

The Minutes of the Regular Meeting of the Parkersburg Utility Board

January 21, 2020

CALL TO ORDER

Pursuant to the call of its Chairman Tom Joyce, the Parkersburg Utility Board met in the Parkersburg Utility Board Administration Building, at 125 19<sup>th</sup> Street on the 21<sup>st</sup> day of January, 2020. Chairman Joyce called the meeting to order at 9:01 a.m.

Roll Call

Present:

Tom Joyce, Chairman  
John Lutz, Vice Chairman  
Gregory Herrick, Board Member  
Paul Hoblitzell, Board Member  
Robert Wright, Board Member  
Jeff Reed, Counsel  
Erin Hall, Comptroller  
Christopher Pauley, Assistant Comptroller  
Eric Bennett, Manager

Absent:

Others in Attendance

Evan Bevins, Parkersburg News & Sentinel

Consideration of Minutes

Chairman Joyce requested the Board consider the minutes of the January 7, 2020 regular Board meeting for acceptance into the record.

Motion and Vote

Robert Wright moved to dispense with the reading of the minutes and approve the minutes of the January 7<sup>th</sup> meeting as presented to the Board. Paul Hoblitzell seconded the motion and it was approved by a unanimous vote of the Board members.

Consideration of financial statements  
for period ending 9/30/2019.

Hall stated that as of the end of September revenue are running slightly above budget with O&M and capital expenses running below budget and a combined debt ratio of 1.475.

### Motion and Vote

Paul Hoblitzell moved to accept financial statements for the period ending 9/30/2019. Greg Herrick seconded the motion and it was approved with a unanimous vote of the Board members.

### Presentation of audit for FY ending 6/30/2019.

Hall stated Board members were provided with a copy of the audit that provided an unmodified audit opinion. It was a clean audit with no non-compliance issues and no findings. Herrick questioned that they found nothing. Hall responded that nothing was found.

All Board members expressed their compliments to the financial staff for their work and the excellent audit report.

### Motion and Vote

Greg Herrick moved to accept and file the audit for fiscal year ending 6/30/2019. John Lutz seconded the motion and it was approved with a unanimous vote of the Board members.

### Consideration of Revisions to Leak Adjustment Policy

Bennett recommended the Board go into executive session.

### Motion and Vote

Robert Wright made a motion to take the meeting into executive session pursuant to WV State Code 6-9A-4(11). Paul Hoblitzell seconded the motion and it was approved by a unanimous vote of the Board members.

The meeting entered into executive session at 9:03 a.m.

The meeting returned to open session at 9:09 a.m.

### Motion and Vote

Paul Hoblitzell moved to approve the revisions to the leak adjustment policy as proposed. Robert Wright seconded the motion and it was approved with a unanimous vote of the Board members.

Revised policy included below for clarity.

## **Parkersburg Utility Board**

### **Leak Adjustment Policy**

Revised January 21, 2020

**WHEREAS, the Parkersburg Utility Board in accordance with the Public Service Commission of West Virginia Rules for the Government of Water and Sewer Utilities rule 4.4.c hereby establishes a Leak Adjustment Policy.**

**The intended purpose of the Leak Adjustment Policy is to provide a mechanism by which customers can seek some relief from unusually high charges resulting from abnormally high consumptions caused by a qualifying leak on the customer's facilities.**

- 1. The customer of record must complete and submit a written "Leak Adjustment Request" to PUB. The form must be submitted along with documentation of the repair, such documentation may include plumber's invoice, materials invoice and photographs of the repairs. Upon receiving a customer's request for a water and/or sewer charge adjustment due to a qualifying leak, PUB personnel shall review the documentation provided and if necessary inspect the repair. The burden of proof lies with the customer, the PUB is under no obligation to substantiate leak adjustment requests. PUB will verify that repairs were completed in accordance with current standards and utilizing acceptable materials as required by the PUB's rules for service line replacement.**
- 2. Adjustments shall not be made for leaking commodes, dripping faucets, malfunctioning appliances and similar situations (such as the premises being left abandoned or not maintained with reasonable care; outside spigots; ruptured hoses; unattended nozzles; faulty irrigation valves or damaged irrigation sprinkler heads).**
- 3. Generally speaking, no more than two consecutive billing periods will be adjusted for a leak that has been determined to be eligible. However, a leak adjustment for a longer period of time may be granted if the source of the leak is difficult to find; if it is difficult to hire a contractor to fix a leak; if it is difficult to make the repairs, or similar situations.**
- 4. It shall be the customer's responsibility to demonstrate to the PUB the location and nature of the leak for which a bill adjustment is being requested.**
- 5. It shall be the customer's responsibility to have the leak repaired with proper materials and to have the repair of all buried water service lines inspected and approved by PUB personnel before an adjustment will be made.**

6. Should a second leak occur in a customer's water line for the same or similar reason (deteriorated pipe or frozen lines, for example), no adjustments shall be made until after the customer remedies the issue that caused the leak and the customer's water system is in compliance with all applicable and current codes, rules and regulations.
7. The PUB shall not be obligated to make adjustments of any bills that have not been officially requested for adjustment within thirty (30) days from the billing date, unless special circumstances exist.
8. When it is determined that the leak is in compliance with the requirements of the rules and the customer has complied with the PUB's policy for bill adjustment, the adjusted bill will reflect the "incremental cost" as determined by the PUB and provided for in its tariffs for water and sewer service for all amounts above the customer's historic usage, as defined in PSC rule 4.4.c.2 and will reflect full tariff rates for customer's historic usage of water.
9. In the event the customer is entitled to a recalculated water bill, and the customer demonstrates to the PUB that the leaked water did not enter the sanitary sewer system, the customer's sewer bill will be adjusted to reflect only the full tariff rates for the customer's historic usage of water. If the leak occurred in the structure and there is evidence of a drain in the basement, it shall be assumed that the water entered the sanitary sewer.
10. In the event the customer is not entitled to a recalculated water bill, and the customer demonstrates that the leaked water did not enter the sanitary sewer system, the customer's sewer bill will be adjusted to full tariff rates for usage in excess of the customer's historical consumption.
11. In each case where the customer is entitled to a recalculated bill, PUB personnel shall forward the completed request with all documentation to the Comptroller to perform the recalculation and adjustment of the customer's bill.
12. Any customer aggrieved by a provision of this policy has the right to request the Parkersburg Utility Board to review and revise such provision. A customer who remains aggrieved after review by the PUB has the right to file a complaint with the Public Service Commission of West Virginia.

## Consideration of Invoices in Excess of \$750

The following invoices totaling \$279,632.09 were considered for approval:

Atlas Steel & Supply	Stock for shop- plant maint	980.95
Atlas Steel & Supply	Stock for shop- plant maint	908.54
Atlas Towing	9.86 tons #57, 10.83 tons 1/2 crusher run and 42.76 pit run- sewer maint.	863.09
Atlas Towing	8.19 tons #57, 21.12 tons 1/2 crusher run and 40.54 pit run- sewer maint.	988.63
Burnside Construction	Install 2 water service lines- Fort Boreman - Milton St. waterline project	2,220.00
City of Parkersburg	Workers Compensation- December 2019	6,465.85
Continental Utility Solutions	Credit card processing fee- December 2019	5,451.00
Dearborn National Insurance	Employee life insurance- January 2020	822.42
DLT Solutions, LLC	5- Autocad subscription annual renewal fee- Admin & Technical	3,550.31
Dominion Energy	Waste Water Treatment Plant - December 2019	1,207.63
Dominion Energy	WWTP / Administrative Building - December 2019	4,419.22
Dominion Energy	Water Treatment Plant - December 2019	1,343.91
Ferguson Waterworks	24- 6" restraining glands- water maint.	1,112.28
Griffith & Associates	Martown Sewer Extension- IJDC Assistance	1,874.25
Hach Company	Sampler repair fee- WWTP	1,888.65
Hach Company	Nitration inhibitor, 3- chlorine reagent- WWTP	844.77
Kincheloe Motors Inc.	1602 14th St- Phone service damage	771.74
Lubeck PSD	Parkersburg revenue collected by Lubeck PSD 7.5% fee - December 2019	1,486.39
Martin Marietta	46.15 tons #57 and 19.23 tons 1 1/2" limestone- sewer maint.	1,581.62
Matheny Motors	Panel, regulator, pump, booster, 4- connectors- Truck # 72-011- water maint	1,065.51
MonPower	Waste Water Treatment Plant - December 2019	21,700.07
MonPower	Kanawha St. Pump Station - January 2020	1,057.58
MonPower	Agnes St. Pump Station - January 2020	3,037.66
Pace Analytical	MW sampling #1- WTP	1,471.25
Pace Analytical	MW sampling #2- WTP	1,471.25
Pace Analytical	MW sampling #3- WTP	1,471.25
Pace Analytical	DBP 4th quarter testing- WTP	904.85
Parkersburg Utility Board	Sewer bill - WTP - December 2019	13,479.10
Parkersburg Utility Board	Water bill - WWTP - December 2019	1,472.58
Pipelines, Inc.	2- 12" butterfly valve- water maint.	3,030.00
Pipelines, Inc.	200' of 3/4" pipe, 3- 4" repair clamp, 8" coupling, 2- 2" curb stop, 6- 3/4" union, 47 various size fittings- water m	2,334.58
Pipelines, Inc.	14- 6" repair clamps, 4- 4" brass saddle- water maint.	1,967.32
Pipelines, Inc.	12- 12" restraining gland, 4- 2" meter pit- water maint.	2,424.32
Pipelines, Inc.	60' of 3" pipe, 25- 6" PVC, 20- 6" DIP, 2- 6" adapters, 6- 6" gaskets, 4- 6" elbows- water maint.	2,403.44
Pipelines, Inc.	140' of 8" pipe, 24- 4" test plug, 77- various size PVC- sewer maint.	1,614.93
Pipelines, Inc.	12" gate valve- water maint.	1,935.45
Pipelines, Inc.	2- 6" tapping valve- water maint.	1,511.90
Professional Service Industries, In	Geotechnical services- Proposed Southside Interceptor	43,085.00
R.E. Michel Company	2- inducer assembly for HVAC building 15- WWTP	1,281.34
Reagle & Padden, Inc	Storage Tank Liability Policy	8,510.56
Retiree Health Benefit Trust Fund	Contribution for retired employee health insurance - December 2019	12,711.26
Sam's Club	40 boxes of copy paper- admin & billing	933.94
SmartBill	December postage and service fee- billing	7,830.83
Southeastern Equipment Company	9- various size pins, arm loader- 72-104- water maint.	8,460.93
Southern Ionics	4518 gal of sodium bisulfite- WWTP	5,828.82
Stuart Oil Co.	625 gallons diesel - all depts.	1,551.25
Stuart Oil Co.	700 gallons unleaded- all depts.	1,649.20
Suttle & Stalnaker	Audit for year ended 6/30/2019	22,000.00
Walker Machinery	Mini excavator rental- sewer maint	(3,550.00)
Walker Machinery	Mini excavator rental- sewer maint	4,708.13
Walker Machinery	Mini excavator rental- sewer maint	(1,158.13)
Walker Machinery	Block heater repair for 3516 B generator- WWTP	1,517.41
Workforce West Virginia	Unemployment reimbursement- Admin	808.00
WV State Auditor	Audit fee for fiscal year 2019	1,760.00
WVPEIA	Employee Health Insurance - December 2019	58,569.26
	TOTAL APPROVED	279,632.09
Total amount of checks paid from sewer operating fund January 3- January 16, 2020		432,913.56
	Check #82110-82249	

Herrick questioned the charge from Continental Utility Services and if it was a monthly charge. Hall responded it is for the processing of credit card transactions and electronic collection of bank draft online payments which is billed monthly.

#### Motion and Vote

John Lutz moved the list of invoices over \$750, dated January 7, 2020 in the amount of \$279,632.09 be approved for payment as submitted to the Board. Greg Herrick seconded the motion and it was approved with a unanimous vote of the Board members.

#### Other Business

##### Audit

Hoblitzell questioned entries in the audit referring to separate retirement plans through PERS. Hall stated there is a Tier I and Tier II related to whether employees were hired before or after July 1, 2015. Hoblitzell stated there were adjustments related to those accounts. Hall stated there are year ending adjustments made due to GASB 68 and GASB 75, those adjustments are made following the end of the fiscal year after the report is received from the State. Hoblitzell questioned if they were different policies or just different departments. Hall stated they were different accounts due to different department spending units.

##### 911 Emergency Notification

Wright stated that after the discussion at the previous meeting he went online and found that it was quite easy to sign up for their notifications. Wright further stated that PUB was already an available selection on their site. Wright also stated it was quite easy to sign up and he signed for multiple locations.

Bennett stated PUB's current agreement with Code Red is a four year agreement and it just renewed in 2019 with an annual fee of \$4,900.00 per year and that includes 12,000 minutes for non-emergency notifications. Bennett stated he has been unable to contact 911 yet, but he is sure they will be unwilling or unable to send the notifications necessary prior to termination of service. Bennett stated it is required that we contact customers twice, 24 hours apart and at least 24 hours prior to disconnect due to non-payment. Prior to utilizing this service it was necessary for personnel to physically go to the residence and attempt notification.

Bennett stated he would contact 911 to further look into the possible usage of their notification system. Joyce questioned how many of those customers that receive calls concerning disconnect have registered with Code Red. Bennett stated probably very few of them, the number used for those notifications are in our billing system from when the customer signed for service.

#### County Commission Request for Assistance Providing Water and Sewer Service to Fort Boreman Park

Bennett stated the Board had received a request from the Wood County Commission to assist them in making service available to Fort Boreman Park.

Wright noted that we are currently working to provide sewer West of Rt. 50 in the same area. Bennett stated that was correct but it was on the wrong side of Rt. 50 which would make it difficult but not impossible. Bennett further stated that it could provide another option to serve the property, but we had always looked at providing service from the 4<sup>th</sup> Avenue side of the property. Bennett also stated that water was already on Fort Boreman because the tank that serves Marrtown is located on that property.

Bennett stated that previous plans to provide sewer when the ball field was proposed was estimated to cost approximately \$250,000, and that would be to the intersection in the road, which would still leave some distance to reach the park. Bennett also stated the Minnite family had looked at multiple different possibilities for development that also included residential out near the Park.

Bennett stated now there appears a sewer will be constructed in the Marrtown Avenue area it does provide another possibly viable option to serve the area and it will be further reviewed. Bennett stated he would review possible funding options to see if there are available grants or other funds for economic development/recreation and tourism. Bennett also stated he believed the Commission is probably more knowledgeable on possible funding than PUB is but we will look into it and advise everyone what we find.

#### Next Meeting Date

Erin Hall stated the next regular meeting would be February 4, 2020.

Board members agreed to meet in regular session, at the Parkersburg Utility Board Administration Building in the conference room, at 9:00 a.m. on February 4, 2020.

Bennett stated he would not be in attendance at the next meeting due to attending the national RWA fly-in in Washington D.C.

#### Adjournment

John Lutz moved the meeting be adjourned. Greg Herrick seconded the motion and it was approved by a unanimous vote of the Board members. The meeting adjourned at 9:20 a.m.

Respectfully Submitted:

Eric Bennett, General Manager