

BOARD OF PUBLIC WORKS

Regular Board Meeting

Monday, October 15, 2018

Time: 5:00P.M.

Present:

Lennie Rosenkrans
Steve Smith
Bill Fisher
Stephan Franke

President
Vice President
Secretary
Board Member

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

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

Jodi Pierce
Melissa Cogdal
Jay & Kelly Cookson

Media Development
City Councilman
Hannibal Citizens

CALL TO ORDER

The meeting was called to order at 5:00P.M. by Lennie Rosenkrans.

INVOCATION & PLEDGE OF ALLEGIANCE

The invocation was given by Mr. Steve Smith.

CONSENT AGENDA

- A) Minutes – September 17, 2018
- B) Payrolls – September 28, 2018 & October 12, 2018
- C) Claims – September 2018

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

COMMENTS FROM THE AUDIENCE

NONE

GENERAL MANAGER & OPERATIONS REPORT

Heath Hall thanked the Board and HBPW staff for their help and support during Public Utilities Week 2018.

Heath Hall presented the flood prevention plan to the Board and noted there was an article in the Hannibal Courier Post with details regarding the plan.

Heath Hall reported Customer Service Week was held on October 1-5, 2018. Mr. Hall noted throughout the week the Customer Service Representatives were highlighted and the HBPW Facebook page reached 2,000 followers.

Heath Hall reported the Stormwater department presented water shed management information to the high school students during the month of September.

Heath Hall reported the Stormwater staff met with Black and Veatch on September 27th to discuss revenue requirements, service level differentials, customer classifications, and various other Stormwater collection

factors. Mr. Hall noted the next steps include obtaining Ralls County Parcel data, finalizing Parcel analysis, and a workshop will be held to discuss alternative rate structures and the financial plan.

Heath Hall reported the Stormwater Crew continued to complete repairs at Bear Creek Dam including the removal of woody vegetation from the overflow pilot channel, removal of debris from the inlet to the dam and riprapping the outlet channel. They also completed another repair to the underground stormwater structure in the parking lot of the old St. Elizabeth Hospital. This structure has been repaired in three separate locations in the past year and will need a longer term replacement/repair project in the future.

Heath Hall reported Prairie State began a 56 day outage on Unit #2 during the month of September. Mr. Hall noted fall maintenance outages and higher than normal temperatures have caused higher prices on the market.

Heath Hall reported the two diesel generators that did not pass the yearly capacity testing required by MISO are now repaired and were retested on October 11th. Mr. Hall noted both generators ran as expected, and results have been sent to a consultant for review and submittal to MISO.

Heath Hall reported the Water Crew completed the new main installation project on Hwy MM during the month of September.

Heath Hall reported the Sewer Crew responded to seven reported stop-ups with two being on the HBPW. Mr. Hall noted one stop-up was a result of roots in the main and the other was a result of heavy rains.

Heath Hall reported the new Vactor® truck for the Sewer Crew is scheduled to be delivered on Friday, October 19th.

Heath Hall reported the Bi-annual basin cleaning was completed during the month of September. Mr. Hall noted overall the repairs and cleaning went very well and the plant continued compliant operations throughout.

Heath Hall reported the bar screen is being installed by Irvinbuilt at the Wastewater Treatment Plant. Mr. Hall noted the bar screen should be in service around the end of October and project photos will be presented at the November board meeting.

Heath Hall reported Pretreatment Coordinator Jeff Williams planned a lunch meeting with four Industrial Discharge permit holders including General Mills, Watlow, Spartan, and Enduro to explain the new sewer ordinance requirements and how they will affect each business. Mr. Hall noted the meeting went very well and was a great networking opportunity.

Heath Hall reported since the retirement of the previous meter technician, Matthew Jones, IT, completed a self-study of the field programming of electric and water meters. Mr. Jones spent over 20 hours in the field with two members of the HBPW Service Department reviewing the programming procedures and overall troubleshooting process necessary to continue to maintain the current AMR system.

Heath Hall reported the HBPW is contracted with Power System Engineering, an energy consultant who is familiar with the HBPW's overall network, software, and the current AMR system to give additional insight on how to proceed with the AMI conversion.

Heath Hall thanked everyone for their feedback on the HBPW logo choices. Mr. Hall noted Matthew Jones and Kari Goodman continue to work with Vervocity and Media Development on the new website design and logo in hopes that the release will be the later part of November.

FINANCIAL REPORT

Abe Gray presented the Board with the financial results for the month of September 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.

Matt Munzlinger reported design plans for the GAC project were submitted to the Missouri Department of Natural Resources the first week of October.

SPECIAL REPORTS

Public Utilities Week 2018 – Kari Goodman

Kari Goodman thanked everyone for their hard work and help throughout Public Utilities Week 2018. Mrs. Goodman noted the HBPW had a fun filled week giving back to the community including Big Truck & Safety Night, Buddy Packs at the FACT Office, Stream Team Clean-Up Day, Robinson Cemetery, the United Way Office, Douglas Community Center, and Avenues. A customer appreciation lunch was held on Thursday at the HBPW as well. Mrs. Goodman presented pictures of the events that took place throughout the week, and noted it was a very successful Public Utilities Week.

CITY ATTORNEY – PENDING MATTERS

NONE

GENERAL DISCUSSION

Mr. Hall reported discussion was held regarding the relocation of the RV dump station closer to the Wastewater Treatment Plant. Mr. Hall noted the cost of the project will be \$20,000 or more and will be included in next year's budget.

Mr. Hall reported the HBPW electricians recently replaced the strobe light at the city airport as requested.

Mr. Hall reported four HBPW Lineman along with a Supervisor were sent to Tallahassee, FL for hurricane relief.

Mr. Hall reported the removal of the old poles on Overhill Drive is currently stalled due to the phone company taking a longer time frame to remove their telephone lines from the existing poles. Mr. Hall noted the cable company was prompt in their service in removal of lines from the existing poles.

CLOSED SESSION

Williams Fisher 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, William Fisher, Stephan Franke, James Lemon, & Heath Hall. Motion seconded by Stephen Franke. ROLL CALL: AYES: Board Members, Lennie Rosenkrans, Steve Smith, William Fisher, Stephan Franke, Heath Hall, & James Lemon. NAYS: 0.

ADJOURNMENT

William Fisher made a motion to adjourn. Motion seconded by Lennie Rosenkrans and carried unanimously. The meeting was adjourned at 6:30p.m.



Heath Hall
General Manager

William Fisher
Secretary