

BOARD OF PUBLIC WORKS

Regular Board Meeting

Tuesday, August 21, 2018
Time: 3:00P.M.

Present: Lennie Rosenkrans
Steve Smith
Stephan Franke

President
Vice President
Board Member

Absent: Bill Fisher

Heath Hall
Courtney Harris
Mathew Munzlinger
Jared Stewart
Abe Gray
Andrea Campbell
Kari Goodman
Matthew Jones
George Hausdorf

Secretary

General Manager
Administrative Assistant
Utility Planning & Construction Engineer
Superintendent of Lineman
Finance Director
Stormwater Coordinator
Public Relations Coordinator
IT Specialist
WTP/WWTP Supervisor

James Lemon
Mike Dobson
Jeff Kaestner
George Walley
Danny Henley
Ashley Szatala

City Attorney
City Councilman
TREKK
Economic Development Director
Hannibal Courier Post
Quincy Herald Whig

Dave Johnson

Hannibal Citizen

CALL TO ORDER

The meeting was called to order at 3:00P.M. by Lennie Rosenkrans.

INVOCATION & PLEDGE OF ALLEGIANCE

The invocation was given by Mr. Steve Smith.

CONSENT AGENDA

- A) Minutes – July 18, 2018
- B) Payrolls – July 20, 2018 & August 3 & 17, 2018
- C) Claims – July 2018

On motion of Stephan Franke, seconded by Steve Smith the Board voted unanimously to approve the Consent Agenda.

COMMENTS FROM THE AUDIENCE

NONE

GENERAL MANAGER & OPERATIONS REPORT

Heath Hall reported on August 7th the voters approved the bond ordinance allowing the HBPW to sell bonds to fund the construction and engineering for the Granular Activated Carbon facility to be installed at the Water Treatment Plant. Abe Gray and Financial Advisor Joy Howard from WM Financial developed a schedule of items to work on between now and the bid opening scheduled for around the end of 2018.

Heath Hall reported after Lillie Lewton's retirement, there was movement with positions in the Business Office. Abe Gray has now been appointed as Supervisor of the Business Office. Cindy Price was promoted as the Billing Service Coordinator, and Emily Dexheimer was promoted to the Customer Service Coordinator.

Heath Hall reported in the Stormwater Department there was a meeting held with Black & Veatch to discuss asset management and the GIS mapping system. The crew is continuing to locate and make minor repairs to the Stormwater system.

Heath Hall reported the Electric Department continues reconstructing the poles and wire along Valley Street. The 12 month rolling availability rate is 99.991%.

Heath Hall reported the Water Crew completed the Marsh Avenue project. Mr. Hall noted a contractor is working on curb repairs, and the City's overlay contractor will complete the remaining street repairs. Mr. Hall and team will be assessing the project after completion. The crew is planning to move to Hwy MM and install a new 8 inch line to loop a couple of dead end mains near Hummingbird.

Heath Hall reported Westrum completed the yearly leak detection of the entire system in about one week. There were a total of 17 leaks located. Mr. Hall noted the Water Crew has already repaired three of the more significant leaks.

Heath Hall reported the Sewer Crew responded to eleven reported stop-ups with two being on the HBPW. The two stop-ups resulted in the occurrences of a sanitary sewer overflow (SSO). Mr. Hall noted both SSO incidents were resolved and reported to the Missouri Department of Natural Resources (MoDNR).

Heath Hall reported the Sewer Crew completed raising 32 manholes in the Patchen Street and Southside areas. These were manholes that were covered during the street repaving project. Mr. Hall noted the HBPW agreed upon a strategy with the City to pave over existing manholes and raise them with this new method.

Heath Hall reported the WTP continued with increased water usage. When comparing July 2018 to July 2017, there is about a 10% increase. Mr. Hall noted the water system flush was completed in mid-June, and could be attributed to increased customer usage.

Heath Hall reported Irvinbuilt continued the installation of the bar screens at the Wastewater Treatment Plant (WWTP). Mr. Hall noted the project should be complete in the next few weeks after the bar screens have been delivered and installed.

Heath Hall reported after receiving MoDNR approval, George Hausdorf is looking for property to apply the nocardia foam from the WWTP. The search for property will continue in both Ralls and Marion counties.

Heath Hall congratulated Matthew Jones and Emily Dexheimer since being selected to co-present with NISC at the APPA Customer Connections Conference in November 2018. They will be presenting on the topic of "Going Mobile: Empowering Staff in the Field." This will include the many uses and functions Matthew has been able to implement and the changes Emily and the Customer Service Staff have made to simplify field efforts. Mr. Hall noted Matthew and Emily were also selected by APPA, based on a recommendation from NISC to be featured in an upcoming news article highlighting the same topic.

Mr. Hall reminded everyone of the upcoming Public Utilities Week that will be held October, the 8th-12th, 2018.

FINANCIAL REPORT

Abe Gray presented the Board with the financial results for the month of July 2018, year to date results, and key financial ratios. Mr. Gray presented the Dashboard presentation to the Board as a review of Key Performance Indicators trailing the last six months.

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 are acceptable and will continue as weather permits.

OLD BUSINESS

Chloramine Alternative Project Financing – Abe Gray

Abe Gray reported upon the passage of the City Proposition A, HBPW management and WM Financial advisor Joy Howard is pursuing the sale of bonds to finance the granular activated carbon facility at the Water Treatment Plant. Mr. Gray presented information Joy Howard prepared including a tentative timeline of key points of the financing transaction. Mr. Hall noted there may be future rate increases that need to be preapproved, which could affect scheduling of future Board meetings. Mr. Gray is hopeful the HBPW will be able to close the bond in mid-February 2019.

Website Redesign Bids – Matthew Jones

Matthew Jones reported he has received and reviewed qualified proposals for the City website redesign. This redesign includes the HBPW, Parks Department, and the Hannibal Police Department. Mr. Jones noted after speaking to the City and Northeast Economic Development, they are electing to stay on the current platform until further notice. Mr. Jones noted after much review on feature enhancements, development timeline, flexibility, and both development and continued maintenance costs, he proposed awarding Vervocity of Quincy, IL with the website redesign contract. Mr. Jones noted the total site development will take approximately 10 weeks once each entity has approved all content. Vervocity also proposed a total re-design of the HBPW logo. Mr. Jones proposed to move forward with the logo redesign and incorporate that into the web site redesign as well. The total HBPW required funds for this project would be \$15,188. Mr. Jones noted if approved, the 3 entities will proceed with arranging the initial meeting to discuss the transition and overall project plan.

On motion of Stephan Franke, seconded by Steve Smith the Board voted unanimously to award the website redesign bid as presented and total redesign of the HBPW logo to Vervocity at the cost of \$15,188.

AMI Project Status – Matthew Jones

Matthew Jones reported due to equipment age and spare parts availability regarding the Automated Meter Reading (AMR) system, the HBPW has been discussing the upgrade or replacement internally for the past 4 years. After reviewing the cost breakdown and researching multiple vendors for current market solutions, Mr. Jones proposed to upgrade the current AMR system to a fully functional, bi-directional Automated Metering Infrastructure (AMI) system through Aclara. Mr. Jones noted since the HBPW has been a loyal customer to Aclara, they proposed a 50% price cut with the understanding that the agreement would need to be approved before September 15, 2018. The electric and water meter infrastructure would be replaced over a 5 year period and no borrowed funds will be needed as the cost will be spread over 5 years. After much discussion, Mr. Jones proposed to approve the contract as presented with Aclara at a cost of \$2,459,454.

On motion of Steve Smith, seconded by Stephan Franke the Board voted unanimously to approve the contract as presented with Aclara at the cost of \$2,259,454.

Surrey Hills I/I Project Update – Matthew Munzlinger & TREKK

Matthew Munzlinger reported over a year ago, the Board approved the Surrey Hills I/I project and TREKK has completed all smoke testing in the area. Mr. Munzlinger noted TREKK was unable to enter certain residential properties due to lack of cooperation from some of the residents. Jeff Kaestner suggested with the significant amount of dollars left over from the project, he proposed TREKK use a targeted micro metering approach to continue fixing the issues. Dave Johnson asked, "How many sump pumps were found in the Surrey Hills area?" Jeff Kaestner replied, "15 out of the 500 homes that were willing to allow TREKK to inspect." Dave Johnson noted he would like to see the HBPW continue moving forward with the project and inspect the remaining homes for illegal connections. After much discussion, James Lemon noted the Sewer Superintendent has the authority to obtain a search warrant to check the sewer connection in these homes if the customer is unwilling. Heath Hall noted he would like the HBPW to reach out to the residents before taking that step. Matt Munzlinger reported in order to move forward, he proposed the Board to approve modifying the scope of the project as presented by Jeff Kaestner.

On motion of Stephan Franke, seconded by Lennie Rosenkrans the Board voted unanimously to approve modifying the scope of the Surrey Hills I/I project.

Business Park Update – Heath Hall

Heath Hall reported the HBPW has spent a lot of time and money on the development of the Business Park for the last several years. The site is certified and several ideas have been discussed on how to proceed with

development. Mr. Hall added due to the budgeted amount allowed for mitigation he would like to recommend the Board suspend activities and expenditures related to the Stormwater detention/lake at the Business Park. Stephan Franke asked James Lemon, "Did the voters or City Council ever legally mandate that the Board proceed with this lake?" James Lemon replied, "Not to my recollection." Heath Hall replied, "This decision was HBPW management and possible Board decision with the Stormwater detention/lake. Jeff LaGarce and George Walley were involved as well in the concept of regional Stormwater detention and the idea that it would make the park more valuable." Stephan Franke asked, "By not moving forward with this right now will it be interfering with the progress of the park and not failing any mandate that we have from the City or the voters from the best of your recollection?" George Walley replied, "This will not interfere with anything or changing the options." James Lemon noted this topic was not voted on by City Council or brought to the people for vote. After much discussion the Board agreed to suspend activities and expenditures related to the mitigation at the Business Park until further notice. Mr. Hall noted the HBPW will still remain active in marketing the Business Park with NEMO EDC and the City. The HBPW will continue to maintain the site with a farming contract, mowing, excavation debris and other City/BPW needs as they arise.

Mr. Hall reported the Board previously approved placing the rental house on Shinn Lane up for sale, and it will be on the market very soon.

NEW BUSINESS

Regular Meeting Schedule – Heath Hall

Heath Hall proposed moving the regular Board meeting day and time to the 3rd Monday of the month at 5:00p.m.

On motion of Steve Smith, seconded by Stephan Franke the Board voted unanimously to approve moving the regular HBPW Board meetings to the 3rd Monday of the month starting at 5:00p.m.

SPECIAL REPORTS

APPA Mutual Aid Commendation – Kari Goodman

Kari Goodman reported the Hannibal Board of Public Works received the American Public Power Association's Mutual Aid Commendation in recognition of mutual aid assistance. The Mutual Aid Commendation was established in 2018 to recognize public power utilities that have answered the call for assistance and aided communities in restoring power to its customers. Mrs. Goodman noted in 2017, the Hannibal Board of Public Works Electric Department responded to several large-scale mutual aid requests in Florida and the Virgin Islands.

CITY ATTORNEY – PENDING MATTERS

NONE

GENERAL DISCUSSION

NONE

CLOSED SESSION

Steve Smith made a motion to convene in closed session, in accordance with Section 610.021 (3) of the Missouri Sunshine Law, to discuss Personnel admitting Lennie Rosenkrans, Steve Smith, Stephan Franke, Heath Hall, and Courtney Harris. Motion seconded by Stephan Franke. ROLL CALL: AYES: Board Members, Lennie Rosenkrans, Steve Smith, and Stephan Franke. NAYS: 0.

ADJOURNMENT

Steve Smith made a motion to adjourn. Motion seconded by Lennie Rosenkrans and carried unanimously. The meeting was adjourned at 5:00p.m.



Heath Hall
General Manager

Lennie Rosenkrans
President