

MANITOWOC WASTEWATER TREATMENT FACILITY BOARD MEETING MINUTES

Gregg Wolf, Chairperson called the meeting of the Manitowoc Wastewater Treatment Facility Board to order on Wednesday, January 13, 2015 at 4:02 P.M.

Board members present: Gregg Wolf
Jim Brey
Dave Luckow
Dan Koski
Dale Zahn
Brian Helminger, Secretary

Also present: Mike Jaeger

Board member(s) not present: Craig Haan
Tim Petersen

PUBLIC INPUT

No public input.

MINUTES

The minutes of the November 12, 2014 Board Meeting required one correction. Motion by Dave Luckow to accept the November 12, 2014 Board Meeting minutes as corrected and place on file; second by Dan Koski. Motion carried unanimously.

FINANCIAL STATEMENTS ON WASTEWATER TREATMENT FACILITY FOR OCTOBER 2014

The October 2014 financials were reviewed. Revenue was strong for the month with Lakeside Foods being in full production and hauled waste still coming to the plant frequently. Revenue for connection fees in line 456120 has exceeded the 3 year rolling estimate as has hauled waste revenue in line 456140. Motion by Dave Luckow to accept the October 2014 financials as presented and place on file; second by Dale Zahn. Motion carried unanimously.

FINANCIAL STATEMENTS ON WASTEWATER TREATMENT FACILITY FOR NOVEMBER 2014

The November 2014 financials were reviewed. There were no budget line questions or activity that was not previously discussed at previous meetings. Hauled waste revenue dropped to \$10,756 which is expected in cold weather months. Motion by Jim Brey to accept the November 2014 financials as presented and place on file; second by Dan Koski. Motion carried unanimously.

SEWER ADJUSTMENT – 602 NORTH 4TH STREET

The request for sewer adjustment that was received by the property owner of 602 North 4th Street was discussed. Based on information provided by MPU, the house was vacant and a leak had sprung in the water softener piping and did drain into the sewer. Helminger informed the Board that past billing discrepancies were decided by mirroring the MPU policies for billing errors but that the circumstances in this instance were not covered by that policy.

A similar circumstance was discussed from 2012 in which a vacant home had water leakage and sustained damage from the leak. The leaking water entered the sewer, was conveyed, pumped, and treated at the WWTF and so full sewer was billed. Motion by Dale Zahn not to give a refund on sewer charges; second by Dave Luckow. Motion carried unanimously.

WWTF OSHA LOG - 2014

Helminger presented the OSHA injury log for the WWTF in 2014 which showed no lost time accidents. Staff spends a lot of time training for confined space and in refresher training for all the safety concerns for those working in the wastewater environment. Helminger suggested that after a number of years this accomplishment be something that is worthy of recognition. A short discussion ended with selection of sweatshirts with the WWTF logo for current staff. Motion by Dale Zahn to present safety awards to the employees; second by Jim Brey. Motion carried unanimously.

WWTF OPERATOR HIRING STATUS UPDATE

Helminger informed the Board on the progress made in finding and selecting a new candidate for wastewater operator. A verbal commitment had been received and the plan was for a start date Thursday, January 15 contingent on the satisfactory results of the scheduled screening and physical at Work Health Options.

Helminger also informed the Board of another resignation within the Operator group received on January 12, 2015 creating another Operator vacancy. Helminger told the Board that based on recent recruitment and interviews that another Operator could be selected, hired, and begin training. Motion by Dan Koski to approve the hiring of an operator to reach full budgeted staffing and to direct Helminger to continue the hiring process according to current City policy; second by Gregg Wolf. Motion carried unanimously.

BUSINESS PROCESS IMPROVEMENT – OPERATOR ROUNDS

Helminger and Jaeger discussed the project, processes, and results of the recent Business Process Improvement (BPI) undertaken on the Operator rounds at the WWTF. The process was examined in detail; the route taken, the equipment checked, and the data collected and

checklists used to monitor and operate the facility. The results will be used in future training of wastewater staff. No action taken.

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PLANT REPORT

Jaeger reviewed the plant report discussing the projects and work completed and effluent quality for the period November 1 – December 31. All effluent permit requirements were met. No action taken.

Motion to adjourn made by Jim Brey; second by Luckow. Meeting adjourned at 4:45 P.M.

Respectfully submitted,

Brian Helminger
Secretary, WWTFB

BH/jma
Copy: City Clerk's Office