

## BOARD OF PUBLIC WORKS

Regular Board Meeting

Tuesday, February 22, 2022  
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  
Matthew Jones  
Jared Stewart  
Emily Dexheimer  
Makayla Robbins

General Manager  
Director of Operations  
Administrative Support Specialist  
Finance Director  
IT  
Superintendent of Lineman  
Business Office Supervisor  
Coordinator of Customer & Community Relations

Corey Mehaffey  
Mike Dobson  
James Lemon

Northeast Economic Development  
City Councilman  
City Attorney

### **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 – January 22, 2022
- B) Payrolls – January 28, 2022 & February 11, 2022
- C) Claims – January 2022

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

### **COMMENTS FROM THE AUDIENCE**

None

### **GENERAL MANAGERS REPORT**

Mr. Gordon reported there is a lot of legislative action going on at the State level that could have significant implications for the HBPW customers. The federal and infrastructure legislation is bringing monies to the states and should filter down to communities. Mr. Gordon noted there is around 400 million dollars of ARPA money that will be allocated, but the state has done a preliminary outreach and there are 20 billion dollars on requests. Mr. Gordon noted the Department of Natural Resources will need time for the administrative framework for this program. The dollars are not yet available to HBPW, and their rules are not in place that show how those funds are to be applied for or used. Mr. Gordon will be keeping everyone apprised of the information as it is released.

Mr. Gordon reported the cost of materials and equipment have gone up significantly in price and delivery times are being delayed. Mr. Gordon noted the HBPW recognizes a need for purchasing efforts to reflect the impacts of the new supply chain. He anticipates the company will need to do more repairs of existing equipment due to there being issues obtaining replacement supplies in the future.

Mr. Gordon reported there was a snowstorm last week and there were no outages during the event. Mr. Gordon thanked all of the staff for their preparation.

## **OPERATIONS REPORT**

Mathew Munzlinger reported there were very few outages for the month of January and noted the tree trimming has been a great investment to aid along with fewer outages.

Mathew Munzlinger reported the water production increased for January 2022 compared to January 2021. Mr. Munzlinger noted vessels 1 & 2 were changed out during the month of January and vessels 7 & 8 were completed during the month of February. The change outs will be occurring quarterly moving forward.

Mathew Munzlinger reported during January there were 26 frozen water meters calls with 8 of those on the HBPW.

Mathew Munzlinger noted the Wastewater Treatment Plant is reporting the same data as last January.

Mathew Munzlinger reported the Sewer crew installed a new main on the east side of Grace Street near Save-A-Lot. The crew will be relocating the main and making modifications in collaboration with the city.

Mathew Munzlinger presented information and a graph regarding the KnowBe4 Cyber training that the HBPW employees are required to complete monthly. Mr. Munzlinger voiced the training has been very beneficial and successful making everyone aware of the possibility of malicious activity.

Mathew Munzlinger reported water meters continue to be changed out in the customers homes during the winter, and the crew will continue to install those meters moving forward.

## **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 January 2022, 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.

## **NEW BUSINESS**

### **Key Financial Ratios – Paul Trenhaile**

Paul Trenhaile presented an update of the Key Financial Ratios, which is required by policy to be presented to the Board annually. Mr. Trenhaile noted of each ratio, a quick description of what the ratio is analyzing, how it's calculated, and how we should interpret changes in the ratios was presented. Mr. Trenhaile noted the ratios will be presented after receiving the final audited results around the end of the calendar year.

### **Special Meeting Date Approval**

Paul Trenhaile voiced there are two Special Meetings that will need to be scheduled regarding the lease financing. The first Special meeting date recommended is for Tuesday, March 15<sup>th</sup> at 5:30p.m. to adopt the resolution to approve the lease financing. Mr. Trenhaile noted the second meeting would be Tuesday, April 5<sup>th</sup> at 5:30p.m. to approve the Sale and Documents. Mr. Trenhaile voiced these recommended dates would coincide with the City Council meetings, and the Board unanimously agreed to set the meeting dates/times as discussed.

### **Disconnection Policy – Emily Dexheimer**

Emily Dexheimer presented information regarding the Disconnection Policy. Ms. Dexheimer voiced we are here for the purpose for providing safe and reliable services, but unfortunately, we also have to disconnect at times. Emily presented information regarding disconnections and the sequence of events to contact customers if they fall in the disconnection category. There is a weather policy in place and is in effect from October 1-March 31<sup>st</sup>. Emily noted on average 17% of the customers receive delinquent notices. The Business office is always available to help all HBPW customers with providing information if anyone needs assistance.

## **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(12) of the Missouri Sunshine Law, to convene in closed session to discuss Contracts admitting William Fisher, Bill Dees, John Ortwerth, James Lemon, Darrin Gordon, Mathew Munzlinger, Paul Trenhaile, & Courtney Harris. Motion seconded by John Ortwerth. ROLL CALL: AYES: Board Members, Bill Fisher, John Ortwerth, Bill Dees, and Melissa Cogdal. NAYS: 0.

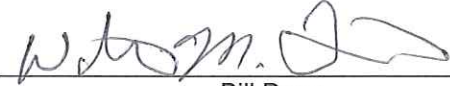
**ADJOURNMENT**

John Ortwerth made a motion to adjourn. Motion seconded by William Fisher and carried unanimously. The meeting was adjourned at 5:40p.m.



---

Darrin Gordon  
General Manager



---

Bill Dees  
Secretary