

MANITOWOC WASTEWATER TREATMENT FACILITY BOARD MEETING MINUTES

Gregg Wolf, Chairperson, called the regular meeting of the Manitowoc Wastewater Treatment Facility Board to order on Tuesday, April 12, 2011 at 4:00 P.M.

Board members present: Gregg Wolf, Chairperson
 Dale Zahn, Co-chairperson
 Jim Brey
 Dave Luckow
 Val Mellon
 Scott Mertens
 Gary Underwood
 Brian Helminger, Secretary

Board member(s) not present: None

Also present: Mike Jaeger
 Andy Craven – Strand Associates
 Greg Minikel
 Randy Junk

The minutes of the February 22, 2011 Board Meeting required no additions or corrections. Motion by Jim Brey to accept the February 22, 2011 Board Meeting minutes as presented and place on file; second by Dale Zahn. Motion carried unanimously.

SEWER COLLECTION SYSTEM CAPACITY REPORT – ANDY CRAVEN OF STRAND ASSOCIATES

Andy Craven presented a power point presentation on the findings of the 2010 Sanitary Sewer Capacity Study conducted by Strand Associates. Fifteen flow meters were installed to gather data during dry and wet weather so the effects of precipitation and future development could be modeled and applied to the existing sanitary sewer system. The two areas that appear to be in need of future upsizing are ahead of the 40th and Archer lift station and gravity sewer areas downstream of Silver Creek and 40th and Archer lift station on Hamilton. Future projects are highly sensitive to where development occurs and additional flow metering in specific locations is recommended prior to any infrastructure improvements. No action taken.

FINANCIAL REPORT JANUARY 2011

The January 2011 financials were reviewed with revenues up 4.2% from those recorded for January 2010 but was still 14.7% less than projected in the Sewer User Charge. Hauled waste revenue was \$8,979 for the month. The individual budget lines shown on the reports were normal for this time of year. Motion by Gary Underwood to accept the January 2011 financials as presented and place on file; second by Scott Mertens. Motion carried unanimously.

FINANCIAL REPORT FEBRUARY 2011

The February 2011 financials were reviewed. Hauled waste revenue was \$19,852 for the month. Total revenue was up slightly from February 2010 but still off 15.1% from projected in the Sewer User Charge. Line 582900 was discussed as final pay applications are being processed in 2011 from the Screening project budgeted for in 2010. No carry forwards were requested since the WWTF as an org lost money in 2010. All other activities shown on the reports were normal for this time of year. Motion by Gary Underwood to accept the preliminary financials as presented and place on file; second by Scott Mertens. Motion carried unanimously.

WWTF RESERVES UPDATE/CITY RESERVES POLICY

Helminger informed the Board that he had appeared at a recent Street and Sanitation committee meeting and discussed and requested a change in financial policy where the interest earned on WWTF reserves would stay with the WWTF instead of being directed to the General fund. The Debt Service transfer, which began in 2009, was also discussed since the WWTF is invoiced annually for sanitary sewer projects. Helminger will next appear before the finance committee and request these practices be stopped.

Aldersperson Jim Brey informed the Board that he intends to introduce an ordinance to City Council that will require a WWTF Board recommendation before funds can be transferred from the WWTF. This action would make certain that all involved would be aware of fund transfers prior to them happening, yet the Common Council would retain the final authority for the funds.

STEP SCREEN PROJECT UPDATE

Helminger discussed the high points of the screening project and the progress to date. Punchlist items remain and the WWTF has not formally accepted the equipment and closed out the project. There has been a clunking noise upon start up of the screens that is the topic of debate between the manufacturer, engineer, and owner. The warranty period has not yet started despite being in service over 4 months and is for 2 years from time of acceptance.

PLANT REPORT

Mike Jaeger reviewed the plant report which documented current plant operating parameters, as well as, the completed projects for the months of February and March. No action taken.

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Motion to adjourn made by Dave Luckow; second by Jim Brey. Meeting adjourned at 5:18 P.M.

Respectfully submitted,

Brian Helminger
Secretary, WWTFB

BH/jma
Copy: City Clerk's Office