

BOARD OF PUBLIC WORKS

Regular Board Meeting

Tuesday, March 20, 2018
3:00 P.M.

Present:

Lennie Rosenkrans
Tim Goodman
Bill Fisher
Steve Smith

President
Vice President
Secretary
Board Member

Robert Stevenson
Heath Hall
Courtney Harris
Mathew Munzlinger
Jared Stewart
Abe Gray
Andrea Campbell
George Hausdorf
Kari Goodman
Matthew Jones

General Manager
Director of Operations
Administrative Assistant
Water/Wastewater Facilities Engineer
Superintendent of Lineman
Finance Director
Customer Service Representative
WTP/WWTP Supervisor
Public Relations Coordinator
IT

James Lemon
George Walley
Dan Quatrocelli
Danny Henley
Ashley Szatala

City Attorney
Economic Development
Great Blue Research
Hannibal Courier Post
Quincy Herald Whig

John Lyng
Kelly Cookson
Dennis Kolarik

Hannibal Citizen
Hannibal Citizen
Hannibal Citizen

CALL TO ORDER

The meeting was called to order at 3:00P.M. by Lennie Rosenkrans.

INVOCATION & PLEDGE OF ALLEGIANCE

The invocation was given by Mr. Tim Goodman.

CONSENT AGENDA

- A) Minutes – Regular Meeting: February 20, 2018
Special Meetings: March 9 & 16, 2018
- B) Payrolls – March 2 & 16, 2018
- C) Claims – February 2018

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

COMMENTS FROM THE AUDIENCE

John Lyng addressed the Board with a concern regarding charges for a bill for the Hannibal Community Development Association. Mr. Lyng noted that other Hannibal non-for-profit organizations are charged less or nothing at all. Mr. Stevenson replied historically this topic has been an issue and he would like to have a policy drafted regarding non-for-profit billing.

Dennis Kolarik asked the Board to provide the cost value of the new water treatment plant. Lennie Rosenkrans responded the Board has an estimate of \$14.5 million for the water treatment project, but due to the unknown issues that could occur, the estimate could change throughout the process.

DASHBOARD PRESENTATION

Abe Gray presented the Dashboard presentation to the Board as a review of Key Performance Indicators trailing the last six months.

GENERAL MANAGER'S REPORT

Mr. Stevenson reported the diesel generator project is complete. The generator load tests for MISO certification was performed on Feb. 28, 2018. Mr. Stevenson noted Altorfer has items to repair, and Ameren will need to complete their protective relay upgrade at the Marion Substation which should happen in May.

Mr. Stevenson reported the Board has completed all 14 orientation sessions.

Mr. Stevenson reported Prairie State is running routinely with a couple minor tube leaks that were reported.

Kari Goodman reported the HBPW received survey results back from Great Blue, and the information will be reported later in the meeting.

Kari Goodman reported Electric Safety presentations are currently being scheduled for the month of April.

Kari Goodman reported the HBPW staff has collected 2,000 canned goods for the FACT office during the food drive.

Kari Goodman reported the February Employee of the Month is Courtney Harris.

OPERATION'S REPORT

Heath Hall reported the Stormwater Management Plan was submitted to MoDNR for a preliminary review. The final draft will be presented to the Board in April for approval.

Heath Hall reported Altorfers continues to work on small project close out items with the generators. Mr. Hall noted a maintenance contract will need to be signed in the near future.

Heath Hall noted the Hwy 61 street lighting maintenance agreement that was approved by the Board is now waiting on the second City Council reading and their approval. The HBPW has the permit to proceed with completing pole installations.

Heath Hall reported outages were normal for February, with the most significant one being the Mark Twain Avenue vehicle accident on the February 18th. Mr. Hall noted the rolling 12 month availability rate continues to be very good at 99.992%.

Heath Hall reported the Water Crew had no calls in February that resulted in a frozen meter. There were only 4 leaks repaired during the month.

Heath Hall reported the Sewer Crew responded to ten reported stop ups with one being on the HBPW.

Heath Hall reported the Chloramine Alternative project design began with a kick off meeting held at the HBPW office and the Water Treatment Plant on March 9, 2018. The meeting included Black & Veatch engineers and some BPW personnel. Mr. Hall noted design schedule, site layout, and other parameters were discussed at the meeting.

Heath Hall reported employees for seasonal help at the HBPW have been hired and will start the first of April.

Heath Hall reported the yearly turnaround (preventative maintenance and performance test) of the oxygen production skid was performed by Solutionwerks.

Heath Hall reported operators continued to work on reducing the nocardia foam at the Wastewater Treatment Plant. A frack tank was ordered to pump foam to treat the foam outside the normal process.

Heath Hall reported the year end Sludge Report was finalized and submitted to Missouri Department of Natural Resources (MoDNR) and the Environmental Protection Agency (EPA). Mr. Hall noted the document is required to be submitted yearly and consists of a variety of details about the biosolids production operation.

Heath Hall reported the Annual Pretreatment Report was completed and submitted it to MDNR by the March 31, 2018.

Heath Hall reported all department crews are now using iPads in the field to utilize the mobile workforce system through the NISC app.

Heath Hall reported Matthew Jones, along with other staff members, viewed a brief demonstration and discussion session with representatives from Tantalus regarding the AMR to AMI conversion process.

FINANCIAL REPORT

Abe Gray presented the Board with the financial results for the month of February 2018, year to date results, and key financial ratios.

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.

OLD BUSINESS

AUTHORIZED REPRESENTATIVE

Mathew Munzlinger reported as part of the SRF Funding, the HBPW is required to complete necessary paperwork for the MoDNR staff to review as part of the loan process. Mr. Munzlinger noted the HBPW is required to designate an "Authorized Representative" to act on the Board's behalf by signing paperwork and being the main point of contact for official paperwork. Mr. Munzlinger recommended appointing Heath Hall as the new Authorized representative.

On motion of William Fisher, seconded by Tim Goodman the Board voted unanimously to approve Heath Hall as the new Authorized representative.

NEW BUSINESS

Preliminary FY2019 Operating Budget

Abe Gray presented the Preliminary Operating Budget for the fiscal year July 1, 2018 to June 30, 2019. The budget process involves department supervisors meeting with the Director of Operations and the Accounting Department to review current year expenses and the budget to make projections for next fiscal year. Mr. Gray noted there is no action needed at this time. A Budget Workshop was set for March 26, 2018 at 1:00p.m.

SPECIAL REPORTS

Customer Satisfaction Survey Results – Dan Quatrocelli

Dan Quatrocelli from Great Blue gave a presentation to the Board regarding the findings of the Customer Satisfaction Survey. The key topics discussed included the project overview, key study findings, and considerations.

2017 Annual Report to MoDNR

Mathew Munzlinger reported the HBPW sent an annual report to the MoDNR providing an update as to what measures were taken to locate and eliminate sources of infiltration and inflow into the collection system serving the Wastewater Treatment Plant facility during the 2017 calendar year.

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(12) of the Missouri Sunshine Law, to discuss Contracts admitting Lennie Rosenkrans, Tim Goodman, William Fisher, Steve Smith, Mr. Stevenson, Heath Hall, Jared Stewart, & Abe Gray. Motion seconded by Steve Smith. ROLL CALL: AYES: Board Members, Lennie Rosenkrans, Tim Goodman, William Fisher, and Steve Smith. NAYS: 0.

ADJOURNMENT

William Fisher made a motion to adjourn. Motion seconded by Tim Goodman and carried unanimously. The meeting was adjourned at 6:30p.m.

Robert W Stevenson

Bob Stevenson
General Manager

William Fisher
Board Secretary