

BOARD OF PUBLIC WORKS

Regular Board Meeting

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

Present: Betty Anderson
Randy Park
Susan Wathen

Vice President
Secretary
Board Member

Robert Stevenson
Heath Hall
Courtney Harris
Mathew Munzlinger
Jared Stewart
John Hummel
Beverly Stewart
Chelle Brown

General Manager
Director of Operations
Administrative Assistant
Water/Wastewater Facilities Engineer
Electric Line Superintendent
Water/Wastewater Supervisor
Human Resource Director
Finance Department/Temp Employee

James Lemon
Danny Henley
George Walley
Tim Goodman

City Attorney
Hannibal Courier Post
Economic Development

CALL TO ORDER

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

CONSENT AGENDA

- A) Minutes – February 18, 2014 (Regular Meeting Minutes)
- B) Payrolls – February 21, 2014, March 7, 2014
- C) Claims – February 2014

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

GENERAL MANAGER'S REPORT

Mr. Stevenson reported the software conversion is still underway and the staff is working many hours to correct all of the errors due to the conversion. There have been NISC representatives on site to help with all training efforts and working through all of the needs to correct each module.

Mr. Stevenson reported the 5 Year Plan was submitted to the City Planning and Zoning Committee.

Mr. Stevenson reported Prairie State Power Plant performance for February was fair considering the spring outage that is occurring for one of the units.

Mr. Stevenson reported he traveled with Heath Hall to the Legislative Rally in Washington D.C., March 10-12, 2014. Missouri Utility Managers and MPUA staff were present to discuss issues with our congressional delegation.

Mr. Stevenson held an informative discussion regarding Prairie State Power Plant background and performance.

Mr. Stevenson reported the MPUA staff has been authorized to investigate investing in one or two high voltage transmission related properties to compliment their generation assets.

OPERATION'S REPORT

Mr. Hall discussed a proposal from Quanta Technology to help with the implementation of NERC compliance. Quanta will be assisting the HBPW with documentation and gathering information to maintain compliance.

Mr. Hall reported we have recently hired a consultant to help with completing our GIS water map. It was reported there were 120 frozen water meters this winter that were repaired, a record high number.

Mr. Hall reported the Water and Wastewater plants had many frozen pipes this winter. There was an inspection of the influent bar screens with maintenance staff support on site. The inspection required a complete outage of the Wastewater Treatment Plant with a complete interruption of sewage flow for about three hours. The inspection occurred after midnight to take advantage of very low sewage flow rates at that time of day.

Mr. Hall reported the Accounting department is working on NISC monthly closing modules that will need to be closed at the end of each month.

Mr. Hall reported the HBPW recently contracted with ETC Computerland of Quincy to assist with some of the IT work.

FINANCIAL REPORT

Mr. Stevenson reported that all current financial detail was in the board packet for all board members to review. However the reports are incomplete and inaccurate due to the NISC conversion coupled with an extended absence of the Finance Director

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.

TRAVEL REPORT

Heath Hall noted he would like to thank Mr. Stevenson and the HBPW Board Members for the opportunity to attend the APPA Legislative Rally in Washington D.C. March 10-12, 2014. The rally affords municipal electric utilities an avenue to speak with Senators and Representatives of Congress that may affect HBPW and its customers.

Jared Stewart reported he would like to express his appreciation to Mr. Stevenson and the HBPW Board Members for allowing him to attend the American Management Association, Project Management Class in Chicago March 5-7, 2014. The class offered methods for capitalizing on the different project management options available to supervisors, and the ability to apply them to the HBPW.

2014-2015FY PRELIMINARY BUDGET

Robert Stevenson gave Board Members a first draft of four different budgets for FY2014-2015. The budgets assume the following:

- Budget 1: Operations and maintenance levels similar to FY 2013-2014; no rate increase
- Budget 2: 3% rate increase in electric; a fixed 4.5% rate increase for sewer; no water rate increase
- Budget 3: 10% rate increase to get a positive cash flow
- Budget 4: 5% rate increase in electric and water; 5.5% rate increase in sewer

Mr. Stevenson noted each budget would have to be carefully considered and recommended a special meeting be scheduled for a budget preparation workshop.

The Board unanimously decided to hold this meeting on Tuesday, April 1, 2014, at 5:00 PM at the BPW Offices on Industrial Loop Drive.

JARED STEWART APPA T&D COMMITTEE

Jared Stewart requested permission to have the opportunity to serve the next two years with the Boards approval on the APPA T&D Committee.

On motion of Susan Wathen, seconded by Betty Anderson, the Board voted unanimously to approve Jared Stewart's board appointment with American Public Power Association.

CITY ATTORNEY – PENDING MATTERS

NONE

COMMENTS FROM AUDIENCE

NONE

GENERAL DISCUSSION

Beverly Stewart presented the board with information regarding LAGERS (Local Area Government Employee Retirement System). The current plan was last updated in 2006, and a packet was handed out to all board members for review.

CLOSED SESSION

Betty Anderson made a motion to convene in closed session, in accordance with Section 610.021 (3) of the Missouri Sunshine Law, to discuss Personnel admitting Board Members, Bob Stevenson, Heath Hall, and Tim Goodman. Motion seconded by Susan Wathen. ROLL CALL: AYES: Board Members, Randy Park, Susan Wathen, and Betty Anderson. NAYS: 0.

ADJOURNMENT

Susan Wathen made a motion of adjourn. Motion seconded by Betty Anderson and carried unanimously. The meeting was adjourned at 7:05p.m.

Robert W Stevenson

Robert Stevenson
General Manager

Randy Park
Secretary