

MANITOWOC WASTEWATER TREATMENT FACILITY BOARD MEETING MINUTES

Gregg Wolf, Chairperson, called the special meeting of the Manitowoc Wastewater Treatment Facility Board to order on Tuesday, October 25, 2011 at 4:01 P.M.

Board members present: Gregg Wolf, Chairperson
Val Mellon
Scott Mertens
Dale Zahn
Brian Helminger, Secretary

Board member(s) not present: Jim Brey
Dave Luckow
Gary Underwood

Also present: Mike Jaeger

MINUTES

The minutes of the September 13, 2011 Board Meeting required no additions or corrections. Motion by Dale Zahn to accept the September 13, 2011 Board Meeting minutes as presented and place on file; second by Val Mellon. Motion carried unanimously.

FINANCIAL STATEMENTS on WASTEWATER TREATMENT FACILITY AUGUST & SEPTEMBER 2011

The August and September 2011 financials were reviewed. The sewer revenue sheet showed the billing for outside waste totaled \$40,846.16 for August and \$29,385.95 for September. Helminger informed the Board members that the corn stillage waste that was being accepted and pumped directly to the digester was no longer available. Hauled waste from Baker Cheese was no longer being processed since a nearby WWTF reopened and is now accepting the waste. Several budget lines were discussed including 535530 HVAC Repairs and Maintenance which is well overdrawn as a result of the replacement hydronic piping project. Motion by Scott Mertens to accept the August and September 2011 financials as presented and place on file; second by Val Mellon. Motion carried unanimously.

PRESENTATION and POSSIBLE APPROVAL OF 2012 BUDGET

Helminger presented a new budget line worksheet and the capital projects and equipment detail related to the treatment plant planned for 2012. The preliminary budget was discussed at the previous meeting, but no action was taken as

information on several line items was not yet in hand. Helminger noted that the executive budget included a transfer of \$245,988 to the debt service fund. The

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inclusion of a debt service transfer was unexpected, as the Streets and Sanitation and Finance committees had agreed to stop the transfers after Helminger appeared and explained that the WWTF was invoiced and paid for completed projects in the year they were constructed. Scott Mertens questioned if the WWTF budget was now balanced on the revenue side and Helminger indicated the transfer was not included in the sewer rate structure. The new budget line spreadsheet presented was found to have discrepancies that needed corrections. Several Board members indicated they could not support a budget without knowing if the budget balanced. Helminger was directed to make corrections and appear before Finance to request removal of the debt service transfer before a vote on the 2012 WWTF budget is taken.

DISCUSSION OF WWTF RESERVES PER 2010 CAFR REPORT

Helminger briefed the Board on the drop in the WWTF undesignated reserve balance shown in the 2010 CAFER report. The balance stands at \$3,671,515 and dropped by \$1,121,226 in 2010. Since 1999, the undesignated reserves have been used to fund the payback on the Clean Water Fund loan secured to upgrade the WWTF. The main Clean Water Fund loan will be paid in full in 2018 but if funds from the reserves are exhausted before payback is complete, sewer rates will need to be increased to make the payments. Scott Mertens asked what an acceptable minimum balance should be, and if a policy was in place for the WWTF undesignated reserves. Helminger indicated he was not aware of any policy and that he would research the issue and report his findings. No action taken.

Helminger was directed to draft a letter to the Mayor and Alderpersons informing them of the effect on rates should future bond payments be collected in the Sewer User charge if the undesignated reserves are exhausted. Motion by Scott Mertens; second by Val Mellon. Motion carried unanimously.

DISCUSSION AND POSSIBLE ACTION ON OPERATOR RESIGNATION AND POSITION VACANCY

Helminger notified the Board of the resignation of Bobby Rewolinski from his operator position and requested that this vacancy be filled. A brief discussion ensued about staffing levels and the potential for future vacancies in the operator classification over the next couple years. City policy and the steps in the hiring process were discussed. Motion by Dale Zahn to move ahead on the hiring process of a new operator; second by Val Mellon. Motion carried unanimously.

HYDRONIC PIPE CORROSION REPLACEMENT PROJECT STATUS

Helminger briefed the Board about the hydronic pipe project. All replacement insulated pipe has been replaced and buried. Hot water was introduced to the

system on October 25th with ongoing bleed off of trapped air and the check out of the heat zones and controls is ongoing. Disturbed insulation and new interior piping has not yet been insulated. Given the time of year, and the benefit of time to settle, it was decided that site restoration, concrete curbing, and blacktop repairs will be budgeted for and completed in 2012. No action taken.

PLANT REPORT

Jaeger reviewed plant report operating parameters, work completed, projects and the effluent discharged for the month of September. No action taken.

Motion to adjourn made by Dale Zahn; second by Val Mellon. Meeting adjourned at 5:29 P.M.

Respectfully submitted,

Brian Helminger
Secretary, WWTFB

BH/jma
Copy: City Clerk's Office