

## BOARD OF PUBLIC WORKS

Regular Board Meeting

Tuesday, April 21, 2015  
4:00 P.M.

Present:	Betty Anderson Susan Wathen Tim Goodman	Vice President Secretary Board Member
	Robert Stevenson Heath Hall Courtney Harris Mathew Munzlinger Abe Gray John Hummel Kari Goodman Matthew Jones	General Manager Director of Operations Administrative Assistant Water/Wastewater Facilities Engineer Finance Director WWTP Supervisor Public Relations Coordinator IT
	Danny Henley George Walley	Hannibal Courier Post Economic Development
Absent:	Randy Park	President

### **CALL TO ORDER**

The meeting was called to order at 4:00P.M. by Betty Anderson.

### **INVOCATION & PLEDGE OF ALLEGIANCE**

The invocation was given by Mr. Tim Goodman

### **CONSENT AGENDA**

- A) Minutes – March 17, 2015 (Regular Meeting Minutes)
- B) Payrolls – March 20, 2015, April 3, 2015
- C) Claims – March 2015

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

### **GENERAL MANAGER'S REPORT**

Mr. Stevenson reported the Cost of Service Studies have been completed. The Water and Sewer studies will be presented by Abe Gray, Finance Director further in the meeting.

Mr. Stevenson reported the Budget for FY2015-16 is complete and ready for Board approval.

Mr. Stevenson noted development activities for the Hannibal Lakeside Technology Park continue. The new entrance signs are being installed today and tomorrow at the certified site.

Mr. Stevenson reported improvements for the Water System are all out to bid. The bid dates are May 7, 2015 and May 14, 2015, and the contracts will be ready for review at the May 19, 2015 board meeting.

Mr. Stevenson reported Prairie State Energy Campus Unit 1 started its spring planned outage on April 3, 2015. It should return to service on May 8, 2015. He also noted Unit 2 is running at this time.

### **Human Resources**

Mr. Stevenson reported seasonal staff has been hired to assist the Union worker crews.

### **Public Relations**

Kari Goodman reported the HBPW participated in the Chamber of Commerce Business-to-Business in March, along with George Walley, City Economic Developer. Kari Goodman and George Walley educated attendees on current projects in the Hannibal area. Kari Goodman also shared information and distributed brochures to HBPW customers on how to sign-up for the SmartHub program.

Kari Goodman reported on March 7, 2015, several HBPW employees were awarded 5 year pins and the quarterly Star Performers were announced as well.

## **Operations Report**

Heath Hall reported the Electric Department replaced poles and battery banks at the substations during the month of March. Mr. Hall also noted there were only 3 electric outages during the month of March.

Heath Hall reported the Water Department repaired and excavated 7 total leaks during the month of March. The Water Crew also worked on flushing fire hydrants and the mapping project is almost completed.

Heath Hall reported the Sewer Department responded to 13 reported stop ups with none being on the HBPW. Mr. Hall also noted on March 25, 2015, a sewer easement machine was purchased and picked up from the City of Sullivan. The easement machine is currently getting service by the HBPW Maintenance staff in hopes to use it during the month of April.

Heath Hall reported the Wastewater Treatment Plant flooding Incident repairs continued during the month of March. The new 24 inch drain line construction at Riverview Park is underway by the HBPW Sewer Crew, and is 90% completed at this time.

Heath Hall reported the biannual basin cleaning began in late March and will continue into April.

Heath Hall noted the HBPW received the first Disinfection by Products (DBPs) test results in the last couple of years that is below the four quarter running average threshold.

Heath Hall reviewed a list of activities that were completed by the Maintenance Department during the month of March.

Heath Hall reported annual vehicle inspections have been completed for all HBPW vehicles, and each vehicle has received either a Missouri State Inspection or a Federal DOT Inspection. Mr. Hall noted a minimum amount of repairs were required to bring the fleet into compliance.

Heath Hall reported a refund check from MIRMA was received for the amount of \$297,000.00 reimbursing the HBPW for flooding damage at the Water Treatment Plant.

## **FINANCIAL REPORT**

Abe Gray presented the Board with the financial results for the month of March and year to date results.

## **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 Tim Goodman, the Board voted unanimously to approve the Regular Reports.

## **OLD BUSINESS**

Mr. Stevenson presented the finalized 2015-2016 Operating Budget. 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 2015-2016 Operating Budget as presented.

## **NEW BUSINESS**

Abe Gray presented the Water and Sewer Cost of Service Studies provided by Power System Engineering, Inc. Mr. Gray noted the data received from the study is designed to recommend changes as needed for the current rates. Mr. Stevenson noted the HBPW is still reviewing the disparities and currently working on rate design.

On motion of Susan Wathen, seconded by Tim Goodman, the Board voted unanimously to receive the Cost of Service Study and order it filed.

Matthew Jones presented and reviewed the Remote Meter Disconnect and Electric Meter Testing policies. Mr. Jones would like the Board to review both documents to approve at the May board meeting.

Mr. Stevenson reported the Army Corp of Engineers has reviewed the design of the new lake at the Hannibal Lakeside Technology Park (HLTP), and noted the development of the lake will create a loss of stream bank within the certified property. The Army Corp of Engineers is requiring the stream bank be mitigated or replaced with an alternative improvement project. The HLTP committee has been collaborating with Klingner and Associates with ideas that may satisfy the Corps' demands, and Mr. Stevenson recommended hiring Klingner and Associates for \$11,500.00 to assist with the improvement project.

On motion of Susan Wathen, seconded by Tim Goodman, the Board voted unanimously to approve the Klinger Contract Amendment for \$11,500.00 as presented.

Heath Hall reported on April 15, 2015, the HBPW publicly opened bids for Uniform Services 2015 through 2017. The contract consists of uniforms that are required by the Union Memorandum of Understanding, door mats in various locations, and dust mops. Mr. Hall noted the HBPW received two bids from Aramark and Cintas. After review, Mr. Hall is recommending to award Aramark the contract for Uniform Services based upon the unit cost prices provided in the bid.

On motion of Tim Goodman, seconded by Susan Wathen, the Board voted unanimously to award the 3 year contract to Aramark.

Heath Hall reported on April 15, 2015, the Hannibal Board of Public Works (HBPW) publicly opened bids for Right of Way Maintenance for HBPW fiscal years 2015-2016 through 2017-2018. Bid packets were mailed directly to five known tree trimming companies, and two bids were received. Asplundh and Townsend submitted all the correct bidding information and meet all the required insurance, equipment, and employee related items. After review, Mr. Hall recommended awarding the contract to Townsend for fiscal years 2015-2016 through 2017-2018.

On motion of Tim Goodman, seconded by Susan Wathen, the Board voted unanimously to award the Right of Way Contract to Townsend for fiscal years 2015-2016 through 2017-2018.

Mr. Stevenson requested to attend the APPA National Conference being held in Minneapolis June 5, 2015 through June 10, 2015. Mr. Stevenson extended the invite to all Board Members and noted it would be a great opportunity to get better acquainted with industry issues and attend educational seminars.

On motion of Susan Wathen, seconded by Tim Goodman, the Board voted unanimously to approve Mr. Bob Stevenson to attend the APPA National Conference being held in Minneapolis June 5, 2015 through June 10, 2015.

### **SPECIAL REPORTS**

Mr. Stevenson reported the Employee Benefits Trust Board (EBTB) established a cash reserve policy which sets aside 2 ½ years of operating expenses. Since the establishment of the reserve policy, excess premium collections have been refunded to the employees by means of a premium holiday on two separate occasions. Mr. Stevenson noted to cover employee health care a rate increase may happen in 2016. The EBTB is postponing decisions regarding a rate increase until they have more information provided regarding the expense of employee claims.

Heath Hall reported the Missouri Intergovernmental Risk Management Association (MIRMA) requires the HBPW participate in a yearly risk management evaluation, including all entities within the organization to ensure safe work habits are being documented and practiced. The HBPW received the results of the 2014 evaluation, and received a perfect score of 100%. The HBPW has scored 100% 15 out of the past 16 years. Mr. Hall thanked Mark Hickerson, Safety Coordinator, and staff members on a great job completing the evaluation, and ensuring continued awareness on putting safety first.

### **TRAVEL REPORTS**

Mr. Stevenson reported he attended the American Public Power Association's Legislative Rally in Washington DC. Randy Park, Tim Goodman, and Heath Hall attended as well to visit legislative staff. Mr. Stevenson was pleased to report Representative Graves has developed legislative language in a House Bill for the purpose of the original Clean Water Act of 1974, to extend the permit period from the current mandatory 5 years maximum to a 20 year maximum. There will be a continued effort to assist with getting the bill passed.

Mr. Stevenson reported he attended the Consultants Forum cosponsored by Area Development Magazine and the APPA in Nashville, TN during the month of March. Tom Boland, President of NEMO Economic Development Council, and George Walley, Executive Director for NEMO EDC was in attendance as well. Mr. Stevenson thanked the Board and appreciated the opportunity to attend this event.

Heath Hall reported he attended the American Management Association 3 day training seminar titled Leading with Emotional Intelligence in Chicago, IL during the month of March. Mr. Hall thanked the Board and Mr. Stevenson for the travel and educational opportunity.

John Hummel reported he attended a class titled Understanding Water Chemistry for Practical Application in Madison, Wisconsin on March 2-3, 2015. Mr. Hummel thanked the Board for the educational opportunity.

### **COMMENTS FROM THE CITY ATTORNEY**

NONE

### **COMMENTS FROM AUDIENCE**

NONE

**GENERAL DISCUSSION**

NONE

**CLOSED SESSION**

Susan Wathen made a motion to convene in closed session, in accordance with Section 610.021 (9) of the Missouri Sunshine Law, to discuss Contracts admitting Board Members, Robert Stevenson, Heath Hall, and Abe Gray. Motion seconded by Tim Goodman. ROLL CALL: AYES: Board Members, Betty Anderson, Susan Wathen, and Tim Goodman. NAYS: 0.

**ADJOURNMENT**

Tim Goodman made a motion of adjourn. Motion seconded by Susan Wathen and carried unanimously. The meeting was adjourned at 6:30p.m.

*Robert W Stevenson*

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Robert Stevenson  
General Manager

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Susan Wathen  
Secretary