

BOARD OF PUBLIC WORKS

Regular Board Meeting

Monday, July 15, 2019
Time: 5:00p.m.

Present:	Lennie Rosenkrans	President
	Steve Smith	Vice President
	William Fisher	Secretary
	Stephan Franke	Board Member
	Heath Hall	General Manager
	Courtney Harris	Administrative Assistant
	Mathew Munzlinger	Utility Planning & Construction Engineer
	Abe Gray	Finance Director
	Kari Goodman	Public Relations Coordinator
	Andrea Campbell	Stormwater Coordinator
	Lance Kendrick	Facilities Supervisor
	Jared Stewart	Superintendent of Lineman
	Matthew Jones	IT
	James Lemon	City Attorney
	Corey Mahaffey	Economic Development
	Mike Dobson	City Councilman
	Alan Bowen	City Councilman
	Danny Henley	Hannibal Courier Post
	Jackie Waelder	Spartan

CALL TO ORDER

The meeting was called to order at 4:00p.m. by Lennie Rosenkrans.

INSTALLATION OF OFFICERS FOR FY 2019-2020

Stephan Franke made a motion to nominate William Fisher as Secretary for the 2019-2020 term. Motion seconded by Steve Smith and carried unanimously.

Stephan Franke made a motion to nominate Steve Smith as Vice President for the 2019-2020 term. Motion seconded by Lennie Rosenkrans and carried unanimously.

Steve Smith made a motion to nominate Lennie Rosenkrans as President for the 2019-2020 term. Motion seconded by Stephan Franke and carried unanimously.

2019-2020 HBPW SLATE OF OFFICERS

- Lennie Rosenkrans – President
- Steve Smith – Vice President
- William Fisher – Secretary
- Stephan Franke – Board Member

INVOCATION & PLEDGE OF ALLEGIANCE

The invocation was given by Mr. Steve Smith.

CONSENT AGENDA

- A) Minutes – June 17, 2019
- B) Payrolls – June 21, 2019 & July 5, 2019
- C) Claims – June 2019

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

COMMENTS FROM THE AUDIENCE

Alan Bowen reported after the City Council recently voted to close Martin Street, he will be meeting with Cindy Hultz, Executive Director of the Mark Twain Regional Council of Governments, and Senator Cindy O’Laughlin to discuss potential grant funding to fix the Martin Street Stormwater issues. Mr. Bowen noted he would also like Andrea Campbell, Stormwater Coordinator, to help with pursuing the grant. Mr. Bowen noted Martin Street meets the requirements needed to apply for the grant, and the earliest to receive the funding would be the year 2020. The Board thanked Mr. Bowen for his efforts.

GENERAL MANAGER & OPERATIONS REPORT

Heath Hall reported the river has continued to recede but the water level is still above the designated flood stage of 16 feet. Mr. Hall noted the crew was able to remove the plywood extensions from the each of the four flood gates prior to their removal on July 1st. The extensions on the concrete wall portions of the flood wall will be in place for at least a few more weeks.

Heath Hall reported the HBPW continues to work with the Marion County Emergency Coordinator and City Staff on flood expense reimbursement. Mr. Hall noted the flood expenses have been discussed but there is no emergency funding at this time.

Heath Hall reported Matt Munzlinger and himself will be discussing four items on the City Councils agenda for tomorrow evenings meeting. Those topics include the first reading on Sewer Ordinances related to the Pretreatment Program, early payoff of the PWS #1 Escrow Agreement, a Stormwater update related to Proposition S#2 & North Street, and an update on the Chloramine Alternative Project.

Heath Hall reported the Bear Creek Clean-Up sponsored by the HBPW and Parks & Recreation Department was held on July 13th. Andrea Campbell noted the post-flood cleaning opportunity was a success with 60 volunteers filling a 20 yard dumpster. Heath Hall thanked the Councilman and Board Members that participated in the event.

Heath Hall reported the Electric department had several outages during the month of June due to storms. The availability rate is currently below average.

Heath Hall reported the Water crew has continued to work on the annual fire hydrant testing that began in early June 2019. The hydrant testing is currently 25% complete and the crew is continually working on water leaks.

Heath Hall reported Matthew Jones has been continually working on the Automated Meter Integration Upgrade. Mr. Jones is planning for the on-site installation of the 4 antenna collection areas which will be used for the initial testing locations. Mr. Hall noted the Electric department has been upgrading existing poles and preparing each site for the electric install.

Heath Hall reported the phone system training is scheduled for July 16th with the cut-over to follow on July 17th. Matthew has spent a great deal of time reviewing the setup and noted all calls will now be recorded.

FINANCIAL REPORT

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

Abe Gray reported the Annual Audit is scheduled to begin August 26, 2019.

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.

Mr. Munzlinger presented a large photo of the GAC project construction site at the Water Treatment Plant and discussion was held regarding the project.

Mr. Munzlinger reported there will be an onsite Stormwater meeting scheduled for July 23, 2019 to help define the credits and appeals programs.

OLD BUSINESS

Cash Reserves Policy – Abe Gray

Abe Gray reported the Board authorized the HBPW management to retain Utility Financial Solutions (UFS) to perform an outside analysis of the cash reserves. UFS prepared a Cash Reserve formula for the HBPW by taking into account operation and maintenance costs, historical investment in fixed assets, required debt service payments (including fixed charges at Prairie State) and the 5-year Capital Plan spending. After much discussion, Abe Gray recommended the Board adopt the revised Cash Reserves Policy as presented.

On motion of William Fisher, seconded by Steve Smith the Board voted unanimously to adopt the revised Cash Reserves Policy as presented.

Early Payoff of PWSD #1 Escrow Agreement – Abe Gray

Abe Gray reported PWSD's legal counsel prepared an amendment to the Escrow Trust Agreement to carry out the early payoff since the HBPW accepted the offer in the April 2019 Board meeting. Mr. Gray noted by terminating the agreement early, the HBPW and PWSD #1 can both save approximately \$65,000 on the outstanding principal balance and also free up approximately \$255,000 of reserves, which would be transferred to the Water Fund's unrestricted cash balance. Mr. Gray reported HBPW management requests the Board authorize Board President Rosenkrans to sign the amendment to the Escrow Trust Agreement.

On motion of William Fisher, seconded by Steve Smith the Board voted unanimously to authorize Board President Rosenkrans to sign the amendment to the Escrow Trust Agreement as presented.

WWTP Bar Screen Project Change Order – Matt Munzlinger

Matt Munzlinger reported since the installation of the bar screens at the Wastewater Treatment Plant (WWTP), it was found there were a couple of items that were left out of the original plan. Mr. Munzlinger noted after working with the Engineer to come up with a solution, it was determined that installation of grating/solid covering over the holes where the original bar screens have been removed would be necessary to make the space useable, secure, and safe. Mr. Munzlinger also noted installation of an access way through the exterior allowing the compaction screw of the new bar screen to be removed for routine maintenance is necessary. Mr. Munzlinger noted the total to complete the project would be \$47,300.00. Mr. Munzlinger recommended the Board approve the WWTP Bar Screen Project Change Order as presented.

On motion of Stephan Franke, seconded by Steve Smith the Board voted unanimously to approve the WWTP Bar Screen Project Change Order as presented to complete the project for the amount of \$44,300.00.

Chloramine Alternative Project/Change Order No.1 – Matt Munzlinger

Matt Munzlinger presented the proposed Change Order No.1 for the Chloramine Alternative Project. Mr. Munzlinger noted the change order addresses multiple items with the largest being the formal approval of the contractor replacing the bulk storage tanks for the sodium hypochlorite. This change order increases the project cost by \$89,213.84 and adds 5 additional days for substantial completion. Mr. Munzlinger and the Engineer recommend the Board approve the Chloramine Alternative Project Change Order No.1 for approval.

On motion of William Fisher, seconded by Steve Smith the Board voted unanimously to approve the Chloramine Alternative Project Change Order No.1 as presented.

Stormwater Funding Update – Matt Munzlinger

Matt Munzlinger reported since Proposition S failed to pass in April 2019, the HBPW staff has continued to take steps to develop a Stormwater utility. Mr. Munzlinger noted these items included the passage of the Stormwater policy and Black & Veatch continuing to work on policy development related to a Stormwater utility. Mr. Munzlinger noted since there is currently no funding for the Stormwater department, it is necessary to take the proposition back to the vote of the Hannibal citizens either on the November 2019 or April 2020

ballot. After much discussion, Mr. Munzlinger noted the HBPW staff recommends sending a request to City Council to approve the proposition be placed on the April 2020 ballot.

On motion of Stephan Franke, seconded by Steve Smith the Board voted unanimously to approve the Stormwater proposition be sent to the City Council for approval to be placed on the April 2020 ballot.

NEW BUSINESS

North Street Storm Sewer Engineering Proposal – Matt Munzlinger

Matt Munzlinger reported due to high river water levels, a condition assessment on the North Street Storm Sewer failure has unfortunately not been a possibility. Mr. Munzlinger noted the site was fenced in early July to prevent unauthorized access to that area and the gas company relocated a HDPE gas main that was found to have been in the area of the failure as well. Mr. Munzlinger noted after the river water recedes, he is recommending the Board approve the proposal presented from Poepping, Stone, Bach & Associates (PSBA) to complete a condition assessment and provide alternatives for repairing the failed storm sewer with preliminary cost estimates.

On motion of William Fisher, seconded by Steve Smith the Board voted unanimously to approve the PSBA proposal as presented.

MDNR MS4 Permit Inspection – Matt Munzlinger

Matt Munzlinger reported the Missouri Department of Natural Resources (MDNR) completed an onsite MS4 Program inspection on June 6, 2019. Mr. Munzlinger presented a report regarding the inspection that found some areas where improvements can be made. Mr. Munzlinger noted this was expected with the development of the program being relatively new and the schedule for the implementation of certain items. Mr. Munzlinger noted the HBPW will be working through the items listed in the report and try to make the necessary improvements with no action needed at this time.

Pole Attachment Agreement – Matthew Jones

Matthew Jones reported the HBPW has been contacted by local service providers asking to gain access to existing poles. Mr. Jones noted establishing a formal agreement will help address all requirements and concerns. Mr. Jones reported it was elected to keep the same \$9.78 charge per pole, per year fee as stated in the approved Schedule of Fees and Charges. The new agreement will require the HBPW to perform period field inspections to ensure the staff is recording added/removed attachments as well as the breakdown per pole, per licensee. Mr. Jones noted since James Lemon reviewed the agreement, he would like to recommend approval of the Pole Attachment Agreement as presented as well as guidance from James Lemon a new City ordinance would be required to be adopted.

On motion of Stephan Franke, seconded by William Fisher the Board voted unanimously to approve Pole Attachment Agreement as presented.

August Board Meeting Schedule – Heath Hall

Heath Hall recommended rescheduling next month's board meeting to August 27, 2019 at 5:00p.m. due to a personal conflict.

On motion of William Fisher, seconded by Steve Smith the Board voted unanimously to approve rescheduling the August regular Board meeting to August 27, 2019 at 5:00p.m.

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 (2)(3)(12) of the Missouri Sunshine Law, to discuss Real Estate, Personnel & Contracts admitting Lennie Rosenkrans, William Fisher, Steve Smith, Stephan Franke, Heath Hall, Courtney Harris, Abe Gray, Beverly Stewart & James Lemon. Motion seconded by Lennie Rosenkrans. ROLL CALL: AYES: Board Members, Lennie Rosenkrans, Steve Smith, William Fisher, & Stephan Franke. NAYS: 0.

ADJOURNMENT

William Fisher made a motion to adjourn. Motion seconded by Lennie Rosenkrans and carried unanimously. The meeting was adjourned at 7:30p.m.



Heath Hall
General Manager

William Fisher
Secretary