38183	01/03/24	Badger Labs Lab Testing: Fecal Coliform & Metals	\$464.00
38184	01/03/24	Crown Fork Lift Rental	\$852.00
38185	01/03/24	Ferguson Waterworks Manhole Pick	\$44.99
38187	01/03/24	Grainger Socket Adaptors, Disposable Gloves, AC Current Clamp	\$1,303.61
38188	01/03/24	Heartland Monthly IT Services	\$239.00
38189	01/03/24	Johnson Controls UV Building Heat	\$3,965.36
38190	01/03/24	LAI, Ltd. Upper and Lower Belts for Belt Presses	\$9,619.20
38191	01/03/24	McClone 24/25 General Liability & Auto Package	\$4,353.00
38192	01/03/24	Midwest Contract Operations Contract Services	\$47,035.80
38193	01/03/24	Mulcahy Shaw Water Sensor Cable w/Grease Kit	\$384.84
38194	01/03/24	NCL Sodium Hydroxide, Ammonia Std, Detergent, Filters	\$670.78
38195	01/03/24	Superior Chemicals, LLC Salt	\$1,301.49
38196	01/03/24	UniFirst Employee Uniforms, Mats, Cloths	\$368.32
38197	01/03/24	WI Department of Revenue Business Tax Renewal	\$10.00

\$97,753.30

CHECK NO	DATE		Amount
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EQUIPMENT REPLACEMENT

38198	01/03/24	Crown New Fork Lift	\$22,217.00
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	Total Equipment Replacement	<u>\$22,217.00</u>
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DEPRECIATION EXPENSE

	Total Depreciation	\$0.00
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Preauthorized DECEMBER Expenses	\$85,935.96
Monthly Payables	\$97,753.30
Equipment Replacement Expense	\$22,217.00
Depreciation Expense	\$0.00
	\$205,906.26

Disbursements Not Approved:

Approved by Commission:

Mark Strobel

Date

**FOX WEST REGIONAL SEWERAGE COMMISSION
BANK STATEMENT
CASH RECEIPTS & DISBURSEMENTS FOR THE MONTH OF NOVEMBER 2023**

CHECKING ACCOUNT

Beginning Balance		\$632,101.45
Receipts:		
User Fees Received	\$303,484.68	
Vactor-Waste Fees Received	-	
Lab/MISC Fees Received	885.00	
Septic Haulers Fees	16,200.52	
Interest Earned @ 0.05% / ANB	23.24	
Transfers from:		
Equipment Replacement	71,771.51	
Bond Redemption		
Depreciation	5,280.00	
Total Receipts:	\$397,644.95	
	Total Available	\$1,029,746.40
Disbursements:		
Commissioners Wages (net)	\$1,239.68	
Plant Personnel Wages (net)	4,759.57	
Plant Personnel Wages (net)	5,500.71	
Plant Personnel Wages (net)	-	
Gen. Operating Expense	\$155,644.62	
Equipment Replacement	-	
Depreciation	5,280.00	
Transfers To:		
Misc ledger adjustment	-	
Equipment Replacement	68,675.43	
Bond Redemption	174,890.21	
Depreciation	-	
Total Disbursements:	\$415,990.22	
	TOTAL CHECKING - Per General Ledger	\$613,756.18

checks outstanding: \$53,674.57
actual checkbook balance at month-end- Per Bank Statement: \$667,430.75

COMM FIRST CU SAVINGS ACCOUNT

Beginning Balance	\$719.79	
Interest Earned @ 1.00% / COM 1st	0.00	
	Total Savings Acct Balance	\$719.79

EQUIPMENT REPLACEMENT ACCOUNT

Beginning Balance	\$678,207.42	
Interest Earned @ 5.25% / ANB	2,763.18	
Transfer from Checking	68,675.43	
Transfer to Checking	\$ (71,771.51)	
	Total Equip Replacement Acct Balance	\$677,874.52

**FOX WEST REGIONAL SEWERAGE COMMISSION
BANK STATEMENT
CASH RECEIPTS & DISBURSEMENTS FOR THE MONTH OF NOVEMBER 2023**

BANK STATEMENT-11/30/23

PAGE 2

FUTURE CAPITAL ACCOUNT

Beginning Balance	\$1,304,618.14	
Interest Earned @ 5.20% / COM 1st - CD	5,447.23	
TOTAL FUTURE CAPITAL		<u>\$1,310,065.37</u>

BOND REDEMPTION ACCOUNTS

Beginning Balance - Money Market Account	\$490,900.75	
Interest Earned @ 5.41% / ANB	2,461.03	
Transfer from Checking	174,890.21	
Transfer to STATE WIS - CWF loan payment	-	
Wire Transfer Fee	-	
Total Bond Redemption MM Acct Balance	\$668,251.99	

Beginning Balance - LGIP Account	\$1,007,458.40	
Interest Earned @ 5.39% / LGIP	\$4,120.80	
Deposit	-	
Withdrawal (STATE WIS - CWF loan payment)	(77,532.54)	
Total Bond Redemption LGIP Acct Balance	\$934,046.66	

TOTAL BOND REDEMPTION \$1,602,298.65

DEPRECIATION ACCOUNTS

Beginning Balance - Money Market Account	\$179,194.64	
Interest Earned @ 5.25% / ANB	739.24	
Transfer from Checking	0.00	
Transfer to Checking	\$ (5,280.00)	
Total Depreciation Acct Balance	\$174,653.88	

Beginning Balance - LGIP Account	\$1,628,080.40	
Interest Earned @ 5.39%	7,214.54	
Total Depreciation LGIP Acct Balance	\$1,635,294.94	

TOTAL DEPRECIATION ACCOUNT \$1,809,948.82

SUMMARY

ANB CHECKING ACCOUNT	\$613,756.18
COMM FIRST CU SAVINGS ACCOUNT	\$719.79
EQUIPMENT REPLACEMENT ACCOUNT	677,874.52
FUTURE CAPITAL CD ACCOUNT	\$1,310,065.37
BOND REDEMPTION ACCOUNTS	1,602,298.65
DEPRECIATION ACCOUNTS	1,809,948.82
PETTY CASH & WASTEHAULER DEPOSITS	\$1,208.92
TOTAL FUNDS AVAILABLE	<u>\$6,015,872.25</u>

Fox West Regional Sewerage Commission
Income Statement with Previous Year Comparison
November 30, 2023

		<u>November 23</u>	<u>November 22</u>	<u>Jan - Nov 23</u>	<u>Jan - Nov 22</u>	<u>Y-T-D \$ Change</u>
Operations & Maintenance Income						
	Grand Chute	70,726.53	80,370.83	903,490.38	874,725.20	28,765.18
	Clayton	3,265.36	3,753.11	39,054.00	39,543.07	-489.07
	Fox Crossing	51,051.89	63,029.71	615,351.94	657,711.33	-42,359.39
	Greenville	38,223.96	40,500.16	394,801.36	405,171.39	-10,370.03
	Total Operation/Maint Income	\$163,267.74	\$187,653.81	\$1,952,697.68	\$1,977,150.99	(\$24,453.31)
Operations & Maintenance Expenses						
<i>Wages & Benefits</i>	Commissioner Pay	1,418.15	1,418.15	14,622.40	14,622.40	0.00
	Employee Pay	16,016.26	22,534.92	185,729.42	174,521.46	11,207.96
	Employee Benefits	8,207.94	8,180.13	87,710.67	99,045.57	-11,334.90
<i>Utilities</i>	Electric	49,422.24	46,570.91	601,592.68	555,966.42	45,626.26
	Natural Gas & Water	6,204.66	6,089.48	55,103.01	50,961.68	4,141.33
<i>Chemicals</i>	Ferric Chloride	24,700.70	20,140.48	245,092.48	237,130.41	7,962.07
	Polymer	0.00	0.00	20,680.00	14,861.00	5,819.00
	Other Chemicals	0.00	0.00	0.00	0.00	0.00
<i>General Operations</i>	Contract Operations	47,035.80	45,350.97	517,393.80	507,840.67	9,553.13
	Rugs, Linens, Uniforms	554.76	543.43	5,605.80	5,136.81	468.99
	Grit & Refuse Hauling	1,428.44	3,357.14	21,613.59	22,467.69	-854.10
	Other Operations	2,164.97	1,514.84	11,031.02	12,562.47	-1,531.45
<i>Sludge</i>	Sludge Disposal	0.00	0.00	18,637.50	25,131.90	-6,494.40
	Other Sludge Exp.	0.00	0.00	516.58	0.00	516.58
<i>Plant Maint</i>	Maintenance of Operations	0.00	5,520.55	29,153.12	92,991.50	-63,838.38
	Other Plant Maintenance	4,196.05	6,916.72	98,334.72	115,886.07	-17,551.35
<i>Lab</i>	Lab Operations	1,865.14	2,084.44	22,945.55	24,724.91	-1,779.36
	WPDES Compliance Monitor	0.00	0.00	0.00	0.00	0.00
<i>Administrative & General Expenses</i>	Insurance & Legal	0.00	283.50	67,572.60	66,027.50	1,545.10
	Annual Audit	0.00	0.00	9,425.00	8,715.00	710.00
	Office, Postage, Phone, etc	1,003.13	726.68	14,560.20	17,014.39	-2,454.19
	DNR Environment Fees	0.00	0.00	34,373.35	31,829.98	2,543.37
	Other General/Admin	0.00	25.00	3,578.31	3,127.44	450.87
	Total Operating Expenses	\$164,218.24	\$171,257.34	\$2,065,271.80	\$2,080,565.27	(\$15,293.47)
	Gross Income (Loss)	(\$950.50)	\$16,396.47	(\$112,574.12)	(\$103,414.28)	(\$9,159.84)
Other Operations Income						
<i>Other Income</i>	Interest Income	22,769.26	7,918.80	162,569.96	51,679.26	110,890.70
	Waste Hauler Income	13,949.75	16,656.25	178,659.85	190,942.95	-12,283.10
	Lab Testing/Vac-Waste/Misc	1,643.00	1,454.00	28,234.21	25,229.95	3,004.26
	Other Operations Income	\$38,362.01	\$26,029.05	\$369,464.02	\$267,852.16	\$101,611.86
	Operating Fund Income (Loss)	\$37,411.51	\$42,425.52	\$256,889.90	\$164,437.88	\$92,452.02
Replacement, Debt, Depreciation						
<i>Repl.</i>	Repl. Income from Users	34,337.67	34,337.50	377,714.34	377,714.18	0.16
	Repl. Fund Expenses	22,637.95	28,646.49	141,685.78	231,115.74	-89,429.96
<i>Debt</i>	Debt Service from Users	87,444.91	92,353.73	986,305.39	1,015,896.08	-29,590.69
	Debt Service Interest	-64,610.45	15,016.61	-15,521.66	173,342.81	-188,864.47
<i>Depr.</i>	Depr. Income from Users	0.00	0.00	0.00	0.00	0.00
	Depr. Fund Expenses	4,290.00	0.00	38,931.00	39,036.50	-105.50
	Income (Loss) for Replacement, Debt, Depreciation	\$159,465.08	\$83,028.13	\$1,198,924.61	\$950,115.21	\$248,809.40
	Reconciliation Discrepancies / Audit GASB / Plant Depreciation	0.00	0.00	0.00	0.02	-0.02
	Net Income (Loss)	\$196,876.59	\$125,453.65	\$1,455,814.51	\$1,114,553.07	\$341,261.42

Fox West Regional Sewerage Commission
Balance Sheet Summary with Previous Year Comparison
As of November 30, 2023

	<u>NOV 30, 23</u>	<u>NOV 30, 22</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
<u>Current Assets</u>				
<u>Cash & Investments</u>				
Checking-American Nat'l	613,756.18	424,927.08	188,829.10	44.44%
Cash-Wastehauler's Deposits	1,008.92	1,011.83	-2.91	-0.29%
Petty Cash	200.00	200.00	0.00	0.0%
Savings-Comm 1st	719.79	0.00	719.79	100.0%
Bond Redemption - Money Market & CD's	1,602,298.65	1,577,342.59	24,956.06	1.58%
Equipment Replacement - Money Market & CD's	677,874.52	436,424.19	241,450.33	55.33%
Depreciation Fund - Money Market & CD's	1,809,948.82	1,755,488.20	54,460.62	3.1%
Future Capital (CD)	1,310,065.37	1,270,747.33	39,318.04	3.09%
Total Cash & Investments	<u>6,015,872.25</u>	<u>5,466,141.22</u>	<u>549,731.03</u>	<u>10.06%</u>
<u>Other Current Assets</u>				
Accounts Receivable	307,035.82	395,470.19	-88,434.37	-22.36%
Undeposited Funds	0.00	0.00	0.00	0.0%
Inventory Mat'l & Supplies	12,521.00	12,521.00	0.00	0.0%
WRS Pension - Assets & Deferred Outflows	348,954.00	308,946.00	40,008.00	12.95%
Total Other Current Assets	<u>668,510.82</u>	<u>716,937.19</u>	<u>-48,426.37</u>	<u>-6.76%</u>
Total Current Assets	<u>6,684,383.07</u>	<u>6,183,078.41</u>	<u>501,304.66</u>	<u>8.11%</u>
<u>Fixed Assets</u>				
Land/Easements/Land Improvements	590,977.48	590,977.48	0.00	20.55%
Interceptor Mains & Access	1,648,042.84	1,648,042.84	0.00	0.0%
Structures, Equipment & Improvements	45,325,996.33	45,211,325.21	114,671.12	0.25%
Accumulated Depreciation	-25,028,459.62	-23,256,661.57	-1,771,798.05	1.65%
Total Fixed Assets	<u>22,536,557.03</u>	<u>24,193,683.96</u>	<u>-1,657,126.93</u>	<u>-6.85%</u>
TOTAL ASSETS	<u>29,220,940.10</u>	<u>30,376,762.37</u>	<u>-1,155,822.27</u>	<u>-3.81%</u>
LIABILITIES & EQUITY				
<u>Liabilities</u>				
<u>Current Liabilities</u>				
Accounts Payable	69,663.74	85,033.82	-15,370.08	0.0%
Payroll Liabilities	45,393.50	37,295.77	8,097.73	8.83%
Pension Liability	285,734.00	269,716.00	16,018.00	306.63%
Customer Deposits	1,011.42	1,011.42	0.00	28.79%
Accrued Interest Expense & Other Liab	13,550.34	14,828.02	-1,277.68	5.94%
Total Current Liabilities	<u>415,353.00</u>	<u>407,885.03</u>	<u>7,467.97</u>	<u>1.83%</u>
<u>Long Term Liabilities</u>				
CWF-INTERCEPTOR	0.00	57,790.80	-57,790.80	-100.0%
CWF-2009 Upgrade	5,645,196.52	6,694,534.85	-1,049,338.33	-15.68%
Total Long Term Liabilities	<u>5,645,196.52</u>	<u>6,752,325.65</u>	<u>-1,107,129.13</u>	<u>-16.4%</u>
Total Liabilities	<u>6,060,549.52</u>	<u>7,160,210.68</u>	<u>-1,099,661.16</u>	<u>-15.36%</u>
<u>Equity</u>				
Contributions in Aid-Grants/Agencies	4,951,269.00	4,951,269.00	0.00	-15.4%
Contributions in Aid-Communities	695,930.55	695,930.55	0.00	0.0%
Contributions in Aid-Others	147,494.00	147,494.00	0.00	0.0%
Accum Amort of Contributed Capital	-3,933,248.32	-3,933,248.32	0.00	0.0%
Retained Earnings-Unappropriated	19,697,193.84	20,094,616.39	-397,422.55	-1.98%
Restricted Net Position-Pension	145,937.00	145,937.00	0.00	0.0%
Net Income	1,455,814.51	1,114,553.07	341,261.44	-1.98%
Total Equity	<u>23,160,390.58</u>	<u>23,216,551.69</u>	<u>-56,161.11</u>	<u>-0.24%</u>
TOTAL LIABILITIES & EQUITY	<u>29,220,940.10</u>	<u>30,376,762.37</u>	<u>-1,155,822.27</u>	<u>-3.81%</u>

2023 INTEREST EARNINGS
November 30, 2023

gl #s	1002				1034				1036				1050				2186b				2131				2121				2152b				2152a				2152c				2141				2187b				2152e			
	Operations												Future	Replacement	Bond Redemption						Depreciation						TOTAL																									
	Checking	WH Deposit Winnebago	WH Deposit Geenan	Savings	C.D. Matures 9/12/24	MONEY MARKET	MONEY MARKET	C.D. Matures 6/4/23	C.D. Matures 4/29/23	LGIP	MONEY MARKET	C.D. Matures 8/22/23	LGIP																																							
	0.05%	0.01%	0.01%	1.00%	5.19%	5.25%	5.41%			5.39%	5.25%		5.39%																																							
ANB	ANB	ANB	COMM1st	COMM1st	ANB	ANB	COMM1st	ANB	LGIP	ANB	COMM1st	LGIP																																								
Jan	22.76	0.01	-	-	2,833.97	519.95	1,025.70	360.12	1,904.65	-	170.04	3,567.62	-	\$10,404.82																																						
Feb	18.59	-	-	-	2,565.41	491.85	1,016.02	325.56	-	-	153.73	3,229.62	-	\$7,800.78																																						
Mar	23.84	-	0.01	-	2,845.98	564.80	1,262.13	360.74	-	-	170.35	3,582.92	-	\$8,810.77																																						
Apr	22.03	0.01	-	-	2,760.30	1,225.43	1,092.00	349.41	1,947.75	1,879.95	371.27	3,475.14	-	\$13,123.29																																						
May	29.92	-	-	-	2,858.46	2,170.23	738.96	361.37	-	1,907.48	692.97	3,598.80	-	\$12,358.19																																						
Jun	28.01	0.01	0.01	11.41	2,772.40	2,277.96	508.37	341.27	-	3,445.98	708.85	3,490.55	-	\$13,584.82																																						
Jul	29.41	-	-	-	2,870.99	2,473.18	805.99	-	-	4,330.60	747.42	3,614.76	-	\$14,872.35																																						
Aug	31.40	-	-	-	2,877.37	2,648.85	1,275.12	-	-	4,485.05	771.65	3,444.52	469.58	\$16,003.54																																						
Sep	30.26	0.02	0.01	45.74	3,185.76	2,625.21	1,415.81	-	-	4,389.97	749.89	-	7,094.31	\$19,536.98																																						
Oct	24.81	-	-	-	5,472.50	2,944.44	2,129.57	-	-	4,570.47	777.36	-	7,386.01	\$23,305.16																																						
Nov	23.24	-	-	-	5,447.23	2,763.18	2,461.03	-	-	4,120.80	739.24	-	7,214.54	\$22,769.26																																						
Dec														\$0.00																																						
TOTALS:	\$284.27	\$0.05	\$0.03	\$57.15	\$36,490.37	\$20,705.08	\$13,730.70	\$2,098.47	\$3,852.40	\$29,130.30	\$6,052.77	\$28,003.93	\$22,164.44	\$162,569.96																																						
	\$341.50				\$36,490.37	\$20,705.08	\$48,811.87				\$56,221.14																																									
acct #'s	-17	-87	-87	-5400	-4959	-92	-23	-0570	-76	-1	-11	-7183	-2																																							
acct \$'s	\$667,430.75	\$506.80	\$502.12	\$719.79	\$1,310,065.37	\$677,874.52	\$668,251.99	\$0.00	\$0.00	\$934,046.66	\$174,653.88	\$0.00	\$1,635,294.94	\$6,069,346.82																																						

ACCOUNT LISTING
11/30/2023

American Nat'l Bank	Operations - Checking	\$667,430.75	0.05%
American Nat'l Bank	Operations - WH Deposit	\$506.80	0.01%
American Nat'l Bank	Operations - WH Deposit	\$502.12	0.01%
Community 1st CU	Operations - Savings	\$719.79	1.00%
Community 1st CU	Future Capital - CD	\$1,310,065.37	5.19%
American Nat'l Bank	Replacement - Money Market	\$677,874.52	5.25%
American Nat'l Bank	Bond Redemption - Money Market	\$668,251.99	5.41%
LGIP	Bond Redemption	\$934,046.66	5.39%
American Nat'l Bank	Depreciation - Money Market	\$174,653.88	5.25%
LGIP	Depreciation	\$1,635,294.94	5.39%
Total Funds:		\$6,069,346.82	

**2023 BUDGET STATEMENT
FOX WEST REGIONAL
WASTEWATER TREATMENT PLANT**

Budget Through 11/30/2023

INCOME SOURCE	100.00% '23 BUDGET	MONTHLY 1/12 TOTAL	8.33% JAN	16.67% FEB	25.00% MAR	33.33% APR	41.67% MAY	50.00% JUNE	58.33% JULY	66.67% AUG	75.00% SEPT	83.33% OCT	91.67% NOV	100% DEC	YTD TOTAL	BDGT THRU NOV (11/30/23)	(OVER)/UNDER BUDGET	% OF BUDGET
USER CHARGES:																		
OPERATION AND MAINT	\$2,031,919.00	\$169,326.58	\$175,166.66	\$156,003.33	\$238,474.69	\$212,076.37	\$186,170.48	\$160,720.48	\$158,670.68	\$168,206.05	\$152,239.58	\$181,701.62	\$163,267.74		\$1,952,697.68	\$1,862,592.42	(\$90,105.26)	96.10%
EQUIPMENT REPLACEMENT	412,052.00	34,337.67	34,337.64	\$34,337.66	\$34,337.74	\$34,337.73	\$34,337.58	\$34,337.66	\$34,337.57	\$34,337.66	34,337.66	34,337.77	34,337.67		377,714.34	\$377,714.33	(\$0.01)	91.67%
BOND REDEMPTION	1,107,925.00	92,327.08	92,327.05	92,327.06	92,327.37	92,327.43	92,326.83	87,444.91	87,444.68	87,444.94	87,444.92	87,445.29	87,444.91		986,305.39	\$1,015,597.92	\$29,292.53	89.02%
DEPRECIATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	\$0.00	\$0.00	0.00%
TOTAL BUDGETED INCOME	\$3,551,896.00	\$295,991.33	\$301,831.35	\$282,668.05	\$365,139.80	\$338,741.53	\$312,834.89	\$282,503.05	\$280,452.93	\$289,988.65	\$274,022.16	\$303,484.68	\$285,050.32	\$0.00	\$3,316,717.41	\$3,255,904.67	(\$60,812.74)	93.38%
CONTINGENCY FUNDING:																		
INTEREST INCOME	\$37,000.00	\$3,083.33	\$10,404.82	\$7,800.78	\$8,810.77	\$13,123.29	\$12,358.19	\$13,584.82	\$14,872.35	\$16,003.54	\$19,536.98	\$23,305.16	\$22,769.26		\$162,569.96	\$33,916.67	(\$128,653.29)	439.38%
WASTEHAULER INCOME	200,000.00	16,666.67	13,595.98	16,365.73	17,656.70	19,118.57	16,509.90	17,359.26	17,167.05	16,509.14	15,008.25	15,419.52	13,949.75		178,659.85	\$183,333.33	\$4,673.48	89.33%
LAB & MISC. INCOME	26,000.00	2,166.67	6,399.41	3,252.00	2,263.00	1,549.00	1,720.00	1,786.00	1,355.00	4,388.80	1,545.00	2,333.00	1,643.00		28,234.21	\$23,833.33	(\$4,400.88)	108.59%
TOTAL CONT FUNDING	\$263,000.00	\$21,916.67	\$30,400.21	\$27,418.51	\$28,730.47	\$33,790.86	\$30,588.09	\$32,730.08	\$33,394.40	\$36,901.48	\$36,090.23	\$41,057.68	\$38,362.01	\$0.00	\$369,464.02	\$241,083.33	(\$128,380.69)	140.48%
BUDGETED SURPLUS	\$0.00	\$0.00																
TOTAL BUDGET	\$3,814,896.00	\$317,908.00	\$332,231.56	\$310,086.56	\$393,870.27	\$372,532.39	\$343,422.98	\$315,233.13	\$313,847.33	\$326,890.13	\$310,112.39	\$344,542.36	\$323,412.33	\$0.00	\$3,686,181.43	\$3,496,988.00	(\$189,193.43)	96.63%
2023 BUDGETED O&M EXPENSE																		
WAGES & BENEFITS:																		
COMMISSIONERS	\$15,000.00	\$1,250.00	\$1,222.70	\$1,222.70	\$1,222.70	\$1,418.15	\$1,222.70	\$1,222.70	\$1,418.15	\$1,418.15	\$1,418.15	\$1,418.15	\$1,418.15		\$14,622.40	\$13,750.00	(\$872.40)	97.48%
PLANT PERSONNEL	211,100.00	17,591.67	16,879.05	15,149.80	15,074.80	14,999.80	22,612.21	15,663.24	16,101.70	14,999.82	15,620.53	22,612.21	16,016.26		185,729.42	\$193,508.33	\$7,778.91	87.98%
EMPLOYEE BENEFITS	119,837.00	9,986.42	7,468.60	7,642.91	7,557.50	7,619.30	8,170.96	8,782.10	7,592.80	8,249.26	8,452.17	7,967.13	8,207.94		87,710.67	\$109,850.58	\$22,139.91	73.19%
UTILITIES:																		
ELECTRIC POWER	585,000.00	48,750.00	49,045.30	53,563.96	48,816.06	56,602.71	59,361.32	61,657.26	55,184.17	60,187.46	55,633.82	52,118.38	49,422.24		601,592.68	\$536,250.00	(\$65,342.68)	102.84%
OTHER UTILITIES	65,000.00	5,416.67	7,463.62	7,229.59	7,014.69	5,828.88	8,345.93	875.49	185.35	6,261.39	120.20	166.94	6,204.66		49,696.74	\$59,583.33	\$9,886.59	76.46%
CHEMICALS:																		
FERRIC CHLORIDE	259,000.00	21,583.33	21,922.85	22,310.26	21,745.57	22,348.30	21,674.65	32,039.22	22,466.47	21,875.61	10,908.24	23,100.61	24,700.70		245,092.48	\$237,416.67	(\$7,675.81)	94.63%
OTHER CHEMICALS	35,000.00	2,916.67	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20,680.00	0.00	0.00		20,680.00	\$32,083.33	\$11,403.33	59.09%
GENERAL OPERATIONS:																		
CONTRACT OPERATIONS	590,942.00	49,245.17	45,350.97	48,720.63	47,035.80	47,035.80	47,035.80	47,035.80	47,035.80	47,035.80	47,035.80	47,035.80	47,035.80		517,393.80	\$541,696.83	\$24,303.03	87.55%
OTHER OPERATING COSTS	40,600.00	3,383.33	2,865.84	3,096.75	2,473.86	2,876.76	7,352.03	2,610.91	4,447.32	2,824.54	2,852.58	2,515.21	4,148.17		38,063.97	\$37,216.67	(\$847.30)	93.75%
SLUDGE HANDLING:																		
SLUDGE DISPOSAL	27,000.00	2,250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18,637.50	0.00	0.00	0.00		18,637.50	\$24,750.00	\$6,112.50	69.03%
OTHER SLUDGE EXPENSES	500.00	41.67	0.00	0.00	0.00	0.00	0.00	0.00	516.58	0.00	0.00	0.00	0.00		516.58	\$458.33	(\$61.75)	103.32%
PLANT MAINTENANCE:																		
PLANT MAINTENANCE/REPAIR	194,200.00	16,183.33	15,836.69	9,514.91	9,840.38	13,070.26	5,825.71	25,752.35	8,171.99	21,789.57	2,977.48	7,487.45	4,196.05		124,462.84	\$178,016.67	\$53,553.83	64.09%
LABORATORY:																		
LAB OPERATIONS	8,000.00	666.67	1,945.53	3,806.19	2,096.86	2,546.21	1,368.16	2,174.17	1,962.54	2,108.28	968.73	2,103.74	1,865.14		22,945.55	\$7,333.33	(\$15,612.22)	286.82%
WPDES-COMPL. MONITORING	12,500.00	1,041.67	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	\$11,458.33	\$11,458.33	0.00%
ADMINISTRATIVE/GENERAL:																		
INSURANCE/LEGAL	69,740.00	5,811.67	51,298.00	0.00	5,259.00	0.00	29.00	5,259.00	0.00	0.00	5,727.60	0.00	0.00		67,572.60	\$63,928.33	(\$3,644.27)	96.89%
ANNUAL AUDITING SERVICES	9,000.00	750.00	0.00	0.00	9,425.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		9,425.00	\$8,250.00	(\$1,175.00)	104.72%
OFFICE,POSTAGE,PHONE, ETC	12,000.00	1,000.00	853.88	1,466.54	2,004.21	578.12	2,308.27	1,771.12	1,666.03	912.48	591.97	913.75	1,003.13		14,069.50	\$11,000.00	(\$3,069.50)	117.25%
DNR ENVIRONMENTAL FEES	35,000.00	2,916.67	0.00	0.00	0.00	0.00	34,373.35	0.00	0.00	0.00	0.00	0.00	0.00		34,373.35	\$32,083.33	(\$2,290.02)	98.21%
GENERAL ADMIN. EXPENSE	5,500.00	458.33	27.75	0.00	2,350.00	25.00	55.50	40.33	27.75	20.00	0.00	960.98	0.00		3,507.31	\$5,041.67	\$1,534.36	63.77%
TOTAL O&M EXPENSES	\$2,294,919.00	\$191,243.25	\$222,180.78	\$173,724.24	\$181,916.43	\$174,949.29	\$219,735.59	\$204,883.69	\$166,776.65	\$206,319.86	\$172,987.27	\$168,400.35	\$164,218.24	\$0.00	\$2,056,092.39	\$2,103,675.75	\$47,583.36	89.59%
CONTINGENCY APPLIED	\$235,400.00	\$19,616.67	\$30,937.53	(\$17,519.01)	(\$9,326.82)	(\$16,293.96)	\$28,492.34	\$13,640.44	(\$24,466.60)	\$15,076.61	(\$18,255.98)	(\$22,842.90)	(\$27,025.01)	(\$191,243.25)	(\$238,826.61)	\$215,783.33	\$454,609.94	-101.46%

FOX WEST REGIONAL SEWERAGE COMMISSION

1965 W. Butte Des Morts Beach Rd.
Neenah, WI 54956

Phone (920) 739-7921
Fax (920) 739-1343
gcmwsc@new.rr.com



Monthly Operational Summary

December, 2023

PLANT OPERATIONS

1. **PLANT PERFORMANCE** – The facility met all DNR permit limits in December.
2. **SNDR#2 DIGESTER-** Fox West staff were able to hose and pump approximately 4' of thick sludge from the tank over a two week period prior to Speedy Clean arriving. Speedy Clean was onsite on 12/12/23 to begin the removal of the remaining 5' of sludge. They supplied two operators and a vactor truck. Fox West staff also assisted with this portion of the project. The cleanout was finished on 12/19/23. It appears that both the air and jet header pipes are still full of sludge and there are no cleanouts which would allow us to remove the blockage. I will be exploring a couple of different options to remove the material from the pipe so the tank can be returned to service.
3. **MEETING TO DISCUSS FINE SCREEN OPTIONS-** Chad Olsen and I met with Drydon and Crane Engineering to further discuss their options for a center flow band screen. We were also able to discuss with them some different options which might be available to convey the solids up to the upper level where the dumpster is located.
4. **OPEN RECORDS REQUEST-** We received a phone call requesting records for the land application of bio solids. I emailed the request form to this individual and I have not received a completed copy of the form in return.
5. **WWTP TOUR-** We have received a request from the office of Rachael Cabral-Guevara for a tour of the wastewater treatment plant. She is a member of the Wisconsin State Senate. I have scheduled the tour for January 25th.
6. **INTERNET FIREWALL-** Heartland Business Services performed an upgrade to the firewall service which protects the internal network at the plant from any external intruders.
7. **MERCURY REPORT-** On 12/27/23 I submitted to the DNR our annual Mercury Pollutant Minimization Plan (PMP). This report outlines possible sources of mercury in the collection system, and lists the measures that Fox West is taking to reduce mercury loading to the plant.

PRETREATMENT

1. **CANTEEN VENDING-** Canteen has been in compliance with the pH results since the new probe had been installed. Their compliance order was closed out on 12/22/23. We will continue to monitor their readings though the quarterly surcharge billing sampling that is performed for the Town of Grand Chute.
2. **ESSITY-** Essity is in the process of completing a permit application due to their high volume of flow. They will become our seventh permitted significant industrial user (SIU)
3. **GULFSTREAM-** Gulfstream has begun processing aircraft in their new hanger. The initial testing result were acceptable and Fox West will continue to monitor this outfall as required by our pretreatment program.
4. **ALLIANCE-** We have issued another notice of non-compliance (NON) to Alliance for their failure to maintain a properly functioning flow meter on their discharge as required by their discharge permit.
5. **QUALA-** The discharge permit was renewed on 12/31/23.

EQUIP OPERATIONS

1. **FINAL EFFLUENT SAMPLER-** The sampler head failed on 12/14/23. This is the device that collects our effluent sample for analysis in the lab. Upon inspection I found that a number of the internal gears that drive the pump had broken teeth. This unit was extremely old and had exceeded its life expectancy. I have placed an order with Hach for a replacement pump head (\$3,700.80).
2. **BELTS FOR BELT PRESSES-** The belts on both belt presses are showing wear and need to be replaced. These belts are a woven fabric that is two meters wide and sixty feet long. They typically last a couple of years, and the current set was installed in 2021. The installation of all four belts was completed by Fox West staff on 12/5/23.
3. **PRIMARY EFFLUENT VALVE ACTUATORS-** The valve actuator on the primary effluent feed line to IFAS aeration train #3 zone #1 will not operate. The actuators on the feeds to train #1 zone #2 and train #2 zone #2 are still functioning but they are displaying a power source fault. A technician with Rotork was on site on 12/11/23 to assist in trouble shooting. He believes that the power module board will need to be replaced on all three units (\$7,515.68).