

The Minutes of the Regular Meeting of the Parkersburg Utility Board

September 4, 2019

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 19th Street on the 4th day of September, 2019. Chairman Joyce called the meeting to order at 8:57 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 and Sentinel
Craig Richards, Burgess & Niple, Inc.

Consideration of Minutes

Chairman Joyce requested the Board consider the minutes of the August 7, 2019 regular Board meeting for acceptance into the record.

Motion and Vote

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

Consideration of Bids
for two ¾ ton Pickup Trucks

Bennett stated as typical Matheny Motors provided the only bid. Bennett further stated the bid was in the amount of \$33,449.00 per truck.

Bennett further stated that one truck would replace a 2001 pickup with more than 136,000 miles, while the other would replace a 2009 pickup that will be moved to the building and grounds laborer replacing a 1995 pickup with 117,000 miles.

Bennett recommended the Board approve the bid from Matheny Motors at a total cost of \$66,898.00. Bennett further stated the budget included \$36,000.00 for each truck.

Bennett also stated that he had personally hand delivered bid packets to Matheny's, McClinton's and Astorg's.

Motion and Vote

Robert Wright moved to approved Matheny's bid for two $\frac{3}{4}$ ton pickup trucks at a total cost of \$66,898.00. John Lutz seconded the motion and it was approved by a majority vote of the Board, with Paul Hoblitzell abstaining.

Considerations of Bids for one $\frac{1}{2}$ ton Crew Cab Pickup Truck

Bennett stated this bid is for a $\frac{1}{2}$ ton crew cab pickup truck for the Treatment Operations Supervisor, this will also be the vehicle utilized by personnel when traveling to and from training classes.

Bennett stated again there was only a single bid received from Matheny's in the amount of \$33,365.00.

Joyce questioned if this was a replacement. Bennett responded it was not a replacement as this is a new position. Joyce asked what they were currently driving. Bennett answered they are currently using the WWTP plant truck when necessary.

Bennett stated there are times that multiple people are attending an away training class and this vehicle would provide adequate room to utilize only a single vehicle for those situations.

Motion and Vote

John Lutz moved to approved Matheny's bid for one $\frac{1}{2}$ ton pickup truck at a cost of \$33,365.00. Greg Herrick seconded the motion and it was approved by a majority vote of the Board, with Paul Hoblitzell abstaining.

Considerations of Bids for one Small Pickup Truck

Bennett stated this bid is for a truck to be utilized by the meter shop. Bennett further stated that truck manufacturers finally started making these vehicles in a work truck instead of a fully loaded vehicle.

Bennett again stated that only a single bid was received from Matheny's at a cost of \$29,060.00.

Bennett stated the new vehicle would replace a 2001 truck with over 107,000 with rust and body issues. Bennett further stated that the driver's door hinges have been welded back on the vehicle multiple times.

Hoblitzell asked the availability of the vehicle. Bennett responded this vehicle should be delivered in approximately 6 weeks. Joyce questioned if the truck was red and further stated that it took the City almost a year to get a red truck recently.

Bennett stated Matheny's bid states the vehicle should be delivered within 6 weeks for the small pickup and within 8 weeks for the larger pickups approved earlier.

Motion and Vote

Greg Herrick moved to approved Matheny's bid for one small pickup truck at a cost of \$29,060.00. John Lutz seconded the motion and it was approved by a majority vote of the Board, with Paul Hoblitzell abstaining.

Consideration of Engineering Agreement for Water System Improvement Projects.

Bennett stated Board members were provided with a brief correspondence and a copy of the proposed agreement, which is quite lengthy. Bennett also stated that Craig Richards, Burgess & Niple, was present to answer any questions that Board members may have concerning the agreement.

Bennett further stated the proposed agreement covers engineering services related to several projects recommended by the recent comprehensive water system evaluation report. Bennett stated the proposed engineering agreement includes design, construction services and resident project representative for seven projects that include the following:

- Rehabilitation of backwash basin at the Water Treatment Plant
- Rehabilitation of South Reservoir
- Miscellaneous water storage tank improvements, including mixing
- Small Diameter Water Main Replacement (20,000 LF)
- Large Diameter Water Main Replacement (36,400 LF)
- South Side Service Improvements
- East Street Control Valve Station Improvements

The not to exceed cost for reports, design, bidding, construction and post construction engineering services is \$767,800, the estimated cost for resident project representative services is \$591,700, the not to exceed cost for additional service is \$68,900, for a total cost of \$1,428,400.

Hoblitzell questioned what was included in the additional services. Richards responded that it included mapping, surveying, geotechnical investigation and assistance with WVIJDC. Richards further stated these are the documents provided by Engineers Joint Contract Documents

Committee that are required by the funding agencies to insure all entities are utilizing the same documents and are receiving the same services.

Richards stated that the total project cost is somewhere in the range of 13 to 15 million dollars. Richards also stated that if the Board approved the agreement services would start today and run through the November of 2022, which should be the end of the warranty period.

Hoblitzell questioned what was being warranted. Richards responded that all projects include a one year warranty period after the date of substantial completion. Hoblitzell questioned if it was money to take care of an issue if it occurred. Richards stated the contractors payment and performance bonds continue after substantial completion. Bennett stated the engineer has included time in the agreement in case they have to deal with the contractor concerning warranty issues. Bennett reminded Board members that the agreement is on a not to exceed basis so if no such work is necessary the Board pays nothing.

Motion and Vote

Paul Hoblitzell moved to approve the Agreement with Burgess and Niple for engineering services related to water system improvements as presented. Robert Wright seconded the motion and it was approved by a unanimous vote of the Board.

Consideration of Invoices in Excess of \$750

The following invoices totaling \$401,414.54 were considered for approval:

Atlas Towing	17.52 tons #57, 40.52 tons 1/2 crusher run and 72.17 pit run- sewer maint.	1,868.42
Atlas Towing	9.4 tons #57, 42.37 tons 1/2 crusher run and 19.98 pit run- sewer maint.	1,157.80
Bortek Industries	Pump repair for vac truck- 12-004	4,363.37
Bortek Industries	4" suction line, relief valve, 3- valve assembly- sewer maint.	4,857.53
Brenntag Mid-South, Inc.	3146 gals of sodium hypochlorite- WWTP	2,838.18
Brenntag Mid-South, Inc.	3077 gals of sodium hypochlorite- WWTP	2,780.91
Burgess & Niple	Professional services thru July 20, 2019- Construction Standards	1,111.25
Burgess & Niple	Professional services thru July 20, 2019- Sewer Ext. - Worthington home	5,779.25
C.I. Thornburg	3- 2" meter with strainer- meter shop	3,900.00
C.I. Thornburg	100- 5/8" meter- meter shop	13,000.00
C.I. Thornburg	3- field meter test, service travel charge, misc service department product- meter shop	2,076.00
C.I. Thornburg	3- 4" meter with strainer- meter shop	6,975.00
C.I. Thornburg	6" meter with strainer- meter shop	4,225.00
Carr Concrete	2" base section, 2- 3" risers, 2- 2" risers, 24- sealant tar strips, 12- steps, 2- 8" boot- sewer maint.	1,382.72
City of Parkersburg	Workers Compensation - July 2019	6,536.96
Cole Parmer	2- masterflex tubing, pump head- WTP	770.90
Commercial Technology Group	Time clock maintenance agreement - 9/19/19 thru 9/18/20	1,441.00
Continental Utility Solutions	3- Epson receipt printer- billing	2,385.00
Dearborn National Insurance	Employee life insurance- August 2019	838.24
EJ USA	50- manhole frame & covers, 25- manhole covers - sewer maint.	27,492.50
Evoqua Water Technologies	Wear strips for rectangular clarifiers- WWTP	1,581.00
Ferguson Waterworks	8- safety repair kit- water maint.	868.48
Ferguson Waterworks	6- 8" elbow, 210' of 6" pipe, 112' of 4" pipe, 24- 6" adapter, 12- 8" adapter, 6- 6" wye, 12- 8" tee wye- sewer maint.	1,854.72
Fifth Third Bank	EGR cooler- sewer maint.	3,390.32
Ford Hall Company	Angle spillway brush assembly- WWTP	1,933.00
Frontier	Phone service - August 2019	967.11
Hach Company	Lab conductivity kit- WTP	1,846.00
Hach Company	Colorimeter- WTP	1,517.68
HR Consulting Services, LLC	Salary study and printing/binding services - admin	5,093.84
Lubeck PSD	Parkersburg revenue collected by Lubeck PSD 7.5% fee - July 2019	1,696.76
Mahone Tire Service	2- tires, 2- scrap tire disposal- 72-005	870.12
Mahone Tire Service	6- tires- 72-002	820.38
Martin Marietta	10.64 tons #57, 19.39 tons 1 1/2" limestone, 9.45 tons #67, and 60.32 tons pit run- sewer maint.	1,898.80
Martin Marietta	35.23 tons #57 & 47.22 tons 1 1/2" limestone- water maint.	1,931.40
Martin Marietta	18.57 tons #57, 20.36 tons 1 1/2" limestone, and 8.32 #1- water maint.	1,135.24
Martin Marietta	56.49 tons #57 and 18.75 tons 1 1/2" limestone- water maint.	1,829.44
MonPower	Agnes St. Pump Station - August 2019	1,144.03
MonPower	Sayre Ave. Pump Station - August 2019	1,061.09
MonPower	Kanawha St. Pump Station - August 2019	819.10
Ovivo USA	Coupler for #3 digester linear mixer- WWTP	3,260.80
Pace Analytical	3rd quarter water testing- WTP	904.85
Pace Analytical	Pretreatment compliance sampling- NWLF	1,057.02
Pace Analytical	Pretreatment compliance sampling- City of Vienna	1,057.02
Perma-Liner Industries	300' of 6" lateral calibration heat tube, 200' of 8" lateral inversion liner, 300' of 8" lateral calibration heat tube- sewer maint.	5,078.13
Pipelines, Inc.	18- 20" meter box cover, 6- various size couplings, 4- 6" sleeve, 180' of 3/4" pipe, 6" lapping valve- water maint.	7,244.21
Plexus Scientific	Temporary labor- technical & meter shop	817.60
Plexus Scientific	Temporary labor- technical & meter shop	840.00
Reagle & Padden	Quarterly insurance- admin	52,120.00
Retiree Health Benefit Trust Fund	Contribution for retired employee health insurance - August 2019	13,047.26
Sal Chemical	3512.63 gals of ferric chloride- WTP	4,930.79
Seckman Pest Control	Quarterly pest control - all depts.	755.00
SmartBill	Postage- On Account- billing	13,693.70
SmartBill	192000- bill forms, 30,000- termination notice, 177,000 #9 envelopes, 222,000- #10 envelopes- billing	9,671.40
Smith Concrete	15.50 yds. of 9 bag 2% Hi-Early concrete - sewer maint.	2,247.50
Smith Concrete	6.5 yds. of 9 bag 2% Hi-Early concrete - sewer maint.	942.50
Smith Concrete	6 yds. of 9 bag 2% Hi-Early concrete - sewer maint.	870.00
State Electric	2- fan retrofit kits for ras pumps, 4- fans for #4 pump- 6th St and WWTP	5,383.10
Steploe & Johnson	Professional services thru July 15, 2019	2,772.00
Strand Associates, Inc.	Professional services thru July 31, 2019 - SSO Abatement Report	6,430.16
Strand Associates, Inc.	Professional services thru July 31, 2019 - Computer and Misc. Services	1,938.87
Strand Associates, Inc.	Professional services thru July 31, 2019 - SCADA Upgrade	5,556.90
Stuart Oil Co.	1900 gallons diesel - all depts.	4,706.30
Stuart Oil Co.	739 gallons unleaded- all depts.	1,783.21
Stuart Oil Co.	699 gallons diesel - all depts.	1,713.95
Stuart Oil Co.	999 gallons unleaded- all depts.	2,292.21
Stuart Oil Co.	675 gallons diesel - all depts.	1,653.75
Stuart Oil Co.	925 gallons unleaded- all depts.	2,090.04
Stuart Oil Co.	490 gallons diesel - all depts.	1,229.66
Stuart Oil Co.	650 gallons unleaded- all depts.	1,505.08
Univar	3787.20 gals of Sodium bisulfite- WWTP	4,961.23
US Postmaster	Postage for termination notices - August 2019	985.18
Valtronics Sales	2" flow meter for transfer station- WTP	6,548.60
WVPEIA	Employee Health Insurance - August 2019	59,783.86
WVPEIS	Pension expense - August 2019	41,029.12
Xylem	4" pump & fittings rental - 7/26-8/22/2019 - elevated sewer bypass pumping	2,475.00
	TOTAL APPROVED	401,414.54
Total amount of checks paid from sewer operating fund August 19- August 30, 2019		271,346.83
		Check #80912- 81018

John Lutz questioned if the invoice from Fifth Third Bank for an EGR Cooler was a credit card purchase. Bennett stated that was correct the purchase was actually made from Bulletproof Diesel.

Hoblitzell questioned the invoices from Stuart Oil if PUB had tanks or if we went to their location and charged fuel purchases. Bennett responded that we have our own fuel tanks and Stuart fills them every week. Bennett further stated that BFS was previously used for bulk fuel but they had become unreliable so we switched to Stuart Oil and they service the City of Vienna's tanks and PUB's tanks on the same day every week.

Motion and Vote

Robert Wright moved the list of invoices over \$750, dated September 4, 2019 in the amount of \$401,414.54 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.

Other Business

Wrecked Dump Truck

Bennett stated that the insurance company had determined the dump truck that was in the accident recently was a total loss. Bennett further stated their current estimate for compensation was around \$23,000 and to buy back the vehicle would be \$8,850. Bennett stated at this point he did not believe it would be prudent to buy the vehicle back but wanted Board members thoughts before a decision was made. Bennett stated the majority of the damages appear to be cosmetic.

Hoblitzell questioned the mileage on the vehicle. Bennett stated there was approximately 52,000 miles on the truck. Hoblitzell stated it was an extensive process to get through a salvage title. Bennett stated that was part of the reason that he was not interested was due to the process required to get a title for an operational vehicle.

Bennett stated PUB purchased 5 dump trucks in 2002 and we had already included in next year's budget to start replacing those vehicles. Bennett stated there have been issues with the electronics in the dash, spring issues and others.

Hoblitzell suggested the staff request bids for a new dump truck. Bennett also stated that it may be necessary to rent a truck in the interim if the need should arise.

Billing Software

Hall stated that Board members may have noticed they had received bills from the new billing system as we have went live with the new software. Hall also stated the staff and vendor have worked through several bugs and are still working to correct others.

Hall also stated that in the coming weeks we also have a new web portal in place for customers to access their accounts.

Hoblitzell questioned how it would help the organization. Hall responded that it was a benefit for the customer. Hall also stated that the internal reporting will be improved compared to the

previous software. Hall further stated it should be a big convenience for the customer will have access to their account information.

Bennett stated the web portal will allow customers to create an account to access your account information and history. Bennett stated it will also allow them to setup ACH or e-billing, at that point PUB would no longer send paper bills. Bennett stated this is a move into the 21st century.

Hall also stated that electronic payments are now automatically posted versus the current manual posting that is required.

Bennett stated that it is a much improved software compared to the previous software.

Hoblitzell questioned how the data was backed-up. Bennett stated there is a backup drive located at the billing office that is a disc drive that automatically backs up information every night.

Joyce questioned how often the backup was purged. Bennett stated the backup overwrites changes to files and data but does not purge data based upon a time schedule. Bennett stated he would confirm the backup operation.

Next Meeting Date

Erin Hall stated the next regular meeting would be September 18, 2019.

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 September 18, 2019.

Joyce and Lutz both stated they would be unable to attend the next meeting.

Adjournment

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

Respectfully Submitted:

Eric Bennett, General Manager