

**MANITOWOC WASTEWATER TREATMENT  
FACILITY BOARD MEETING MINUTES**

Chairperson Brian Rasmussen called the meeting of the Manitowoc Wastewater Treatment Facility Board to order on Tuesday, September 06, 2016 at 4:00 P.M.

Board members present:            Brian Rasmussen, Chairperson  
   Mike Howe  
   Steven Brunner  
   Dan Koski  
   Gregg Wolf  
   Tim Petersen

Also present:                         Brian Helminger  
   Debbie Charney  
   Greg Minikel  
   Mike Jaeger  
   Steve Corbeille (Left the meeting at 4:20 p.m.)  
   Andrew Craven (Left the meeting at 4:50 p.m.)

Board member(s) not present:     Dave Luckow, Vice Chairperson

**PUBLIC INPUT**

No public input.

**MINUTES**

The minutes of the August 5, 2016 Board Meeting were accepted as presented.

Motion by Dan Koski to accept the August 05, 2016 Board Meeting minutes and place on file; second by Mike Howe. Motion carried unanimously.

**WWTF RESERVES INVESTMENT STRATEGY PRESENTATION-STEVE CORBEILLE-CITY FINANCE DIRECTOR**

Helminger introduced Steve Corbeille, City Finance Director, to the Board. Corbeille discussed the funds held as wastewater reserves and the City's financial strategies and current holdings. All reserve funds are comingled in one pot of money with the investments split up to ensure diversification. There are also short term investments in CD's that are done through local banks who assist the City in collection of property taxes. All investments are made in conjunction with the Investment Policy contained within the "City of Manitowoc Purchasing, Budgeting, Accounting Guidebook" adopted by the City Council on November 18, 2014. No Board action taken.

**CMOM PRESENTATION-ANDREW CRAVEN-STRAND ASSOCIATES**

Helminger introduced Andrew Craven from Strand Associates to the Board. Craven reviewed the CMOM (Capacity, Management, Operation & Maintenance Program) which is a

requirement of the WWTF to have in place from the DNR for its collection system. He concluded that the City has programs in place to maintain the collection system with no significant issues. Craven stressed the importance of maintaining an adequate budget to continue the successful operation of the collection system. It was recommended that the City develop a more aggressive approach to addressing FOG, (Fats, Oils, & Grease) and to utilize actual production figures to complete the CMAR report annually. No Board action taken.

**FINANCIAL STATEMENTS ON WASTEWATER TREATMENT FACILITY FOR JULY, 2016**

Helmingier reviewed the July 2016 financial statements. July revenue was down from the previous year due to Briess having shut down time. Hauled waste revenue was just over \$20,000 for the month with the highest contributor for the month being Kerry at \$40,500. Lakeside Foods was up to \$23,000 for the month due to the production of green beans and Helmingier expects that number to go higher due to the production of carrots starting later this fall. Helmingier explained budget line 456120-Other Operating Revenue. This revenue line is for new sewer connection fees and is up due to construction activities and new sewer connections to the sanitary system. All other activities and fund balances are normal for this time of year.

Motion by Brian Rasumssen to accept the July 2016 financials as presented and place on file; second by Mike Howe. Motion carried unanimously.

**DISCUSSION AND POSSIBLE APPROVAL ON BUDGET/SEWER RATES 2017**

Helmingier explained to the Board the budget proposed for 2017 and described that it was harder to project due to the current project of the upgrade to the plant. The proposed 2017 budget is \$39,500 more than 2016 with a sewer rate projection within 1% for all parameters. Helmingier informed the Board that with as many variables and moving parts to both the revenues and expenditures he is comfortable with the existing rate structure as is for 2017.

Motion by Tim Petersen to accept the 2017 budget with no rate increase; second by Mike Howe. Motion carried unanimously.

**DISCUSSION AND POSSIBLE ACTION ON CONSTRUCTION MATERIAL CONSULTING SERVICES ESTIMATE FROM RVT -RIVER VALLEY TESTING**

Helmingier explained the need for consultation and review of materials and pillings to be put in place to support the new dual use clarifier. Strand communicated the essential services that are anticipated to River Valley Testing Corp to obtain a proposal. Strand forwarded rate sheets from two other firms who have done this work on Strand projects in the past. The RVT proposal was compared to the other firm's rates and a table created for comparison. RVT came in right in line with the other companies and being local to Green Bay, the mileage and trip charges would undoubtedly be less costly than the others. RVT previously was selected by RFP to perform subsurface soil borings on site where the new clarifier is being

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constructed. Helminger asked the Board for approval to select RVT and send the estimate and services agreement for the City Attorney to review.

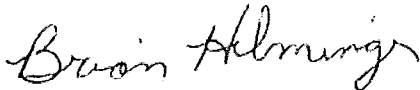
Motion by Tim Petersen for approval to select RVT and pass to the City Attorney's office for final review; second by Mike Howe. Motion carried unanimously.

**PLANT REPORT FOR JULY 2016**

Jaeger reviewed the plant report discussing the work projects completed and operations of plant for the period of July 1<sup>st</sup> to July 31<sup>th</sup>, 2016. No Board action taken.

Motion to adjourn made by Mike Howe; second by Gregg Wolf. Meeting adjourned at 4:59 P.M.

Respectfully submitted,



Brian Helminger

Secretary, WWTFB

BH/dac

Copy: City Clerk's Office