

## BOARD OF PUBLIC WORKS

Regular Board Meeting

Monday, November 20, 2023  
Time: 4:00p.m.

Present:	John Ortwerth	President
	William Fisher via phone	Vice President
	William Dees	Secretary
	Kellie Cookson	Board Member
	Darrin Gordon	General Manager
	Courtney Harris	Administrative Support Specialist
	Mathew Munzlinger	Director of Operations
	Paul Trenhaile	Finance Director
	Matthew Jones	Senior IT Specialist
	Jared Stewart	Superintendent of Lineman
	Erica Mitchell	Coordinator of Customer & Community Relations
	Ethan Matchett	Lemon Law Firm
	Maria Kuhns	Economic Development
	Larry Craig	SWAC Committee
	Marty Kocher	SWAC Committee
	Michelle Beck	SWAC Committee
	Robert Chriscinske	SWAC Committee
	Tom Lennon	SWAC Committee

### **CALL TO ORDER**

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

### **AMEND THE AGENDA**

On motion of William Dees, seconded by Kellie Cookson, the Board voted unanimously to amend the agenda to add a Closed Session 610.021(2) to discuss Real Estate. The reason for the addition is due to a request sent to the HBPW Administration after the agenda was posted on November 17, 2023.

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

The invocation was given by John Ortwerth.

### **CONSENT AGENDA**

- A) Minutes – October 16, 2023
- B) Payrolls – October 20, 2023 & November 3 & 20, 2023
- C) Claims – October 2023

On motion of William Dees, seconded by Kellie Cookson, the Board voted unanimously to approve the Consent Agenda.

### **COMMENTS FROM THE AUDIENCE**

NO COMMENT

### **GENERAL MANAGER REPORT - DARRIN GORDON**

Darrin Gordon presented information regarding energy capacity and the MISO market. Mr. Gordon noted the MISO territory extends from Canada to Texas, and the state of Missouri is in Region 5. Mr. Gordon noted the reliable coal and natural gas generation is being retired while the planned additions are mostly in solar and wind generation. Administration continues to seek the best capacity supply for both short and long-term needs by using consultants and the state joint action agencies to provide guidance. Mr. Gordon noted the HBPW Administration is following the established hedging policy to explore all possibilities and working diligently to provide safe, reliable power at the best price.

Darrin Gordon reported work continues at the proposed solar field site at the Hannibal Regional Airport. The crew is moving forward with the geotechnical study to determine which area at the airport is best for construction. Mr.

Gordon noted he is anticipating the project will produce 2 to 3 megawatts of power at a better than competitive cost. The cost savings to the entire HBPW electric customer pool will benefit equally across the customer base.

Darrin Gordon reported Erica Mitchell will be scheduling electrical safety presentations at the local schools for the month of February 2024.

Darrin Gordon reported the Executive Team is currently reviewing applicants this week for the HR Coordinator position. They are also reviewing qualified candidates for the Water Operator position.

### **OPERATIONS REPORT – MATHEW MUNZLINGER**

Matt Munzlinger reported the overall availability rate for the past 12 months dropped slightly from 99.987% to 99.986%. The number of outages increased from 10 to 25, with most of the outages being animal related.

Matt Munzlinger reported the annual basin cleaning has been completed.

Matt Munzlinger reported the pre-bid meeting for the Gravity Filter Rehabilitation project was held on October 21, 2023, with two contractors present.

Matt Munzlinger reported the Water crew completed 11 repairs during the month including 1 service repair, 1 valve, and 9 main leaks on 2"- 6" mains. The crew completed 3 repairs that were found through FIDO Leak Detection Service.

Matt Munzlinger reported the Water crew finished the installation of a new creek crossing across Bear Creek at Ely Street. This crossing is replacing one that failed approximately 2 years ago.

Matt Munzlinger reported the river was low throughout the month which resulted in low flow at the Wastewater Treatment Plant.

Matt Munzlinger reported Cogent completed annual maintenance on the influent pumps at the Wastewater Treatment Plant.

Matt Munzlinger reported the Wastewater Treatment plant crew stopped feeding Chlorine and Bisulfite on October 31<sup>st</sup> due to permit conditions.

Matt Munzlinger reported the Sewer crew had Zero (0) SSO's and only four (4) stop-up calls. None of the stop-up calls were issues with the public main. Mr. Munzlinger noted this was a very good month, and the crew completed cleaning of the collection system which will help mitigate any problems going into the winter.

Matt Munzlinger reported the Sewer crew raised 27 manholes following the Street Department paving projects. Everything went smoothly and was completed in about two weeks.

Matt Munzlinger reported most of the new electrical meters that were on backorder have now been received. The Meter Technicians will be administering a meter swap, and they hope to have everything accomplished by the end of the year.

### **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 the weather permits.

### **NEW BUSINESS**

#### **2022-2023 Annual Audit Report**

Paul Trenhaile introduced Amanda Schultz, Williams Keepers who presented the 2022-2023 draft Annual Audit Report. The HBPW received an unmodified (clean) opinion and did not have any recommendations or deficiencies regarding internal control. The audit will be presented to City Council at their December meeting, and Mr. Trenhaile thanked Amanda Schultz for the overview of the audit.

### **FINANCIAL REPORT – PAUL TRENHAILE**

Paul Trenhaile presented the Board with the financial results for the month of October 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.

## **NEW BUSINESS**

### **Stormwater Funding Ballot Initiative – Darrin Gordon**

Mr. Gordon presented the official ballot language as it has been vetted and written by legal counsel Alex Riley of the Healy Law Office. Mr. Gordon noted after Lemon Law Firm reviewed the presented document, they are recommending making modifications to sections 5-7. After much discussion, Mr. Gordon requested approval of the Stormwater funding ballot initiative and resolution to send to the Mayor and City Council for a first reading on November 21, 2023, and a second reading on the December 5, 2023. If approved, the ballot initiative presented would be on the April 2, 2024, ballot.

Larry Craig, member of the Stormwater Action Committee, informed the Board Members he would be going before the City Council on November 21<sup>st</sup> in support of adopting the resolution as amended. Mr. Craig voiced the committee has been working diligently to establish the group legally, and their next meeting will be held at Home Bank on December 4<sup>th</sup>.

On motion of William Dees, seconded by Kellie Cookson, the Board voted to approve the Stormwater Funding Ballot Initiative as presented with modifications of sections 5-7, page 3 deleted. AYES: Board Members, John Ortwerth, William Dees, & Kellie Cookson. NAYS: William Fisher. Motion approved.

### **WTP Gravity Filter Rehabilitation – Mathew Munzlinger**

Matt Munzlinger reported the rehabilitation of the gravity filters at the Water Treatment Plant is listed on the Five-Year Plan for capital improvements. The project includes the replacement of the filter media and underdrains in the four gravity filters. Mr. Munzlinger noted the HBPW staff have been collaborating with Black & Veatch to develop plans and specifications for the project. The project was put out to bid in October 2023, and a single bid was received on November 13, 2023, from Martin General Contractors for the base bid of \$860,400.00 and an alternate bid of \$213,100.00. The alternative bid is for the painting of the filter basins prior to reinstalling the media. After review of the bid, Mr. Munzlinger requested the contract be awarded to Martin General Contractors for the base bid and alternate bid for the amount of \$1,073,500.00.

On motion of William Dees, seconded by Kellie Cookson, the Board voted unanimously to award the WTP Gravity Filter Rehabilitation project to Martin General Contractors for the base bid and alternate bid for the amount of \$1,073,500.00.

### **WWTP Clarifier #3 Coating Bid – Mathew Munzlinger**

Matt Munzlinger reported coating the clarifiers at the Wastewater Treatment Plant is listed on the Five-Year Plan for capital improvements. The coating needs to be applied to the portion of the clarifiers to protect the concrete and metal extending the life of these critical components of the treatment process. Plans and specifications for the project began earlier this year, and in mid-June the main bearing in Clarifier #3 failed. This resulted in the clarifier being taken out of service for nearly three months. This allowed for a more detailed analysis and aided in the selection of the correct coating solution. Once plans and specifications were developed, the project was put out to bid in October 2023. A single bid was received on November 8, 2023, from Midwest Infrastructure Coatings in the amount of \$275,000.00 for the base bid and an alternate bid of \$425,000.00 which includes the painting of the rake arm and feed well. After review of the bid, Mr. Munzlinger requested the contract be awarded to Midwest Infrastructure Coatings for the alternate bid of \$425,000.00.

On motion of William Dees, seconded by Kellie Cookson, the Board voted unanimously to award the WWTP Clarifier #3 Coating Bid project to Martin General Contractors to Midwest Infrastructure Coatings for the alternate bid of \$425,000.00.

### **Surplus of Items – Mathew Munzlinger**

Mathew Munzlinger reported the HBPW annually evaluates items which are no longer needed and offered to other City Departments before being disposed of through a bid process. Mr. Munzlinger requested that the following items be declared surplus, to proceed with the disposal process:

- 206 – 6” Non-domestic gland packs, 88 – 8” Non-domestic gland packs, 14 – 10” Non-domestic gland packs, 40 – 12” Non-domestic gland packs, 23 – Ford metal meter lids, 19 – 6” Bell blowoff (2”), 30 – 8” Bell blowoff (2”), 39 – 6” MJ blowoff (2”), 70 – 8” MJ blowoff (2”), 2 – 6” Gate valve (RHO), 2 – 8” Gate valve (RHO), 8 – 2” Blowoffs, 6 – 4” Valves, 2 – 6” 90° Elbow, 4 – 8”x6”x8” Tee, 2 – 6”x6”x6” Tee, 1 – 4”x12” Union, 7 – Red Valve control valves, 1 – Pinch valve top, 16 – Aluma Form transformer cluster mounts, 15 – Lapp Bells suspension Insulators, 8 – Z-braces for wood, 10 – Wishbone assemblies.

On motion of William Dees, seconded by William Fisher, the Board voted unanimously to declare the items presented surplus and proceed with the disposal through a bid process.

## **CITY ATTORNEY – PENDING MATTERS**

NONE

**GENERAL DISCUSSION**

NONE

**CLOSED SESSION**

William Dees made a motion to convene in closed session, in accordance with Section 610.0210(2) of the Missouri Sunshine Law, to convene in closed session to discuss Real Estate admitting John Ortwerth, William Fisher via phone, William Dees, Kellie Cookson, Darrin Gordon, Mathew Munzlinger, Paul Trenhaile, Courtney Harris & Ethan Matchett. Motion seconded by Kellie Cookson. ROLL CALL: AYES: Board Members, John Ortwerth, William Fisher via phone, William Dees & Kellie Cookson. NAYS: 0.

**ADJOURNMENT**

William Dees made a motion to adjourn. Motion seconded by Kellie Cookson and carried unanimously. The meeting was adjourned at 6:12p.m.



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Darrin Gordon  
General Manager



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William Dees  
Secretary