

## BOARD OF PUBLIC WORKS

Regular Board Meeting

Monday, August 23, 2021  
Time: 4:00p.m.

Present:	William Fisher	President
	John Ortwerth	Vice President
	Bill Dees	Secretary
	Melissa Cogdal	Board Member
	Darrin Gordon	General Manager
	Mathew Munzlinger	Director of Operations
	Courtney Harris	Administrative Support Specialist
	Matthew Jones	Senior IT Specialist
	Paul Trenhaile	Finance Director
	Jared Stewart	Superintendent of Lineman
	Makayla Robbins	Coordinator of Customer & Community Relations
	James Lemon	Attorney
	Mike Dobson	City Councilman

### **CALL TO ORDER**

The meeting was called to order at 4:00p.m. by William Fisher.

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

The invocation was given by William Fisher.

### **INSTALLATION OF OFFICERS FOR FY 2020-2021**

John Ortwerth made a motion to nominate William Fisher as President for the 2021-2022 term. Motion seconded by Bill Dees and carried unanimously.

Bill Fisher made a motion to nominate John Ortwerth as Vice President for the 2021-2022 term. Motion seconded by Bill Dees and carried unanimously.

William Fisher made a motion to nominate Bill Dees as Secretary for the 2021-2022 term. Motion seconded by and carried unanimously.

### **2020-2021 HBPW SLATE OF OFFICERS**

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

### **CONSENT AGENDA**

- A) Minutes – July 19, 2021
- B) Payrolls – July 30, 2021 & August 13, 2021
- C) Claims – July 2021

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

### **COMMENTS FROM THE AUDIENCE**

Mike Dobson thanked the HBPW for the efforts during the storm restoration and recognized Jared Stewart, the HBPW staff, and Townsend Tree Service for all of their hard work during the event.

### **GENERAL MANAGERS REPORT**

Darrin Gordon reported August 3, 2021, a Special Election was held to authorize an additional limited Hannibal City tax of one half (1/2) percent sales tax for the sole purpose of funding city-wide infrastructure and remedial improvements. The intent was that some of the revenues generated would be available for Stormwater repairs and improvements. This Special Election for Proposition 1 failed, and another election will need to be held in the

future to establish the funding. Mr. Gordon noted the HBPW will be starting a significant outreach and will be actively educating the public to help with a funding source.

Darrin Gordon reported on Thursday, August 12, 2021, at approximately 5:00p.m. an unexpected and powerful storm went through Hannibal. It was reported to have 80 mile per hour straight winds that wreaked havoc on the HBPW electric distribution system. Mr. Gordon noted after assessing the damage, the HBPW Staff made the decision to call the Missouri Public Utility Alliance (MPUA) for assistance and exercise the Mutual Aid Agreement. Mr. Gordon noted electric crews from Palmyra, Shelbina, and Columbia came to assist on sight with the restoration along with Townsend Tree Services. Mr. Gordon and Board members voiced they were impressed with the HBPW staff and thanked everyone who helped with the efforts.

Darrin Gordon reported the COVID-19 variant is causing a resurgence in the area. The Wastewater Treatment Plant (WWTP) is continuing to provide valuable information to the healthcare systems in the community. Mr. Gordon noted the HBPW staff is maintaining vigilance in wearing masks, social distancing as much as the work permits and following good hygiene practices.

Darrin Gordon reported a group of Hannibal Middle School students called “Kids in Motion” were able to tour the Water Treatment Plant (WTP) and learn about making water safe to drink. Mr. Gordon noted this was a great outreach program to educate the children on several different topics regarding the utility.

### **OPERATIONS REPORT**

Mathew Munzlinger presented the Board with an updated progress report including 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.

### **FINANCIAL REPORT**

Paul Trenhaile presented the Board with the financial results for the month of July 2021, year to date results, and key financial ratios. Mr. Trenhaile presented the Dashboard presentation to the Board as a review of Key Performance Indicators trailing the last six months.

### **OLD BUSINESS**

#### **Stormwater Loan Principal Payment Deferral – Paul Trenhaile**

Paul Trenhaile reported in August 2017, the Stormwater Fund borrowed \$1 million from the Electric Fund to provide funds to carry the new utility through until such time that it develops a revenue source. This agreement was modified on October 19, 2020, to increase the total financing to \$1,667,629 to fund additional repairs related to a failure on Martin Street. The Stormwater Fund was scheduled to make \$120,000 loan payments on August 1, 2018, 2019 and 2020 (\$100,000 principal and \$20,000 interest). At management’s request, the HBPW Board deferred these principal payments because the Stormwater Fund did not yet have a revenue stream. Mr. Trenhaile noted the HBPW management requests the Board move to defer the August 1, 2021, principal payment of \$100,000. This would be added to the balloon payment at the end of the loan due on August 1, 2022

On motion of John Ortwerth, seconded by Bill Dees the Board voted unanimously to approve to defer the August 1, 2021, Stormwater loan principal payment of \$100,000 as presented.

#### **Reauthorization of Line of Credit – Paul Trenhaile**

Paul Trenhaile presented the F&M Bank line of credit information regarding the retention lake at the Hannibal Lakeside Business Park. Mr. Trenhaile noted at this time, management is requesting the Board to extend the line of credit through F&M Bank for another year.

On motion of Bill Dees, seconded by John Ortwerth the Board voted unanimously to approve the Reauthorization of Line of Credit as presented.

### **NEW BUSINESS**

#### **Cash Reserve Policy – Paul Trenhaile**

Paul Trenhaile presented a copy of the current HBPW cash reserves policy along with the analysis performed by UFS in 2019. Mr. Trenhaile also presented the most recent calculation of the cash reserve targets that was completed in April 2021. Mr. Trenhaile noted the documents were for informational purposes and no action is required at this time.

#### **Investment Policy – Paul Trenhaile**

Paul Trenhaile presented a copy of the investment policy along with a listing of cash and investment balances as of their most recently reconciled date. Mr. Trenhaile noted the documents were for information purposes and no action is required at this time.

**Oakwood to Southside Substation/Tie Line Bid Award – Paul Trenhaile**

Paul Trenhaile reported as part of the plan to increase electric reliability, the completion of a 34.5kV ring throughout the city is one of the higher priorities on the list. In early 2020, the design of the project began with the completion of the necessary survey work, geotechnical evaluation, and clearing a portion of the necessary right-of-way. The project design was completed in the spring of 2021 followed by many discussions about the timing of the solicitation of bids due to material lead times and labor shortages. The decision was finally made to advertise the project on June 28, 2021, with bids due July 28, 2021. As the bid time approached, several of the bidders requested the bid date be extended as well as the substantial completion date be extended. The bid date was extended by two weeks to August 11, 2021, and the substantial completion date was moved back a month until May 2022. Only two bids were received at the August 11, 2021, bid opening. Mr. Trenhaile noted due to the bid prices being considerably higher than anticipated, staff recommends continuing to review the bids and table this item until next month’s Board meeting.

On motion of Bill Dees, seconded by John Ortwerth the Board voted unanimously to continue reviewing the information and table the Tie Line Bid Award until next month’s regular Board meeting.

**Surplus Declaration/Easement Machine – Jared Stewart**

Jared Stewart reported the HBPW annually evaluates its available vehicles, equipment, and other items as to the need, the ability to complete the job function desired, and whether there is useful life left. Mr. Stewart noted the items which are no longer needed are offered to other City Departments first, before being disposed of through a bid process. Mr. Stewart voiced with the recent replacement of the backyard easement machine and the old unit no longer being utilized, the staff is asking that it to declare the easement machine as surplus to proceed with the disposal process.

On motion of Bill Dees, seconded by John Ortwerth the Board voted unanimously to approve the retired backyard easement machine to be declared surplus as presented.

**CITY ATTORNEY – PENDING MATTERS**

NONE

**GENERAL DISCUSSION**

NONE

**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 and Contracts admitting William Fisher, Bill Dees, John Ortwerth, Melissa Cogdal, James Lemon, Mathew Munzlinger, Jared Stewart & Courtney Harris. Motion seconded by John Ortwerth. ROLL CALL: AYES: Board Members, Bill Fisher, John Ortwerth, Bill Dees & Melissa Cogdal. NAYS: 0.

**ADJOURNMENT**

Bill Dees made a motion to adjourn. Motion seconded by John Ortwerth and carried unanimously. The meeting was adjourned at 6:02p.m.



Darrin Gordon  
General Manager



Bill Dees  
Secretary