

## BOARD OF PUBLIC WORKS

Regular Board Meeting

Tuesday, November 18, 2014  
4:00 P.M.

Present:	Randy Park	President
	Betty Anderson	Vice President
	Susan Wathen	Secretary
	Tim Goodman	Board Member
	Robert Stevenson	General Manager
	Heath Hall	Director of Operations
	Courtney Harris	Administrative Assistant
	Mathew Munzlinger	Water/Wastewater Facilities Engineer
	Jared Stewart	Electric Line Superintendent
	Abe Gray	Finance Director
	John Hummel	WWTP Supervisor
	Matt Jones	IT
	James Lemon	City Attorney
	George Walley	Economic Development
	Danny Henley	Hannibal Courier Post

### **CALL TO ORDER**

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

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

The invocation was given by Mr. Tim Goodman.

### **CONSENT AGENDA**

- A) Minutes – October 21, 2014
- B) Payrolls – October 17 & 31, 2014, November 14, 2014
- C) Claims – October 2014

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 Prairie State Energy Campus as of September 30<sup>th</sup> is generating with continuing reliability issues. Unit #1 had a monthly average Capacity Factor of 68%, and Unit #2 had a monthly Capacity Factor of 63%.

Mr. Stevenson reported work on the Business Park development continues. The Missouri DED Certified Site application has been submitted to Missouri Partnership electronically, and a paper copy is available to view.

Mr. Stevenson reported the HBPW has begun to initiate meetings and develop plans for the next Power Supply contract. There are three separate possibilities to meet the HBPW's future needs. A meeting was held with partnering cities to discuss the next best step, and a recommendation will be made in time to build the 2015-2016 Budget.

### **OPERATION'S REPORT**

Heath Hall reported the Electric Department spent a day and half at Buckhorn fixing their underground electric service. The department is also tree trimming throughout a variety of areas through town.

Heath Hall reported Surrey Hills had several outages due to squirrels and tree limbs. Jared Stewart, the Electric Line Superintendent, is taking preventative measures to help with these incidents.

Heath Hall reported the Water Department completed the installation of 550 feet of 6 inch line along Cache. The main was installed to circulate two dead end mains.

Heath Hall reported the Sewer Crew completed 90% of their yearly cleaning goal and 298% of their yearly televising goal in the sewer main.

## **FINANCIAL REPORT**

Abe Gray presented the Board with the monthly balance sheets for each Fund (Electric / Water / Sewer) for each month-end of the current fiscal year.

## **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 Betty Anderson, seconded by Susan Wathen, the Board voted unanimously to approve the Regular Reports.

## **NEW BUSINESS**

Mathew Munzlinger presented the Horner & Shifrin Contract Amendment No.2. Mr. Munzlinger requested the Engineer be given authorization to proceed with the design of both projects presented.

On motion of Tim Goodman, seconded by Betty Anderson, the Board voted unanimously to approve the Horner & Shifrin Contract Amendment No.2.

Mathew Munzlinger reported information regarding the BNSF Crossing Permit. As part of the requirements for the Water System Improvements Project, a residual discharge line is being proposed to be constructed from the Water Treatment Plant to the Mississippi River. After approval of the agreement, the HBPW is required to pay \$3,000 to cover contract fees. Mr. Munzlinger recommended that the Board approve to enter into the agreement with BNSF and pay the amount of \$3,000 to cover the contract fees.

On motion of Susan Wathen, seconded by Betty Anderson, the Board voted unanimously to approve the BNSF Crossing Permit as presented.

## **SPECIAL REPORTS**

Matthew Jones presented the Board with information on the capabilities that SmartHub has to offer the HBPW customers. SmartHub can be accessed through the HBPW website, and can assist the customer to manage utility usage any time of the day or night from a web browser or from a smart device using a free application. With SmartHub you can securely make a payment, monitor your monthly and historic usage, contact the HBPW office with questions or concerns, and sign up to receive email or text alerts. SmartHub lets you manage all aspects of your utility account.

Abe Gray shared information regarding his meeting with IVUE. The discussion was held regarding accounting, payroll, and core parts of the IVUE system.

Jared Stewart extended appreciation to Robert Stevenson and the HBPW board members for allowing him to attend and participate in the APPA E&O Conference and Lineman Rodeo planning committee meeting in Minneapolis MN. He also attended the first ever RP3 planning class along with an Overhead Distribution class in Scottsdale AZ. He was thankful to attend all events and gain knowledge to help in his position as a supervisor.

Kari Goodman attended the APPA Customer Connections Conference in Jacksonville, Florida on October 26-28. This three-day training was full of useful information and creative ideas that she will be able to incorporate within her daily duties. She thanked the Board and Mr. Stevenson for allowing her the opportunity to attend the conference.

## **COMMENTS FROM THE CITY ATTORNEY**

NONE

## **COMMENTS FROM AUDIENCE**

NONE

## **GENERAL DISCUSSION**

Mr. Harold Haycraft voiced a concern of the challenge he is facing to gain water access to his home being constructed on Lover's Leap. Mr. Stevenson will be communicating with Mr. Haycraft after verifying if the HBPW will need DNR approval to begin work on that area.

## **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, and James Lemon. Motion seconded by Susan Wathen. ROLL CALL: AYES: Board members, Randy Park, 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 5:45p.m.

*Robert W Stevenson*

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Robert Stevenson  
General Manager

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Susan Wathen  
Secretary