

BOARD OF PUBLIC WORKS

Regular Board Meeting

Monday, March 20, 2023

Time: 4:00p.m.

Present: John Ortwerth via phone
William Fisher
Bill Dees via phone
Robert Koehn

President
Vice President
Secretary
Board Member

Darrin Gordon
Courtney Harris
Paul Trenhaile
Matthew Jones
Jared Stewart

General Manager
Administrative Support Specialist
Finance Director
Senior IT Specialist
Superintendent of Lineman

Ethan Matchett
Maria Kuhns

Lemon Law Firm
Economic Development

CALL TO ORDER

The meeting was called to order at 4:00p.m. by John Ortwerth.

INVOCATION & PLEDGE OF ALLEGIANCE

The invocation was given by John Ortwerth.

CONSENT AGENDA

- A) Minutes – February 21 & 23, 2023
- B) Payrolls – February 24, 2023 & March 10, 2023
- C) Claims – February 2023

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

COMMENTS FROM THE AUDIENCE

NONE

GENERAL MANAGERS REPORT

Mr. Gordon reported himself, Mike Dobson, Matt Munzlinger and Paul Trenhaile attended the Legislative Rally in Washington DC from February 26 – March 1. The group was able to meet with several Missouri State representatives including Congressman Sam Graves, Senator Schmitt, and the majority of Missouri State delegates. The topics addressed included Management of Energy Transition, Utility Parity in Tax Policy, Maintaining Security Vigilance, Encouraging Economic Progress, Telecommunications Access, & Stormwater.

Mr. Gordon reported he will be discussing Stormwater funding further in the meeting.

OPERATIONS REPORT

Mathew Munzlinger reported the overall availability rate for the past 12 months was 99.992%, which has not changed since November 2022. The number of outages increased by 1 to 9, with the outage minutes increasing from 358 minutes to 495 minutes. Mr. Munzlinger noted increased efforts of the tree trimmers has helped tremendously with decreasing outages.

Mathew Munzlinger reported the primary focus of the Electric crew for the month was on pole change-outs, new streetlighting on Munger Lane, and new service connections.

Mathew Munzlinger reported the installation of the Water Treatment Plant Generator has begun by installing conduit for the electrical and communication infrastructure installation. The concrete for the foundation was

completed, and the generator was set into place on March 15. The crew will continue to complete the necessary tie ins to make the generator functional.

Mathew Munzlinger reported at the Water Treatment Plant (WTP), the production was considerably below in comparison to the FY21-22 reported numbers. Mr. Munzlinger noted the crew is currently working with a contractor regarding water loss and the percentage has reduced from 28%-19%.

Mathew Munzlinger reported the City of St. Charles recently toured the GAC facility at the WTP. They are currently exploring options to design and build a facility nearly identical to HBPW's. They greatly appreciated the first-hand look at the facility and commented on the cleanliness and pride shown in the HBPW facility.

Mathew Munzlinger reported Lance Kendrick has now taken over the Supervisory duties at the WTP.

Mathew Munzlinger reported the Water crew repaired 5 water main leaks during the month, along with system valves and 2 lead services.

Mathew Munzlinger reported the Wastewater Treatment Plant (WWTP) cleaned out Grit Chamber #1 & #2 and installed a weir to help retain fats, oils, and grease.

Mathew Munzlinger reported the Sewer crew had no SSO's for the month and are continuing cleaning and tv'ing.

Mathew Munzlinger reported the inspection of the MS4 program in January resulted in a letter of warning. The HBPW staff worked with the city to formulate a response that was sent today.

Mathew Munzlinger reported IT is continuing to explore a potential vendor to supply a surveillance camera solution to monitor external sites.

Mathew Munzlinger reported there are currently 166 electric and 29 water AMI meters remaining to upgrade which include accounts that are currently inactive. The shipment of new meters that were expected to arrive in March has been delayed.

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. Gordon noted the progress of these projects and studies are acceptable and will continue as the weather permits.

FINANCIAL REPORT

Paul Trenhaile presented the Board with the financial results for the month of February 2023, 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.

UNFINISHED BUSINESS

Preliminary FY23-24 O&M Budget Presentation – Paul Trenhaile

Paul Trenhaile reported the Supervisors and Administration met recently to discuss the coming fiscal year needs. Mr. Trenhaile presented the companywide budget summary for Fiscal Year 2024 reflecting the proposed changes in revenues and expenses; line-by-line and department-by-department details for each fund; and a summary of the budgeted capital expenditures in each fund as part of the Five-Year Capital Plan that was submitted to the Board recently. Mr. Trenhaile noted there is no specific action requested on the budget at this time and the Board unanimously decided to review the budget in more detail at an upcoming workshop within the first week of April.

Stormwater Funding Committee Discussion – Darrin Gordon

Darrin Gordon reported he has been gathering names of Hannibal citizens from City Councilmen, Board Members, and others that attended the recent Stormwater workshop. The intention is to create a Stormwater committee to collaborate and create a proposal of revenue for the Stormwater utility. Mr. Gordon noted at this time he would like to get approval from the Board of the 20 names presented to reach out individually and see their interest in joining the committee.

On motion of Robert Koehn, seconded by Bill Dees, the Board voted unanimously to approve Darrin Gordon to contact the names on the Stormwater contact list to form a committee as presented.

NEW BUSINESS

Transformer Purchase – Mathew Munzlinger

Matt Munzlinger presented information regarding the Indian mound's substation connection transformer purchase. Mr. Munzlinger reported BHMG requested proposals on HBPW's behalf and received two proposals. After much review, Administration requested approval to award the purchase of a single transformer to Virginia Transformer for \$1,469,373.00 as submitted. This recommendation is based upon review with legal counsel and the timeframe for delivery, as the current transformer is rapidly approaching its end of life. Mr. Munzlinger noted this amount is within the budget already discussed for the project.

On motion of Robert Koehn, seconded by John Ortwerth, the Board voted unanimously to award the purchase of a single transformer to Virginia Transformer for the amount of \$1,469,373.00 as proposed.

Surplus of Item – Mathew Munzlinger

Matt Munzlinger reported after evaluating a 2003 Chevy 2500 with 223,000 miles, it was determined the maintenance department vehicle has reached its end of useful life at the HBPW. Mr. Munzlinger recommended the Board declare the truck as surplus to dispose through Purple Wave.

On motion of Robert Koehn, seconded by John Ortwerth, the Board voted unanimously to approve the 2003 Chevy truck as surplus and dispose through Purple Wave.

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(2) of the Missouri Sunshine Law, to convene in closed session to discuss Real Estate admitting William Fisher, Bill Dees, John Ortwerth, Robert Koehn, Darrin Gordon, Paul Trenhaile, Courtney Harris, & Ethan Matchett. Motion seconded by John Ortwerth. ROLL CALL: AYES: Board Members, John Ortwerth, William Fisher, William Dees & Robert Koehn. NAYS: 0.

ADJOURNMENT

Robert Koehn made a motion to adjourn. Motion seconded by John Ortwerth and carried unanimously. The meeting was adjourned at 5:08p.m.



Darrin Gordon
General Manager



William Dees
Secretary