

**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, December 4, 2012 at 4:02 P.M.

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

Also present: Mike Jaeger

Board member(s) not present: Dale Zahn

PUBLIC INPUT

No public input.

MINUTES

The minutes of the September 11, 2012 Board Meeting required no corrections. Motion by Dale Luckow to accept the September 11, 2012 Board Meeting minutes as presented and place on file; second by Scott Mertens. Motion carried unanimously.

FINANCIAL STATEMENTS on WASTEWATER TREATMENT FACILITY AUGUST, SEPTEMBER AND OCTOBER 2012

Motion by Jim Brey to review all three months financial statements together; second by Val Mellon. Motion carried unanimously.

The August 2012 financials were reviewed. Hauled waste revenue totaled \$64,426.98 for the month of August and was noted to be the highest total in recent years. This total was mostly for MSG Group for high strength waste hauled to the plant. Helminger informed the Board that the waste was no longer being accepted. Scott Mertens inquired about high fund level remaining in budget line 523200 Lift Station Maintenance. The Board was informed that billing was a couple months behind and that the line would be tapped as billings got caught up before year end. Hauled waste revenue leveled out at \$15,419 and \$22,895 for September and October. The operation has been quite steady in recent months with no unusual account activity and so no other budget lines were questioned or discussed. Motion by Gary Underwood to accept the August, September, and October 2012 financials as presented and place on file; second by Dave Luckow. Motion carried unanimously.

DNR PRETREATMENT AUDIT

Helminger discussed the write up and findings concerning the 2012 DNR pretreatment audit conducted by Robert Liska, DNR. The Manitowoc program was rated satisfactory and the report requires permits be generated or modified for 2 local industries before January 1, 2013. No Board action taken.

VFD FAILURE AND REPAIR OPTIONS

A lengthy handout describing the recent history and various problems and repairs was provided in the Board member packets. Helminger described the VFD's and how these problems all lead to the feeling that all the VFD's are nearing their useful lives and that repairs or replacements should not come as any surprise in the future. Funding for one VFD was included in the 2013 budget. No Board action taken.

SEASONAL EMPLOYEE

A UWSP student has inquired about working at the WWTF over winter break and again in the summer of 2013. He provided a resume and it was included in the meeting packets. Since no intern student or summer helper was found in 2012 Helminger asked for approval from hiring over the semester break. Motion by Dave Luckow to hire a seasonal employee over winter break with the rate of pay, hours, and duties that were already approved but not utilized for summer of 2012; second by Jim Brey. Motion carried unanimously.

PLANT REPORT

Jaeger reviewed the plant report discussing the operating parameters, work completed, projects and effluent quality for September 1 to November 23, 2012. No action taken.

Motion to adjourn made by Jim Brey; second by Val Mellon. Meeting adjourned at 4:30 P.M.

Respectfully submitted,

Brian Helminger
Secretary, WWTFB

BH/jma
Copy: City Clerk's Office