

BOARD OF PUBLIC WORKS

Regular Board Meeting

Monday, November 18, 2024
Time: 4:00p.m.

Present: John Ortwerth
William Fisher
Darrell McCoy
Kellie Cookson

President
Vice President
Secretary
Board Member

Present: Darrin Gordon
Courtney Harris
Mathew Munzlinger
Matthew Jones
Paul Trenhaile
Beverly Stewart
Jamie King
Erica Mitchell

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

James Lemon
Ethan Matchett
Barry Louderman
Mike Dobson
Maria Kuhns
Greg Benton

Lemon Law Firm
Lemon Law Firm
Mayor
Mayor Pro Tem
Director, Northeast Economic Development
Union Representative

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 – October 21, 2024
- B) Payrolls – November 1 & 15, 2024
- C) Claims – October 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 MPUA annual meeting was held during the month of October, and the HBPW received the MPUA Safety Award and was also recognized for qualifying for the APPA "Perfect Safety" Award. The HBPW operated for the year 2023 with zero recordable workplace injuries or illnesses. An award was also given to Mathew Munzlinger, Director of Operations, who was recognized for receiving the MPUA - Robert Williams System Achievement Award. Mr. Gordon thanked him for all his hard work, and the Board Members congratulated Mr. Munzlinger and presented him with the award.

OPERATIONS REPORT – Mathew Munzlinger

Matt Munzlinger reported the overall availability rate for the past 12 months remained the same at 99.993%. The number of outages increased by 8 for a total of 28. Mr. Munzlinger noted the electric crew is continuing to install animal guards to help minimize outages.

Matt Munzlinger reported the line crew responded to a Mutual Aid request from Orlando, FL. from October 7th – 14, 2024. The crew consisted of five linemen, a pickup, a small bucket truck, a larger bucket truck and a digger derrick.

Matt Munzlinger reported there was a windstorm in Hannibal during the late evening of October 30th that resulted in multiple outages. There was minor damage caused by trees that were located outside the right-of-way and with private services. Most of the customers' power was restored during the early morning of October 31st, with only a handful of services needing repaired on the property owner's side.

Matt Munzlinger reported at the WTP (Water Treatment Plant) the crew met with Black & Veatch and Vandevanter for the SCADA/Controls upgrade, and voiced the electrical upgrade is being discussed as a possibility for the WWTP as well. The scheduled GAC vessels #1 & #2 media exchange occurred on November 4th & 5th.

Matt Munzlinger reported the Water crew focused on valve exercising and leak detecting. Mr. Munzlinger noted all 31 check valves were inspected for leakage and numerous sites were X-Mic'd and tested for fluoride.

Matt Munzlinger reported at the WWTP (Wastewater Treatment Plant) average day flow was 2.6MDG (million gallons per day), and Clarifier #2 was repaired and returned to service.

Matt Munzlinger reported the Sewer crew completed manhole raising at the end of the month. In total the crew raised fifty (50) manholes to grade.

Matt Munzlinger reported the IT department collaborated with NISC to print and mail letters to customers regarding a notification related to potential lead exposure per the Missouri Department of Natural Resources (MDNR) requirements. The letters were mailed out on November 15, 2024.

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 **2023-2024 Annual Audit Report**

Paul Trenhaile introduced Amanda Schultz & Kristin Brown from Williams Keepers who presented the 2023-2024 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 the City Council at their December meeting.

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

CITY ATTORNEY – PENDING MATTERS

NONE

President John Ortwerth asked Ethan Matchett if he was concerned about the ratio not being near what the bond agreement is. Mr. Matchett replied he was not concerned and that he supplied a memo, and voiced he thought the Board members' duty is to the customers and felt they are meeting that duty per the HBPW mission statement. Mr. Ortwerth asked if there was any concern with the agreement William Fisher signed regarding the bond covenant for the lease. Mr. Matchett replied that every year the ratios are sent to US Bank, and the past two years the HBPW has not been in compliance or had a response from US Bank. Mr. Matchett said the HBPW should assume everything is ok, and if it's not the bank would give some warning. Mr. Matchett voiced as of right now, we have to weigh our duty to the bank or appease our customers, and he believes the duty to the customers outweighs the bank at this time.

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, Kellie Cookson, Darrin Gordon, Mathew Munzlinger, Paul Trenhaile, Beverly Stewart, Courtney Harris, Mayor Louderman, James Lemon and Ethan Matchett. Motion seconded by William Fisher and carried unanimously.

ADJOURNMENT

William Fisher made a motion to adjourn. Motion seconded by Darrell McCoy and carried unanimously. The meeting was adjourned at 6:18p.m.



Darrin Gordon
General Manager



Darrell McCoy
Secretary