

MANITOWOC WASTEWATER TREATMENT FACILITY BOARD MEETING MINUTES

Gregg Wolf, Chairperson called the meeting of the Manitowoc Wastewater Treatment Facility Board to order on Tuesday, March 24, 2015 at 4:00 PM

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

Also present: Mike Jaeger

Board member(s) not present: Craig Haan
 Dave Luckow

PUBLIC INPUT

No public input.

MINUTES

The minutes of the January 13, 2014 Board Meeting were accepted as written. Motion by Dale Zahn to accept the January 13, 2015 Board Meeting minutes as presented and place on file; second by Jim Brey. Motion carried unanimously.

FINANCIAL STATEMENTS ON WASTEWATER TREATMENT FACILITY FOR DECEMBER 2014

The final unaudited December 2014 financials were reviewed with the Board. Various line items were discussed that were either over spent or over funded. Helminger pointed out that billable flow (water consumed and registered on water meters) was down 2.5% from budget projections continuing a trend in reduction of water consumption and general water conservation. Several expenses were not completed or were either not received or invoiced in time to be included in 2014 as budgeted. The screw pump project, a rebuild of a muffin monster grinder, and rock filter bearings will end up expensed in 2015. There were no major failures or large unbudgeted expenses so when audited and adjusted the WWTF should increase its undesignated fund balance over 2013. Motion by Jim Brey to accept the December 2014 financials as presented and place on file; second by Gregg Wolf. Motion carried unanimously.

FINANCIAL STATEMENTS ON WASTEWATER TREATMENT FACILITY FOR JANUARY 2015

The January 2015 financials were reviewed. Revenue was in line with the previous year and little expense activity has occurred at this point of the year. Motion by Tim Petersen to accept the January 2015 financials as presented and place on file; second by Gregg Wolf. Motion carried unanimously.

FINANCIAL STATEMENTS ON WASTEWATER TREATMENT FACILITY FOR FEBRUARY 2015

The February 2015 financials were reviewed. Hauled waste revenue topped \$10,000 for the month and is behind projections for 2015. Helminger pointed out the first two Briess Malting invoices for 2015 as typical and what to anticipate at this production level for the remainder of the year. Motion by Dale Zahn to accept the February 2015 financials as presented and place on file; second by Dan Koski. Motion carried unanimously.

ROCK FILTER DISTRIBUTION REPAIR

The Board was informed of the progress made in the replacement of the tower bearing and bottom bushing of the north rock filter. JF Ahern was on site and had made the repair. The main 24" feed line is frozen solid and it cannot be restarted until it thaws. Helminger has informed DNR of the progress and our inability to place back online as had been hoped. Item was for information only. No action taken.

OPERATOR TRAINING

The WWTF is now up to its full budgeted staffing level. The two Operator vacancies have been filled and both Operators have completed initial training and are working on their own. Item was for information only. No action taken.

WWTF OPERATOR SHIFT SCHEDULE

Helminger informed the Board of the outcome of a recent BPI session relating to the Operator rotating schedule. The rotation of the shifts has long been hard on the staff and inhibits the retention of junior Operators. Helminger proposed accepting a schedule based on what MPU has long had in place for a trial period of 6 months. A number of different schedules were proposed and the Operator staff is in support of trying the MPU model. Each Operator will work 40 hours per week and by implementing a 12 hour shift on the weekends, they will get every other weekend off. The schedule is budget neutral and no additional wages are anticipated. Motion by Jim Brey to accept the new shift schedule for a six month trial period; second by Dan Koski. Motion carried unanimously.

SCREW PUMP BIDS

The project was budgeted for 2014 but the project was held over to 2015 to avoid any concrete restoration issues and change orders for insulation blankets, supplemental heat, or potential adhesion issues. A pre bid meeting was held at the WWTF on March 3, 2015 so interested contractors could see the site, screw pumps, work to be done and site conditions. The exact amount of concrete restoration will be determined once the covers are removed and the channels pressure washed. For bid purposes 16 ft³ was included in the bid. Bids came in slightly over Strands estimate. JF Ahern supplied low base bid of \$101,675 and

\$1,032 per cubic foot of one component shrink resistant concrete mortar. After award, the project should begin in May after the threat of wet weather flow events is diminished. No action taken.

COLD WEATHER TREATMENT ISSUES

The treatment facility, as in previous years, is being compromised in its BOD removal due to cold temperatures. The February BOD average was 41.9 mg/L and permit limit is 30 mg/L average over the month. Recent mild weather this year is helping but meeting BOD limit in March is also trending to be over the 30.0 mg/L limit. The two main issues are sluggish biomass leading to incomplete BOD removal and an inability to effectively remove suspended solids in the tertiary filters. These violations will lead to points being assessed on the annual CMAR report. No action taken.

CMOM

The WWTF Board was introduced to the concepts and content of a CMOM program that is now being required of all NPDES permitted users. Staff is evaluating our ability to complete a program or to utilize a consultant to complete the CMOM by the due date of June 30, 2016. More information will be presented at future WWTF Board meetings. No action taken.

PLANT REPORT

Jaeger reviewed the plant report discussing the projects and work completed and effluent quality for the period January 1 – March 31, 2015.

Motion to adjourn made by Dan Koski; second by Gregg Wolf. Meeting adjourned at 5:15 P.M.

Respectfully submitted,

Brian Helminger
Secretary, WWTFB

BH/jma
Copy: City Clerk's Office