

The Minutes of the Regular Meeting of the Parkersburg Utility Board

April 14, 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 14th day of April, 2020. Chairman Joyce called the meeting to order at 9:00 a.m. Due to the ongoing Coronavirus pandemic this meeting was held by telephone conference.

Roll Call

Present:

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

Absent:

John Lutz, Vice Chairman

Others in Attendance:

Candice Black, Parkersburg News & Sentinel

Consideration of Minutes

Chairman Joyce requested the Board consider the minutes of the March 31, 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 March 31st meeting as presented to the Board. Paul Hoblitzell seconded the motion and it was approved by a unanimous vote of the Board members present.

Consideration Financial Statements
for Period Ending 2/29/2020

Hall stated as of the end of February we had revenue at budget with operation and maintenance expenses below budget with a combined debt service ratio of 1.456.

Hoblitzell stated that PUB's debt service ratio is very good, but have we ever compared it to other utilities in the State. Hall replied we have never checked with other utilities to see how PUB compared.

Motion and Vote

Greg Herrick moved to accept the financial statements for the period ending 2/29/2020 as presented to the Board. Paul Hoblitzell seconded the motion and it was approved with a unanimous vote of the Board members present.

Consideration of On-Call Pay Policy

Bennett stated Board members were provided with a brief correspondence including the proposed revisions to the policy. Bennett stated the current policy compensates employees required to be in an on-call status at a rate of \$35.00 per week. Bennett further stated the current rate was in effect when he started in the Water Department. Bennett stated beepers are an antiquated technology that is rarely used. Bennett also stated Miller communications previously provided that service, but as of December they no longer provide the service. The company Millers recommended was in Columbus and the price was 5 to 6 times greater than we had been paying for decades. Bennett stated it was also determined the majority of the employees on call were not utilizing the beepers, but were being contacted on their cell phones.

Bennett stated the proposal is to eliminate the beepers and increase the incentive pay for the employees that have to limit their activities during the period they are in an on-call status. Hoblitzell questioned when Bennett started with the Water Department. Bennett replied he started working for the City in 1994.

Bennett stated he recommended an increase to either fifty or sixty dollars per week. Bennett further stated that the annual increase to operation and maintenance expenses was minimal to provide employees with additional incentive pay to insure they are available when needed.

Motion and Vote

Paul Hoblitzell moved to increase the on-call pay to \$55.00 per week and approve the revisions to the policy as presented to the Board. Robert Wright seconded the motion and it was approved with a unanimous vote of the Board members present.

Consideration of Invoices in Excess of \$750

The following invoices totaling \$198,713.24 were considered for approval:

A&A Safety	Diamond wire loop, 6- sign stand- water maint.	1,149.00
Bortek Industries	20' - 8" boom hose- 12-004- sewer maint	3,136.67
Burgess & Niple	Professional services thru February 29, 2020- Review construction standards	2,365.63
Burgess & Niple	Professional services thru February 29, 2020- Worthington Lane- Sewer Extension	2,558.00
Burgess & Niple	Professional services thru February 29, 2020-Water System Improvements- Design	27,978.61
Burgess & Niple	Professional services thru February 29, 2020-Water System Improvements- Report	5,551.50
City of Parkersburg	Workers Compensation- March 2020	5,981.02
Continental Utility Solutions	Electronic processing fees- billing	7,592.63
Cyrus L. Bowen Construction	Sewer line extension- CAC- Fire Station #5 Blizzard Drive	37,748.61
Dominion Energy	Water Treatment Plant - March 2020	1,001.12
Dominion Energy	Waste Water Treatment Plant - March 2020	1,813.23
Dominion Energy	WWTP / Administrative Building - March 2020	2,938.93
Estabrook Corp.	4- Sequencer- Bird, Summers, Kanawha St. Pump Stations	1,337.10
Ferguson Waterworks	3- 12" brass saddle, 10- 4" valve box adapter- water maint.	911.49
Ferguson Waterworks	2" meter pit- meter shop	2,966.97
Heath Consultants	Repair of water line tracing equipment- technical	829.39
JCI Jones Chemical	3080 gal of hypochlorite solution- WWTP	2,525.60
Jeffrey Reed	Legal- March 2020	1,460.00
Lubeck PSD	Parkersburg revenue collected by Lubeck PSD 7.5% fee - March 2020	1,464.49
MonPower	Water Treatment Plant - March 2020	17,065.48
MonPower	Waste Water Treatment Plant - March 2020	22,138.92
MonPower	Kanawha St. Pump Station - April 2020	798.89
MonPower	Agnes St. Pump Station - April 2020	2,100.22
Parkersburg Utility Board	Sewer bill - WTP - March 2020	8,454.74
Parkersburg Utility Board	Water bill - WWTP - March 2020	1,116.61
Perma-Liner Industries	300' of 6" liner, 300' of 6" calibration tube, 150' of 8" liner, 150' of 8" calibration tube, 6- lateral resin part A- sewer	8,971.04
Pipelines, Inc.	112' of 8" pipe, 336' of 6" pipe, 14' of 10" pipe, 14' of 15" pipe- sewer maint.	1,227.66
Pipelines, Inc.	8- 3/4" brass plug, 4- 1" corp stop, 100- 3/4" insert, 2- 4" repair clamp, 8- 5/8" angle meter valve- water maint	1,186.81
Pollard Water	12- 3/4" plug lock, 3-barrel lock key, 100-barrel lock, 25-water valve lock device, 2-barrel lock cleaning tool- r	1,520.75
Quala	Neutralize 200 gal of fluoride in 500 gal of water- WTP	1,271.00
SmartBill	March postage and service fee- billing	7,815.80
Smith Concrete	7.5 yds. of 9 bag Hi-Early concrete, 7.5 yds. cold weather operations - water maint.	1,132.50
Smith Concrete	6 yds. of 9 bag Hi-Early concrete, 6 yds. cold weather operations - water maint.	906.00
Smith Concrete	6.5 yds. of 9 bag 1% Hi-Early concrete - sewer maint.	851.50
Univar	3432.16 gal of ferric chloride- WTP	4,753.54
Valtronics Sales, Inc.	Check valve- 24th St Pump Station	774.79
Workforce West Virginia	Unemployment reimbursement- water maint.	5,317.00
	TOTAL APPROVED	198,713.24
Total amount of checks paid from sewer operating fund March 27- April 9, 2020		183,417.02
		Check #82830-82951

Herrick questioned how our existing engineering projects were going in light of the coronavirus limitations. Bennett stated there are currently no active construction projects, but Burgess & Niple continued to work on the design of the water improvement projects as they are working from home, but they are utilizing something called virtual desktop that allows them to login into their system from anywhere and it is the same as being in the office. Bennett stated line locates are being done for the projects and when all utilities are located they are contacted and their surveyors or inspectors go out and collect the information. Bennett also stated that Strand is also working from home as they continue to work on the analysis for the deep interceptor sewers south of the Little Kanawha River, with the next deliverable item to be plans and profiles for the proposed routes.

Motion and Vote

Greg Herrick moved the list of invoices over \$750, dated April 14, 2020 in the amount of \$198,713.24 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

Billing & Collections Late Penalty

Bennett requested guidance on applying late penalties to the March 31 billing. Joyce stated it was his belief that many are suffering in the area and we should refrain from applying late penalties. Joyce also stated he was sure some people are taking advantage of the situation but considering the current state we should not this month and we should revisit it on a monthly basis until the health crisis has subsided. Hoblitzell agreed with the Chairman's statement.

Bennett advised Board members late penalties bring in roughly 25 to 30 thousand dollars monthly. Joyce stated he understood but it is necessary given the current economic situation in the local area.

Motion and Vote

Robert Wright moved to waive any late fees for water and sewer bills issued on March 31, 2020. Paul Hoblitzell seconded the motion and it was approved with a unanimous vote of the Board members present.

Next Meeting Date

Erin Hall stated the next regular meeting would be April 28, 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 April 28, 2020.

It was determined the next meeting will be held as a conference call.

Adjournment

Paul Hoblitzell moved the meeting be adjourned. Robert Wright seconded the motion and it was approved by a unanimous vote of the Board members present. The meeting adjourned at 9:18 a.m.

Respectfully Submitted:

Eric Bennett, General Manager