

**MANITOWOC WASTEWATER TREATMENT
FACILITY BOARD MEETING MINUTES**

Vice Chairperson Dave Luckow called the meeting of the Manitowoc Wastewater Treatment Facility Board to order on Thursday, May 05, 2016 at 12:00 P.M.

Board members present: Dave Luckow, Vice Chairperson
 Gregg Wolf
 Mike Howe
 Dan Koski
 Tim Petersen
 Steve Brunner
 Brian Helminger

Also present: Mike Jaeger
 Debbie Charney

Board member(s) not present: Brian Rasmussen, Chairperson

PUBLIC INPUT

No public input.

MINUTES

The minutes of the March 29, 2016 Board Meeting were accepted as presented.

Motion by Gregg Wolf to accept the March 29, 2016 Board Meeting minutes and place on file; second by Tim Petersen. Motion carried unanimously.

DISCUSSION AND POSSIBLE RECOMMENDATION FOR CMOM RFP

Helminger summarized the steps taken and process used in order to make a recommendation. Each of the three proposals came in under the budget estimate of \$25,000 included in the 2016 budget. Strand Associates, AECOM, and Robert E Lee each submitted proposals that were scored independently by four reviewers. AECOM was the highest cost proposal as well as scoring last in all four individual reviews. Strand and Robert E Lee were discussed more in depth to contrast and compare proposals. Reviewers unanimously agreed to recommend Strand Associates for development of the CMOM program. Helminger requested the Board recommend to Public Infrastructure to enter into the task order agreement with Strand Associates for the development of the CMOM program.

Board agreed to recommend Strand Associates and Luckow advised Helminger to discuss with Strand to provide one presentation with the study at no additional cost to the Utility.

Motion made by Tim Petersen to approve recommendation of Strand Associates for the CMOM program development; second by Steve Brunner. Motion carried unanimously.

STATUS UPDATE ON WWTF UPGRADE/IMPROVEMENTS

Helmingier explained to WWTF Board Members that electrical engineers from Strand Associates were recently on site collecting MCC and detailed electrical information. A design detail was noted that in the 100 building water piping is routed above the main building MCC. This will have to be rerouted as it is no longer acceptable due to building codes.

Helmingier advised of three upcoming design meetings with Strand Associates on the upgrade set for May 24, June 9, and August 9. Staff input and ideas will be incorporated into the details of the project. The plans and specs for the project are due to the DNR by August 31, 2016 for review.

FINANCIAL STATEMENTS ON WASTEWATER TREATMENT FACILITY FOR MARCH 2016

Helmingier reviewed the March 2016 financial statements. March revenue at \$587,000 was up slightly from March, 2015 revenue which was \$580,000. Hauled waste revenue was just over \$16,000 for the month and the highest industrial contributor for the month was Kerry at \$31,529. Helmingier explained several of the budget status lines in detail since Mike Howe is joining the group as a first time board member.

Motion by Steve Brunner to accept the March 2016 financials as presented and place on file; second by Dan Koski. Motion carried unanimously.

PLANT REPORT FOR MARCH 2016

Mike Jaeger reviewed the plant report discussing the work projects completed and effluent discharged for the period of March 1st to March 31st, 2016.

Motion to adjourn made by Gregg Wolf; second by Dan Koski. Meeting adjourned at 12:41 P.M.

Respectfully submitted,



Brian Helmingier
Secretary, WWTFB
BH/dac
Copy: City Clerk's Office