

BOARD OF PUBLIC WORKS

Regular Board Meeting

Tuesday, August 19, 2014
4:00 P.M.

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

CALL TO ORDER

The meeting was called to order at 4:00P.M. by Betty Anderson.

INVOCATION & PLEDGE OF ALLEGIANCE

The invocation was given by Mr. Tim Goodman.

CONSENT AGENDA

- A) Minutes – July 15, 2014
- B) Payrolls – July 25, 2014, August 8, 2014
- C) Claims – July 2014

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

GENERAL MANAGER'S REPORT

Mr. Stevenson reported the HBPW team is continuing to work on Incode Replacement. Abe Gray, Financial Director has been working on customizing all financial reports.

Mr. Stevenson reported Prairie State Unit #1 held a capacity factor of 71%, and Unit #2 held a 50% capacity through the summer.

Mr. Stevenson reported the Business Park committee is preparing an application to submit to the State of Missouri for what they will determine if the Business Park could be a certified site. There are only three sites in Missouri that are certified.

Mr. Stevenson noted the traffic study is complete and there will be a meeting with the Bross family to discuss developing joint plans including roads, utilities and easements, and grading.

Mr. Stevenson reported Mark Hickerson and Beverly Stewart attended the MIRMA annual conference. They reviewed updates and current policy requirements for the next fiscal year. Changes relating to the Worker Compensation program will begin at the beginning of September.

Mr. Stevenson introduced the new Finance Director Abraham Gray, and noted that he will be giving the Financial report.

OPERATION'S REPORT

Heath Hall reported there are repairs that continue to be made at the Water Plant. There is a committee that has been meeting to focus on preventative measures for the future. It was decided to install a large drain in the basement of the Water Plant if there is possible valve or pipe failure. Improvements have been made to the facility including lightning protection and sealing conduits.

Heath Hall reported the Electric Department reached their outage goal of an availability rate of 99.9926%. During the month of July, the total tree trimming was 19,800 feet.

Heath Hall reported the Water Department finished installing the dead end main flushing devices during the month of July.

Heath Hall reported the Sewer Department had three wet weather SSOs during the month of July related to the flooding and high river level.

Heath Hall reported at the Waste Water Treatment Plant there were really high flows for the month of July. It was noted that one of the mixers at the plant was replaced at a cost of \$9,000.00 due to equipment failure.

Heath Hall reported Matthew Jones in the IT Department has been diligently working in the Business Department and the Finance Department on finalizing the NISC conversion. He has also added direct phone lines to specific offices and updated the Acceptable Use policy.

Mr. Stevenson reported it has been a team effort to reapply for the RP3 program sponsored by the American Public Power Association (APPA). The application to be submitted will be available for all Board Members to view at the September board meeting. There are 2000 municipals that are APPA members and only 10% have received the RP3 award.

Heath Hall reported an update on the illegal sewer connections. At this time there is one customer that is illegally connected, and they will be attending the City Council meeting to discuss payment to fix the connection.

FINANCIAL REPORT

Abe Gray reported he has been becoming familiarized with the financial system. The department has compiled a list of goals, and worked on developing consistent month end reports. The focus at this time is on the Audit that will be due in September.

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 Susan Wathen, seconded by Tim Goodman, the Board voted unanimously to approve the Regular Reports.

NEW BUSINESS

Mr. Stevenson presented a memo from Jeff LaGarce with a recommendation to reallocate the cost of the City Attorney due to the city restructuring its financial operations.

On motion of Tim Goodman, seconded by Susan Wathen, the Board voted unanimously to approve the recommendation made by Jeff LaGarce, to be effective with the next monthly invoice.

Heath Hall reported the Safety Manual and Emergency Response Plan are up for approval. The documents were presented for review and were electronically sent to all Board Members for review prior to the board meeting.

On motion of Susan Wathen, seconded by Tim Goodman, the Board voted unanimously to approve the Safety Manual and Emergency Response Plan.

Mathew Munzlinger reported as part of the required paperwork for the SRF loan, the resolution presented needs to be passed by the Board. All of the information contained in the resolution was authorized by the board previously, but not as a single resolution.

On motion of Tim Goodman, seconded by Susan Wathen, the Board voted unanimously to approve the resolution as presented for the SRF Loan Application.

SPECIAL REPORTS

Heath Hall shared information for Matthew Jones regarding cyber compliance with PCI and NERC standards. A cyber security policy has been created by Mr. Jones, and is available for review. NISC will be reviewing the cyber security information to collaborate with the HBPW to determine what steps will be necessary to implement in the future.

Mr. Stevenson presented a twelve minute APPA promotional video sharing what their organization is doing at this time.

Matthew Munzlinger presented information on how the Sewer Crew performs an inspection of sewer mains. A portable camera was present to view, and Mr. Munzlinger explained the importance of televising the manholes throughout the year.

Mr. Stevenson reported Senator Blunt visited the Waste Water Treatment Plant on August 13, 2014. The purpose of his visit was to learn specific issues that municipal utilities are experiencing with EPA regulations. Senator Blunt toured the facility, and was present for forty five minutes to speak and answer questions from the HBPW Staff and City Council members.

COMMENTS FROM THE CITY ATTORNEY

None

COMMENTS FROM AUDIENCE

None

GENERAL DISCUSSION

None

CLOSED SESSION

Susan Wathen 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, Robert Stevenson, Heath Hall, and Abe Gray. Motion seconded by Tim Goodman. ROLL CALL: AYES: Board Members, Betty Anderson, Susan Wathen, and Tim Goodman. NAYS: 0.

ADJOURNMENT

Betty Anderson made a motion of adjourn. Motion seconded by Susan Wathen and carried unanimously. The meeting was adjourned at 5:30p.m.

Robert W Stevenson

Robert Stevenson
General Manager

Susan Wathen
Secretary