

BOARD OF PUBLIC WORKS

Regular Board Meeting

Monday, September 16, 2019
Time: 5:00p.m.

Present:	Lennie Rosenkrans	President
	Steve Smith	Vice President
	William Fisher	Secretary
	Stephan Franke	Board Member
	Mathew Munzlinger	Interim General Manager
	Courtney Harris	Administrative Assistant
	Abe Gray	Finance Director
	Jared Stewart	Superintendent of Lineman
	Lance Kendrick	Facilities Supervisor
	Matthew Jones	IT
	Kenny Garcia	Union Representative
	James Lemon	City Attorney
	Corey Mahaffey	Economic Development
	Andy Dorian	Director of Central Services
	Danny Henley	Hannibal Courier Post

CALL TO ORDER

The meeting was called to order at 5:00p.m. by Lennie Rosenkrans.

INVOCATION & PLEDGE OF ALLEGIANCE

The invocation was given by Mr. Steve Smith.

CONSENT AGENDA

- A) Minutes – August 27, 2019
- B) Payrolls – August 30, 2019 & September 13, 2019
- C) Claims – August 2019

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

COMMENTS FROM THE AUDIENCE

None

GENERAL MANAGER & OPERATIONS REPORT

Matt Munzlinger reported four linemen and one supervisor traveled to Florida to assist with Hurricane Dorian efforts as part of the Mutual Aid Agreement with MPUA. Mr. Munzlinger noted due to the path of the hurricane the crew was not required to complete any restoration work.

Matt Munzlinger reported Public Utilities Week is October 7-11, 2019. Mr. Munzlinger noted Stream Team cleanup will be held during this week along with selected community service projects.

Matt Munzlinger reported Kathleen Robertson was selected as the August 2019 Employee of the month.

Matt Munzlinger reported on September 9th, Mark Salter earned his 20-years-of-service pin with the Hannibal Board of Public Works.

Matt Munzlinger reported Electric outages for the month of August were high due to storm activity. Mr. Munzlinger noted the overall availability rate for the past 12 months is 99.986%.

Matt Munzlinger reported last month there was a 15k Sub Station breaker fail in the South Side Substation that caused a 30-35 minute outage. The crew is currently testing the replacement breaker and working to replace it.

Matt Munzlinger reported the Sewer crew continued raising manholes covered during City paving activities. Mr. Munzlinger noted during the month the Crew was able to raise 36 manholes and 6 manholes were sealed in the downtown SSO project area.

Matt Munzlinger reported the Water Treat Plant (WTP) production was higher for the month of August due to Ralls County purchasing water for most of the month. Mr. Munzlinger noted an Energy Efficiency group from Mizzou visited the HBPW to tour both the WTP and the Wastewater Treatment Plant (WWTP) during the month.

Matt Munzlinger reported multiple meetings and testing were conducted this past month regarding the Automated Meter Integration System. Mr. Munzlinger noted the project is still on schedule based on the comments from ACLARA and NISC.

FINANCIAL REPORT

Abe Gray presented the Board with the financial results for the month of August 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, Wastewater Treatment Plant, & Stormwater updates. Mr. Munzlinger noted the progress of these projects and studies are acceptable and will continue as weather permits.

OLD BUSINESS

Approval of Wastewater Pre-treatment Consulting Contract

Lance Kendrick reported the Hannibal Board of Public Works entered into a contract with KimHEC to provide wastewater pretreatment program services in August 2017. Mr. Kendrick noted due to the not to exceed amount of that contract being met, a new contract proposal is being submitted for approval so the HBPW may continue utilizing KimHEC services. Lance Kendrick recommended approval of the KimHEC agreement for professional services as presented.

On motion of Stephan Franke, seconded by William Fisher the Board voted unanimously to approve the KimHEC Wastewater Pretreatment Consulting Contract as presented.

Diemakers Tank Rehab – Engineering Contract Approval

Matt Munzlinger reported when the rehabilitation of the Diemakers Tank was first discussed, the decision was made to combine the project with the rehabilitation of the Warren Barrett Ground Storage Tank contract. Mr. Munzlinger noted when it was time to bid the project it was determined splitting the tanks into two projects is what is best moving forward. Mr. Munzlinger recommended approval of the presented Engineering Agreement with MECO Engineering for the completion of the Diemakers Tank Rehabilitation Project.

On motion of William Fisher, seconded by Steve Smith the Board voted unanimously to approve the Diemakers Tank Rehabilitation contract with MECO for the amount of \$3500.00 as presented.

Reauthorization of Letter of Credit – Abe Gray

Abe Gray reported as part of the mitigation work planned for the Business Park, the HBPW was required to carry a letter of credit with the 'beneficiary' being the Corps of Engineers. Mr. Gray noted the current letter of credit expired August 2019, and recommended approval of new document prepared by F&M Bank.

On motion of William Fisher, seconded by Stephan Franke the Board voted unanimously to approve the Letter of Credit prepared by F&M Bank as presented.

NEW BUSINESS

US Cellular Agreement – Matt Munzlinger

Matt Munzlinger reported US Cellular contacted the HBPW regarding the ability to attach service to some of the utility poles. Mr. Munzlinger noted an agreement is required governing the attachment of their equipment and recommended approval of the US Cellular Agreement as presented.

On motion of Steve Smith, seconded by William Fisher the Board voted unanimously to approve the US Cellular Agreement as presented.

Altec Lease Agreement (Truck#20) – Matt Munzlinger

Matt Munzlinger reported during the development of the last Five Year Plan and budget, it was determined beneficial to enter into an operating lease for the larger line trucks. Mr. Munzlinger noted the lease presented includes the normal maintenance, repairs, and testing completed on the vehicles. Mr. Munzlinger requested the approval of the Altec Lease Agreement as presented.

On motion of Stephan Franke, seconded by Steve Smith the Board voted unanimously to approve the Altec Lease Agreement as presented.

MAMU Representative Approval – Matt Munzlinger

Matt Munzlinger requested approval of positions to appoint the General Manager as the Director and the Finance Director as the Alternate Director for the MAMU Board.

On motion of Stephan Franke, seconded by Steve Smith the Board voted unanimously to approve the General Manager as the Director and the Finance Director as the Alternate Director of the MAMU Board.

MJMEUC Representative Resolution

Matt Munzlinger requested approval of the MJMEUC resolution presented to appoint the General Manager as the Director and the Finance Director as the Alternate Director.

On motion of Stephan Franke, seconded by Steve Smith the Board voted unanimously to approve the MJMEUC Representative Resolution as presented.

SRF Authorized Representative – Matt Munzlinger

Matt Munzlinger reported as part of the SRF Funding the HBPW is required to complete necessary paperwork for the Missouri Department of Natural Resources 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 and requested he be appointed as the Authorized Representative.

On motion of William Fisher, seconded by Steve Smith the Board voted unanimously to appoint Matthew Munzlinger as the SRF Authorized Representative.

MPUA Travel Approval – Matt Munzlinger

Matt Munzlinger asked permission from the Board to attend the Missouri Public Utility Alliance Annual Conference September 25-27, 2019. Mr. Munzlinger noted Gene Majors will be receiving an award and he would like to attend the conference.

On motion of William Fisher, seconded by Stephan Franke the Board voted unanimously to approve Matt Munzlinger to attend the Missouri Public Utility Alliance Annual Conference September 25-27, 2019.

CITY ATTORNEY – PENDING MATTERS

NONE

GENERAL DISCUSSION

Matt Munzlinger reported a Prairie State Tour will be held on October 17, 2019 and expressed to the Board Members if they have any interest to let him know by the end of the month to make arrangements.

Matt Munzlinger reported the American Public Power Legislative Rally will be held February 24-26, 2020 and expressed if the Board Members have any interest in attending the rally to please let him know so arrangements can be planned.

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, Matt Munzlinger, Jared Stewart, Abe Gray, Courtney Harris, Corey Mahaffey, Andy Dorian & James Lemon. Motion seconded by Stephan Franke. 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 Steve Smith and carried unanimously. The meeting was adjourned at 7:24p.m.

Mathew Munzlinger
Interim General Manager

William Fisher
Secretary