

BOARD OF PUBLIC WORKS

Regular Board Meeting

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

Present:	Betty Anderson	Vice President
	Randy Park	Secretary
	Susan Wathen	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
	John Hummel	Water/Wastewater Supervisor
	James Lemon	City Attorney
	Danny Henley	Hannibal Courier Post

CALL TO ORDER

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

CONSENT AGENDA

Minutes – January 21, 2014 (Regular Meeting Minutes)
Payrolls – January 24, 2014, February 6, 2014
Claims – January 2014

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 the software conversion is well underway, and we are experiencing many billing errors due to the conversion that the staff members and NISC are fixing at this time. The call volumes and durations are very high at this time.

Mr. Stevenson noted the financial report for January is still unavailable due to complications with the software conversion. The HBPW has hired a temporary accountant to help with building the upcoming budget.

Mr. Stevenson reported Prairie State had a good month in January with an 80% capacity factor.

Mr. Stevenson reported he traveled to Jefferson City to visit with Missouri Public Utility Alliance and local legislators along with other senators and representatives lobbying for changes to proposed legislation related to pole attachment fees. Mr. Stevenson believes with the direction of the changes that the Hannibal Board of Public Works may potentially lose revenue from the local cable company with a legislated cap on pole attachment fees.

OPERATION'S REPORT

Heath Hall reported there were few outages in January.

Mr. Hall reported the System Coordination Study project is 80% complete, and is expected to be completed by mid-March. A report will be given at the April meeting.

Mr. Hall noted the Maintenance department had several weather related repairs due to frozen meters.

Mr. Hall reported the Water department repaired 11 leaks, and there were 225 service calls from the public.

Mr. Hall reported the Sewer Crew met their goals for the month of January and has one vactor truck out for annual repairs.

Mr. Hall reported the Customer Service Department is having a large call volume and is struggling to keep up with daily tasks due to the conversion. He expects this to get better within the next couples months.

PROJECTS REPORT

Mr. Munzlinger reported the Water System project is still on schedule to go out to bid in June 2014. The Engineer has been working on collecting information and developing design memos on the projects.

Mr. Munzlinger reported the Wastewater Treatment Plant Life Extension project will go out to bid March 10, 2014. Staff has provided comments on the drawings provided by the Engineer which are 60% complete. There are a few loose ends to tie up before the design is complete.

Mr. Munzlinger met with a representative from DNR regarding the Disinfection & pH Study. It is anticipated that the pH Study design will be taken out of the scope of the project. There will be confirmation of that change from DNR. Mr. Munzlinger will report to the board the findings after receiving confirmation.

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

SPECIAL REPORTS - eReliability Tracker Report

Mr. Stevenson reviewed the eReliability Tracker report that was received from APPA. This report benchmarks the reliability statistics against other APPA members who have also submitted their reliability data for this purpose. The HBPW has kept statistics for several years in house using APPA software and methods to report to the Board annually. The APPA eReliabilityTracker report presents the same data in a new format and adds the ability to see the statistics of other utilities as well.

TRAVEL REPORT

Jared Stewart reported during the week of February 3, 2014, he attended the Winter Education Institute Conference held in New Orleans. He attended several well-structured classes that were related to underground distribution system design and converting from Overhead to Underground Systems. He reported that he greatly appreciated the opportunity to learn and gain knowledge to become a better manager of an electrical system.

OLD BUSINESS - 5 YEAR PLAN – Final Draft

Mr. Hall reviewed the changes that were made to the 5 Year Plan since the previous board meeting in January. The plan is intended to show all proposed capital projects for the next five fiscal years.

Mr. Hall reported the document is in final draft form, and recommended its approval.

On motion of Susan Wathen, seconded by Betty, the Board voted unanimously to approve the 5 Year Plan.

CITY ATTORNEY – PENDING MATTERS

NONE

COMMENTS FROM AUDIENCE

NONE

GENERAL DISCUSSION

Mr. Stevenson reported that the HBPW has a plan in place concerning building a fiber optic loop around town for utility use. Another opportunity has arisen within the last few days to jointly build another place of this loop jointly with AT&T. Further discussion and planning will be held on this project in the upcoming month.

ADJOURNMENT

Randy Park made a motion of adjourn. Motion seconded by Susan Wathen and carried unanimously. The meeting was adjourned at 4:48p.m.

Robert Stevenson
General Manager

Randy Park
Secretary