



CITY OF CORTLAND WASTEWATER TREATMENT FACILITY



Meeting Minutes

Date: 9/22/14

Time: 5:30 pm

**Conference Room,
Cortland Wastewater**

■ Members:

- Chairman John Troy – Present
- Vice Chair William Starr – Present
- Commissioner Sally Horak – Present
- Commissioner Todd Morris – Present
- Commissioner Paul Lorenzo – Present
- Village of McGraw Mayor Allan Stauber – Absent
- Village of Homer Trustee Michael Berry – Absent
- Bruce Adams, Chief Operator – Present
- Tom McCall, CPWOA President – Absent

Meeting called to order at 5:28 p.m.

Minutes from August 25, 2014, meeting for approval.

Motion to approve the minutes from August 25, 2014, meeting by Paul Lorenzo. Seconded by Bill Starr.
UNANIMOUS

Plant Manager's Report:

Plant Managers Report
for
September 22, 2014
(as written by Chief Adams)

Administration–

We have started servicing our operations contract with Marietta. So far it is going well, though as expected, initial man-hours are high due to the need to train on their equipment.

We got the preliminary report from our summer load-shedding exercise. We achieved 91% of target. I called ECS and they will adjust our target and increase our baseline. This should improve our payouts for future exercises and curtailments.

The wastewater department will be the first participant in the City's new Time & Attendance contract with ADP. Among other benefits, this will allow better tracking of project- and contract-related labor expenditures.

We are expecting arrival this week of the equipment for the Ames Linen demonstration project. Installation is the next step followed by a six-month run.

Operations–

Quarterly industrial sampling is complete.

We will be pressing the secondary digester clean this week. This is a periodic chore that helps reduce loadings from digester overflows.

Seasonal grounds maintenance.

We had violations in August for UOD effluent concentration and CBOD5 removal ratio. I believe this is laboratory error, but it is not possible to revisit those tests and is therefore reported as permit violations.

Maintenance–

We removed concrete corner fillets and all infrastructure from whey receiving tank. Parts for the MBR pretreatment equipment are beginning to come in.

Control panel for MBR pretreatment is mounted and wiring is begun.

HMT will be conducting servicing of our high-yard equipment tomorrow. This entails shutting off utility power to the facility.

Bruce Adams

Chief Operator

Motion to approve the Plant Manager's Report by Paul Lorenzo. Seconded by Todd Morris. **UNANIMOUS**

Finance: Financial statements and abstracts dated 8/31/14, and 9/15/14, were submitted for approval.

Bruce Adams submitted a copy of the Wastewater Treatment Facility's proposed 2015 budget to be reviewed by the board. The budget was brought before the Common Council meeting last Tuesday, September 16, 2014, and Bruce reported that the Mayor's proposed budget had been approved and the council has until the end of the year to make any changes or approve the wastewater budget.

Motion to approve financial statements and abstracts by Paul Lorenzo. Seconded by Bill Starr. **UNANIMOUS**

Sewer Grievances: No sewer grievance applications were received at this time.

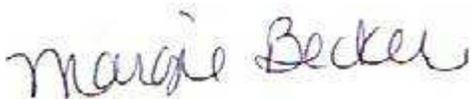
Grievance outcome letters from 8/25/14, were submitted.

New Business: No new business.

Old Business: No old business.

Motion to Adjourn at 6:05 p.m by Paul Lorenzo. Seconded by Todd Morris. **UNANIMOUS**

Respectfully submitted by:



City of Cortland WWTF