

**MANITOWOC WASTEWATER TREATMENT  
FACILITY BOARD MEETING MINUTES**

Chairperson Brian Rasmussen called the meeting of the Manitowoc Wastewater Treatment Facility Board to order on Friday, October 07, 2016 at 12:03 P.M.

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

Also present:                            Brian Helminger  
  Mike Jaeger  
  Jane Carlson, Strand Associates  
  Debbie Duane

Board member(s) not present:

**PUBLIC INPUT**

No public input.

**MINUTES**

The minutes of the September 6, 2016 Board Meeting were accepted as written.

Motion by Dan Koski to accept the September 6, 2016 Board Meeting minutes as presented and place on file; second by Mike Howe. Motion carried unanimously.

**FINANCIAL STATEMENTS ON WASTEWATER TREATMENT FACILITY FOR JULY, 2016**

Helminger reviewed the August 2016 financial statements reporting the following:

- August revenue was down 7% which mainly had to do with the timing of A/R's
- Briess flow was higher than usual due to the cooling water
- Outside waste haulers was a little higher than budgeted noting that he projects this revenue line conservatively
- Natural Gas expense shows a credit due to a billing issue at WPS

Motion by Dave Luckow to accept the August 2016 financials as presented and place on file; second by Gregg Wolfe. Motion carried unanimously.

**PLANT UPGRADE-VERBAL STATUS UPDATE ON PROJECT**

Helminger reported the following to the Board:

- Teleconference with WWTF staff and Strand Associates on project details this morning
- Clean Water Loan application was submitted to DNR on September 29, 2016
- The loan application was submitted one month early in hopes of principal forgiveness monies being awarded to this project
- DNR response has been received that the application arrived and has been accepted as completed
- Bid opening is slated for late January and if loan is approved it is anticipated that the contractor will break ground sometime May
- Cardinal did both asbestos and lead based paint assessment for areas to be disturbed in the construction project. Both items were found with asbestos being in select areas that will need to be abated prior to contractor work commencing

#### **DISCUSSION AND POSSIBLE ACTION TO FILL VACANT OPERATOR POSITION**

Helmingier reported that he received a two week notice from one of the operators and requested approval for moving forward to fill the vacant position.

Motion by Mike Howe to approve moving forward to fill the vacant Operator position; second by Dan Koski. Motion carried unanimously.

#### **ADMINISTRATIVE ASSISTANT ASSISTANT-STATUS UPDATE ON FILLING THE POSITION**

Helmingier reported that after Debbie Charney transferred to the Human Resources Department he posted the vacant WWTF Administrative Assistant position, held interviews and offered the job to Deb Duane from the Finance Department.

#### **PLANT REPORT FOR AUGUST 2016**

Jaeger reviewed the plant report discussing the work projects completed and operations of plant for the period of August 1<sup>st</sup> to August 30<sup>th</sup>, 2016. No Board action taken.

Motion to adjourn made by Gregg Wolfe; second by Mike Howe. Meeting adjourned at 12:40 P.M.

Respectfully submitted,



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