

BOARD OF PUBLIC WORKS

Regular Board Meeting

Monday, June 1, 2015
12:00 P.M.

Present:

Randy Park
Betty Anderson
Susan Wathen
Tim Goodman

President
Vice President
Secretary
Board Member

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

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

Danny Henley
George Walley
Alyse Thompson
Jeff LaGarce

Hannibal Courier Post
Economic Development
Quincy Herald Whig
Hannibal City Manager

CALL TO ORDER

The meeting was called to order at 12:00P.M. by Randy Park.

INVOCATION & PLEDGE OF ALLEGIANCE

The invocation was given by Mr. Tim Goodman .

CONSENT AGENDA

- A) Minutes – April 21, 2015 (Regular Meeting Minutes)
April 27, 2015 (Special Meeting Minutes)
- B) Payrolls – April 17, 2015, May 8, 2015
- C) Claims – April 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 due to the time limit of the board meeting, he gave the board members the opportunity to ask questions on the regular reports that were sent out for review prior to the meeting.

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

OLD BUSINESS

Mr. Stevenson reported the Meter Testing Policy & Remote Disconnect Policy will be reviewed and discussed during the regular June Board Meeting.

NEW BUSINESS

Electric, Water, & Sewer Rate Schedules

Mr. Stevenson presented the new Electric Rate Schedule for FY2015-2016. Mr. Stevenson proposed to hold a Public Hearing to be held before the regular June Board Meeting to present all rate schedules. The new Electric Rate Schedule was discussed and reviewed for consideration by the Board to be presented at the June Public Hearing, and up for approval at the regular June 2015 Board Meeting.

On motion of Betty Anderson, seconded by Tim Goodman, the Board voted unanimously to approve the Public Hearing to be held on June 16, 2015, at 3:00p.m., with the regular board meeting to follow.

On motion of Randy Park, seconded by Tim Goodman, the Board voted unanimously to approve the proposed Electric Rate Schedule to present at the June 16, 2015 Public Hearing.

Mr. Stevenson presented the new Water Rate Schedule for FY2015-2016. The schedule was discussed and reviewed for consideration by the Board to be presented at the June Public Hearing, and approval of these rates will be proposed at the June 2015 Board Meeting.

On motion of Betty Anderson, seconded by Susan Wathen, the Board voted unanimously to approve the proposed Water Rate Schedule to present at the June 16, 2015 Public Hearing.

Mr. Stevenson presented the new Sewer Rate Schedule for FY2015-2016. The schedule was discussed and reviewed for consideration by the Board to be presented at the June Public Hearing, and approval of these rates will be proposed at the June 2015 Board Meeting.

On motion of Betty Anderson, seconded by Susan Wathen, the Board voted unanimously to approve the proposed Water Rate Schedule to present at the June 16, 2015 Public Hearing.

Heath Hall presented the revised Schedule of Fees and Charges. He recommended Board approval of all the revised rates that support the FY2015-2016 Budget approved in April.

On motion of Susan Wathen, seconded by Betty Anderson, the Board voted unanimously to approve the proposed Schedule of Fees & Charges to present at the June 16, 2015 Public Hearing.

Easement Maintenance Bid Award

Heath Hall reported on April 15, 2015 the HBPW opened bids for Easement Maintenance Services for the 2015-2017 seasons. Mr. Hall reviewed all 3 bids, and recommended to award the Easement Maintenance Services contract to Rule and Sons for the 2015 season for \$21,550.74.

On motion of Tim Goodman, seconded by Betty Anderson, the Board voted unanimously to award the Easement Maintenance Services contract to Rule and Sons for the 2015 season for \$21,550.74.

Water Treatment Improvements Contract Award

Matt Munzlinger reported there were 3 bids submitted to the HBPW on May 7, 2015 regarding the Water Treatment Improvements Contract. Mr. Munzlinger noted after reviewing the bids and discussing the given information with Horner and Schifrin, it was recommended to award the contract to Martin General Contractors, contingent upon Missouri Department of Natural Resources (MDNR) approval.

On motion of Susan Wathen, seconded by Betty Anderson, the Board voted unanimously to award the Water Treatment Improvements Contract to Martin's General Contractors.

Raw Water Lines Contract Award

Matt Munzlinger reported the HBPW received 5 bids to review regarding the Raw Water Lines Contract. Mr. Munzlinger noted after reviewing the proposed bids and discussing with Horner and Schifrin, it was recommended to award the contract to Bleigh Construction, contingent upon the MDNR approval.

On motion of Tim Goodman, seconded by Susan Wathen, the Board voted unanimously to award the Raw Water Lines Contract to Bleigh Construction.

SPECIAL REPORTS

Travel Report

Abe Gray reported during April 2015, Mark Hickerson, Beverly Stewart, Chrissy Hagan, and himself attended a 3 day training workshop hosted by NISC in Lake St. Louis, Missouri. During the workshop all iVUE "modules" used by the HBPW for general ledger accounting, budgeting, payroll, purchasing, accounts payable, inventory, work orders, etc. were reviewed. Mr. Gray and all the co-workers who attended appreciated the chance to attend the training and further their understanding and capabilities related to the NISC iVUE software.

Water Systems O&M Manual

Heath Hall reported in order to qualify for the State Revolving Fund (SRF) loan program through the Missouri Department of Natural Resources (MDNR), the HBPW is required to document water system operations and maintenance items within a manual. After reviewing the information to qualify, Mr. Hall and support staff created the Water Systems O&M Manual and is now available for use at the HBPW.

COMMENTS FROM THE CITY ATTORNEY

NONE

COMMENTS FROM AUDIENCE

NONE

GENERAL DISCUSSION

Mr. Stevenson presented the Board with the RP3 award that was announced in May 2015. The HBPW scored a 94% receiving platinum status on the application. The areas reported include Reliability, Safety, System Improvement, & Workforce Development. Mr. Stevenson noted out of the 100 utilities in Missouri, the HBPW is 1 of the 10 utilities that received the RP3 award. Mr. Stevenson thanked everyone who worked on the application, and voiced he is very proud of the outstanding award achieved by the HBPW.

ADJOURNMENT

Randy Park made a motion of adjourn. Motion seconded by Betty Anderson and carried unanimously. The meeting was adjourned at 12:43p.m.

Robert W Stevenson

Robert Stevenson
General Manager

Susan Wathen
Secretary