

The Minutes of the Regular Meeting of the Parkersburg Utility Board

October 13, 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 19th Street on the 13th day of October, 2020. Chairman Joyce called the meeting to order at 9:01 a.m. Due to the ongoing Coronavirus pandemic this meeting was held by telephone conference and in-person.

Roll Call

Present:

Tom Joyce, Chairman
 Gregory Herrick, Vice Chairman
 Paul Hoblitzell, Board Member
 Mike Evans, Board Member
 Jeff Reed, Counsel
 Eric Bennett, Manager
 Erin Hall, Comptroller
 Christopher Pauley, Assistant Comptroller

Absent:

Robert Wright, Board Member

Others in Attendance:

Evan Bevins, Parkersburg News & Sentinel
 Craig Richards, Burgess & Niple

Customer Comment

None

Consideration of Minutes

Chairman Joyce requested the Board consider the minutes of the September 29, 2020 regular Board meeting for acceptance into the record.

Motion and Vote

Greg Herrick moved to dispense with the reading of the minutes and approve the minutes of the September 29th meeting as presented to the Board. Mike Evans seconded the motion and it was approved by a unanimous vote of the Board members present.

Consideration of Financial Statements
for Period Ending July 31, 2020

Hall stated we are currently 8.3 % into the fiscal year and revenues are at 8.8% of the budget with O&M expenses at 8.3% of budget with a combined debt service ratio of 1.462.

Motion and Vote

Paul Hoblitzell moved to accept the financial statements for the period ending 7/31/2020 as presented. Greg Herrick seconded the motion and it was approved by a unanimous vote of the Board members present.

Consideration of Resolution and Signature Authority
for Bank Account with United Bank

Hall stated this account is being created to utilize as a pass through for ACH transactions, such as online auction proceeds and funds from the State of WV.

Hall recommended the Board authorize the Chairman, Comptroller and General Manager to execute the documents.

Motion and Vote

Paul Hoblitzell moved to authorize the Chairman, Comptroller and General Manager to execute the Resolution and Signature Authority for the new bank account with United Bank. Greg Herrick seconded the motion and it was approved by a unanimous vote of the Board members present.

Consideration of Agreement
for Engineering Services for WTP Boiler System

Bennett stated he had provided a brief correspondence and copy of the agreement for Board members review. Bennett further stated the agreement would cover the evaluation and design for the boiler system along with the evaluation of the air compressor system. Bennett also stated that if it was determined by the evaluation of the air compressor system that design services were needed an addendum to the agreement would be required.

Bennett stated the cost for these services is at a not to exceed amount of \$58,200, invoiced on an hourly rate basis plus reimbursable expenses.

Evans stated he would like the evaluation to determine why the storage tank failed and if a different type of material needs to be utilized to prevent premature failure in the future. Richards stated a mechanical engineer from their Columbus, Ohio office would be performing the work and it would be looked at during the evaluation.

Motion and Vote

Paul Hoblitzell moved to approve the agreement with Burgess & Niple for engineering services for the WTP boiler system at a not to exceed cost of \$58,200. Mike Evans seconded the motion and it was approved by a unanimous vote of the Board members present.

Consideration of Agreement for Engineering Services for Water Risk & Resilience Assessment

Bennett stated the requirement to perform this assessment comes from America's Water Infrastructure Act of 2018, through the USEPA. Bennett further stated this is an unfunded mandate that must be completed by June 30, 2021. Bennett also stated with the lack of an Assistant Manager or an Engineer we do not have personnel to perform the assessment. Bennett stated even if fully staffed he would likely still recommend a third party perform the assessment because they would notice items or issues that employees could possibly overlook or ignore due to the cost associated with the issue.

Bennett stated the cost of the assessment to be performed by Burgess & Niple would be a not to exceed cost of \$31,200, which is invoiced on an hourly rate basis plus reimbursable expenses.

Bennett recommended the Board approve the agreement with Burgess & Niple to perform the required assessment. Bennett further stated that Burgess & Niple have completed or are in the process of completing several of these assessments. Bennett stated a team from Burgess & Niple's Columbus office would be performing the work.

Richards mentioned some of the different communities of varying size from very large to relatively small their firm has done or are in the process of doing. Richards further stated the risk & resilience assessment is a replacement of the vulnerability assessments that were required around 2002 after the 9/11/2001 terrorist attacks.

Richards further stated the information on these assessments goes directly to USEPA not WVBPH. Hoblitzell stated that it was a general risk assessment to determine the utilities ability to provide reliable safe drinking water. Richards agreed and stated it is intended to review all critical sites and determine any issues that may exist that could be corrected to reduce the possibility of damage or disruption due to malevolent acts or a natural disaster.

Bennett stated that following this assessment the Emergency Response Plan will need to be revised or rewritten to incorporate any findings or recommendations. Bennett further stated it is currently his intent to also have this performed by Burgess & Niple as the current ERP was completed by staff and he believes that it falls short in some areas.

Hoblitzell questioned if Public Service Districts also had to perform these assessments. Bennett responded that all water utilities must perform the assessments and complete an ERP. Bennett further stated the deadlines for completion are based upon the population served and there are three tiers for completion with our size the assessment is to be completed by June 30, 2021 with

the ERP completed within 6 months of submittal of the assessment, but no later than December 31, 2021.

Hoblitzell questioned if the assessment or ERP had to be approved or simply submitted. Richards stated there was no approval process they just have to be submitted.

Joyce questioned if the ERP would mirror components of the assessment. Bennett stated the assessment would be utilized to develop or modify the ERP.

Motion and Vote

Paul Hoblitzell moved to approve the agreement with Burgess & Niple for engineering services for the completion of a risk & resilience assessment at a not to exceed cost of \$31,200. Mike Evans seconded the motion and it was approved by a unanimous vote of the Board members present.

Consideration of Invoices in Excess of \$750

The following invoices totaling \$251,196.68 were considered for approval:

A & A Safety	8- operating nuts with ribs, 4- operating nuts with flange- water maint.	2,015.79
Acrison, Inc.	30% prepayment- Kmno4 feeder- WTP	23,943.30
Advanced Communications	Service agreement for telephone equipment- 10/1/20-10/1/21- admin	2,045.00
AMTEC	Arbitrage Calculation 03D & 03E- admin	1,100.00
Atlas Towing	9.52 tons #57, 19.07 tons 1/2 crusher run and 38.39 pit run- sewer maint.	1,171.47
Atlas Towing	9.53 tons #57 and 67.11 pit run- sewer maint.	1,211.55
Brenntag Mid-South Inc.	3500 gal of sodium hypochlorite- WWTP	2,981.00
Burgess & Niple	Professional services thru August 31, 2020- Water System Improvements- Design	11,067.63
Burgess & Niple	Professional services thru August 31, 2020- Water System Improvements- Bidding	2,983.50
Burgess & Niple	Professional services thru August 31, 2020- Hill Ave Sewer Extension- Design	3,451.00
C.I. Thornburg	150- 5/8" meter- meter shop	19,500.00
City of Parkersburg	Workers Compensation- September 2020	6,359.02
Commercial Technology Group	Timeclock maintenance agreement- admin	1,465.00
Estabrook Corp	2" brass valve for polymer system- WWTP	1,143.44
Ferguson Waterworks	Hydrant repair parts- water maint.	2,310.24
Fisher Scientific	20 cu. ft. bod incubator.- WWTP	4,873.88
Frontier	Phone service - September 2020	969.89
Hach Company	Thermal control for sampler- WWTP	1,732.91
Hach Company	Assembly for influent sampler- WWTP	1,729.00
Hach Company	Sampler head repair- WWTP	1,995.50
IVS Hydro, Inc.	Clean wet well- 6th St Pump Station	2,072.68
Jeffrey Reed	Legal- September 2020	1,100.00
Lubeck PSD	Parkersburg revenue collected by Lubeck PSD 7.5% fee - September 2020	1,674.75
Martin Marietta	28.61 tons #57, and 18.66 tons 1 1/2" limestone- water maint.	1,245.82
Martin Marietta	18.25 tons #57, and 17.62 tons 1 1/2" limestone- water maint.	935.33
Martin Marietta	9.57 tons #57, and 29.92 tons 1 1/2" limestone- water maint.	999.21
Martin Marietta	20.06 tons #57, and 44.27 tons 1 1/2" limestone- water maint.	1,640.69
Maryland Biochemical Company, I	120 gals of Waste De-Grader - sewer maint.	2,040.00
MonPower	1st. Ave. Pump Station - September 2020	2,503.13
MonPower	Neal Run Pump Station - September 2020	856.61
MonPower	Water Treatment Plant - September 2020	19,118.47
MonPower	6th St. Pump Station - September 2020	2,761.58
MonPower	Waste Water Treatment Plant - September 2020	20,290.82
Ohio Valley Power	New chop saw with 14" blade- water maint	975.85
Parkersburg Utility Board	Water bill - WWTP - September 2020	1,838.00
Parkersburg Utility Board	Sewer bill - WTP - September 2020	7,913.46
Retiree Health Benefit Trust Fund	Contribution for retired employee health insurance - September 2020	11,969.72
SmartBill	September postage and service fee- billing	7,823.11
Smith Concrete	6.5 yds. of 9 bag 2% Hi-Early concrete - sewer maint.	942.50
Stuart Oil Co.	400 gallons diesel - all depts.	724.60
Stuart Oil Co.	604 gallons unleaded- all depts.	1,153.62
Stuart Oil Co.	500 gallons diesel - all depts.	903.00
Stuart Oil Co.	451 gallons unleaded- all depts.	864.57
Univar	4026 gal of sodium hypochlorite- WTP	3,051.71
WVPEIA	Employee Health Insurance - September 2020	59,344.58
Xylem Dewatering Solutions	6" pump rental for clear well cleaning- WTP	2,403.75
	TOTAL APPROVED	251,196.68
Total amount of checks paid from sewer operating fund September 25- October 8, 2020		242,134.88
		Check # 84309-84389

Motion and Vote

Greg Herrick moved the list of invoices over \$750, dated October 13, 2020 in the amount of \$251,196.68 be approved for payment as submitted to the Board. Paul Hoblitzell seconded the motion and it was approved with a unanimous vote of the Board members present.

Other Business

None

Next Meeting Date

Erin Hall stated the next regular meeting would be October 27, 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 October 27, 2020.

Adjournment

Paul Hoblitzell moved the meeting be adjourned. Greg Herrick seconded the motion and it was approved by a unanimous vote of the Board members present. The meeting adjourned at 9:13 a.m.

Respectfully Submitted:

Eric Bennett, General Manager