

The Minutes of the Regular Meeting of the Parkersburg Utility Board

March 19, 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 19th day of March, 2019. Chairman Tom Joyce called the meeting to order at 9:00 a.m.

Roll Call

Present:

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

Absent:

John Lutz, Vice Chairman
Robert Wright, Board Member

Others in Attendance:

Consideration of Minutes

Chairman Joyce requested the Board consider the minutes of the March 6, 2019 regular Board meeting for acceptance into the record.

Motion and Vote

Greg Herrick moved to approve the minutes of the March 6th meeting as submitted to the Board. Paul Hoblitzell seconded the motion and it was approved by a unanimous vote of the Board members present.

Consideration of Bill Printing and Mailing Services.

Bennett stated Board members had approved the use of SmartBill to perform the printing and mailing services but we failed to have included in the motion to take the actions necessary to terminate the equipment lease with Pitney Bowes for the inserter machine.

Motion and Vote

Paul Hoblitzell moved to authorize the General Manager and Counsel to take all actions, legal and necessary, to terminate the existing equipment lease with Pitney Bowes for the inserting equipment. Greg Herrick seconded the motion and it was approved by a unanimous vote of the Board members present.

Consideration of Proposed 12-inch Waterline Repair

Bennett stated Board members may have seen that a boil water advisory was issued recently for the downtown area due to a leak on a 12-inch waterline in the turn on Garfield Avenue next to Matheny Motors. Bennett stated some investigation was done following a failed attempt to locate and repair the leak. Bennett stated investigation confirmed the line when constructed in 1931 was built on railroad property subsequent road construction by WVDOH in the 1950's did not relocate the line and it is now out under the turn lane of Garfield Avenue. Bennett stated that it in itself is not unusual but the line also now appears to be under 10 or more feet of fill.

Bennett stated as he was in Morgantown the day of the leak, he was advised late in the day it appeared the water was coming from underneath or behind a retaining wall that was constructed when the turn lane was added in more recent years. Bennett stated he authorized the crew to remove a portion of the wall in an attempt to locate and repair the waterline. Hoblitzell questioned the location of the wall. Bennett responded it was an above ground stack block wall located west of the roadway at the turn.

Bennett stated the current proposal would be to install approximately 300 feet of temporary waterline on top of the ground to insure we are providing adequate flows to the downtown area while a permanent fix can be determined. Bennett further stated that the temporary line will not be cheap as the special pipe required cost approximately \$7,000. Bennett further stated the line in question had been included in the comprehensive report for replacement as there have been several repairs in recent years on the line between the Camden Clark Medical Office Building A and 3rd Street by Matheny's.

Bennett stated the section of line included in the report starts at the southern edge of the MOB A and runs through the parking lot along the railroad to 3rd Street and then in 3rd Street to the Court Square. Hoblitzell questioned where the MOB was. Joyce responded it was the original MOB with the aerial skywalk.

Bennett stated the estimate in the report for the replacement of the 12-inch waterline was \$600,000. Bennett further stated the permanent fix being pursued may simply be to correct the

current problem instead of attempting to replace the entire length as it could be constructed to facilitate completion as part of the proposed future project.

Bennett requested the Board approve the expenditure of funds to perform the temporary repair with above ground pipe and obtain a proposal from Burgess and Niple for engineering related to the permanent replacement.

Herrick questioned where the \$600,000 estimate was obtained. Bennett responded it was from the comprehensive water system evaluation report. Herrick questioned whether or not it included non-construction expenses. Bennett stated he was not positive but it is very possible that it does not include non-construction related expenses. Bennett further stated he would verify that prior to the next meeting.

Motion and Vote

Paul Hoblitzell moved to authorize the temporary repair of the 12-inch waterline and obtaining a proposal from Burgess and Niple for engineering services related to a permanent replacement. Greg Herrick seconded the motion and it was approved by a unanimous vote of the Board members present.

Discussion Regarding 12-hour shifts at the WTP and WWTP

Bennett stated the staff at the treatment plants are requesting to convert from 8-hour shifts to 12-hour shifts. Bennett stated if 12-hour shifts are adopted, and if you just look at the regular shifts with no coverage issues for vacations and sick leave it will increase the annual cost due to a mandatory 16 hours of overtime monthly versus 8 hours of mandatory overtime with the current shift schedule. Hoblitzell questioned if they would be working four 12 hour shifts that would create 8 hours overtime on a weekly basis. Bennett responded the schedules typically have employees working 4 days one week and 3 days the next week.

Bennett stated one of his concerns is coverage. Joyce stated this should make that easier. Bennett responded that is what he is being told as you will have 2 crews off to cover absences instead of 1 crew that is available with the current shift rotation and therefore should be easier to cover shifts. Hoblitzell stated that is assuming they can be reached by telephone when needed. Bennett responded that was correct.

Bennett stated the operators are interested in what is referred to as the Dupont 12-hour shift, which provides for a 7-day break for each shift worker every month. Bennett stated in his conversations with Morgantown, Fairmont and Charleston all seem to be utilizing 12-hour shifts and are happy with them, but they are not using the shift requested by PUB operators.

Bennett questioned if the Board had any issues with staff pursuing 12-hour shifts at the treatment facilities with the acknowledgement that a trial period would be the first step after the appropriate changes in policy are determined. Hoblitzell stated he had no problem with it if that is what the operators wanted and management had no problems with it. Bennett stated the assumption is coverage would be improved and according to the operators their quality of life would be improved.

Herrick questioned what the benefit to the Utility Board for changing to a 12-hour shift. Bennett responded that improved moral among treatment plant operational staff along with several other claims. Hall stated we could see a cost savings as we currently experience approximately 16 hours of overtime per employee per month. Bennett stated he would hope there is a savings but he would simply hope that it is a neutral change, and he has found that many employers agree to 12-hour shifts so long as it is a neutral change in annual costs.

Joyce stated a recommendation that when and if it is rolled out it is made clear this is a temporary change to test the suitability of 12-hour shifts for the Utility Board and place a clear timeline on the process. Bennett stated that would be done as he has made it clear that a trial period would be utilized to determine the viability of 12-hour shifts for PUB.

Herrick stated theoretically if it improves morale it should improve efficiency. Bennett stated that is certainly how it is supposed to work. Bennett also stated that he would likely be requesting changes to some payroll and personnel policies as part of this process.

Herrick stated with the current calculations using no coverage the cost is about \$7,000 more per plant annually. Bennett stated that was corrected.

Board members acknowledged it was certainly worth a trial to verify the viability of 12-hour shifts for PUB. Bennett stated staff would take the necessary steps to complete the process.

Consideration of Invoices in Excess of \$750

The following invoices totaling \$170,856.54 were considered for approval:

Atlas Towing	8.62 tons #57, 39.23 tons 1/2 crusher run and 20.18 pit run- sewer maint.	1,089.31
Atlas Towing	27.18 tons #57, 11.77 tons 1/2 crusher run and 70.67 pit run- sewer maint.	1,527.19
Dell Marketing	Dell monitor and mini tower- WWTP	1,750.86
Dell Marketing	SCADA Upgrade- WWTP & WTP	11,879.96
Dell Marketing	SCADA Upgrade- WWTP & WTP	2,458.23
Dominion Energy	Sewer maintenance - February 2019	791.26
Dominion Energy	Waste Water Treatment Plant - February 2019	1,891.21
Dominion Energy	Water Treatment Plant - February 2019	1,186.58
Dominion Energy	WWTP / Administrative Building - February 2019	3,986.32
Estabrook	Check valve- Rosemar booster	4,548.75
Ferguson Waterworks	20- meter boxes- water maint.	756.16
Fifth Third Bank	EGR Cooler- 12-004 - sewer maint.	3,381.83
Intergrated Process Solutions	#4 Aeration blower VFD programming- WWTP	4,580.00
Lubeck PSD	Parkersburg revenue collected by Lubeck PSD 7.5% fee - February 2019	1,401.93
Mar-Zane Inc.	9.71 tons of cold mix- water maint.	1,165.20
Mar-Zane Inc.	19.52 tons of cold mix- sewer maint.	2,342.40
MonPower	Waste Water Treatment Plant - February 2019	28,012.77
MonPower	Water Treatment Plant - February 2019	21,609.32
MonPower	1st. Ave. Pump Station - February 2019	7,666.04
MonPower	6th St. Pump Station - February 2019	6,719.67
MonPower	Neal Run Pump Station - February 2019	1,070.28
MonPower	Kanawha St. Pump Station - March 2019	1,103.57
Pace Analytical	18- water testing- WTP	2,175.00
Pace Analytical	3- water testing- WTP	1,096.07
Parkersburg Utility Board	Sewer bill - WTP - January 2019	22,829.81
Parkersburg Utility Board	Water bill- WWTP- January 2019	1,412.61
Pipelines, Inc.	5- 6" sleeve, 6- 6" cut-in sleeve, 6- 8" cut-in sleeve, 3- 6" elbow, 10- 6" pavement riser- water maint.	2,928.50
Pitney Bowes	Quarterly Smartmailer lease- billing	753.00
Pitney Bowes	Quarterly Inserter/sorter lease- billing	1,564.08
Sal Chemical	4499.89 gals of sodium hypochlorite- WWTP	3,559.91
Sal Chemical	4020.44 gals of sodium hypochlorite- WWTP	5,447.70
Sam's Club	36 cases of copy paper- admin & billing	1,043.64
Scott Industrial Systems	2- valve assembly- WTP	820.02
Smith Concrete	9 yds. of 9 bag 2% Hi-Early concrete - sewer maint.	1,359.00
Smith Concrete	6 yds. of 9 bag 2% Hi-Early concrete - sewer maint.	906.00
Smith Concrete	7 yds. of 9 bag 2% Hi-Early concrete - water maint.	1,057.00
Smith Concrete	7 yds. of 9 bag 2% Hi-Early concrete - sewer maint.	1,057.00
Strand Associates, Inc.	Professional services thru February 28, 2019 - Computer and Misc. Services	2,553.15
Stuart Oil Co.	749 gallons unleaded- all depts.	1,801.20
Unique Paving Materials	56 bags of cold mix - water maint.	837.66
US Postmaster	Postage meter- admin & billing	2,500.00
WV Div. of Environmental Protectio	Permit and sludge fee- WWTP	4,236.35
	TOTAL APPROVED	170,856.54
Total amount of checks paid from sewer operating fund March 4, 2019- March 15		155,133.56
	Check #79448- 79603	

Herrick questioned the invoice for Fifth Third Bank for an EGR Cooler. Bennett stated the purchase was made for one of the jet trucks utilizing the West Virginia Purchasing Card. Bennett further stated the card use to be through United Bank but recently changed to Fifth Third Bank.

Motion and Vote

Greg Herrick moved the list of invoices over \$750, dated March 19, 2019 in the amount of \$170,856.54 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

New Billing Software

Bennett stated the vendor was onsite last week performing training on the new billing software with the intent to go live in April, but due to some data conversion issues the new date is mid-May.

Next Meeting Date

Erin Hall stated the next regular meeting would be April 3, 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 April 3, 2019.

Adjournment

Greg Herrick 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 9:24 a.m.

Respectfully Submitted:

Eric Bennett, General Manager