

MARSHALL MUNICIPAL UTILITIES

75 East Morgan
Marshall, MO 65340

September 3, 2020

The Board of Public Works convened in regular session in the MMU Service Center conference room and via conference call at 8:30 a.m. Board members present were Spencer Fricke, President; Wick Jacobi, Vice President; and Ken Bryant, Secretary. Steve Mills, Member arrived at 8:38 a.m.

The agenda was approved on a motion made by Mr. Bryant, seconded by Mr. Jacobi. The minutes of the previous meeting were approved as printed on a motion by Mr. Bryant, seconded by Mr. Jacobi.

Human Resources Manager Megan Baldrige presented the annual wage and benefit review. It was recommended to adjust the pay ranges for each position as presented, adjust eligible individual employee pay rates to let employees keep their progress in their range, and provide an increase for employees based upon performance evaluations completed by department heads and supervisors. On a motion made by Mr. Jacobi, seconded by Mr. Bryant the Board approved 1) an adjustment to the pay ranges for each position as indicated on the enclosed pay range charts; 2) a corresponding adjustment to individual wages to maintain individual progress within the pay range except for those that have failed to sustain their performance; and 3) merit based changes to wages and salaries in an amount not to exceed \$61,250, each to become effective on September 13, 2020.

Manager Baldrige then presented proposed changes for water and wastewater operator licenses/certifications in the Personnel Policy. There are currently no license/certification incentives for water distribution certification. After reviewing all incentive policies, it was recommended to increase the existing wastewater collection incentives (for Underground Facilities System Operators and Foremen only) to \$0.40 for B certification and \$0.80 for A certification and create an incentive for Underground Facilities General Maintenance/Meter Readers, Maintenance, and Serviceperson classifications of \$0.25 for level C wastewater collection certification; and \$0.25 for level DS-III water distribution certification. On a motion made by Mr. Jacobi, seconded by Mr. Bryant, the Board approved revising the Personnel Policy regarding water and wastewater operator license incentives, as presented, effective on September 13, 2020.

Manager Baldrige presented a proposal to provide an adjustment to offset the delay of annual wage increases. Because wage increases were delayed due to COVID-19, a recommendation was made to give each employee a single lump sum payment of either \$325, \$488, or \$650 to help offset the economic impact the delay has had on employees. The amount is based off the number of regular hours worked during pay periods occurring in January through July 2020. On a motion made by Mr. Jacobi, seconded by Mr. Mills, the Board approved making a one-time lump sum adjustment for employees, as presented, to offset delayed implementation of annual wage increases.

Manager Baldrige then added that Debbie McCorkle was hired, temporarily, to assist with a staff shortage in accounting. Her part-time employment has been continued to help with a few short term projects in the IT & Broadband department and also HR department. Advertising is being done for two positions in Underground Facilities and one in Electric Distribution. Insurance renewals are expected soon.

Controller Tony Bersano presented the 2020/2021 budget and briefly went over it. On a motion made by Mr. Bryant, seconded by Mr. Jacobi, the Board approved the budget for fiscal year 2020-2021. Controller Bersano then went over the July financial comparisons by department. He has also cleaned up the fixed asset report by writing off obsolete assets.

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Wastewater Treatment Plant Superintendent Nolan Townsend requested approval to purchase a spare grit pump motor. Because of the occasional flooding of the headworks building, a spare grit pump motor would be very beneficial. On a motion made by Mr. Mills, seconded by Mr. Jacobi, the Board approved accepting a quote from Smith & Loveless, Inc. in the amount of \$11,298.30, to purchase a spare grit pump motor and spare parts.

Superintendent Townsend commented on how impressed he was with the Hays, Kansas Wastewater Facility; he is working with Burns & McDonnell on the upgrade of the Aeration Basin.

Water Treatment Superintendent Travis Boss provided updates to current projects. McClure Engineering has submitted the specifications for the CO2 booster pumps to DNR and has started ordering materials. The new CO2 tank should be delivered soon. The 2020 Well Maintenance contractor has installed Well #3 and has started the relining process of Well #1.

Electric Distribution Director Doug Root provided project updates. Repairs to the Benton Street Building should be completed by end of the week, September 4th. The soil sample test results have been received and the standard 12' x 12' footing will be sufficient for the new antenna tower. The footing contractor has ordered materials and will start installation next week with the tower to be delivered and erected soon after.

Chief Engineering Technician Cody Boston, reporting on behalf of Underground Facilities Director Grant Piper, stated the street repairs needed from the Slater Street water main replacement will begin once the soil has been compacted enough. Several water line breaks have been repaired.

Electric Production Director Carl Crawford stated ARSI continues working on the asbestos abatement. Septagon Construction has completed the Benton Street building roof replacement. Units #10 and #11 were dispatched several times in August. Quarterly testing for Units #7, #8, #9 is being scheduled. He stated the mills are slowing starting to take recycled materials; then went over the Recycle Center financials for July. A letter of intent was sent to DNR regarding upcoming NESHAP RICE testing.

IT & Broadband Director Jim Widel reported on the internet outage that occurred on August 21st. Staff continues to move and get the Benton Street building set up. He is working on creating the bids for a conduit contractor and ordered a second batch of fiber for the broadband grant.

General Manager Jeff Bergstrom presented the annual agreement assisting the Marshall Saline Development Corporation (MSDC) with funding. The agreement states that MMU will pay MSDC \$30,000 annually, in quarterly payments, in exchange for their economic development efforts. The agreement renews automatically unless terminated. No action was taken, allowing the agreement and funding to continue through September 30, 2021.

General Manager Bergstrom presented a resolution for the USDA broadband grant certifying and restating action items passed in May. The resolution does not create any new actions or authorizations, and needs to be adopted and signed by all Board members. On a motion made by Mr. Jacobi, seconded by Mr. Bryant, the Board adopted the Certification By Secretary by resolution.

General Manager Bergstrom then stated he would be working remotely for a few weeks, then gradually start working in the office.

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On a motion by Mr. Bryant, seconded by Mr. Jacobi, accounts payable were approved and warrants ordered issued from the following funds:

WATER OPERATING FUND	\$ 191,344.26
ELECTRIC OPERATING FUND	\$ 759,797.26
SEWER REVENUE FUND	\$ 180,024.00
INTERNET OPERATING FUND	\$ 42,685.36
NATURAL GAS OPERATING FUND	\$ 869.67
ELECTRIC CONSUMER DEPOSIT FUND	\$ 8,750.00
Total	\$ 1,183,470.55

The next Regular Board meeting will be Thursday, September 17th, 2020.

On a motion by Mr. Mills, seconded by Mr. Bryant, the Board adjourned the regular meeting at 9:25 a.m. to go into an executive session to discuss matters under Mo Rev. Stat. 610.021 (Supp. 2009) concerning: legal, confidential or privileged information [1].

Roll call: Ken Bryant yes
 Wick Jacobi yes
 Steve Mills yes
 Spencer Fricke yes

BOARD OF PUBLIC WORKS
_____, Secretary