

**MANITOWOC WASTEWATER TREATMENT  
FACILITY BOARD MEETING MINUTES**

Gregg Wolf, Chairperson called the meeting of the Manitowoc Wastewater Treatment Facility Board to order on Monday, June 15, 2015 at 12:00 NOON

Board members present:                    Gregg Wolf, Chairperson  
    Dan Koski  
    Dave Luckow  
    Tim Petersen  
    Brian Rasmussen  
    Brian Helminger, Secretary

Also present:                                    Mike Jaeger

Board member(s) not present:            Jim Brey  
    Craig Haan

**PUBLIC INPUT**

No public input.

**MINUTES**

The minutes of the May 12, 2015 Board Meeting were accepted as written and placed on file. Motion by Dave Luckow to accept the meeting minutes; second by Dan Koski. Motion carried unanimously.

**FINANCIAL STATEMENTS ON WASTEWATER TREATMENT FACILITY FOR APRIL 2015**

The April 2015 financials were reviewed. Sewage revenue was on par with April 2014 yet just over the monthly projection for revenue in 2015. Outside hauled in waste amounted to \$17,974 for the month. Nearly all the budget lines are still in line for utility activities occurring up to this point in the year. Line 523210, used for sewer televising, was heavily expensed for work completed in the first annual televising contract for 2015. Line 526610 saw major activity for the month due to spring hauling and land application to open farm land. Motion by Dan Koski to accept the April 2015 financials as presented and place on file; second by Gregg Wolf. Motion carried unanimously.

**COMPLIANCE MAINTENANCE ANNUAL REPORT for 2014**

Helminger presented the 2014 CMAR detailing loadings and effluent quality for the year. As in previous years, points were assessed for BOD in February and March when cold weather and low influent temperatures hamper removal of BOD. Points were also assessed in the Biosolids Quality section for over application of nitrogen on farm land. Helminger explained that only 1 field out of 29 sites was "over applied" and that the actual over application

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amounted to less than 1% over the calculated loading rate. The likely cause of the overage was due to an extra tanker being added to a field prior to changing over to a different site. A "yes" answer to the over application question resulted in the D grade in that section.

Overall the results of the CMAR were good for an aging facility. Upgrading the WWTF will likely not help scores in the future since the actual processes are not going to be changing. Motion to accept the 2014 CMAR and forward to City Council for action made by Gregg Wolf; second by Dave Luckow. Motion carried unanimously.

#### DISCUSSION & POSSIBLE APPROVAL TO HIRE ADMINISTRATIVE ASSISTANT

Helming informed the Board that the incumbent long time administrative assistant was retiring. The job description has been reviewed with only a few changes being necessary. The position is critical to the daily functions of the WWTF with Helming preferring to fill as soon as practical. Motion to fill the position was made by Dave Luckow; second by Dan Koski. Motion carried unanimously.

#### PLANT REPORT

Jaeger reviewed the May plant report detailing the progress and projects completed for the month. All discharge parameters were met for the month.

Motion to adjourn made by Dave Luckow; second by Dan Koski. Meeting adjourned at 12:32 P.M.

Respectfully submitted,



Brian Helming  
Secretary, WWTFB

BH  
Copy: City Clerk's Office