

BOARD OF PUBLIC WORKS

Regular Board Meeting

Tuesday, October 21, 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
	James Lemon	City Attorney
	Danny Henley	Hannibal Courier Post
	Mike Dobson	Hannibal Fire Dept.
	Kevin Boch	MECO Engineering
	Tony Russo	TREKK Design

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 – September 9, 2014
- B) Payrolls – September 19, 2014, October 3, 2014
- C) Claims – September 2014

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 Incode replacement is still underway. A joint meeting with NISC and staff is scheduled for early November to review status of all modules with a view of how and when we can complete the rollout of all modules.

Mr. Stevenson reported Prairie States prices are up 5% from last year. Unit #1 had an average month with an average Capacity Factor of 90%, and Unit #2 had a monthly Capacity Factor of 71%.

Mr. Stevenson noted work on the Business Park development continues. The Missouri DED Certified Site application will be submitted within the next few days. There will be a meeting with the Bross family to discuss developing joint plans including roads, utilities and easements, and grading.

Mr. Stevenson reported he attended the MPPA annual meeting in Tan-Tara during the first week of October. The Hannibal Board of Public Works was awarded the Buddy Bennett Community Service Award for work with the Public Utility Week activities.

OPERATION'S REPORT

Heath Hall reported the seasonal HBPW workers ended their season with a successful program. Their help was appreciated during the 2014 season.

Heath Hall reported Jared Stewart and Courtney Harris successfully submitted the RP3 application to the American Public Power Association (APPA). The results will not be available until spring of 2015.

Heath Hall reported in the month of September the Electric Department had a total tree trimming of 11,000 feet for the month.

Heath Hall reported the Water Department had a slow month and continued to work on the mapping project. They are hopeful that the project will be completed by winter.

Heath Hall reported the Sewer Department had two SSO's (Sanitary Sewer Overflow's), and was extremely busy due to the rainfall.

Heath Hall reported during construction at the WasteWater Treatment Plant, rain water leaked into the controls for one of the influent pumps. During the event, all four influent pumps were out of service for a temporary amount of time. Repairs were made quickly to begin pumping water as soon as possible. The HBPW is working with the engineer and contractor to prevent future events during the construction.

FINANCIAL REPORT

Abe Gray reported information on the balance sheets and statements regarding July, August, and September 2014. The Finance Department is continuing to work with NISC to streamline processes.

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 Tim Goodman, the Board voted unanimously to approve the Regular Reports.

NEW BUSINESS

Hannibal Lakeside Technology Park

Mr. Stevenson reported the official name for the Business Park is Hannibal Lakeside Technology Park. Mr. Stevenson presented the Declaration of Covenants, and discussed information for review regarding the document to be presented to the City Council for approval.

On motion of Tim Goodman, seconded by Betty Anderson, the Board voted unanimously to approve the Declaration Of Covenants, Conditions, Easements & Restrictions for Hannibal Lakeside Technology Park to present to the Hannibal City Council.

Contract for Services – TREKK Design Group

Heath Hall presented two contracts from TREKK Design Group to perform work on the Downtown Sanitary Sewer Overflow project. The first contract presented was the main agreement with the key details listed with the scope, while the other contract was for any on call services that may be needed from TREKK. Mr. Hall recommended the Board approve the agreement with TREKK Design Group not-to-exceed \$397,993.75.

On motion of Betty Anderson, seconded by Tim Goodman, the Board voted unanimously to approve the contract for TREKK Design Group as presented.

Norfolk Railroad Crossing Agreement

Matthew Munzlinger reported as part of the requirements for the Water System Improvements Project the HBPW had to obtain permission and a permit from the railroad. A permit was submitted in the application notifying the railroad of the planned crossing. They agreed to the plan and provided an agreement to be signed. As part of this agreement, the HBPW is required to pay a \$1,000 insurance fee and a onetime license fee of \$18,100. Mr. Munzlinger requested that the Board approve to execute the agreement with the railroad and submit the required fees.

On motion of Tim Goodman, seconded by Betty Anderson, the Board voted unanimously to approve the Norfolk Southern Railroad Agreement as presented.

Horner & Shifrin Mussel Study

Matthew Munzlinger reported as part of the requirements for the Water System Improvements Project, the HBPW is required to obtain environmental clearances. In order to obtain the needed clearances for the residual discharge line to the river from both the Missouri Department of Conservation and US Fish and Wildlife, a mussel survey needed to be conducted in the river at the project area. Ecological Specialists, Inc. was hired through Horner & Shifrin to complete the mussel survey. This additional cost was not included in the original contract. Mr. Munzlinger recommended that the Board approve to increase the original contract fee by \$12,367.00 for the completion of the mussel survey.

On motion of Betty Anderson, seconded by Tim Goodman, the Board voted unanimously to approve the Horner and Shifrin Mussel Study as presented.

SPECIAL REPORTS

Public Utilities Week

Kari Goodman reported Public Utilities Week 2014 was a huge success. The Public Utility Week Committee and HBPW volunteers were able to complete many projects around Hannibal throughout the week. The crews went to eight different locations, completing a wide variety of tasks including trimming trees, painting, gardening, constructing a walking ramp, clearing walking trails and planting trees. Despite the rain, there were over 600 people in attendance at Family Fun Night. This week not only brought employees together, but showed the community that we truly want to give back to those that have already given so much to our town.

Travel Reports

Lillie Lewton attended the NISC Member Information Conference that was held in St. Louis in September. The conference offered a multitude of classes that gave the opportunity as an NISC user to ask questions and to participate in the discussion. Mrs. Lewton thanked the Board for allowing her to attend this event.

Matthew Munzlinger attended the first Smart Water Summit in Palm Beach Gardens, Florida, September 8th-12th. The conference was filled with presentations by vendors providing the latest in smart water metering technology and associated software. Mr. Munzlinger thanked the Board for allowing him to take the opportunity to learn about some of the latest technology in the water metering industry.

COMMENTS FROM THE CITY ATTORNEY

NONE

COMMENTS FROM AUDIENCE

NONE

GENERAL DISCUSSION

NONE

ADJOURNMENT

Tim Goodman made a motion of adjourn. Motion seconded by Betty Anderson and carried unanimously. The meeting was adjourned at 5:00p.m.

Robert W Stevenson

Robert Stevenson
General Manager

Susan Wathen
Secretary