

BOARD OF PUBLIC WORKS

Regular Board Meeting

Tuesday, July 21, 2015
12:00 P.M.

Present:

Randy Park
Betty Anderson
Susan Wathen

President
Vice President
Secretary

Absent:

Tim Goodman

Robert Stevenson
Heath Hall
Courtney Harris
Mathew Munzlinger
Abe Gray
John Hummel
Kari Goodman
Jared Stewart
Lillie Lewton

Board Member

General Manager
Director of Operations
Administrative Assistant
Water/Wastewater Facilities Engineer
Finance Director
WWTP Supervisor
Public Relations Coordinator
Electric Line Superintendent
Business Office Supervisor

James Lemon
Jeff LaGarce
George Walley
Mike Dobson
Danny Henley
Alyse Thompson
Dave Johnson

Lawyer
City Manager
Economic Development
Hannibal City Councilman
Hannibal Courier Post
Quincy Herald Whig
Hannibal Resident

CALL TO ORDER

The meeting was called to order at 3:00P.M. by Randy Park.

INVOCATION & PLEDGE OF ALLEGIANCE

The invocation was given by Mr. Robert Stevenson.

CONSENT AGENDA

- A) Minutes – June 16, 2015
- B) Payrolls – June 26, 2015, July 10, 2015
- C) Claims – June 2015

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

GENERAL MANAGER'S REPORT

Mr. Stevenson reported development activities for the Hannibal Lakeside Technology Park continue. A meeting has been scheduled with the Corps of Engineers to determine stream mitigation strategies on the July 28, 2015.

Mr. Stevenson reported Prairie State Energy Campus planned outages are complete. The Plant capacity factors have noticeably improved after these outages.

Mr. Stevenson reported due to retiring personnel, there have been several employees awarded the open vacancies. The Human Resource Department is working at this time to fill the vacant positions including the SCADA Department and Custodian.

Kari Goodman, Public Relations Coordinator, reported the Fourth of July parade was a success for the HBPW. Mrs. Goodman also noted Public Utilities Week is October 5-9 this year. The HBPW and Ralls County Electric will be partnering together at Family Fun Night on October 7th to welcome a Live Line Demonstration.

OPERATIONS REPORT

Mr. Hall reported at the end of June, the current contract for street and sidewalk repairs ended with Paul White Construction. It was decided moving forward the Hannibal City Employees from the Street Department will now perform the street and sidewalk repairs. The HBPW will be charged accordingly for labor, materials, and equipment charges each month.

Mr. Hall reported due to the Mississippi river rising to levels above 20 feet, emergency preparations had to be made during the month. Currently all systems are back to normal with the exception of water to release from behind Bear Creek Dam.

Mr. Hall reported the Electric Department is continuing to recondition and relamp antique light poles. The Lineman have completed installation of all poles along the north side of Broadway, and have begun installing new arms and lamps on McMasters Ave from Hwy 36 north to Hwy 168. Mr. Hall noted there will be a huge difference in the amount of light coverage after the project is completed.

Mr. Hall reported for the month of June the Electric Department maintained a 99.99% availability rate.

Mr. Hall reported the Water Department had a total of 16 excavations during the month of June that included leaks, new service installations, and fire hydrant repairs.

Mr. Hall reported the Sewer Crew responded to 15 reported stop ups with one being on the HBPW. There was eight wet weather Sanitary Sewer Overflows (SSOs) related to the heavy rains and flooding during the month of June.

Mr. Hall reported Matthew Jones, IT, is working with BlueBird Network to install fiber to the City Hall that will allow the current payment station to have real-time connectivity back to the main office at the HBPW. Mr. Jones is also working with BlueBird Network to begin the installation of fiber to various SCADA control stations and electric substations. This new fiber will replace the current radio based method and allow for future installation of equipment which requires faster communication methods such as remote video monitoring.

FINANCIAL REPORT

Abe Gray presented the Board with the financial results for the month of May and year to date results. Mr. Gray noted the auditors will be coming to the HBPW late summer/early fall to begin the annual auditing process.

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.

Mr. Munzlinger reported the Southside Water Tower Contract approved by the Board in May was rejected by MDNR and has been issued for re-bid. Bids are due by July 31, 2015.

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

NEW BUSINESS

Private Sewers

Mr. Hall presented a map of the Sherwood Estates Subdivision and discussed a time line of key events to give the Board Members information regarding private sewers in that location. The subdivisions sanitary sewer piping system remains private, but the lift station and force sewer main are maintained by the HBPW. The HBPW is not responsible for system maintenance on private sewers in this area, and select customers have not been informed of their responsibility. Mr. Hall noted the City charter states the HBPW is not responsible for maintenance on private sewers, and no easements were given in that area at the time of construction. After much discussion, and legal input from Mr. James Lemon, it was decided among the HBPW Board Members that a notice will need to be mailed out annually to all owners of private sewers educating them on the responsibilities for operation and maintenance. This notice will also include information developing a sewer district and upgrading the private system to the HBPW standards. The Board recommended not performing any maintenance or repair work (even stop-ups) on private sewer systems. If at such time the owner needs assistance from the HBPW with their private sewer, Mr. Lemon's recommended the HBPW obtain a formal statement and specific policy from Missouri Intergovernmental Risk Management Association (MIRMA) to follow the City charter.

Habitat for Humanity

Mr. Hall presented a letter from the Mark Twain Habitat for Humanity requesting the HBPW provide electric, water, and sewer connections free of charge for the current home being built at 410 Riverside Drive. This would also apply to future homes built by the non-profit organization within the city limits of Hannibal. This would include making the connections for electric, water, and sewer, any normal tapping fees, and exposing the main lines and installing service lines to the property line. Mr. Hall recommended the Board reward the Habitat for Humanity free services for 410 Riverside Drive and any future constructed homes will need individual requests for any free services.

On motion of Susan Wathen, seconded by Betty Anderson, the Board voted unanimously to approve the tapping fees be waived for the home being constructed at 410 Riverside Drive.

Partnership Agreement with Bluebird Network

Mr. Stevenson reported the HBPW has followed a Technology Work Plan since 2012 to implement the fiber loop project with Bluebird Network. A partnership agreement was presented to aid completion of this project. Mr. Stevenson noted the Partnership Agreement presented requires the HBPW to honor a capital investment upon completion of installation, and pay a monthly service fee. These amounts have been budgeted in the FY2015-2016 Budget, and Mr. Stevenson recommends approving the Partnership Agreement with Bluebird Network as presented.

On motion of Betty Anderson, seconded by Susan Wathen, the Board voted unanimously to approve the Partnership Agreement with Bluebird Network as presented.

Mixing Zone Study

Matt Munzlinger reported the staff has been working with MDNR for approximately two years on the renewal of the WWTP NPDES permit. The next step is the completion of a mixing zone study. The study will evaluate the potential of raising the limits contained in the NPDES Permit because of the dilution volume of the receiving stream, the Mississippi River. Black and Veatch have provided a proposal to develop this Mixing Zone Study work plan for a fee not to exceed \$9,880.00. Mr. Munzlinger requested approval for Black & Veatch to complete the development of the Mixing Zone Study work plan.

On motion of Betty Anderson, seconded by Susan Wathen, the Board voted unanimously to approve the Black & Veatch Mixing Zone Study for a fee not to exceed \$9,800.00.

SRF Reimbursement Approval

Matt Munzlinger reported in order to receive reimbursement for construction activities completed at the Water Treatment Plant prior to the SRF Loan closing, the Board will need to make and pass a resolution stating the intent to request reimbursement for construction activities completed prior to the loan closing. This is a requirement of the SRF Program. Mr. Munzlinger requested the Board approve a resolution with the following wording: *The HBPW wants to proceed with construction activities at the WTP before actually closing the SRF Loan. The HBPW intends to ask for reimbursement for eligible construction activities that were completed prior to the loan closing once the loan is actually finalized.*

On motion of Betty Anderson, seconded by Susan Wathen, the Board voted unanimously to approve to make and pass a resolution stating the intent to request reimbursement for construction activities completed prior to the loan closing for the SRF Reimbursement.

SPECIAL REPORTS

Mr. Stevenson presented John Hummel's travel report to the Board Members thanking them for the opportunity to attend a course on June 29-30, 2015 entitled "Managing Up and Managing Across: Leadership Beyond Your Team" at the University of Wisconsin in Madison, Wisconsin.

COMMENTS FROM THE CITY ATTORNEY

NONE

COMMENTS FROM AUDIENCE

Dave Johnson, a Hannibal resident in Lake Apollo presented information regarding sewer issues occurring on five properties in his neighborhood. Mr. Johnson voiced that he would like to have inspections for all homes in the area to check sump pump connections. Mr. Johnson requested the Sewer Department measure flow at the southwest and northwest section of the drainage area flowing into the problem area, with smoke testing to follow. Mr. Johnson requested to halt new connections upstream of the problem area until the issue is located and fixed. Mr. Johnson noted he would like a relief line on top of the existing line or an additional line from the northwest leg to the first manhole downstream of the problem area. After much discussion, the Board Members made a decision to have further discussion with the City to implement a reasonable solution to help prevent the residential sewer overflows. The Board directed staff to prepare letters for residents requesting voluntary compliance to the City sewer ordinance, followed up by inspections of individual homes and appropriate corrections. The City Manager promised the City would find a way to provide enforcement action to ensure corrective work is accomplished.

GENERAL DISCUSSION

Mr. Stevenson suggested to plan a Prairie State Plant tour for Fall 2015 and invited all Board Members to attend. Mr. Stevenson will follow-up with an e-mail to coordinate schedules.

ADJOURNMENT

Randy Park made a motion to adjourn. Motion seconded by Betty Anderson and carried unanimously. The meeting was adjourned at 5:30P.M.

Robert W Stevenson

Robert Stevenson
General Manager

Susan Wathen
Secretary