

CITY OF HARTFORD
SPECIAL WORKSHOP BUSINESS MEETING MINUTES
MARCH 10, 2026

Commissioners Present: Peter Aranda (4:05pm); John Miller (5:09); Lindsay Morsaw; Nancy Spoula; Tom VanLierop; Charles Weeden and Mayor Jane Danger;

Commissioners Absent:

Staff Present: Pulluam (formally Brown); Rodney-Isbrecht;

Mayor Jane M. Danger called the special workshop meeting to order at 4:00pm.

New Business

Quinten Clark, Certified Operator Services LLC provided the City Commission an overview of the following:

1. WWTP Operations Update – Main Goal Cleaning, organizing and routine maintaining the plant.
 - Operations Update - June 2025 – Present
Mr. Clark reviewed operational activities and progress since June 2025.
2. Maintenance of Laboratory –
The laboratory plays a critical role in evaluating plant performance and ensuring treatment effectiveness. Updates and needs include:
 - Ongoing efforts to update equipment and improve laboratory processes
 - Equipment Needs and concerns:
 - Autoclave – Currently working but dates back to the 1980s; replacement parts are difficult to obtain
 - BOD Incubator – Undersized for current operational demands.
 - BOD Meter – Approximately 20 years old and no longer upgradeable
 - Measuring glassware – Updates and/or replacement
 - Sampling Equipment Pump – Located in a non-heated building, creating operational concerns
 - Composite Sampler (Primary Clarifier) – Lacks a pump and is currently non-functional
 - Automation Air Blowers – Evaluation and improvements
 - Sampling equipment - Evaluation and improvements
3. SDCADA and Alarms –
 - Current system has limited alarm capability, primarily for power failure only
 - Does not provide alerts for critical equipment issues
 - Lift stations currently utilize OmniSite (cellular-based alarm system)
 - Upgrades are needed to allow supervisors to remotely monitor and respond to alarms more effectively
 - Improved alarm systems would significantly enhance response time and system reliability
4. Preventive Maintenance Program –
 - No formal preventive maintenance program is currently in place
 - Maintenance is primarily reactive rather than proactiveRecommended Actions:
 - Develop a comprehensive inventory of all equipment requiring maintenance
 - Establish written maintenance procedures based on manufacturer recommendations
 - Implement maintenance tracking software to assist with scheduling, planning, and budgeting

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5. Training and Standard Operating Procedures (SOPs) -
 - Development of written Standard Operating Procedures is neededTraining Needs:
 - WWTP Certification – Ongoing training and continuing education required for all operators
 - Safety Training – implementation of a formal safety program to address workplace hazards

6. Certified Operator Services –
Contract Update –
 - Currently service level is approximately 100 hours a month exceeding original expectations
 - The Iron Removal Plant (IRP) continues to require significant time and resources

Operational Options Presented:

- Contracted licensed operator supported by two City employees
 - City hires a licensed operator supported by two City employees
 - Fully contracted operations (no City staff)
 - The City Manager is recommending an RFP for operational services of the IRP and the WWTP be issued and posting the operator positions simultaneously to see what response the City receives, for comparison, before determining the level of services that will be needed from Certified Operator Services. This will help determine the operational needs of both Water and Wastewater plants and what best fits the budget.
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7. Other Items –
 - AM Hawk – Status Update provided
 - IPP F & V – Ongoing Updates
 - UV Light System – Cleaning underway in preparation for operational testing in April
 - EQ Tank – Equipment is currently not functioning properly; system was installed approximately two years ago. The City Manager is coordinating with the engineer and contractor for further evaluation
 - RBC – Cleaning has been completed

Adjournment:

Motion by Commissioner Spoula, supported by Commissioner Vanlierop, to adjourn the meeting at 6:05 pm.

Motion carried 7 – 0

Respectfully Submitted,

RoxAnn Rodney-Isbrecht, City Clerk