

## BOARD OF PUBLIC WORKS

Regular Board Meeting

Monday, January 20, 2020

Time: 5:00p.m.

Present:

Steve Smith  
Bill Fisher  
Stephan Franke

Vice President  
Secretary  
Board Member

Mathew Munzlinger  
Courtney Harris  
Abe Gray  
Jared Stewart  
Andrea Campbell  
Matthew Jones

Interim General Manager  
Administrative Assistant  
Finance Director  
Electric Line Superintendent  
Stormwater Coordinator  
IT Specialist

Drew Ward  
Corey Mahaffey  
Jim Hark  
Mike Dobson  
Melissa Cogdal  
Alan Bowen  
Jay Stowe  
Danny Henley  
Lynsey Whitaker

Staff Attorney for the Lemon Law Firm  
Hannibal Regional Economic Development Council  
Mayor  
City Councilman  
City Councilman  
City Councilman  
Stowe Utility Group, LLC  
Hannibal Courier-Post  
KHQA

### **CALL TO ORDER**

The meeting was called to order at 5:00p.m. by Steve Smith.

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

The invocation was given by Mr. Steve Smith.

### **CONSENT AGENDA**

- A) Minutes – December 16, 2019
- B) Payrolls – December 20, 2019 & January 3 & 17, 2020
- C) Claims – December 2019

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

### **COMMENTS FROM THE AUDIENCE**

Alan Bowen, City Councilman, asked the Board if they would consider starting the Board meetings at 5:00p.m. every time, especially after Public Hearings. Mr. Bowen also requested the Board consider holding two meetings a month instead of one since there is a long time frame between meetings to be able to speak. Steve Smith responded the Board has discussed having two meetings and will look further into it.

Alan Bowen asked the Board if Jay Stowe's report was public and available. Stephan Franke responded the report is public at this time and is available for Mr. Bowen to request.

Mr. Bowen asked where the General Manager position had been posted and if the HBPW hired a head hunting company to help with the process. Stephan Franke responded that the General Manager hiring process has started and is ongoing. The HBPW elected not to go with the headhunting group because the cost was prohibitive based on initial queries. Mr. Franke noted Jay Stowe is helping the HBPW through the process and updates will be given after tangible progress is made.

Mr. Bowen asked since there has not been a decrease in water usage, would that negate the HBPW from doing the next increase? Stephan Franke responded due to the Water Treatment Plant still in the building process that possibility would have to be at a later time. Abe Gray agreed with Mr. Franke and reiterated that right now is not the best time to skip a scheduled increase during construction of the project.

Alan Bowen asked if the investigation was done or if the Board could comment on the investigation that KHQA reported on regarding the \$88,000. Stephan Franke responded the investigation is ongoing and as reported in August 2019 the information will be provided along with updates when available. Mr. Franke noted the process is ongoing right now and we hope to conclude it as soon as possible.

Mr. Bowen asked if the project is still ongoing that was spoken about at the end of last month's Board meeting for the amount of \$400,000. Mr. Bowen noted it was regarding the HBPW building or security upgrade. Matt Munzlinger responded the process was started over a year ago and is still ongoing. Mr. Munzlinger noted CMT has provided an assessment and alternatives will be put before the Board on how to proceed. Mr. Bowen asked if Mr. Munzlinger could comment on what the problem areas are. Matt Munzlinger responded that the original assessment was regarding building security, running out of space, potential of accidents, warehouse parking, along with several other alternatives for improvement.

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

Matt Munzlinger reported he provided the City Council with an update of the GAC project at the December 17, 2019 council meeting and will also be updating City Council at the January 21, 2020 meeting.

Mike Dobson, City Councilman exited the meeting at 5:10p.m. and Mayor Jim Hark entered the meeting at 5:10p.m.

Matt Munzlinger reported Prairie State's capacity factor is 86% and the all in energy charge is \$63.30/MW for the past 12 months.

Matt Munzlinger reported the HBPW hired a new Customer Service Representative, Ryan Adcock on January 20, 2020. Mr. Munzlinger noted Mr. Adcock is training at this time.

Matt Munzlinger reported the Facilities Supervisor job posting was recently removed and the process of reviewing the applicants and setting up interviews will be in February 2020. Mr. Munzlinger noted the General Manager position was posted on January 9, 2020.

Matt Munzlinger reported the Toys for Tots campaign was a great success this holiday season, and the HBPW staff were able to donate a little over 100 individual toys to the Douglass Community Services.

Matt Munzlinger reported Joe Darnell was voted by the HBPW staff as the December 2019 Employee of the Month.

Matt Munzlinger reported a letter was mailed to the Missouri Department of Natural Resources (MDNR) on December 10, 2019 with an update on the status of Stormwater funding. The HBPW staff is awaiting a response and continuing to work on future goals.

Matt Munzlinger reported the Stream Team had a great year with 200 people volunteering a total of 928 hours to reduce floatable entering the Mississippi River. Mr. Munzlinger noted the volunteers were able to collect a total of 7.94 tons of trash during the litter pickup events.

Matt Munzlinger reported the HBPW staff will be having a conference call with Black and Veatch on January 23, 2020 regarding the Stormwater utility development.

Matt Munzlinger reported Joe Darnell has completed the majority of the Stormwater mapping and is anticipating additional field personnel to help complete the mapping.

Matt Munzlinger reported there were no Storm Sewer failures during the month of December 2019.

Matt Munzlinger reported the Electric crew had a few outages that were mainly squirrel related.

Matt Munzlinger reported due to weather, the Electric crew focused mainly on maintenance items, outages and service requests.

Matt Munzlinger reported the relay installation at the red devil substation was completed by a contractor.

Matt Munzlinger reported the Water crew repaired 3 water main breaks on mains ranging in size from 2-6 inches. Mr. Munzlinger reported none of the main breaks required the issuance of a boil order.

Matt Munzlinger reported the Sewer department responded to a MDNR letter inspection report last month with clarification to the items reported. Mr. Munzlinger noted he has received no response from MDNR at this time.

Matt Munzlinger reported the Sewer crew for the year has completed 44 CIPP repairs totaling 118 feet and 12 excavated repairs totaling 428 feet.

Matt Munzlinger reported the Water Treatment Plant production is currently more than December 2018.

Matt Munzlinger reported the Wastewater Treatment Plant is waiting on comments from MDNR regarding the inspection report.

Matt Munzlinger reported a contractor installed the door necessary to perform maintenance on the bar screen at the WWTP. Mr. Munzlinger noted in-house staff also completed an electrical actuator bypass installation that was installed after the bar screen.

Matt Munzlinger reported the crew is continuing to implement meters necessary for testing of the new automated metering system.

Matt Munzlinger reported there were 22 service orders to cut-off customers for non-payment throughout the month of December 2019.

### **FINANCIAL REPORT**

Abe Gray presented the Board with the financial results for the month of December 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. Mr. Munzlinger presented a photo of the Water Treatment Plant project and voiced the GAC system could be operational by the end of March 2020.

### **OLD BUSINESS**

#### **North Street & Martin Street Storm Sewer Updates – Mathew Munzlinger**

Mathew Munzlinger reported Poepping, Stone, Bach, & Associates (PSBA) has completed the design, plans, and specifications for the Martin Street storm sewer repair. Mr. Munzlinger noted the HBPW will need a funding source to move forward with the project.

Mr. Munzlinger reported FEMA was able to complete the damage assessment including pictures and measurements for the report. Mr. Munzlinger noted FEMA will be sending a response on what they are planning to help fund to make the repairs. Mr. Munzlinger also received a document from PSBA regarding the temporary repair for North Street. Mr. Munzlinger noted the rough estimate to fix the repair will be \$50-60,000. and he will keep the Board posted as information is provided to move forward with the project.

#### **2020 Sewer Revenue Bond Update – Abe Gray**

Abe Gray reported the HBPW is in the process of refunding its 2013 Sewer Revenue bonds, which is anticipated to save HBPW ratepayers approximately \$667,000 over the remaining life of the bonds. Mr. Gray presented the

current timeframe for the issuance of new revenue bonds in the Sewer Fund. Mr. Gray noted no action is needed at this time.

#### **5-Year Capital Plan – Abe Gray**

Abe Gray presented the 5-Year Plan that includes all proposed capital projects for the next five fiscal years. Mr. Gray noted the only change to the plan from what was presented to the Board at last month's meeting is the addition of project W-22, the demolition of the old, unused Southside water tank, estimated to cost \$50,000. Mr. Gray requested the Board approve the 5-Year Plan as presented.

On motion of William Fisher, seconded by Stephan Franke the Board voted unanimously to approve the 5-Year Capital Plan as presented.

#### **US Cellular Agreement – Mathew Munzlinger**

Matt Munzlinger presented the finalized US Cellular agreement that will allow US Cellular to attach to some of the HBPW utility poles. Mr. Munzlinger requested the Board approve this agreement as presented.

On motion of Stephan Franke, seconded by William Fisher the Board voted unanimously to approve the US Cellular agreement as presented.

### **NEW BUSINESS**

#### **Diemaker Tank Rehabilitation – Mathew Munzlinger**

Mathew Munzlinger reported Diemakers tank is located behind Spartan Light Metal Products on Hwy MM. Mr. Munzlinger noted the tank was constructed in 1996 and is currently in need of maintenance. The rehabilitation project consists of complete repainting of the interior and exterior, the addition of an antenna ring at the top of the tank, repair to the interior bowl ladder damaged by ice, and the installation of a tank mixer. Mr. Munzlinger noted there were three bidders for the project and recommended approving the lowest bid submitted by Hogans, Inc. for the amount of \$263,510. This project would take 60 days and the tank would be out of commission for at least 30 days. Mr. Munzlinger noted since the Diemaker tank is the only tank serving this area of the distribution system, he also recommended renting pressure tanks to help meet the normal demands and aid in reducing pressure swings when operating with the pumps only. The cost to rent these tanks would be an additional \$30,000. Overall the total cost of completing the project is \$300,000.

On motion of Stephan Franke, seconded by William Fisher the Board voted unanimously to approve the Hogans, Inc. bid for the Diemaker Tank Rehabilitation as presented for the amount of \$263,510.

#### **Oakwood/Southside Substations Interconnection Design – Mathew Munzlinger**

Mathew Munzlinger presented a proposal from BHMGM regarding the design and construction management work for the interconnect between Oakwood Substation and Southside Substation. Mr. Munzlinger noted it is the last connection we need between our substations to give the HBPW the full ability to feed any of our substations from two different sides. Mr. Munzlinger recommended approval to enter into an agreement with BHMGM for the design of this interconnection. The total cost for the project is \$195,000.

On motion of William Fisher, seconded by Stephan Franke the Board voted unanimously to approve the presented agreement with BHMGM for the design of interconnection between Oakwood and Southside substation for the amount of \$195,000.

#### **Travel Authorization/APPAs Legislative Rally – Mathew Munzlinger**

Mathew Munzlinger requested travel approval to attend the upcoming American Public Power Association's Legislative Rally that will be held at the end of February 2020.

On motion of Stephan Franke, seconded by Steve Smith the Board voted unanimously to approve Mathew Munzlinger to attend the Legislative Rally at the end of February 2020.

#### **Set Future Meeting Dates/Times – Mathew Munzlinger**

Mathew Munzlinger reported due to Presidents Day and the requirements of bond refinancing he recommends rescheduling the dates of the upcoming Board meetings and schedule a Special Board meeting as well. The Board unanimously agreed to schedule the upcoming meetings. It was agreed the regular Board meeting next

month will be Tuesday, February 18<sup>th</sup> at 4:00p.m. The Special Board meeting for the bond refinancing will be held Tuesday, March 3<sup>rd</sup> at 5:00p.m. The regular meeting for March will be Tuesday, March 17<sup>th</sup> at 4:00p.m.

**SPECIAL REPORTS**

**Grainbelt Express – Mathew Munzlinger**

Mr. Munzlinger reported he was contacted by the Missouri Public Utility Alliance letting him know there is legislation pending in the House and the Senate in regards to the Grainbelt Line being constructed. Mr. Munzlinger noted all three of the bills are centered on the use of eminent domain by a private entity and in motion to be reviewed.

**CITY ATTORNEY – PENDING MATTERS**

NONE

**GENERAL DISCUSSION**

NONE

**CLOSED SESSION**

William Fisher made a motion to convene in closed session, in accordance with Section 610.021 610.021(2)(3)(12) of the Missouri Sunshine Law, to convene in closed session to discuss Real Estate, Personnel, & Contracts admitting Steve Smith, William Fisher, Stephan Franke, Mathew Munzlinger, Abe Gray, Beverly Stewart, Michael Lowenbaum, James Hark, Jay Stowe, Drew Ward, Courtney Harris, Brian Graiff, Ron Steinkamp, Jason Buhlinger, Joe Montes, & Tom Etling. Motion seconded by Stephan Franke. ROLL CALL: AYES: Board Members, Steve Smith, William Fisher & Stephan Franke. NAYS: 0.

**ADJOURNMENT**

William Fisher made a motion to adjourn. Motion seconded by Stephan Franke and carried unanimously. The meeting was adjourned at 7:41p.m.



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Mathew Munzlinger  
Interim General Manager

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William Fisher  
Secretary