



CITY OF CORTLAND WASTEWATER TREATMENT FACILITY



Meeting Minutes

Date: 11/26/18

Time: 5:30 pm

**Conference Room,
Cortland Wastewater**

■ Members:

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

Meeting called to order at 5:29 p.m.

Minutes from October 22, 2018, meeting for approval.

Correction to October's minutes regarding discussion of proposed meeting changes: John Troy stated that he had spoken with Mayor Tobin's secretary, not Mayor Tobin, and left a message to speak with him regarding making a change to the charter. As the board no longer adjudicates sewer grievances, John stated that the charter should be changed to reflect the board's duties and responsibilities to make this official. In addition, John reported that the Wastewater Board may not be meeting monthly, which the Mayor's secretary felt that this would not be a problem and that she would convey the message to Mayor Tobin.

Motion to approve the minutes from October 22, 2018, meeting by Bill Starr. Seconded by Todd Morris.
UNANIMOUS

Superintendent's Report:

Superintendent's Report

For

November 26, 2018

(As written by Supt. Adams)

Administration—

At its 11/20 meeting, the Common Council adopted the Mayor's proposed budget as amended to be the final 2019 Sewer Fund budget. This budget includes a 2.16% rate increase both in the minimum and unit charges.

At the Mayor's request, I submitted a resolution to the Common Council to increase the per-gallon fee for leachate disposal from \$0.035 to \$0.05. This rate should achieve rough parity with the anticipated expense of sludge disposal at the County's new tipping fee of \$80.00 per ton. That resolution was passed by the Council at its 11/20 meeting.

It appears that we will be forced to install a process H₂S monitor in the biogas cleaning system to satisfy NYSERDA's data collection requirements for the QA/QC plan. This plan is a prerequisite for accessing additional disbursements of the \$2,000,000 grant for this project. The best price we're finding for an instrument acceptable to NYSERDA is \$37,014.

We continue to work towards a permit for the vermicomposting pilot. Larsen Engineers are proposing starting the project with food waste only and adding biosolids once we have completed the 6 sequential months' lab testing that DEC is requiring.

The start-up of the biogas cleaning system was successful. We had a number of snags, especially in

relation to the required hot water loop supply, but they have been addressed. The system has been shut down until we are ready to run the generator.

We have begun implementing several of the recommendations that came out of our NYSERDA Strategic Energy Management "treasure hunt". We are providing the venue for the 4th SEM workshop on 12/4, which will focus on engineering approaches to building energy savings into projects at the beginning.

Bruce Adams
Superintendent of Wastewater

Edward Poole asked Bruce Adams about mentioning to the board of the upcoming AvN project. Bruce reported that we were approached earlier this year by Xylem, which is a manufacturer of our sequencing batch reactor equipment (SBR), to host a research project for a difference type of nitrogen removal. Bruce explained how the process of SBR removes nutrients.

The AvN process is done on a pilot research basis where you control the air cycles by monitoring the presence of ammonia versus nitrate. You do not use the decanters or run batch process. It is a flow through process with aeration carefully controlled according to the process monitoring instruments. The researcher of this project believes that we would see much better energy savings over what we would see from the SBR. Bruce further stated that we are certainly open to hosting the research project because Xylem will be floating all the costs. Our only involvement would be in-kind sampling services.

Motion to approve the Superintendent's Report for November 26, 2018, by Todd Morris. Seconded by Bill Starr. **UNANIMOUS**

Plant Manager's Report:

Plant Managers Report

For

November 26, 2018

(As written by Edward Poole, Chief Operator)

Operations

The process is running very well and the effluent is high quality.

There were no violations for the month of October.

The plant operators are busy completing the industrial sampling for the year. They currently have five sample sights left to set up.

We would like to start our SBR mode of process to test the SBR effluent pumps. High flows and cold weather have delayed start up. I'm hoping we will have an opportunity to start process in the next couple of weeks. 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. There are two aeration basins that need repairs. We will also have Koester installing equipment in aeration basins 1A and 1B for the AvN trial. Those tanks would have to be dewatered before work can begin.

We put a hold on the west final tank repairs until warmer weather and lower flows.

The maintenance crew are working on getting power and automation to our valve that controls sludge addition to whey holding tank.

We had our five year inspections for the two boilers. The inspection went well and we have to do some refractory work on both boilers. Boiler two is tagged out until work is completed, then we will start work on boiler three. We may have to consider replacing boiler two, which is an old and inefficient cleaver brooks boiler from 1981.

Edward Poole
Chief Operator

Edward Poole clarified to the board that the valve controlling sludge addition to the whey holding tank is for the pH adjustment to the whey. Edward also reported that while the boiler system was down, Perkins Heating and Plumbing also installed a couple of expansion tanks for makeup water and boiler hot water expansion. These seem to be working great.

Motion to approve the Plant Manager's Report for October 22, 2018, by Bill Starr. Seconded by Todd Morris.
UNANIMOUS

Finance: Financial statements and abstracts dated 10/31/18, and 11/15/18, were submitted for approval.

Motion to approve financial statements and abstracts by Bill Starr. Seconded by Todd Morris.
UNANIMOUS

Discussion of Proposed Meeting Changes:

John Troy proposed that a change be made from monthly meetings to quarterly meetings in 2019. John also selected four dates that the board would meet: January 28, 2019, April 22, 2019, July 22, 2019, and October 21, 2019. The meetings will continue to be held on the 4th Monday of the scheduled dates, at 5:30 p.m. The date for the October meeting will be on the 3rd Monday. It was further stated by John that if there are any issues that should arise, a meeting could be held prior to the scheduled dates.

Bill Starr asked that Margie Becker give reminder notifications prior to the meetings. Bruce Adams also asked that Margie have these changes made to the city website, and advise of cancellations or reschedules as well.

John asked Margie Becker to send a letter to Mayor Tobin as well as the Common Council to advise of these changes. A new 2019 WWAB meeting schedule will be created by Margie Becker and distributed to all board members as well as Mayor Tobin, Common Council members, and updated in the city's website.

John Troy proposed that the December meeting be canceled and will meet in January 2019. The board was in agreement to the cancelation.

Motion to approve schedule and meeting changes by Bill Starr. Seconded by Todd Morris. **UNANIMOUS**

New Business: No new business

Old Business: No old business

Motion to Adjourn at 6:03 p.m. by Todd Morris. Seconded by Bill Starr. **UNANIMOUS**

Respectfully submitted by:

A handwritten signature in blue ink that reads "Margie Becker". The signature is written in a cursive, flowing style.

City of Cortland WWTF