

## BOARD OF PUBLIC WORKS

Regular Board Meeting

Monday, December 17, 2018  
Time: 5:11p.m.

Present:	Lennie Rosenkrans	President
	Steve Smith	Vice President
	Bill Fisher	Secretary
	Stephan Franke	Board Member
	Heath Hall	General Manager
	Courtney Harris	Administrative Assistant
	Mathew Munzlinger	Utility Planning & Construction Engineer
	Abe Gray	Finance Director
	Andrea Campbell	Stormwater Coordinator
	Kari Goodman	Public Relations Coordinator
	George Hausdorf	WTP/WWTP Supervisor
	Jared Stewart	Superintendent of Lineman
	James Lemon	City Attorney
	Mike Dobson	City Councilman
	Danny Henley	Hannibal Courier Post
	Steve Boggiano	Wade Stables
	Pam Lemoine	Black & Veatch
	Jay Ritter	General Mills
	Jodie Pierce	Vervocity
	Eric Thomas	Vervocity
	Michelle Schuckman	Media Development
	Alan Bowen	Hannibal Citizen
	Michael Hagan	Hannibal Citizen
	Kellie Cookson	Hannibal Citizen

### **CALL TO ORDER**

The meeting was called to order at 5:11p.m. by Lennie Rosenkrans.

### **INVOCATION & PLEDGE OF ALLEGIANCE**

The invocation was given by Mr. Steve Smith.

### **CONSENT AGENDA**

- A) Minutes – November 19, 2018
- B) Payrolls – November 23, 2018 & December 7, 2018
- C) Claims – November 2018

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

### **COMMENTS FROM THE AUDIENCE**

NONE

On motion of Lennie Rosenkrans, seconded by Steve Smith the Board voted unanimously to move the Special Report agenda item FY17-18 Wade Stables Audit Report to the first order of business preceding the General Manager & Operations report.

### **SPECIAL REPORT**

#### **FY 17-18 AUDIT REPORT – Wade Stables**

Steve Boggiano from Wade Stables presented the Board with the annual Audit results from the FY17-18 fiscal year ending June 30, 2018. Mr. Boggiano noted overall the HBPW was found to be compliant, noting all findings in the report were materially correct.

On motion of William Fisher, seconded by Steve Smith the Board voted unanimously to accept the FY17-18 annual Audit Report as presented.

### **GENERAL MANAGER & OPERATIONS REPORT**

Heath Hall congratulated and thanked George Walley, Director of the Northeast Missouri Economic Development Council on his retirement after 17 years of service to the Hannibal community. Mr. Hall noted Corey Mahaffy will be filling Mr. Walley's position and is excited to see what Mr. Mahaffy can do in the coming years.

Heath Hall reported the Hannibal Board of Public Works was recognized in the Missouri Public Utility Alliance (MPUA) quarterly alliance magazine as the member spotlight article. The article focused on cyber security, reliability and customer service the HBPW has been striving to improve upon. Mr. Hall thanked Kari Goodman and Matthew Jones for assisting MPUA with information with the article.

Heath Hall reported he attended the ground breaking ceremonies for the Hannibal Visitors Bureau and Riverfront. Mr. Hall noted he would like to do something similar for the new GAC project in the near future.

Heath Hall reported the HBPW will be hosting the Northeast Missouri Utility Roundtable on January 9, 2019. Mr. Hall noted the MPUA staff members will lead group discussions on utility issues along with a legislative update.

Heath Hall reported outages were low for the Electric crew, with minor issues from a storm during the month of November 2018.

Heath Hall reported the Sewer crew completed 3 main repairs for the month. One required the main be excavated to remove a water service and the other two were completed using a CIPP point repair. The repairs resulted in approximately 6' of main being installed or rehabilitated. Mr. Hall noted all three repairs were on vitrified clay pipe in the Downtown SSO Project Area.

Heath Hall reported Matthew Jones, IT continues to collaborate with Aclara and NISC regarding the Automated Meter Integration (AMI) Upgrade and integration of new software.

### **FINANCIAL REPORT**

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

Discussion was held with Mr. Munzlinger and Board members regarding the GAC project bid opening. Mr. Munzlinger noted the bid opening was advertised in the local papers and a plan site that is used to alert all companies interested in bidding on the project. Mr. Munzlinger displayed architectural renderings of the designed GAC building.

### **OLD BUSINESS**

#### **WATER RATE SCHEDULE – Abe Gray**

Abe Gray presented the Water Rate Schedule for FY2018-2019 during the Public Hearing. The proposed revenue increases include Water (7.5%) rate, and no Electric, Sewer, or Stormwater rate changes. The schedule was discussed and reviewed for consideration by the Board and recommended for approval to take affect January 2, 2019.

On motion of William Fisher, seconded by Stephan Franke the Board voted unanimously to approve the Water Rate Schedule for FY2018-2019 as presented.

## **SCHEDULE OF FEES – Abe Gray**

Abe Gray presented the Board with the Schedule of Fees and Charges that would go into effect January 2, 2019 if approved by the Board. Finance Director Gray clarified there would be a change to the storm related FEMA reimbursement rates. Mr. Gray recommended approval of the Schedule of Fees and Charges as presented.

On motion of William Fisher, seconded by Steve Smith the Board voted unanimously to approve the Schedule of Fees and Charges as presented.

## **NEW BUSINESS**

### **PROPOSED BALLOT LANGUAGE FOR STORMWATER USER FEES – Black & Veatch**

Pam Lemoine, Engineer from Black & Veatch presented a PowerPoint regarding the preliminary program costs and fee structure for the Stormwater Utility development. Mrs. Lemoine covered topics including a recap of the study context, understanding the study approach, review of the preliminary results, and discussed the next steps that will need to be taken to fund the Stormwater Utility. Mr. Hall noted the key will be educating the public on why a Stormwater user fee is necessary. If the Hannibal citizens vote to pass the Stormwater user fee that we are hoping to be on the April ballot, the rate would be effective July 1, 2020. The user fee will be calculated based on parcel specific impervious area on the customer's property. If the voters do not approve the Stormwater user fee, the program costs could be recovered through Sewer rates. The average monthly Sewer bill could increase \$6.00-\$9.00 a month to fund the Stormwater plan, noting this preliminary estimated amount is subject to change. Mr. Hall noted the ballot language presented is recommended for approval, and will need to be reviewed by the City Council for approval.

On motion of Stephan Franke, seconded by William Fisher the Board voted unanimously to approve the proposed ballot language for Stormwater user fees as amended.

### **STORMWATER ORDINANCES – Matt Munzlinger**

Matt Munzlinger reported as part of the Stormwater Utility Development as it pertains to the MS4 Permit, we are required to implement additional ordinances or revise existing ordinances pertaining to illicit discharges and stormwater runoff from construction sites both during and after construction is complete. Mr. Munzlinger noted when the Stormwater Management Plan (*SWMP*) was developed, the proposal included providing draft ordinances by the end of 2018 with final ordinances adopted by the end of 2019. Mr. Munzlinger presented the following draft ordinances for the Board to review including the Draft Illicit Discharge Ordinance, Erosion and Sediment Control (During Construction), and the Stormwater Operation and Maintenance (Post Construction). There is no action required on these ordinances at this time.

## **SPECIAL REPORTS**

### **NATIONAL ARBOR DAY FOUNDATION'S "TREE-LINE UTILITY" PROGRAM - Kyle Monroe and Kristy Trevathan**

Kyle Monroe and Kristy Trevathan presented the Board with information and made a recommendation that the HBPW apply for the Tree Line USA certification. Mr. Monroe gave handouts regarding the requirements to apply for the certification, and shared information on the history of Hannibal's participation regarding tree preservation and care.

### **WEBSITE & LOGO PRESENTATION – Kari Goodman**

Kari Goodman presented the new and improved HBPW website that went live on Wednesday, December 12<sup>th</sup>. Mrs. Goodman gave a tutorial and navigated on the site noting how mobile friendly and compatible this will be for the HBPW customers and staff. Mrs. Goodman has received great feedback on the website and logo, and thanked Vervocity for their work collaborating as a team while creating the new site. Heath Hall thanked Mrs. Goodman and Matthew Jones for all of their hard work throughout the project.

### **TRAVEL REPORT – Matt Munzlinger**

Matt Munzlinger thanked the Board for the opportunity to attend the American Water Works Association (*AWWA*) Water Technology Technical Conference in Toronto, Canada November 11-16, 2018. Mr. Munzlinger noted while at the conference he was also able to attend the Activated Carbon Standards Committee and agreed to serve on the committee as an end user of carbon.

## **CITY ATTORNEY – PENDING MATTERS**

NONE

**GENERAL DISCUSSION**

NONE

**CLOSED SESSION**

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

**ADJOURNMENT**

Lennie Rosenkrans made a motion to adjourn. Motion seconded by William Fisher and carried unanimously. The meeting was adjourned at 8:15p.m.



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Heath Hall  
General Manager

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William Fisher  
Secretary