

**MANITOWOC WASTEWATER TREATMENT
FACILITY BOARD MEETING MINUTES**

Gregg Wolf, Chairperson, called the meeting of the Manitowoc Wastewater Treatment Facility Board to order on Tuesday, November 17, 2015 at 4:04 P.M.

Board members present: Gregg Wolf
 Dan Koski
 Jim Brey
 Brian Helminger-Secretary
 Brian Rasmussen

Also present: Mike Jaeger
 Debbie Charney

Board member(s) not present: Dave Luckow
 Tim Petersen

PUBLIC INPUT

No public input.

MINUTES

The minutes of the September 15, 2015 Board Meeting were accepted as presented. Motion by Jim Brey to accept the meeting minutes and place them on file; second by Dan Koski. Motion carried unanimously.

DRAFT ENGINEERING REPORT-STRAND ASSOCIATES

Helminger reviewed the Draft Engineering Report from Strand Associates for the planned Wastewater Treatment Facility Improvements. Discussion ensued on the status, timing, and possibility of more stringent limits on effluent phosphorus discharge, distributing power throughout the facility at 480 volts, and stack filter pump wear.

Concerns over changes in permit requirements for phosphorus are a valid concern. Lake Michigan modeling is necessary to produce a TMDL where calculated limits would replace the 0.6mg/L interim limit. Helminger explained that no part of the upgrade expenditures are being spent to address phosphorus treatment or any new more stringent limits. The WWTF permit expires at the end of 2016 so it is necessary to move forward with the project now with the interim limits.

Also discussed was the conversion of our 13.2kV distribution system to a low voltage 480V system. This option includes replacing the existing medium voltage 13.2 kV service and

service entrance equipment with new 480V services and service entrance equipment as well as abandonment of all the 13.2kV cabling throughout the site and installation of all new 480 V distribution system cabling. This would cost an addition \$1 million dollars and although it would have several benefits, neither Helminger nor the WWTF Board can see the justification at this time.

One last item that Helminger brought to attention was the evaluation of potential causes of and solutions to premature wear of stack filter pumps. The WWTF staff has recently rebuilt two of the three pumps and also adjusted the wet well level set points. Due to constructability issues and costs, there were no recommendations for modifications at this time but rebuilding the final pump should be looked at in the near future.

Helminger described the studied option for use of the new primary clarifier as an intermediate clarifier during dry weather. This option was asked for and cut out from the last upgrade and would eliminate solids accumulation from the rock filter wet well and prevent ponding among the rocks. This would add an additional \$225,000 to the project cost but will provide maximum operational flexibility in both dry and wet weather conditions.

The final report discussed the topic of changing primary plant heat sourcing to MPU provided steam via a steam lateral to a heat exchanger. An MPU steam rate of \$6.00 per Million BTU plus \$2000 monthly fixed charge was quoted from MPU to go that route. The pros and cons were discussed. The continued use of the existing hot water boilers was recommended.

FINANCIAL STATEMENTS ON WASTEWATER TREATMENT FACILITY FOR AUGUST 2015

Helminger reviewed the August 2015 financial statements. Outside hauled in waste amounted to just over \$19,100 with Lakeside Foods being the largest rate payer in August. Overall sewage revenue was a bit skewed compared to August 2014 due to a change in personnel and billing issues. Generally all budget lines are in line for utility activities occurring at this point of the year. Budget line 456120, Other Operating Revenue, exceeds expectations due to apartment buildings going up and the connection fees involved. Line 456140, Outside Sewer Service Revenue, is up to \$111,000 for the year and should easily exceed budgeted revenue.

Line 523241, Lift Station Emergency Repair, is over \$5000 due to an emergency pump repair at the zoo station. In line 526610, Sludge Hauling, there was 1,228,500 gallons hauled in August with a \$16,584.75 invoice. Also included in discussion was that a long time employee of Veolia, Al Kohlman, is no longer with the company. He was an integral part of our hauling operation and Helminger met with Veolia representatives to voice his concerns of the lack of hauling efficiency and future plans. Line 534950, Safety Equipment, is overdrawn mainly due to the consumption of necessary supplies and needs to be funded at a higher level in future years. Motion by Dan Koski to accept the August 2015 financials as presented and place on file; second by Gregg Wolf. Motion carried unanimously.

FINANCIAL STATEMENTS ON WASTEWATER TREATMENT FACILITY FOR SEPTEMBER 2015

The Sewer Revenue data sheet and the September 2015 budget status were reviewed. Sewage revenue was running on track with 2014. Outside hauled in waste amounted to just over \$21,400 with Red Arrow Products being the largest rate payer this month. Helminger pointed out that sewage revenue is right on track to meet 2015 projections.

The budget status lines of 535520, Electrical Supplies, was over budget due to a main supply breaker needing to be rebuilt for \$6700. Motion by Brian Rasmussen to accept the September 2015 financial statements as presented and place on file; second by Jim Brey. Motion carried unanimously.

OPERATOR VACANCY

Helminger explained that Dustin Kasbaum resigned with October 9 being his last work day. After advertising the opening, only eight people applied and out of the eight only three were contacted to interview. Two of those already secured employment so only one person was interviewed. This person was offered the job but accepted a position with the City of Manitowoc DPW as a Street Laborer instead. Human Resources again opened the position and will try to attract new candidates for the selection process. Discussion included the need to find qualified people due to a long training period and various roadblocks in the hiring process.

REEDSVILLE WWTF COMPLIANCE TESTING

Helminger has agreed to work with MPU, who entered into an agreement with the Village of Reedsville to run their WWTF. Manitowoc's WWTF role will be to complete the compliance testing which will consist of samples two times weekly. Helminger will conduct some process control training and provide technical assistance as needed. This should generate roughly \$5000 in miscellaneous revenue to Manitowoc WWTF. The WWTF already performs pool and beach bacterial testing and total suspended solid testing on behalf of the county.

SELECTION OF WWTF BOARD CHAIRPERSON

Discussion was held regarding appointing a new Chairperson for the WWTF Board. The current Chairperson, Gregg Wolf, has been in the position about five years now. Helminger also informed board members that Craig Haan has resigned as a board member. He encouraged members to talk to industrial leaders about becoming a member of the WWTF Board and to email him with any updates. The group also discussed looking at electing a co-chair at the next meeting. There was a motion made to elect Brian Rasmussen as new WWTF Chairperson; second by Dan Koski. Motion carried unanimously.

PLANT REPORT FOR AUGUST, 2015

Mike Jaeger reviewed the plant report discussing plant operations and the work projects completed for the period of August 1st to August 31th, 2015.

Page 4
WWTF Board Meeting
November 18, 2015

PLANT REPORT FOR SEPTEMBER-OCTOBER, 2015

Mike Jaeger reviewed the plant report discussing the many projects and work completed for the period of September 1st to October 30th.

Motion to adjourn made by Jim Brey; second by Gregg Wolf. Meeting adjourned at 5:07 P.M.

Respectfully submitted,

A handwritten signature in blue ink that reads "Brian Helminger". The signature is written in a cursive style with a large initial "B".

Brian Helminger
Secretary, WWTFB

BH/dac
Copy: City Clerk's Office