

**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, March 7, 2013 at 12:01 P.M.

Board members present: Gregg Wolf, Chairperson
 Dave Luckow
 Greg Minikel
 Scott Mertens
 Dale Zahn
 Brian Helminger, Secretary

Also present: Mike Jaeger

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

PUBLIC INPUT

No public input.

MINUTES

The minutes of the December 4, 2012 Board Meeting required no corrections. Motion by Dave Luckow to accept the December 4, 2012 Board Meeting minutes as presented and place on file; second by Scott Mertens. Motion carried unanimously.

FINANCIAL STATEMENTS on WASTEWATER TREATMENT FACILITY NOVEMBER AND DECEMBER 2012

The November 2012 financials were reviewed. Hauled waste revenue totaled \$15,282.89 for the month of November and total revenue was down 2.2% from 2011. December 2012 hauled waste revenue dropped to \$8,213 which is typical for the winter months of the year. Helminger reviewed several budget lines at year end 2012. Line 456140 which are hauled waste revenue exceeded projections by just over \$147,000 and likely will be less in 2013 due to the loss of a high strength waste customer. Line 511100 Salaries and wages was not spent due to the retirement and not filling an Operator position. Line 515400 showed a balance remaining of over \$48,000 due to design changes in the City health insurance plan document. Line 526610 Sludge hauling was over budget by \$106,000 as the line had been reduced due to plant lower loadings and plant flows. The acceptance of high strength waste fed directly to the digester increased sludge anticipated sludge volumes. Total sewer revenue was within 1% of the budgeted amount and the Board was reminded that \$1.676 M was budgeted for transfer from Undesignated reserves to cover annual debt service payments on the Clean Water Fund loans. Motion by Scott Mertens to accept the November and December 2012 financials as presented and place on file; second by Dale Zahn. Motion carried unanimously.

FINANCIAL STATEMENTS on WASTEWATER TREATMENT FACILITY JANUARY 2013

The January financials were reviewed. Hauled waste revenue totaled \$17,807.58 for the month of January. Revenue and expense lines were all in line as little account activity has taken place in the first month of the year. Motion by Greg Minikel to accept the January 2013 financials as presented and place on file; second by Scott Mertens. Motion carried unanimously.

DISCUSSION & POSSIBLE APPROVAL FOR USE OF CONSULTANT ON A T&M BASIS FOR PROVISION & REVIEW OF SPECIFICATIONS FOR 2013 WWTF CAPITAL IMPROVEMENT PROJECTS

Technical assistance from Strand Associates was requested for two WWTF projects that were approved during the budget process and included and approved as part of the executive budget for 2013. The stack filter building roof and the methane flare are scheduled for replacement this year and expertise in specifying roofing systems and evaluating equivalent products is needed. Task orders billed on a T&M basis would be used so costs incurred would only be for time spent on the task. Motion by Scott Mertens to hire a consultant on a T&M basis according to city policy, for provision & review of specifications for 2013 WWTF Capital Improvement projects; second by Dave Luckow. Motion carried unanimously.

DISCUSSION OF MAJOR ORGANIC LOAD & TREATMENT UPSET FROM THE FIRST WEEK OF FEBRUARY

Helminger discussed the events of the week of February 4th and the unexplained organic loadings that passed thru the facility resulting in a monthly average of 32 mg/l for BOD for the month. Effluent BOD values spiked on the 5th, 6th, and 7th returning to 30 mg/L on the 8th of February. The resulting monthly average effluent BOD value exceeded the permit level of 30 mg/L. Given the cold weather and low influent temperature the biomass was unable to process the high organic load and the results for the 5 day BOD test were not available until after the fact. Motion by Scott Mertens to draft a letter to potential industries describing the incident and to request they review and report on their operations; second by Dale Zahn. Motion carried unanimously.

DISCUSSION & POSSIBLE APPROVAL TO FILL VACANT OPERATOR POSITION DUE TO RECENT OPERATOR RESIGNATION

A wastewater operator resigned his position effective March 23, 2013 to take an Operator position at a different facility. Motion by Dave Luckow to fill shift operator position and for Helminger to appear before the Personnel committee on March 11 for final approval; second by Greg Minikel. Motion carried unanimously.

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Scott Mertens excused himself from the meeting at 1:02PM

PLANT REPORT

Jaeger reviewed the plant report discussing the operating parameters, work completed, projects and effluent quality for December 1, 2012 to February 26, 2013. No action taken.

Motion to adjourn made by Greg Minikel; second by Gregg Wolf. Meeting adjourned at 1:10 P.M.

Respectfully submitted,

Brian Helminger
Secretary, WWTFB

BH/jma
Copy: City Clerk's Office