

BOARD OF PUBLIC WORKS

Regular Board Meeting

Monday, April 27, 2020

Time: 5:00p.m.

Present:

William Fisher
John Ortwerth
Bill Dees
John Zerbonia

President
Vice President
Secretary
Board Member

Kenneth Reasoner
Mathew Munzlinger
Courtney Harris
Abe Gray

General Manager
Utility Planning & Construction Engineer
Administrative Assistant
Finance Director

James Hark
Alan Bowen
James Lemon
Danny Henley

Mayor
Councilman
City Attorney
Hannibal Courier-Post

CALL TO ORDER

The meeting was called to order at 5:00p.m. by William Fisher.

INVOCATION & PLEDGE OF ALLEGIANCE

The invocation was given by William Fisher.

OATH OF OFFICE

Mayor Hark administered the Oath of Office to Bill Dees, John Zerbonia, & John Ortwerth who were appointed to the Board of Public Works by the City Manager and confirmed by City Council.

INSTALLATION OF OFFICERS FOR FY 2020-2021

John Ortwerth made a motion to nominate William Fisher as President for the 2020-2021 term. Motion seconded by John Zerbonia and carried unanimously.

William Fisher made a motion to nominate John Ortwerth as Vice President for the 2020-2021 term. Motion seconded by Bill Dees and carried unanimously.

William Fisher made a motion to nominate Bill Dees as Secretary for the 2020-2021 term. Motion seconded by John Ortwerth and carried unanimously.

2020-2021 HBPW SLATE OF OFFICERS

- William Fisher – President
- John Ortwerth – Vice President
- Bill Dees – Secretary
- John Zerbonia – Board Member

CONSENT AGENDA

- A) Minutes – March 3 & 17, 2020
- B) Payrolls – March 27, 2020 & April 10 & 24, 2020
- C) Claims – March 2020

On motion of Bill Dees, seconded by John Ortwerth the Board voted unanimously to approve the Consent Agenda.

COMMENTS FROM THE AUDIENCE

NONE

GENERAL MANAGER & OPERATIONS REPORT

Ken Reasoner highlighted information regarding upcoming events for the new Board members including a Board study session and review of the budget, a possible joint study session with City Council to review the budget, and Board orientation sessions. Mr. Reasoner noted the fiscal year begins July 1, 2020.

Ken Reasoner reported an extension policy and builder/developer packet will be compiled for all of the builders/developers of the City of Hannibal. Mr. Reasoner noted this packet will be beneficial for information on how to conduct business with the City of Hannibal and the Board of Public Works.

Ken Reasoner reported policies and operating procedures have been adjusted and put in place to aid with the COVID-19 outbreak. Mr. Reasoner noted community and customer connection has been very important, and a website was developed with articles and a video explaining the changes of HBPW customer service operations. Mr. Reasoner noted the SmartHub app has been a great tool for customers to continue to view and pay their utility bill, monitor daily usage, sign-up for notifications, directly contact HBPW staff, and residential customers can also sign up for services online. Mr. Reasoner noted the facilities are currently closed to the public and the Business office is available by phone or e-mail Monday-Friday, 7:30a.m.-4:30a.m. Mr. Reasoner noted late fees and disconnects have been suspended and ample notice will be given to the customers before returning to normal operations with a 30-day notice that will be provided. Mr. Reasoner noted the HBPW staff will continue to strive to meet social distancing guidelines and the HBPW is in good shape on PPE. Mr. Reasoner noted there will be a phased reopen plan that will occur in the future and the HBPW will be sharing information on the utilities financial impact to the Federal and State policymakers at their request.

Ken Reasoner reported a payment KIOSK machine has been installed at the HBPW Business office entrance and he is hopeful the machine will be operating by May 1, 2020 to give customers 24-hour access to make a payment.

Ken Reasoner reported James Lemon will be giving an update on the 2-Rivers Industries recycling fee later in the meeting.

Ken Reasoner reported lower pricing in purchase power has been reported at this time, and the capacity factor and all-in cost per MWh for Prairie State is 87% and \$63.49.

Ken Reasoner reported Public Relations highlighted the #HannibalProud campaign and noted the Sewer Crew was recognized for the month of March. The article was based on the use of the new technology to raise manholes to grade for smoother transition.

Ken Reasoner reported for the month of March, the managers recognized the entire HBPW Team as the Employee of the Month for making a difference during this historic event.

Ken Reasoner reported in the Stormwater Department, the Missouri Department of Natural Resources (MDNR) released a draft of the MS4(Municipal Separate Storm Sewer System) permit that will begin October 2021.

Ken Reasoner reported there were no Storm Sewer repairs during the month of March. Mr. Reasoner noted the HBPW crews assisted to install a temporary pump at the pump station located behind the Mark Twain hotel. The installed pump is a spare influent from the Wastewater Treatment Plant. Mr. Reasoner recognized Mathew Munzlinger, Jared Stewart and crew for assisting with the project.

Ken Reasoner reported in the Electric Department, the overall availability rate for the past 12 months is 99.988%. Mr. Reasoner noted the crew has also been assisting with work associated with the McDonald's renovation project that is wrapping up.

Ken Reasoner reported the Water Crew replaced 2 services, repaired 11 services, and installed 2 services. Mr. Reasoner noted 5 hydrants were flushed, and the crew completed 147 utility locates and 135 service calls.

Ken Reasoner reported the Sewer Collection crew responded to 13 reported stop-up calls with 2 being on the HBPW's system and 11 on the customer side. One of the stop ups resulted in a SSO (Sanitary Sewer Overflow) and was reported to MDNR. Mr. Reasoner noted crew was able to clean 12, 326 feet, and televise

7,598 feet for the month. The crew also raised 10 manholes due to street paving projects in 2019, and completed the annual check of creek crossings with no major issues found.

Ken Reasoner reported at the WTP (Water Treatment Plant) & WWTP (Wastewater Treatment Plant) the load forecast and past due forecast are being affected by COVID-19. The water production is down at this time at the WTP, and the flow at the WWTP is down as well compared to last year.

Ken Reasoner reported the AMI (Automated Meter Integration) update has been put on hold due to the COVID-19 outbreak. Mr. Reasoner noted Aclara the vendor has travel restrictions at this time which will delay the activation of these devices.

Ken Reasoner reported the Business Office reported a total of 3,200 calls for the month of March with each phone call being resolved under 2 minutes. Mr. Reasoner thanked the Customer Service Representatives for all of their hard work during this time.

FINANCIAL REPORT

Abe Gray presented the Board with the financial results for the month of March 2020, 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.

NEW BUSINESS

Business Park Easement – Mathew Munzlinger

Matt Munzlinger reported earlier this year a representative of Liberty Utilities requested to install a new gas main up the east side of the Business Park property to tie in two portions of their distribution system. Mr. Munzlinger noted this is an opportunity to have the necessary utilities in place when a business builds on one of the lots within the Business Park. Mr. Munzlinger noted he has been corresponding with legal counsel on agreeable easement language and recommended approval of the presented Business Park Easement.

On motion of Bill Dees, seconded by John Ortwerth the Board voted unanimously to approve the Business Park Easement as presented. The easement will be sent to City Council for approval.

Indian Mounds Substation Site – Mathew Munzlinger

Mathew Munzlinger reported in an effort to improve the electrical system an area of improvement is the Indian Mounds Substation Site. Mr. Munzlinger noted due to the age of the substation, several upgrades to the equipment, and safety concerns it was recommended to build a new substation. The presented property purchase is approximately 0.90 of an acre from Lowes to complete the construction that will allow the current substation to remain in service while construction occurs. Mr. Munzlinger and staff recommend approval of the presented agreement so that it can be presented to City Council for approval.

On motion of Bill Dees, seconded by John Zerbonia the Board voted unanimously to approve the Contract for the Sale of the Real Estate as presented. This contract will be sent to the City Council for approval.

FY2020-2021 Budget Process Overview – Abe Gray

Abe Gray reported one of the decisions that will need to be made at the May regular Board meeting will be to approve the FY2020-2021 finalized budget. Mr. Gray noted due to the timeframe of approval, he recommended holding a Special Meeting on May 11th to discuss and review the finalized budget and the capital improvement plan. The Board agreed to hold a Special Meeting on May 11, 2020 at 1:00p.m.

CITY ATTORNEY – PENDING MATTERS

James Lemon reported the recycling ordinance was passed several years ago and now needs to be renewed due to an expiration at the end of April 2020. Mr. Lemon noted the Governor postponed the election until June 2020, and due to the circumstances it was recommended and agreed to terminate the collection of the recycling

fees until it can go to the vote of the people in June 2020. The Board agreed and Ken Reasoner noted this was informational for the Board with no action was needed to stop the collection.

GENERAL DISCUSSION

William Fisher suggested tours be scheduled of the WTP and the WWTP for all new Board Members. Mr. Fisher noted the tours were helpful to understand the operations and recommended this be scheduled when possible.

CLOSED SESSION

Bill Dees made a motion to convene in closed session, in accordance with Section 610.021(1)(2)(12) of the Missouri Sunshine Law, to convene in closed session to discuss Litigation, Real Estate, & Contracts admitting Bill Fisher, Bill Dees, John Zerbonia, John Ortwerth, James Lemon, Ken Reasoner, Mathew Munzlinger, Abe Gray, & Courtney Harris, Motion seconded by John Zerbonia. ROLL CALL: AYES: Board Members, Bill Fisher, John Ortwerth, Bill Dees, & John Zerbonia. NAYS: 0.

ADJOURNMENT

John Ortwerth made a motion to adjourn. Motion seconded by Bill Dees and carried unanimously. The meeting was adjourned at 7:25p.m.



Kenneth Reasoner
General Manager



Bill Dees
Secretary