

## BOARD OF PUBLIC WORKS

Regular Board Meeting

Tuesday, February 19, 2019  
Time: 3:00p.m.

Present:

Lennie Rosenkrans  
Steve Smith  
Bill Fisher  
Stephan Franke

President  
Vice President  
Secretary  
Board Member

Heath Hall  
Courtney Harris  
Mathew Munzlinger  
Abe Gray  
Kari Goodman  
George Hausdorf  
Jared Stewart  
Matt Jones  
Andrea Campbell  
Jeff Williams

General Manager  
Administrative Assistant  
Utility Planning & Construction Engineer  
Finance Director  
Public Relations Coordinator  
WTP/WWTP Supervisor  
Superintendent of Lineman  
IT  
Stormwater Coordinator  
Pre-Treatment Coordinator

James Lemon  
Corey Mahaffey  
Danny Henley  
Kim Cole

City Attorney  
Economic Development  
Hannibal Courier Post  
Pretreatment Consultant

### **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. Steve Smith.

### **CONSENT AGENDA**

- A) Minutes – January 21, 2019
- B) Payrolls – February 1 & 15, 2019
- C) Claims – January 2019

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

### **COMMENTS FROM THE AUDIENCE**

NONE

### ***Notice of Filming and Photography***

*Heath Hall read the following: When you participate in an HBPW Board of Directors meeting, public hearing, public meeting, or other public events you may be participating in an occasion where photography, video and audio recording will occur. By participating in these public meetings, you consent to interview(s), photography, audio recording, video recording and its/their release, publication, exhibition, or reproduction to be used for news, web casts, promotional purposes, telecasts, advertising, inclusion on web sites, or for any other purpose(s) that HBPW Board and representatives deems fit to use. You release HBPW Board, its officers and employees, and each and all persons involved from any liability connected with taking, recording, digitizing, or publication of interviews, photographs, computer images, video and/or sound recordings. By entering the event premises, you waive all rights you may have to any claims for payment or royalties in connection with any exhibition, streaming, webcasting, televising, or other publication of these materials, regardless of the purpose or sponsoring of such exhibiting, broadcasting, webcasting, or other publication irrespective of whether a fee for admission or sponsorship is charged. You also waive any right to inspect or approve any photo, video, or audio recording taken by HBPW Board or the person or entity*

*designated to do so by HBPW Board. You have been fully informed of your consent, waiver of liability, and release before participating in the HBPW event.*

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

Heath Hall reported follow up customer service training through MeasureX was held and focused on customer interaction over the phone. Mr. Hall noted MeasureX reported improvements and progress have been made since the initial companywide training in October 2018.

Heath Hall reported the "Proposition S" public education outreach began the first week of February and will continue through April 2<sup>nd</sup>. Mr. Hall noted the HBPW staff has visited three Hannibal Service Clubs and have two more to visit this week. There will be two public education meetings on March 7<sup>th</sup> and March 28<sup>th</sup> at City Hall starting at 6:30p.m.

Heath Hall reported Kari Goodman has been asked to join the American Public Power Association's Customer Connections Conference Committee. Mrs. Goodman will begin her work as Vice-Chair this spring 2019 and will be on the committee for two years.

Heath Hall reported outages were about average or slightly above average for the month of January.

Heath Hall reported there were 24 calls for the Water crew during the month of January with 12 of them being a frozen meter issue. Mr. Hall noted the most significant water leak during the month was on Bird and Levering causing several dozen customers to have issues with pressure loss during the repairs. Kari Goodman was able to notify customers on social media sites of the information within a couple hours of the leak.

Heath Hall reported the Sewer crew had one Sanitary Sewer Overflow (SSO) from the new bar screens at the Wastewater Treatment Plant (WWTP). Mr. Hall noted George Hausdorf is working on ways to prevent this from occurring again.

Heath Hall reported both the Water Treatment Plant (WTP) and WWTP are experiencing cold weather issues with equipment.

Heath Hall reported this month is the one year anniversary of the HBPW utilizing the mobile workforce for service orders, mapping, etc. for the field crew personnel. Mr. Hall noted the HBPW is now using videos, photos, vehicle inspection reports, and tree trimming reports, along with several other features. A utility from Austin, Minnesota will be visiting the HBPW later in the month for a couple of days to seek education and guidance since they are considering implementing the mobile workforce at their utility.

### **FINANCIAL REPORT**

Abe Gray presented the Board with the financial results for the month of January 2019, 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.

### **OLD BUSINESS**

#### **Hire Bond Rating Agency – Abe Gray**

Abe Gray reported an essential element of the Water Bond financing is to hire a ratings agency to 'rate' the Water Fund's ability to repay the bonds the HBPW will be selling. Mr. Gray noted the HBPW's financial advisor recommends that we hire S&P Global Ratings to rate the Water Fund debt. Though we do not know an exact dollar amount for their service at this time, it is estimated to be \$30,000 or less. Management requests that the Board retain S&P Global Ratings as our rating agency.

On motion of William Fisher, seconded by Stephan Franke the Board voted unanimously to hire S&P Global Ratings as the rating agency.

### **Water Bond Financing Timeframe – Abe Gray**

Abe Gray presented the information regarding the updated timeframe for the sale of Water Bonds. Mr. Gray noted no action is required from the Board at this time, and there may be a need for a special board meeting later this spring and/or changes to meeting times to coincide with City Council dates related to actions taken to move the financing along timely.

### **NEW BUSINESS**

#### **Updated Sewer Ordinances – George Hausdorf & Kim Cole**

George Hausdorf introduced Kim Cole, Environmental Consultant, who presented the updated Sewer Ordinance that were reviewed and required by the EPA and Missouri Department of Natural Resources (MDNR). Mrs. Cole has been collaborating with Jeff Williams on updating the ordinances since 2017, and recommended the Board make a motion for approval. Mrs. Cole noted the City Council will need to approve the ordinances that were presented as well.

On motion of William Fisher, seconded by Steve Smith the Board voted unanimously to endorse the updated sewer ordinances as presented.

#### **Adopt the APPA Safety Manual – Heath Hall**

Heath Hall presented a copy of the 16<sup>th</sup> edition of the American Public Power Association's (APPA) Safety Manual. Mr. Hall noted MIRMA requires the HBPW adopt the manual and refer to it in the HBPW Safety Manual. Mr. Hall recommended adopting the APPA Safety Manual and all of the recommendations for electrical safety.

On motion of William Fisher, seconded by Stephan Franke the Board voted unanimously to adopt the APPA Safety Manual and all of the recommendations for electrical safety as presented.

#### **Company Vehicle Policy – Heath Hall**

Heath Hall reported the existing vehicle usage policy had not been updated from 2009 and was reviewed and recently updated. Mr. Hall noted he did research of other Missouri utilities and city policies finding several items to incorporate. Mr. Hall presented items that he added into the draft policy and noted he would be finalizing and issuing the policy soon to the HBPW staff.

#### **Needs Assessment and Master Plan Proposal from CMT – Heath Hall**

Mr. Hall reported the HBPW sent out a request for qualifications notice to three local engineering firms and placed an ad in the local paper looking for an engineer/architect to give long term plans for building upgrades and modifications. Mr. Hall noted after receiving and reviewing all qualified engineering firm applicants, Crawford, Murphy, & Tilley (CMT) was selected. With there being three main items in the scope of work including a Needs Assessment Report, Master Plan Document, & a Topographical Survey, the total is \$44,000.00. Heath Hall recommended approving all three items as presented.

On motion of Stephan Franke, seconded by William Fisher the Board voted unanimously to approve the Needs Assessment and Master Plan Proposal from CMT including the Topographical Survey for a total of \$44,000.00.

#### **WTP Chloramine Alternative Project Construction Engineering Modification – Matt Munzlinger**

Matt Munzlinger presented details of the modifications needed to the WTP Chloramine Alternative Project from Black & Veatch. The items included the Sodium Hypochlorite Storage Area was incorporated into the design of the new Granular Activated Carbon Facility, additional bench scale or pilot testing of GAC media, Black & Veatch will develop contract documents for long-term supply of GAC media, and Black & Veatch will expand the number of site visits during construction to provide part-time oversight of construction activities. Mr. Munzlinger noted he recommended approval for a total of \$288,600.00.

On motion of William Fisher, seconded by Steve Smith the Board voted unanimously to approve the WTP Chloramine Alternative Project Construction Engineering Modification for a total of \$288,600.00 as presented.

### **CITY ATTORNEY – PENDING MATTERS**

NONE

**GENERAL DISCUSSION**

Board Member, Stephan Franke asked Corey Mahaffey how he was doing in his new position as the Northeast Economic Development Director. Mr. Mahaffey reported everything was going well and he has been focusing on the new website, logo, and social media design. Mr. Mahaffey noted he has also been working with local businesses/facilities on marketing opportunities.

**CLOSED SESSION**

William Fisher made a motion to convene in closed session, in accordance with Section 610.021 (2)(3) of the Missouri Sunshine Law, to discuss Real Estate & Personnel admitting Lennie Rosenkrans, Steve Smith, William Fisher, Stephan Franke, Heath Hall, Courtney Harris, Abe Gray, James Lemon, & Corey Mahaffey. Motion seconded by Stephan Franke. ROLL CALL: AYES: Board Members, Lennie Rosenkrans, Steve Smith, William Fisher, & Stephan Franke. NAYS: 0.

**ADJOURNMENT**

Stephan Franke made a motion to adjourn. Motion seconded by Lennie Rosenkrans and carried unanimously. The meeting was adjourned at 4:59p.m.



---

Heath Hall  
General Manager

---

William Fisher  
Secretary