

## BOARD OF PUBLIC WORKS

Regular Board Meeting

Tuesday, December 15, 2015  
3:00 P.M.

Present:	Randy Park Betty Anderson Tim Goodman	President Vice President Board Member
Absent:	Susan Wathen  Robert Stevenson Heath Hall Courtney Harris Mathew Munzlinger John Hummel Jared Stewart Abe Gray Kari Goodman  Mike Dobson Jim VanHoose Jeff LaGarce Joey Burnham Danny Henley Alyse Thompson	Secretary  General Manager Director of Operations Administrative Assistant Water/Wastewater Facilities Engineer WWTP Supervisor Electric Line Superintendent Finance Director Public Relations Coordinator  Hannibal City Councilman Hannibal City Councilman City Manager City Building Inspector Hannibal Courier Post Quincy Herald Whig

### **CALL TO ORDER**

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

### **CONSENT AGENDA**

- A) Minutes – November 17, 2015(Regular Meeting Minutes)
- B) Payrolls – November 27, 2015 & December 11, 2015
- C) Claims – November 2015

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 2015 Audit Report will be presented by Wade Stables further in the meeting.

Mr. Stevenson reported Bluebird Network has completed the installation of conduit and fiber for the fiber ring project. Bluebird Network reported to find one cable installed from Tom Boland Ford to Indian Mounds that is defective. Repairs will be needed to that specific area.

Mr. Stevenson reported he attended the quarterly meeting for MPUA, held December 2-3, 2015. For the 2016 calendar year, Mr. Stevenson will be serving as the Chair for the Missouri Association of Municipal Utilities and Heath Hall will be serving as Chair of the Member Services Committee.

Mr. Stevenson reported he has attended a series of meetings with the power supply consultant, GDS Associates from Atlanta. GDS Associates along with a lawyer from Spiegel McDairmid are developing a series of standard agreements with a variety of power suppliers for the HBPW in purchasing blocks of power starting in June of 2017. More discussion will be held regarding the agreements at the January board meeting.

Mr. Stevenson reported there has been no further discussion on solar projects mentioned since last month's board meeting.

Mr. Stevenson reported discussion was held regarding the rejected application for the proposed Grainbelt Express high voltage DC transmission line which is planned in Ralls County. The basis of that rejection was the Grainbelt has no business or utility status in Missouri. The other states affected by their project have approved it. Grainbelt is therefore anxious to modify their proposal to gain MoPSC approval. Since then, they have offered some very attractive prices for wind energy to several municipal utilities in Missouri, and Hannibal is among them. Mr. Stevenson noted power from the Grainbelt Express will not be available until 2020.

Kari Goodman reported Lillie Lewton, Business Office Supervisor, was instrumental in setting up training for all HBPW office staff last week with the Hannibal Police Department. The training is called A.L.I.C.E. - **A**lert-**L**ockdown, **I**nform, **C**ounter, and **E**vacuate. This training gave examples of how to handle different situations regarding active shooters that could enter the building. The training was very informative and taught us new techniques to help all office staff members safely get through a potential deadly situation. Mrs. Goodman noted the HBPW is very thankful to Lieutenant Zerbonia and Officer Borgmeyer for conducting this training.

Mr. Stevenson reported for Human Resources, Dan David, Sewer Foreman, along with Jackie Stephens, 3<sup>rd</sup> shift Wastewater Treatment Plant Operator, will be retiring in January. The Sewer Foreman position will be posted internally this month and the job will be filled within.

### **OPERATION'S REPORT**

Heath Hall reported Matt Munzlinger took THM samples from the raw water main and received results of 10.9 THM's leaving the Water plant. This test was done prior to the UV reactor being installed. Mr. Hall noted we want the THM number to be as low as possible.

Heath Hall reported a tour was given to a group of community members at the Water and Wastewater Treatment Plant last month.

Heath Hall reported statistics on the sump pump inspection/meter change outs project that began around Labor Day in the Lake Apollo area. Here are the latest statistics as of 12/9/15:

- Mailed out slightly over 612 questionnaires to customers in late August
- 415 Surveys have been returned
- 387 Inspections (approximately 63%) have been performed by BPW crews
- 17 were found to have sump pumps draining into the sanitary sewer system
- 10 of the 17 have been repaired and approved by the Building Inspector

Heath Hall reported for the Electric Department, four mid circuit reclosure switches were installed and are now in service. Mr. Hall noted this installation should help outage statistics long term.

Heath Hall reported the Water Department had four large leaks during the month of November on 6 inch and larger mains.

Heath Hall reported the diesel Generator has been repeatedly cycling on and off since some electrical work at the Water plant occurred. The connections were tightened and cleaned, and a new main breaker was installed the second week of November. The Generator continues to cycle on and off without any apparent reasons, and the Water staff is working with Altorfer Caterpillar to purchase a new and more sophisticated automatic transfer switch.

Heath Hall reported the Water Plant had multiple shut downs and planned outages during the month of November.

Heath Hall reported John Hummel, Wastewater Treatment Plant Supervisor, is working closely with Peters and Liberty Utilities to solve an issue with the air handling system in the Grit and Dewatering Building.

Heath Hall reported Matthew Jones in SCADA is continuing to prepare for the conversion from the GBA work order system to the NISC Service Order system. The plan is to begin the new program for assigning daily work to the crews on January 1, 2016.

Heath Hall reported the 3<sup>rd</sup> shift Wastewater Treatment Plant Operator position will not be replaced after Jackie Stephens retires. The shift will be going from a 3 shift operation down to two.

### **FINANCIAL REPORT**

Abe Gray presented the Board with the financial results for the month of November 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 Tim Goodman, seconded by Betty Anderson, the Board voted unanimously to approve the Regular Reports.

### **NEW BUSINESS**

#### ***Approve Audit Report – Wade Stables***

Anita Failor presented the FY2015 Audit Report that was completed by Wade Stables. The Board discussed and reviewed the report with a recommendation of approval.

On motion of Betty Anderson, seconded by Tim Goodman, the Board voted unanimously to approve the FY2015 Audit Report as presented.

### **SPECIAL REPORTS**

#### ***Customer Survey Report – Kari Goodman***

Kari Goodman, Public Relations Coordinator, reported since 2010 the HBPW and SDS have partnered up to do a Customer Survey for communication purposes. In August 2015, 200 customer telephone interviews were conducted to complete the Customer Survey report. Mrs. Goodman noted communication has greatly improved, and the information is a helpful tool to make improvements as needed.

#### ***Lake Apollo Update – Matt Munzlinger & Heath Hall***

Matt Munzlinger reported during the Lake Apollo Inflow and Infiltration(I&I) Study conducted by Trekk, there were several issues with the sanitary sewer system that were discovered. Many of the issues are within the HBPW maintained sewer system, and some were found on private service lines or in areas that are considered outside normal HBPW responsibility. Mr. Munzlinger noted the Sewer Crew is working on prioritizing and repairing the HBPW issues, and those repairs will most definitely reduce the amount of I&I within the Lake Apollo watershed. Mr. Munzlinger noted he would like to work with the City Building Inspector's office to get these necessary repairs completed. Mr. Munzlinger proposed to turn over the list to the City Building Inspector and let him notify customers about the repairs. The HBPW would be available to help with customer questions and make educated suggestions for how the repairs can be made. Mr. Munzlinger noted Trekk located a total of 75 I&I issues that need repair during their recent smoking in the Lake Apollo water shed, and 21 are considered private.

Dave Johnson, Lake Apollo resident, extended his appreciation and a thank you to the HBPW staff for all of the hard work that has taken place in the Lake Apollo area.

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

**CITY ATTORNEY – PENDING MATTERS**

NONE

**COMMENTS FROM AUDIENCE**

Janet Dietich, a Hannibal resident asked, “Why did the fluoride go up from .70 to .75?” Heath Hall replied, “We have been adding .75 for three months now after the MoDNR recommended that amount.” Janet replied, “According to the CDC and NIH it’s supposed to be at .70.” Heath Hall replied, “The MoDNR directly regulated the HBPW to administer .75.”

Janet Dietich asked, “Is there an update or any more knowledge for the chloramine?” John Hummel, Water & Wastewater Treatment Plant Supervisor replied, “I have been working with General Carbon and All Services, and they have shared details to adding activated carbon to our filters. We have preliminary numbers that look favorable, but still researching. We are researching whether we can or cannot do this effectively.”

Janet Dietich asked, “Would the MoDNR have to approve adding activated carbon?” John Hummel replied, “Yes, it is would have to pass by the board members here at the HBPW, and then we would need approval by the MoDNR.”

Janet Dietich asked Kari Goodman, “How do you select the 200 people that were surveyed?” Mrs. Goodman replied, “We do a random drawing of customers that are selected to take the survey annually.”

Brian Martin, a representative from MECO extended a special thank you for doing business with MECO, and brought a gift for the HBPW.

Janet Dietich asked, “Will the audit report be on the website to view?” Abe Gray, Financial Director responded, “It will be on the website soon.”

**GENERAL DISCUSSION**

NONE

**CLOSED SESSION**

Betty Anderson 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, Matt Munzlinger, Jeff LaGarce, Mike Dobson, & Jim VanHoose. Motion seconded by Tim Goodman. ROLL CALL: AYES: Board Members, Randy Park, Betty Anderson, and Tim Goodman. NAYS: 0.

**ADJOURNMENT**

Betty Anderson made a motion to adjourn. Motion seconded by Tim Goodman 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