

## BOARD OF PUBLIC WORKS

Regular Board Meeting

Tuesday, January 16, 2024  
Time: 4:00p.m.

Present:

John Ortwerth  
William Fisher  
William Dees  
Kellie Cookson

President  
Vice President  
Secretary  
Board Member

Darrin Gordon  
Courtney Harris  
Mathew Munzlinger  
Paul Trenhaile  
Matthew Jones  
Erica Mitchell

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

Ethan Matchett  
Mike Dobson

Lemon Law Firm  
City Councilman

### **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 – December 18, 2023
- B) Payrolls – December 29, 2023 & January 12, 2024
- C) Claims – December 2023

On motion of William Fisher, 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 reported we are starting a new year and focusing on the vision of safety for the employees and citizens of the Hannibal Board of Public Works. Mr. Gordon noted we hold monthly safety meetings along with pre-project tailgate meetings to help remind crews that safety is our number one priority.

Darrin Gordon presented information regarding reliability. There are several ways we measure our efforts including, SAIDI, CAIDI, SAIFI and ASIA. Mr. Gordon presented information regarding each matrix and voiced the reliability indicators did take a hit from the previous three years, but we are still serving Hannibal at a very high availability rate.

Darrin Gordon reported the SWAC (Stormwater Action Committee) recently held a meeting, and he presented a document prepared by the committee. Mr. Gordon noted the SWAC will be sharing information with local organizations and groups to educate citizens on the Stormwater ballot initiative.

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

Matt Munzlinger reported the overall availability rate for the past 12 months has decreased slightly to 99.988%. This is a twelve-month rolling average, and the number of outages decreased from 13-12 for the month of December.

Matt Munzlinger reported there was a failure on Red Devil Substation in August 2023. In December, repairs were made at the Red Devil Substation, the Ford Street Substation was inspected, and replacement relays were

installed and tested at Indian Mounds Substation. Preparations began for the new Third Street Viaduct project, and the crew will be working with the construction contractors throughout the year with relocations and outages that are needed to facilitate the construction.

Matt Munzlinger reported at the WTP (Water Treatment Plant) the crew replaced a magnetic flow meter with a temporary meter, and they are continuing to address water loss. Mr. Munzlinger presented the historic water production trends, and the plant is continuing to have quality production and usage.

Matt Munzlinger reported the Water crew repaired 11 main leaks during the month of December.

Matt Munzlinger reported at the WWTP (Wastewater Treatment Plant) the flows were relatively low. Mr. Munzlinger noted the inflow & infiltration, river, and precipitation was also low for the month of December.

Matt Munzlinger reported at the WWTP they will be working on upgrades and maintenance to replace the doors and windows at the main office.

Matt Munzlinger reported the Sewer crew is continuing to clean and televise the system. This maintenance is completed every 5 years.

Matt Munzlinger reported the IT department is continuing to monitor any possible cyber vulnerabilities. They have also been working to expand the fiber optic network to the building near Bear Creek dam.

### **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.

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

Paul Trenhaile presented the Board with the financial results for the month of December 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**

#### **Five Year Capital Plan of Improvements – Paul Trenhaile**

Paul Trenhaile presented the preliminary Five-Year Capital Plan, which is intended to show all proposed capital projects for the next five fiscal years. Paul Trenhaile voiced the HBPW management requests the Board approve the 5-Year Capital Plan as presented. After Board approval, the document will go to the City of Hannibal Planning and Zoning Commission.

On motion of William Fisher, seconded by Kellie Cookson, the Board voted unanimously to approve the Five-Year Capital plan as presented.

### **NEW BUSINESS**

#### **MPUA Mutual Aid Agreement – Darrin Gordon**

Darrin Gordon presented the MPA Mutual Aid agreement. The agreement is a support network of hometown utilities that help other MPA member cities recover from a natural disaster or equipment emergency by supplying skilled workers. The Federal Emergency Management Agency (FEMA) requires that cities have a Mutual Aid agreement in place before a disaster occurs. Without it, FEMA will not reimburse for the first 8 hours of recovery costs. Mr. Gordon recommended approval of the agreement presented and voiced the document will need to be approved by City Council as well.

On motion of William Fisher, seconded by Kellie Cookson, the Board voted unanimously to approve the MPA Mutual Aid Agreement as presented.

#### **Water Treatment Plant Change Orders – Mathew Munzlinger**

Matt Munzlinger reported he received a favorable quote for the replacement of the roofs on the pumphouse and Pleasant Street BPS. Mr. Munzlinger recommended approval of Change Order #1 in the amount of \$58,130.00 to replace both roofs as presented, along with Change Order #2 allowing the contractor 120 days to complete the original project as well as the two additional roofs.

President Ortwerth asked if it was ok to approve the Change Order #1 without going to bid for extended project. Ethan Matchett, Lemon Law Firm replied that he would investigate and see if it was ok to move forward without going to bid for the recommended change order.

On motion of William Fisher, seconded by Kellie Cookson, the Board voted unanimously to approve Change Order #2 giving the contractor 120 days to complete the original project as well as the additional roofs.

On motion of William Fisher, seconded by Kellie Cookson, the Board voted unanimously to approve Change Order #1 for the pumphouse and Pleasant Steet BPW roofs be replaced for the amount of \$58,130.00, pending the results of the attorney investigating the change order needing to go to bid.

**CITY ATTORNEY – PENDING MATTERS**

NONE

**GENERAL DISCUSSION**

NONE

**CLOSED SESSION**

Kellie Cookson made a motion to convene in closed session, in accordance with Section 610.0210(12) of the Missouri Sunshine Law, to convene in closed session to discuss Contracts admitting John Ortwerth, William Dees via phone, Kellie Cookson, Darrin Gordon, Mathew Munzlinger, Paul Trenhaile, Courtney Harris & Ethan Matchett. Motion seconded by William Fisher. ROLL CALL: AYES: Board Members, John Ortwerth, William Fisher, William Dees & Kellie Cookson. NAYS: 0.

**ADJOURNMENT**

Kellie Cookson made a motion to adjourn. Motion seconded by William Dees and carried unanimously. The meeting was adjourned at 5:42p.m.



---

Darrin Gordon  
General Manager



---

William Dees  
Secretary