

**MANITOWOC WASTEWATER TREATMENT
FACILITY BOARD MEETING MINUTES**

Gregg Wolf, Chairperson, called the special meeting of the Manitowoc Wastewater Treatment Facility Board to order on Thursday, September 11, 2012 at 4:00 P.M.

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

Also present: Mike Jaeger
 Barbara Weekes

Board member(s) not present: Dave Luckow

PUBLIC INPUT

No public input.

MINUTES

The minutes of the July 17, 2012 Board Meeting required one correction. Motion by Dale Zahn to accept the July 17, 2012 Board Meeting minutes as corrected place on file; second by Val Mellon. Motion carried unanimously.

FINANCIAL STATEMENTS on WASTEWATER TREATMENT FACILITY JUNE 2012

The June 2012 financials were reviewed. Hauled waste revenue totaled \$19,533.81 for the month of June. It was noted that hauled waste revenue was down sharply from previous months. Helminger informed the Board that MSG of Fond du Lac has pulled out after being quoted dramatically lower rates for waste disposal at a facility in the southern part of the state. Motion by Scott Mertens to accept the June 2012 financials as presented and place on file; second by Dale Zahn. Motion carried unanimously.

FINANCIAL STATEMENTS on WASTEWATER TREATMENT FACILITY JULY 2012

The July 2012 financials were reviewed. Revenues were up slightly due to \$24,697 in first half 2012 surcharges being invoiced. Total revenues for the year are off just \$28,643 from 2012 budgeted sewer revenue, with second half revenues normally higher than first half due to Lakeside Foods canning operations. Hauled waste revenue totaled \$20,130.72 for the month of July. Several specific lines were discussed including: Line 483100 balance of \$1140 was money received for items sold at the city auction; Line 484900 which has \$1806 in grant money from Focus on Energy for reimbursement on a Variable Frequency Drive (VFD) project; and 535900 which shows an encumbered amount of \$11,900 for a PO

to Eaton Corporation for rebuilding a large VFD. Motion by Gary Underwood to accept the July 2012 financials as presented and place on file; second by Scott Mertens. Motion carried unanimously.

DISCUSSION AND POSSIBLE APPROVAL OF 2013 WWTF BUDGET

Helminger presented the proposed WWTF 2013 budget and 2013 Sewer User Charge calculation sheets to the Board. The 2011 CAFR report identified an Undesignated reserve balance that is no longer adequate to cover the debt service payments on the three Clean Water Fund loans. Helminger proposed to include 50% of debt service or \$812,742 and include it in the Sewer User Charge. Capital Improvement estimates totaled \$181,000 and Capital Equipment estimates are \$43,500. The proposed total 2012 WWTF O&M and Capital projections total \$349,832 less than what was budgeted for 2012. Helminger was asked what the bottom line effect on sewer rates for 2013 would be. The addition of half of the debt service payments result in a Sewer User Rate increase of just under 8% to take effect January 1, 2013.

Jim Brey left meeting at 4:55 P.M.

Helminger was asked what the next step would be for the sewer rates and informed the Board that they would be forwarded to the Common Council in the form of an Ordinance modifying Chapter 25 of the Municipal code to include the new rate structure. Residents would not see changes until the February billing for water use in January.

Motion by Gary Underwood to accept the 2013 WWTF budget as presented and forward amended rate ordinance to Council for approval; second by Dale Zahn. Motion carried unanimously.

ORTHO P ANALYZER RESULTS

A flip chart detailing ferric chloride usage in July and August of 2011 and 2012 was shown to detail the effectiveness of the automated control of the phosphorus chemical feed process. Ferric chloride consumption in July was reduced by 3550 gallons from July 2011 and August the consumption was down by 5964 gallons from 2011. These results have far surpassed expectations and a savings of \$8277 has been realized at the current bid price of \$0.87 per gallon. Results will continue to be tracked and reported at future Board meetings. No action taken.

MERCURY REDUCTION PROGRAM

The 2011 progress report has been submitted to DNR per the NPDES discharge permit and according to the approved PMP plan several items need to be accomplished in 2012. A comfort resolution is being drafted for Council action so that all parties are fully aware of the

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PMP requirements. Motion by Dale Zahn for Helminger to implement a Mercury PMP and forward resolution to council for approval. Second by Scott Mertens. Motion carried unanimously.

PLANT REPORT

Jaeger reviewed the plant report discussing the operating parameters, work completed, projects and effluent quality for June 6 to August 31, 2012. No action taken.

Motion to adjourn made by Scott Mertens; second by Val Mellon. Meeting adjourned at 5:26 P.M.

Respectfully submitted,

Brian Helminger
Secretary, WWTFB

BH/jma
Copy: City Clerk's Office