

## **MANITOWOC WASTEWATER TREATMENT FACILITY BOARD MEETING MINUTES**

Chairperson Brian Rasmussen called the meeting of the Manitowoc Wastewater Treatment Facility Board to order on Tuesday, January 3, 2017 at 4:00 P.M.

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

Excused Board member(s):            Tim Petersen

Also present:                            Mike Jaeger  
  Barry Nelson  
  Debbie Duane

### **CALL TO ORDER**

B Rasmussen called the meeting to order at 4:01pm

### **PUBLIC INPUT**

No public input.

### **MINUTES**

M Jaeger reported that Strand will be at WWTF for the mandatory site visit for the bidding contractors on January 5, not January 7 so that should be amended in December minutes.

Motion by D Luckow to accept the December 6, 2016 Board Meeting Minutes as amended and place on file; second by G Wolf. Motion carried unanimously.

### **FINANCIAL STATEMENTS**

M Jaeger reviewed the October and November 2016 financial statements with the board who then rolled November with October for the motion.

Motion by M Howe to accept the October/November 2016 financials as presented and place on file; second by D Koski. Motion carried unanimously.

### **UPDATE ON CLOSED LOOP WATER SYSTEM LEAK**

M Jaeger had provided a written update for the board and reported where things are currently at.

- JF Ahern was called in as directed by the WWTF Board at the December 6 meeting
- On December 19 JF Ahern was onsite to assist w options, none of which led to leak so the next step was to check the Heat Exchanger
- On December 21 Ahern did pressure testing and found the leak in the Heat Exchanger that heats the East Primary Digester.
- DNR was contacted the next day, told the situation and advised how to proceed with the remaining sludge in that Digester.

- The Heat Exchanger is part of the upgrade so M Jaeger is going to work with Strand on trying to push that phase of the project up.

### **PLANT UPGRADE PROJECT-STATUS UPDATE AND BIDDING**

M Jaeger reported the following:

- Rick Thimm from Strand headed December 15ths mandatory site visit for bidding contractors
- The turnout showed to be very promising, 17 contractors signed for bidding
- Thurs January 5 Strand will be onsite again for the next/final mandatory meeting for bidding contractors
- January 11, 2017 4:00pm all bids are due

### **PLANT REPORT FOR DECEMBER 2016**

M Jaeger reviewed the plant report with the board discussing the work projects completed and operations of the wastewater plant for the month of December 2016. He also reported that the new Operator M Hansen is doing well and the plan is to have him on his own in approximately two weeks.

### **STAFFING UPDATE**

M Jaeger reported the following:

- Job descriptions for Chemist and Superintendent were updated as discussed at December meeting
- Personnel Committee is recommending Chemist position to move from Grade G to Grade H on the wage scale due to the additional responsibilities
- Personnel Committee is recommending that the search for the Superintendent position start internally first
- The board was reminded that the plant is very much in need of an additional Operator position that was vacated and never filled in 2012 and M Jaeger intends to keep moving forward on this matter.

The board had an in depth discussion concerning the Superintendent hiring process and their desire for HR to handle the process the standard way they handle it for other City departments. No board members wished to be involved with the hiring process however M Howe is also on the Personnel Committee so he will be available to help should they need WWTF board input.

Motion to adjourn made by G Wolfe; second by B Rasmussen. Meeting adjourned 4:53 P.M.

Respectfully submitted,

Michael Jaeger  
Interim Superintendent WWTF  
MJ/dd  
Copy: City Clerk's Office