

BOARD OF PUBLIC WORKS

Regular Board Meeting

Monday, December 20, 2021

Time: 4:00p.m.

Present:

William Fisher
John Ortwerth
Bill Dees
Melissa Cogdal

President
Vice President
Secretary
Board Member

Darrin Gordon
Mathew Munzlinger
Courtney Harris
Paul Trenhaile
Alex Dunker
Makayla Robbins

General Manager
Director of Operations
Administrative Support Specialist
Finance Director
Engineer
Coordinator of Customer & Community Relations

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.

CONSENT AGENDA

- A) Minutes – November 15, 2021
- B) Payrolls – November 19, 2021 & December 3, 2021
- C) Claims – November 2021

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

COMMENTS FROM THE AUDIENCE

None

GENERAL MANAGERS REPORT

After the August storm outage, the HBPW has been working to enforce the strengths that were exhibited in the emergency and identify and improve weaknesses. The team is currently in preparation of holding a tabletop exercise to practice the Emergency Response Plan.

Mr. Gordon reported Representative Louis Riggs has done a great job of looking out for the needs of Hannibal, and helping the HBPW secure funding that offsets the harm of Storm Uri expenses. The HBPW is closely following updates of the Federal funding that has been passed, and progression of the process of the Federal Government giving its rules and requirements to the State. The State legislature will then create its rules and policies that define how the HBPW can seek funding for qualifying projects. Matt Munzlinger and Mr. Gordon attended an MPUA meeting recently and voiced it could be a lengthy process before the monies are allocated throughout the state.

Mr. Gordon reported a very significant metric reported is “Unaccounted for Water” (UFW). It is a measure of the amount of water that is produced at the Water Treatment Plant versus the amount of water billed for each month. There is a percent of water that is not accounted for due to a myriad of reasons. Currently there is a 30% water loss, and this item will be talked about further in the meeting.

Mr. Gordon reported at the December 7th City Council meeting Ewell Lawson, MPUA Chief Operating Officer, recognized Representative Louis Riggs for his exceptional work and support of the HBPW and the Citizens of the City of Hannibal by helping create the legislation making \$50 million available to the utilities harmed by Winter Storm Uri. The HBPW is a recipient of \$750,000 of that effort. Representative Riggs has also been helping to advance broadband and connectivity for the greater Hannibal community. Mr Gordon noted Mr. Lawson presented the HBPW two awards including the MPUA Annual Safety Award representing recognition of implementing safe utility practices with a perfect safety record for 2020. The second recognition was for the HBPW leading the way in providing the highest degree of reliable and safe electric service to the community. This is reflected in the RP3 designation merited through the American Public Power Association (APPA).

Mr. Gordon reported at this time, some of the inventory supplies are hard to come by and could take months to obtain the materials. Mr. Gordon noted due to inflation some of the items are a lot higher in price as well.

Member Ortwerth asked, "Do you think any of the federal money could help with the Stormwater situation?" Mr. Gordon replied, "I believe so, but I cannot promise anything at this time." Mathew Munzlinger voiced a lot of the state regulations of how the HBPW applies for dollars have not been formed yet. They are still developing applications, deadlines, and stipulations at this time.

OPERATIONS REPORT

Mathew Munzlinger reported a contactor continued with the installation at Minnow Creek subdivision second phase electrical conduits. HBPW crews completed much of the wire installation, along with the installation of transformers and streetlights. The project should be wrapped up the first week of 2022.

Mathew Munzlinger reported the crews have been preparing for winter winterizing hydrants, meter pits, and equipment at the WTP & WWTP.

Mathew Munzlinger reported the Water crew repaired a 16" main on highway 61 throughout the night. They were able to dig out the lead joints and repair it rather quickly.

Mathew Munzlinger reported the crew is continuing to make AMI upgrades with transponder changeouts with the meter crew focusing on the water meters and some of the linemen are replacing the electric meters. This month the crew is focusing on inside water meters and the CSR's have been helping with making phone calls to enter buildings.

Alex Dunker presented an update on water loss and gave an explanation as to what to look for when discussing loss of water. Alex noted he likes to refer to this as water accountability, and there are four main factors including: Gallons of treated water leaving the WTP, Gallons consumed by the customers and billed for, Gallons of water produced but not billed for, and Reporting through the NISC side to generate the numbers. The investigation started at the WTP, and after doing the necessary exercises it was determined the trends year to year are consistently producing the same amount of water. Mr. Dunker voiced customer meters are another factor and doesn't believe at this time to be the bulk of concern. Mr. Dunker also looked into the billing and reporting side and voiced he is very confident on the billing system and its accuracy. Mr. Dunker noted after much investigation, he believes there could be a discrepancy on the reporting side. Matthew Jones has spent many hours going through the system and has done a wonderful job. Mr. Dunker will be keeping everyone updated moving forward with any findings.

PROJECTS REPORT

Mathew Munzlinger presented the Board with an updated progress report including projects from the Electric, Water System, Water Treatment Plant, Sewer System, Wastewater Treatment Plant and Stormwater. 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 November 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

2020-2021 Annual Audit Report – Paul Trenhaile

Paul Trenhaile presented the Board with the final draft Audit results from the FY20-21 fiscal year ending June 30, 2021. Mr. Trenhaile noted the draft Audit Report was submitted and approved by the City Council and the City-wide audit will be finalized by mid-December 2021. The report is available on the HBPW website for all to view.

Bid Award/Oakwood 161 kV Substation, Enclosure – Darrin Gordon

Darrin Gordon reported the HBPW received and opened bids on October 26, 2021, for the major equipment purchase. This was a part of the Oakwood Substation Upgrades project. A total of one (1) bid was received and has been reviewed for completeness and ability to meet specification requirements from Distran for the amount of \$550,650.00. The bid is in accordance with the engineers estimate of \$500,000 prior to the inflation. Therefore, it is the recommendation of BHMG to award the project to Distran.

Bid Award/Oakwood 161 kV Substation, A/C Design

Darrin Gordon reported the HBPW received all quotes from bidders on the AC Modeling and Mitigation RFQ, as part of the Finn - Oakwood 161kV Transmission Line project. A total of three (3) bids were received and have been reviewed for completeness and ability to meet specification requirements. Corpro submitted their bid for the amount of \$25,700.00-\$27,300.00, EN Engineering for the amount of \$24,500.00, and Meridian Pipeline

Services for the amount of \$23,020.00. Mr. Gordon noted Meridian Pipeline Services did not provide a detailed duration or schedule for completion of work. Upon contacting Meridian, they provided estimates for these durations. Therefore, it is the recommendation of BHMG to award the project to Meridian Pipeline Services on a price and duration basis.

Bid Award/Oakwood 161 kV Substation, Right-of-Way Tree Removal

The HBPW received one proposal on the ROW Tree Trimming and Clearing RFP, as part of the Finn - Oakwood 161kV Transmission Line project. The proposal was received from Tom's Tree Service LLC in the amount of \$225,000.00 with a completion date of March 28th, 2022. It is the recommendation of BHMG to award the project to Tom's Tree Service LLC.

On motion of Bill Dees, seconded by John Ortwerth the Board voted unanimously to award the projects for the Oakwood 161kV Substation A/C design to Distran for the amount of \$550,650.00, Meridian Pipeline for the amount of \$23,020.00, and Tom's Tree Service LLC for \$225,000.00.

NEW BUSINESS

Five Year Plan of Capital Improvements – Paul Trenhaile

Paul Trenhaile presented the draft Five-Year Plan of Capital Improvements for the Board members to review. Mr. Trenhaile noted after review he will present the final draft to the Board for approval at the January regular board meeting and will submit the final plan to the Planning & Zoning committee by January 31, 2022.

Proposed Business Hours – Darrin Gordon

Paul Trenhaile reported the front office hours at the HBPW is currently 7:30a.m.-4:30p.m. and proposed new Business Office hours of 7:00a.m.-4:00p.m.

On motion of Bill Dees, seconded by Melissa Cogdal the Board voted unanimously to change the Business office hours from 7:00a.m.-4:00pm.

CITY ATTORNEY – PENDING MATTERS

NONE

GENERAL DISCUSSION

NONE

ADJOURNMENT

John Ortwerth made a motion to adjourn. Motion seconded by Bill Dees and carried unanimously. The meeting was adjourned at 5:23p.m.



Darrin Gordon
General Manager

Bill Dees
Secretary