

BOARD OF PUBLIC WORKS

Regular Board Meeting

Tuesday, April 15, 2014
4:00 P.M.

Present:	Betty Anderson	Vice President
	Randy Park	Secretary
	Susan Wathen	Board Member
	Tim Goodman	Board Member
	Robert Stevenson	General Manager
	Heath Hall	Director of Operations
	Courtney Harris	Administrative Assistant
	Mathew Munzlinger	Water/Wastewater Facilities Engineer
	Jared Stewart	Electric Line Superintendent
	John Hummel	Water/Wastewater Supervisor
	Chelle Brown	Finance Department/Temp Employee
	James Lemon	City Attorney
	Danny Henley	Hannibal Courier Post

CALL TO ORDER

The meeting was called to order at 4:00P.M. by Randy Park.

INVOCATION

The invocation was given by Mr. Stevenson.

INSTALLATION OF OFFICERS FOR FY 2013-2014

Susan Wathen made a motion to nominate Randy Park as President, Betty Anderson as Vice-President, and Susan Wathen as Secretary. Motion seconded by Betty Anderson and carried unanimously.

2014-2015 BPW SLATE OF OFFICERS

Randy Park – President
Betty Anderson – Vice President
Susan Wathen – Secretary
Tim Goodman – Board Member

CONSENT AGENDA

- A) Minutes – March 18, 2014 (Regular Meeting Minutes)
- B) Payrolls – March 21, 2014, April 4, 2014
- C) Claims – March 2014

On motion of Betty Anderson, seconded by Tim Goodman, the Board voted unanimously to approve the Consent Agenda.

GENERAL MANAGER'S REPORT

Mr. Stevenson reported the replacement of INCODE continues, and the Business office is working smoothly. Financial reporting for the month of March is still unavailable due to problems that continue with the INCODE conversion.

Mr. Stevenson reported Prairie State had one unit down for the month of March, and one unit ran well as it has since the first annual outage last winter.

Mr. Stevenson noted the three new Customer Service Representatives, Chandra Bennett, Kathleen Roberts, and Laken McDonald have been in constant training and are now working on their own in the Business Office.

Mr. Stevenson reported Kari Goodman has been appointed to be the Communications Director.

OPERATION'S REPORT

Mr. Hall reported the Electric Department has been replacing poles and will be doing easement work very soon.

Mr. Hall presented the Electric System Coordination Study from Barnes Henry and the circuit map was passed around for review.

Mr. Hall reported the Water Department has been working on Dead End Main Flushing Devices and forty out of two hundred have been checked to make sure they are operational.

Mr. Hall reported the fire hydrant testing will be done every two years and will not be done this year as discussed with the Hannibal Fire Chief.

Mr. Hall noted the Sewer department had two Sanitary Sewer Overflows, and there have been a total of three SSO's for the year.

Mr. Hall reported the Wastewater Treatment Plant is having trouble with the clarifier, and now the repairs have been made.

PROJECTS REPORT

Mathew Munzlinger presented the Board with an updated progress report of ongoing projects. This includes projects from the Water System and Water Treatment Plant, as well as the Sewer System and Wastewater Treatment Plant. Mr. Munzlinger noted the progress of these projects and studies is acceptable and will continue as weather permits.

On motion of Susan Wathen, seconded by Betty Anderson, the Board voted unanimously to approve the Regular Reports.

OLD BUSINESS – 2014-2015 OPERATING BUDGET

Mr. Stevenson presented the 2014-2015 Operating Budget Version 4B. The Electric, Water, and Sewer budgets were reviewed and discussed.

On motion of Tim Goodman, seconded by Susan Wathen, the Board voted unanimously to approve the 2014-2015 Operating Budget as presented.

FINAL CONTRACT RALLS COUNTY PWSD No. 1/IDEAL VILLA

Matthew Munzlinger presented an agreement the HBPW has developed with PWSD No. 1 of Ralls County to treat the sewage generated by the portion of the Ideal Villa Subdivision that is currently using a sand filter. This agreement is a result of several months of work by both parties and benefits both entities. The contract has been reviewed and it is the staff's recommendation to approve the agreement.

On motion of Susan Wathen, seconded by Tim Goodman, the Board voted unanimously to approve the final contract with Ralls County PWSD No. 1/Ideal Villa.

NEW BUSINESS

CONSTRUCTION SERVICES AGREEMENT – WWTP G&D BUILDING PROJECT

Matthew Munzlinger reported the current agreement with Black & Veatch concludes with the execution of a construction contract to complete the improvements to the G&D Building. An attached scope was reviewed of services to complete during the construction phase for a not-to-exceed cost of \$267,200.00. Mr. Munzlinger recommended the contract be approved to complete these construction phase services.

On motion of Betty Anderson, seconded by Susan Wathen, the Board voted unanimously to approve the Construction Services Agreement regarding the G&D Building Project.

AFFIDAVIT OF WORK AUTHORIZATION – SRF WATER BONDS

Matthew Munzlinger reported the HBPW will be required to designate an "Authorized Representative" to act on the Board's behalf by signing paperwork and being the main point of contact regarding the SRF Water Bonds.

On motion of Betty Anderson, seconded by Tim Goodman, the Board voted unanimously to approve the General Manager, Robert Stevenson to be the authorized representative for the HBPW regarding the SRF Water Bonds.

CITY ATTORNEY – PENDING MATTERS

NONE

COMMENTS FROM AUDIENCE

NONE

GENERAL DISCUSSION

Mr. Stevenson handed out information to each board member on the National APPA Conference for review. The conference will be held in early June in Denver, CO.

SPECIAL BOARD MEETING TO AWARD WWTP G&D BUILDING BID – WEEK OF 4/28/14

Mr. Stevenson made a recommendation to have a Special Board Meeting on Tuesday, April 29, 2014 at 5:00p.m. The board members unanimously agreed to hold the meeting at that time to award the G&D Building Bid.

CLOSED SESSION

Betty Anderson made a motion to convene in closed session, in accordance with Section 610.021 (3) of the Missouri Sunshine Law, to discuss Personnel admitting Board Members, Bob Stevenson, Heath Hall, and James Lemon. Motion seconded by Susan Wathen. ROLL CALL: AYES: Board Members, Randy Park, Betty Anderson, Susan Wathen, and Tim Goodman. NAYS: 0.

ADJOURNMENT

Susan Wathen made a motion of adjourn. Motion seconded by Betty Anderson and carried unanimously. The meeting was adjourned at 5:45p.m.

Robert W Stevenson

Robert Stevenson
General Manager

Susan Wathen
Secretary