

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

Chairperson Brian Rasmussen called the meeting of the Manitowoc Wastewater Treatment Facility Board to order on Tuesday, December 6, 2016 at 4:00 P.M.

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

Also present:                                    Brian Helminger  
    Mike Jaeger  
    Jessie Lillibridge, HR Director  
    Jim Brey  
    Debbie Duane

Excused Board member(s):                Mike Howe

### **PUBLIC INPUT**

No public input.

### **MINUTES**

Motion by D Luckow to accept the October 7, 2016 Board Meeting minutes as written and place on file; second by T Peterson. Motion carried unanimously.

### **FINANCIAL STATEMENTS**

B Helminger reviewed the September 2016 financial statement with the board and told them the October statement will be distributed at the next meeting.

Motion by D Koski to accept the September 2016 financials as presented and place on file; second by T Peterson. Motion carried unanimously.

### **CLOSED LOOP HEATING SYSTEM WATER CONSUMPTION TREND**

B Helminger reported the following:

- For the past month the closed loop heating system has been losing water
- Cannot find the leak ... possibly underground, possibly new isolation valves not holding, possibly multiple leaks?
- MPU even brought in their testing equipment but it didn't work due to the plant noise

### **DIRECTIVE FROM BOARD:**

The board gave B Helminger a directive to get Ahern to the plant as soon as possible to test each section of piping.

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

B Helminger reported the following:

- Public Notices were published for bidding
- January 11, 2017 4:00pm bids are due
- Mandatory site visit for all bidding contractors - Dec 15 or Jan 7
- STRAND will be on site Dec 15 and Jan 7 to answer contractor questions
- WWTF was awarded \$700,000.00 grant for principal forgiveness

## **DISCUSSION ON DRAFT MANITOWOC WPDES PERMIT**

B Helminger reported the following:

- DNR made two revisions to WWTF permit.
- In addition to 400#/100ml monthly average there will be a 656#/100ml weekly average
- Phosphorus changed from 0.6 mg/l six month average limit to 0.91 mg/l monthly average limit which is actually less stringent
- Permit good now for the next five years

## **2017 MEETING SCHEDULE**

B Helminger explained that the distributed 2017 meeting schedule is not just for WWTF Board meetings, it also includes other city meetings and holidays.

## **PLANT REPORT FOR SEPTEMBER AND OCTOBER 1 THRU NOVEMBER 30**

M Jaeger reviewed the two distributed plant reports discussing the work projects completed and operations of plant for the period of September 1<sup>st</sup> to November 30<sup>th</sup>, 2016.

## **STAFFING UPDATE**

B Helminger reported the following:

- Operator position filled by Mike Hansen
- Hansen started Mon Dec 5 as a 3<sup>rd</sup> shift operator which is a good fit for him
- Last Monday WWTF Superintendent Brian Helminger resigned effective Dec 16
- Helminger discussed his staffing recommendations to the board for short-term as well as long-term
- Superintendent must be certified...currently two WWTF employees are certified (Mike Jaeger and Eric Storm)
- Recommend Assistant Superintendent Mike Jaeger as Interim Superintendent
- Jaeger currently at Grade M Step 5 on wage scale.
- Recommend keeping Jaeger at Step 5 but moving to Grade O during Interim Superintendent role.
- Recommend giving Pre-treatment Coordinator duties to Eric Storm, updating the job description and having Carlson Dettman reevaluate for wage purposes
- 2012 lost an Operator that was never replaced due to other city departments permanently laying off employees at that time
- 2014 to current seeing the plant short staffed for 12-18 weeks out of the year due to a revolving door with Operators coming and leaving for various reasons and FMLA leave of absences

- Its wearing on the plant staff having to cover these various absences due to the loss of the Operator position in 2012
- Recommend board consider adding another Operator

In depth discussion was had between board members, HR Director J Lillibridge, WWTF Superintendent Helminger and Assistant Superintendent Jaeger during which Lillibridge recommended a 10% wage increase to current salary for Interim WWTF Superintendent and that she would evaluate current job descriptions to re-look at the pre-treatment task.

Motion made by B Eernisse to recommend Mike Jaeger as the Interim WWTF Superintendent at Grade O Step 5.

Seconded by D Luckow adding that if this recommendation is not approved they want a reply back explaining the reason why it was denied. Motion carried unanimously.

Motion by B Rasmussen to work with Human Resources and start recruiting process. Seconded by D Koski. Motion carried unanimously

Motion to adjourn made by G Wolfe; second by B Rasmussen. Meeting adjourned 5:07 P.M.

Respectfully submitted,



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