



## CITY OF CORTLAND WASTEWATER TREATMENT FACILITY



### *Meeting Minutes*

**Date: 4/22/19**

**Time: 5:30 pm**

**Conference Room,  
Cortland Wastewater**

#### ■ Members:

- Chairman John Troy – Present
- Vice Chair William Starr – Present
- Commissioner Diann Potter – Present
- Commissioner Gary Thomas- Present
- Village of McGraw Mayor Allan Stauber – Present
- Bruce Adams, Supt. of Wastewater – Present
- Edward Poole, Chief Operator - Absent

Meeting called to order at 5:32 p.m.

John Troy requested to observe a moment of silence in memory of Commissioner Todd Morris.

Minutes from January 28, 2019, meeting for approval.

**Motion** to approve the minutes from January 28, 2019, meeting by Bill Starr. Seconded by Diann Potter.  
**UNANIMOUS**

**Superintendent's Report:**

***Superintendent's Report***

For

**February 2019**

(As written by Supt. Adams)

**Administration**

Contrary to what I had feared after having denied Chobani's request for a rate reduction, Chobani has not reduced the quantity of whey they have been bringing to the facility. They in fact have asked to bring more, though we are currently only partially able to accommodate the increase as we work to bring the new digester and the associated automation components on line. This is good news for the department, as I had budgeted significant income from receiving Chobani whey.

We are still awaiting approval of the QA/QC plan by NYSERDA. This is a document describing how NYSERDA will verify the performance of the gas cleaning equipment and generator. The QA/QC plan applies to the performance part of the grant, which is about \$950,000 over the course of 10 years. But approval of the QA/QC plan is a prerequisite for disbursement of the remainder of the capacity incentive, which is about \$890,000.

Due to issues with the air switch on our main incoming electrical line, we were unable to start the generator during the week of 2/25. We scheduled a power outage with National Grid on 2/28. During the outage, HMT repaired the air switch and Ridley Electric installed voltage transformers required by National Grid for operation of the generator. We plan to start the gas cleaning equipment and generator within the next few weeks.

Respectfully submitted,

Bruce Adams  
Superintendent of Wastewater

# *Superintendent's Report*

For

**March 2019**

(As written by Supt. Adams)

## **Administration—**

On 3/25 Mayor Tobin, Council members Bennett and McCarthy, Chief Operator Poole and I met with a team from DEC to discuss the upcoming Chesapeake Bay Watershed Implementation Plan Phase 3 (WIP 3). Going in, I feared DEC would look to either tighten the nitrogen and phosphorus reductions expected or accelerate the implementation of the current reduction schedule. Neither was the case. It was a very productive meeting. DEC is sticking with the reductions and schedule outlined in WIP 2. They are merely looking for ways to actively assist us in meeting our 2025 goals. Two items mentioned during the meeting were providing technical assistance in optimizing our nutrient removal process and increasing our scoring for applications for state funding for anything that will help meet our WIP 3 goals. The draft WIP 3 document is available as of today at <https://www.dec.ny.gov/lands/112126.html>. Public comments can be made until 6/7/19.

In connection with the above, I anticipate applying for a Water Quality Improvement Project (WQIP) grant in the next round, contingent on coordination with the Finance Department. We will look to replace our SBR aeration grids, install a fourth blower, and possibly replace the basin isolation curtains with proper block or concrete separators. In a presentation on 4/10, DEC Watershed Section A Chief Ken Kosinski predicted grants would be 75 to 85 percent, meaning we could get a half million dollars' worth of improvements for as little as \$75,000. We have identified inadequate oxygen delivery as an impediment to performance of the new SBR process, and believe the aeration grid and additional blower would address that.

(Carried over from last month because *Nothing Has Changed*) We are still awaiting approval of the QA/QC plan by NYSERDA. This is a document describing how NYSERDA will verify the performance of the gas cleaning equipment and generator. The QA/QC plan applies to the performance part of the grant, which is about \$950,000 over the course of 10 years. But approval of the QA/QC plan is a prerequisite for disbursement of the remainder of the capacity incentive, which is about \$890,000.

At the last moment, the Air division of DEC took an interest in the exhaust from our generator. Initially it was going to be a mere formality of registering it as a source. Then they wanted a detailed analysis of all possible constituents of the exhaust. Then they decided they didn't need that but were still very interested in potential formaldehyde emissions. The equipment supplier is putting together documentation based on similar installations. Startup of the generator is on hold pending DEC acceptance of formaldehyde data.

Respectfully submitted,

Bruce Adams  
Superintendent of Wastewater

**Motion** to approve the Superintendent's Report by Diann Potter. Seconded by Bill Starr. **UNANIMOUS**

**Plant Manager's Report:**

***Plant Managers Report***

For

**February 2019**

(As written by Edward Poole, Chief Operator)

**Operations**

The process is running very well and the effluent is high quality. Removal rates are above 95% for (total suspended solids) and BOD (biochemical oxygen demand).

There were no violations for the month.

The plant operations have been running smoothly. We are in the process of starting our new industrial digester in anticipation that gas production will improve to run the new generator. The industrial digester will take around thirty days to be up to full gas production.

We will be starting our Sequencing Batch Reactors as soon as flows come down and temperatures come up.

I continue to send May El Prince an update on process, operations and digester heat and power project.

**Maintenance**

We continue to work on tank maintenance as weather permits. We have Xylem here this week installing equipment in aeration basin 1A and 1B for the Ammonia vs Nitrogen trial.

In the month of January, we had a leak in the boiler system. With the help of W2O, we were able to find the leak and repair the pipe. This was the second leak we had addressed this season. The system is holding water and working well now.

Refractory work on boiler two is complete. Work on boiler three will start as soon as we put boiler two online and we can be sure the boiler can meet heating needs.

Edward Poole  
Chief Operator  
(Presented by Supt. Bruce Adams)

# *Plant Managers Report*

For

**March 2019**

(As written by Edward Poole, Chief Operator)

## **Operations**

The process is running very well and the effluent is high quality. Removal rates are above 95% for TSS and BOD

There were no violations for the month.

The plant operations have been running smoothly. The industrial digester startup is complete with very few problems. The digester is high in alkalinity and pH, which are vital for good acid to alkalinity ratio. Having a good balance of acid forming and methane producing microbes will help us maximize gas production.

We are hoping to start our Sequencing Batch Reactors as soon as flows come down and temperatures come up. We are currently at 6 million gal. per day. Which is close to where we should be for startup.

Two weeks ago, I sent out a certified letter to the DEC asking permission to increase our digester whey loading from 20,000 gals. per day to 40,000 gals. per day. May El Prince gave me a verbal ok over the phone. We will raise the amount allowed slowly each day until we meet 40,000 gals. I am still waiting for an official response in writing from the DEC.

I continue to send May an update on process, operations and digester heat and power project.

## **Maintenance**

The staff and I are busy cleaning up after the spring thaw plus the usual maintenance that comes with it. Tree trimming, fence repair and lawn repair will keep us occupied until summer.

Soon we will be cleaning tanks. I'm sure there will be additional repairs once tanks are emptied and inspected.

Refractory work on boiler two is complete. Work on boiler three will start as soon as we put boiler two online and we can be sure the boiler can meet heating needs.

Edward Poole  
Chief Operator  
(Presented by Supt. Bruce Adams)

**Motion** to approve the Plant Manager's Report by Bill Starr. Seconded by Diann Potter. **UNANIMOUS**

**Finance:** Financial statements and abstracts dated 1/31/19, through 3/31/19, were submitted for approval.

**Motion** to approve financial statements and abstracts by Gary Thomas. Seconded by Bill Starr. **UNANIMOUS**

**New Business:**

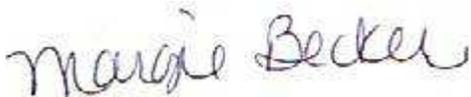
John Troy discussed the search for a new board member and that if anyone knows of a community member that is interested, to let Mayor Tobin know. Mayor Tobin is aware.

**Old Business:**

John Troy mentioned that he had emailed Mayor Tobin regarding the charter, which still states that the WWAB is responsible for adjudicating grievances. In addition, there is no mention in the charter of how often the board meets; however, it should be noted that the board meetings would be held quarterly and at the discretion of the board, instead of monthly. John further stated that the charter should be changed to reflect the board's duties and responsibilities.

**Motion** to Adjourn at 5:55 p.m. by Gary Thomas. Seconded by Bill Starr. **UNANIMOUS**

Respectfully submitted by:



City of Cortland WWTF