

MANITOWOC WASTEWATER TREATMENT FACILITY BOARD MEETING MINUTES

Gregg Wolf, Chairperson called the meeting of the Manitowoc Wastewater Treatment Facility Board to order on Tuesday, September 15, 2015 at 4:00 P.M.

Board members present: Gregg Wolf
 Dave Luckow
 Dan Koski
 Jim Brey
 Brian Helminger-Secretary
 Brian Rasmussen
 Tim Petersen

Also present: Mike Jaeger
 Debbie Charney

Board member(s) not present: Craig Haan

PUBLIC INPUT

No public input.

INTRODUCTION

Debbie Charney, recently hired Administrative Assistant for the Wastewater Treatment Facility was introduced to the WWTF Board members.

MINUTES

The minutes of the June 15, 2015 Board Meeting were accepted as presented. Motion by Jim Brey to accept the June 15, 2015 Board Meeting minutes and place on file; second by Gregg Wolf. Motion carried unanimously.

SCREW PUMP PROJECT UPDATE

Helminger presented a power point presentation detailing the work done as part of the screw pump project. A change order was necessary to remove and replace failed grout on the west screw pump. Ahern provided an estimate based on T&M because it was unknown the extent of replacement and man hours needed to break out and remove the failed grout. Groundwater seepage was also encountered after the grout was removed and was plugged using epoxy injection to ensure a good bond with the existing concrete pour and the new grout. Ahern gave an initial estimate of \$33, 109 utilizing Lunda construction as the

concrete subcontractor. The last of the three screw pumps was completed on August 18, 2015 with the final Change Order amount coming \$6509.00 under estimate at \$26,600.

FINANCIAL STATEMENTS ON WASTEWATER TREATMENT FACILITY FOR JUNE 2015

Helminger reviewed the June 2015 financial statements. Outside hauled in waste amounted to just over \$22,400 with Briess Malting being the largest rate payer in June. Overall sewage revenue was up \$24,000 over June 2014. Generally all budget lines are in line for utility activities occurring at this point of the year. Budget line 5334950 for Safety Supplies is running over budget due to the purchase of an arc flash suit. The safety discussion also included a brief conversation relating to needle safety, needle exposure, and consideration of the purchase of needle resistant gloves. Line 535520, Electrical Supplies is over drawn because of an unanticipated breaker repair done on the main plant switch gear. The Capital Improvement budget line 582900 was used for the first payment to Ahern for the screw pump project. Motion by Dave Luckow to accept the June 2015 financials as presented and place on file; second by Dan Koski. Motion carried unanimously.

FINANCIAL STATEMENTS ON WASTEWATER TREATMENT FACILITY FOR JULY 2015

The Sewer Revenue data sheet and the July 2015 budget status were reviewed. Sewage revenue was higher than 2014. Outside hauled in waste amounted to just over \$19,500 with Lakeside Foods back in production and being the largest rate payer this month. Helminger pointed out that sewage revenue is right on track to meet 2015 projections. The budget status lines of note were discussed with the June financials. Motion by Gregg Wolf to accept the July 2015 financial statements as presented and place on file; second by Dan Koski. Motion carried unanimously.

DISCUSSION AND POSSIBLE APPROVAL OF WWTF 2016 BUDGET and 2015 SEWER RATES

Helminger presented the proposed WWTF 2016 budget. The Board was given a narrative that discussed capital budget lines, over all notes made while preparing the 2016 budget. Helminger explained that the budget itself was very similar to the 2015 budget being proposed and recommends use of a 2 year rolling average of billable flow and loadings for 2016. Traditionally, a three year rolling average is used but with Briess Malting starting up this year, a 2 year rolling average is better in line with anticipated sewer use and revenue. The sewer rate calculations show that the existing sewer rates will meet the needs of the wastewater utility for 2016. Motion by Brian Rasmussen to accept the 2016 WWTF Budget and existing sewer rate structure and to forward to the Mayor for inclusion in the Executive Budget; second by Tim Petersen. Motion carried unanimously.

Page 3
WWTF Board Meeting
September 16, 2015

PLANT REPORT FOR JUNE, 2015

Mike Jaeger reviewed the plant report discussing plant operations and the work projects completed for the period of June 1st to June 30th.

PLANT REPORT FOR JULY, 2015

Mike Jaeger reviewed the plant report discussing the many projects and work completed and effluent quality for the period of July 1st to July 31st. He informed the Board that summer was especially productive this year with many projects completed within the WWTF.

Motion to adjourn made by Gregg Wolf; second by Dan Koski. Meeting adjourned at 4:48 P.M.

Respectfully submitted,

Brian Helming
Secretary, WWTFB

BH/dac
Copy: City Clerk's Office