

BOARD OF PUBLIC WORKS

Regular Board Meeting

Monday, August 19, 2024
Time: 4:00p.m.

Present: John Ortwerth
William Fisher
Darrell McCoy

President
Vice President
Secretary

Absent: Kellie Cookson

Board Member

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

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

Ethan Matchett
James Lemon
Lisa Peck
Melissa Cogdal
Mike Dobson
Maria Kuhns

Lemon Law Firm
City Attorney
City Manager
City Clerk
Mayor Pro Tem
Director, Northeast 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 – July 15, 2024
- B) Payrolls – July 26, 2024 & August 9, 2024
- C) Claims – July 2024

On motion of William Fisher, seconded by Darrell McCoy, the Board voted unanimously to approve the Consent Agenda.

COMMENTS FROM THE AUDIENCE

NONE

GENERAL MANAGER REPORT - DARRIN GORDON

Darrin Gordon reported the HBPW will be proposing an approximate 16% electric rate increase to begin October 1, 2024. Mr. Gordon voiced the proposal is due to an increase in capacity costs, meeting the rate covenants requirement, and for operations and maintenance of the electric department. Mr. Gordon presented a high-level overview of what capacity is, an explanation of the MISO market, the historical/current charges projected, the status of the electric lease, outlined cutbacks and expenses, and how to proceed moving forward. Mr. Gordon noted that 15% of the proposed increase will be to purchase power, and 1% will fund operations and maintenance of the electric department. After much discussion, Mr. Gordon voiced the HBPW will continue searching for a secure way of capacity and will keep everyone informed moving forward.

OPERATIONS REPORT – MATHEW MUNZLINGER

Matt Munzlinger reported the number of outages for the month of July decreased by 12 for a total of 17 and the availability rate for the last 12 months increased from 99.989% to 99.993%. Mr. Munzlinger noted last month there continued to be outages due to birds and squirrels, however the electric crew is continuing to install animal guards.

Matt Munzlinger reported at the WTP (Water Treatment Plant) the water production numbers increased for the month of July. The crews continue to search for water loss and are working with a consultant to complete monitoring within the system. The next GAC changeout is scheduled for September 5th-6th.

Matt Munzlinger reported the Water crew completed the installation of a casing and 12" water main as part of the 3rd Street Viaduct Replacement. The crew retired a 2' water main along Booker Street that was leaking after moving the connection of 4 services to the 6" water main on the other side of the street. These services were lead services that were able to be replaced at the same time.

Matt Munzlinger reported at the WWTP (Wastewater Treatment Plant) the flow increased in the plant throughout the month of July. The crew set up a temporary blower oxygen skid while waiting for the replacement blowers to arrive at the plant.

Matt Munzlinger reported the Sewer crew had one (1) SSO, and eight (8) stop up calls in the month of July. The SSO and two of the stop up calls were the result of roots blocking the main.

Matt Munzlinger reported the IT department dealt with the national CrowdStrike endpoint monitoring system issue during the month of July. This was a nationwide disruption that affected 65% of the HBPW's PCs on the network. The department had all PCs back online very quickly for a non-interrupted business day.

PROJECTS REPORT – MATHEW MUNZLINGER

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 July 2024, 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

REAUTHORIZATION OF LINE OF CREDIT – PAUL TRENHAILE

Paul Trenhaile reported every August, the Board is asked for approval with F&M bank that is in association with the Business Park recreational and aesthetic elements. Mr. Trenhaile noted as part of this plan, HBPW was required to carry a line of credit with the 'beneficiary' being the Corps of Engineers. The purpose of this line of credit is to complete the mitigation work in the case HBPW was to begin work and not finish it for any reason. The original line of credit was obtained from F&M Bank in 2017, and the current line of credit expires on September 9, 2024. There is no cost to renew annually, and it is treated as a credit line for which payments are made based on utilization or access. Mr. Trenhaile recommended approving the Reauthorization of Line of Credit as presented.

On motion of Darrell McCoy, seconded by William Fisher, the Board voted unanimously to approve the Reauthorization of Line of Credit as presented.

SCHEDULE OF RATES & FEES – PAUL TRENHAILE

Paul Trenhaile presented the redlined draft of the proposed Schedule of Rates and Fees showing the changes from the current schedule. Mr. Trenhaile noted as previously discussed during the budgeting process, the HBPW proposes to raise water rates by approximately 3% and electric rates approximately 15.8%. The proposal also includes:

- Increase the maximum penalty for late utility payment from \$20 to \$50.
- Add a service charge for notification for extreme weather conditions. This is also known as a "doortag" that alerts the customer that their utilities were not disconnected due to the external temperature, but utilities will be disconnected five days later.
- Increase the customer requested service call outside regular hours from \$80 to \$100.
- Include the meter tampering charges in the Schedule of Rates and Fees.

Paul Trenhaile proposed to set a Public Rate Hearing on September 16, 2024, at 4:00p.m. with the regular Board meeting to follow. Board Member McCoy requested setting the date for Monday, September 9th at 5:30p.m. to give the public time prior for comments.

On motion of Darrell McCoy, seconded by William Fisher, the Board voted unanimously to hold the Public Hearing on Monday, September 9th at 5:30p.m. in the Hannibal Board of Public Works conference room.

CITY ATTORNEY – PENDING MATTERS

NONE

GENERAL DISCUSSION

NONE

CLOSED SESSION

Darrell McCoy made a motion to convene in closed session, in accordance with Section 610.021(1)(12) of the Missouri Sunshine Law, to convene in closed session to discuss Litigation & Contracts admitting John Ortwerth, William Fisher, Darrell McCoy, Darrin Gordon, Mathew Munzlinger, Paul Trenhaile, Courtney Harris, Ethan Matchett, James Lemon & Lisa Peck. Motion seconded by William Fisher. ROLL CALL: AYES: Board Members, John Ortwerth, William Fisher, & Darrell McCoy. NAYS: 0.

ADJOURNMENT

William Fisher made a motion to adjourn. Motion seconded by Darrell McCoy and carried unanimously. The meeting was adjourned at 6:17p.m.



Darrin Gordon
General Manager



Darrell McCoy
Secretary