

The Minutes of the Regular Meeting of the Parkersburg Utility Board

October 30, 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 30th day of October, 2019. Chairman Joyce called the meeting to order at 9:00 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

Consideration of Minutes

Chairman Joyce requested the Board consider the minutes of the October 16, 2019 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 October 16th meeting as presented to the Board. John Lutz seconded the motion and it was approved by a unanimous vote of the Board.

Consideration of Financial Statements
for Period Ending 7/31/19

Hall stated July is the first month in the new fiscal year and we have a combined debt service ratio of 1.355.

Motion and Vote

John Lutz moved to accept the financial statements for period ending July 31, 2019 as presented. Paul Hoblitzel seconded the motion and it was approved by a unanimous vote of the Board.

Consideration of Financial Statements for Period Ending 8/31/19

Hall stated that as of August 31st revenues were slightly above budget and O&M expenditures at budget with a combined debt service ratio of 1.459.

Lutz questioned why pretreatment expenses are higher than budgeted. Hall stated there are industrial user sampling events that happen at the beginning of the fiscal year and only happen once in the fiscal year. Hall further stated those costs are reimbursed by the industrial users.

Motion and Vote

Greg Herrick moved to accept the financial statements for period ending August 31, 2019 as presented. Robert Wright seconded the motion and it was approved by a unanimous vote of the Board.

Consideration of Bids for New Dump Truck

Bennett stated bids were received and opened the previous day and results were provided to Board members later that day. Bennett further stated PUB received four bids from two different vendors and they are as follows:

| | | |
|-----------------------------|------------------------------------------|-------------|
| Matheny Motor Truck Co. | Hino (in stock-will paint red - 60 days) | |
| | Truck ----- | \$89,568.00 |
| Matheny Motor Truck Co. | Freightliner (120 days) | |
| | Truck ----- | \$84,330.00 |
| Matheny Motor Truck Co. | Hino (180 days) | |
| | Truck ----- | \$89,968.00 |
| Truck Sales & Service, Inc. | International (60 - 90 days) | |
| | Truck ----- | \$91,741.00 |

Bennett stated a backup dump currently exists but it is approximately 25 years old and it has significant mechanical issues that would not be cost effective to repair, so delivery time is a critical factor. Bennett further stated the in stock truck was listed at 60 days for delivery but conversations with Matheny's Commercial Sales Manager indicate that this number is very conservative to allow for delivery and installation of the air brake equipment to the rear of the truck, strobe lights and the painting of the truck. Bennett stated they also assumed a week to paint the truck if the Board wants it painted, if not the price would be reduced by \$2,500.00.

Bennett recommended the Board approve Matheny's bid for the Hino that is in stock. Bennett further stated the Freightliner that Matheny's also bid is cheaper but delivery is estimated at 120 days with production of the chassis is currently 75 days out. Bennett also stated PUB purchased the totaled vehicle at a cost of \$2,400.00 compared to the original \$8,850.00 that was quoted by Cincinnati Insurance. Bennett stated the tires on the vehicle are almost worth \$2,400.00.

Joyce questioned when was the accident that damaged the dump truck. Bennett stated it was at least a month or more. Bennett further stated there was a period of time water maintenance was down a crew leader due to medical issues so the laborers would work with other crews and the third dump was not critical, as well as the fact the spare dump trucks condition is the driving factor to expeditiously acquire the replacement vehicle.

Joyce stated he believes it is crazy to pay more and that it is even crazier to spend \$2,500.00 to paint the truck red. Joyce stated the City purchased a dump truck that was to be delivered in 60 days and it has been 190 days, and it was in stock as well. Joyce stated these are public dollars and he did not believe additional expense was justified. Joyce further stated that he was not an expert on low bid laws and even reducing the cost by \$2,500.00 it is still not the low bid.

Hoblitzell questioned if the low bid laws go with the product or the company. Bennett stated it is the lowest responsible bidder for whatever equipment is specified. Reed stated he was unsure what was being asked. Hoblitzell stated Matheny was low bidder whichever vehicle bid was selected. Reed stated that it would go with the piece of equipment. Reed further stated there are exceptions to a low bid, whether that is applicable in this situation was unclear. Reed also stated it is not absolutely mandatory to accept the low bid. Joyce stated Truck Sales & Service would likely not raise a stink.

Wright questioned the difference between the two trucks at Matheny's that is in stock and 120 days delivery. Joyce stated the difference was the manufacturer and is assumed that either would do the work.

Lutz stated there is something to be said for the fact that Hino employs a heck of a lot of people in the area. Joyce stated that if PUB wants to offer a discount for that it would be fine, but it needs to be in the bid specs.

Lutz questioned if we have had issues with delivery of a vehicle from Matheny Motors in the past. Bennett stated there was an instance a few years ago, we ordered 2013 vehicles and ended up with 2015 vehicles. Bennett stated this was not a Matheny issue but a General Motors issue related to cancelling orders and production time for certain type vehicles at their plants. Bennett also stated we recently placed an order with Matheny's for three trucks that were anticipated for delivery in 6 to 8 weeks, then the strike happened so delivery will be later than 8 weeks.

Lutz questioned if we had any experience with the difference in quality between Hino and Freightliner. Bennett stated PUB has owned one Hino for about 5 years, it had an issue in the beginning that was related to the Computer and cabling, it was corrected promptly and to my knowledge we have had no other issues with the chassis. Bennett further stated that in 2002 PUB purchased five Freightliners and we have had extensive electronic issues in the dashes, brake problems, spring problems. Bennett also stated that we have much more experience with the Freightliners than with the Hino.

Herrick questioned if the price of the bid for the Hino at \$89,568.00 included the \$2,500.00 for painting the truck red. Bennett responded that was correct. Herrick stated if it was not painted the price would be \$87,068.00. Wright stated at that point the difference in cost is \$2,738.00.

Joyce stated that if past performance, quality issues, etc. are a concern with a make or model you can disqualify them from bidding. Joyce further stated after bids are received is not the cleanest way to disqualify equipment due to prior quality issues.

Bennett stated the bid specifications were modified to eliminate International Harvester engines due to significant mechanical issues we have had with the two combination jet/vac trucks that have International engines. Bennett stated the International truck bid by Truck Sales & Service, Inc. included a Cummins engine.

Bennett stated if the Board chooses to go with the Freightliner, we will expeditiously fix the totaled truck and return it to service. Hoblitzell questioned the cost to fix the truck. Bennett responded the estimate was around \$19,000.00 but he believes we can get it done for \$10,000.00. Hoblitzell stated the difference in vehicle cost is only \$2,700.00. Bennett stated that is correct but PUB still needs a spare dump and fixing the totaled truck is the best option.

Lutz questioned Counsel what his thought was about expending the additional \$2,700.00 to purchase the Hino. Reed responded he was not prepared to address a deviation from the low bid, so he was unable to say whether or not it was justified or not. Reed further stated he would have to look at some other factors to see if the Board could justifiably go with a bid other than the lower bid.

Bennett also stated loss production due to the lack of a truck cost money, as well. Hoblitzell agreed and stated try to rent a truck and see what it costs. Bennett stated that was looked into and they were not readily available in the area.

Joyce stated if we are not going to buy the lowest bid then we have to quantify the why. Joyce further stated he was not saying lost productivity was not part of it but we must quantify how much work does not get done.

Motion and Vote

John Lutz made the motion in light of the fact we will receive the truck 60 days sooner, it is a local employer and with perceived reliability issues we purchase the in stock Hino from Matheny Motors at a cost of \$89,568.00 minus the \$2,500.00 for painting. Paul Holitzell seconded the motion and it was approved by a majority vote of the Board, with Joyce voting no and Hoblitzell abstaining.

Consideration of Change to the Regular Meeting Schedule

Bennett stated this was the issue raised by Chairman Joyce at the previous meeting and no correspondence was provided.

Joyce questioned Board members thoughts on the subject. Joyce stated there was discussion on the 750 list causing a problem if the meetings were changed to monthly instead of every other week.

Joyce questioned if the by-laws requires or stipulates the dollar figure for payments to be approved. Joyce further stated that if it has been in place for thirty years it is not keeping pace with inflation. Bennett stated to his knowledge there was no such document or written requirement for the process or figure it has simply been done that way as long as he has been with PUB. Bennett further stated a previous Board member, Ed Glasser, had requested it be increased during his tenure on the Board but other members chose to keep it at \$750.00 because the work to produce the list would not be materially impacted by increasing the dollar value, unless increased significantly.

Lutz stated it was brought up previously and his recollection was another previous Board Member, Jim Province, with an accounting background argued that it should remain the same. Lutz stated that it did not matter to him. Hall stated it would not save that much time and it provides Board members with a better picture of what financial expenditures occur.

Bennett stated if the discussion is leaning to moving meetings to once a month, that he did not believe the majority of Board members desired, invoices would be paid without Board action.

Lutz stated if meetings were to be moved to monthly an additional meeting could be called if needed. Bennett stated additional meetings could be called at any time it was deemed necessary. Bennett stated moving meetings to once a month would not upset him, but there would be times when it would be nice to have meetings more frequently and if something critical arose an additional meeting would be called.

Herrick stated if meetings were held monthly and Board members missed a meeting they would be two months behind on happenings or issues related to the Board. Hoblitzell stated one of the benefits of the PUB is that Board members are well informed and stay informed, if meetings are moved to monthly instead of every other week Board members could lose touch with what is going on.

Herrick stated he would not have issues with moving meetings to Tuesday or Thursday. Bennett stated either of those days would work for staff as we are here every day of the week.

Lutz questioned Joyce what worked best for him. Joyce stated Tuesday or Thursday would work . Hoblitzell stated Thursdays could be bad for him as he has other obligations on that day once a month.

Bennett stated that it sounded like Tuesday would be best for everyone involved.

Motion and Vote

Paul Hoblitzell moved to change the regular Board meeting to every other Tuesday at 9:00 a.m. effective immediately. John Lutz 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 \$221,401.56 were considered for approval:

| | | |
|------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|---------------------|
| Advanced Communications | Service agreement for telephone equipment- 10/1/19-10/1/20- admin | 2,045.00 |
| Atlas Towing | 8.94 tons #57, 28.93 tons 1/2 crusher run and 50.69 pit run- sewer maint. | 1,255.88 |
| Atlas Towing | 17.14 tons #57, 10.24 tons 1/2 crusher run and 32.70 pit run- sewer maint. | 879.59 |
| Bjamm Environmental | Customer refund- hydrant meter | 800.00 |
| Brown Asphalt Paving | Asphalt patching - 9th and Elder St. - water maint. | 2,993.00 |
| Brown Asphalt Paving | Asphalt patching at George and Jeanette St. - sewer maint. | 3,818.00 |
| Brown Asphalt Paving | Asphalt patching- 3300 Camden Ave.- water maint. | 5,611.00 |
| Burgess & Niple | Professional services thru September 28- Worthington Lane- sewer extension | 3,340.38 |
| Burgess & Niple | Professional services thru September 28- Garfield Ave- water line replacement | 8,650.31 |
| Carr Concrete | 4' invert, 24" base, 48" riser, 3' cone section, 2- 6" boot, 8" boot, 2- tar strip seal, 10- manhole steps- sewer m | 1,243.00 |
| Continental Utility Solutions | Credit card processing fee- September 2019 | 1,364.30 |
| Dearborn National Insurance | Employee life insurance- November 2019 | 820.04 |
| Dell Marketing | 8- 24" monitors, 8- desktop computers- shared | 12,569.76 |
| Dominion Energy | Gas line damages- water maint. | 810.66 |
| Electric Motors & Pumps | #4 pump motor rebuild- Summer St. station | 5,655.00 |
| ESRI | ArcGIS annual maintenance- 1/4/2020-1/3/2020- admin and technical | 2,700.00 |
| Everett L. Harper & Son, Inc. | Labor and equipment for concrete and asphalt restoration | 9,410.98 |
| Ferguson Waterworks | 14' of 24" pipe and 3- 24" adapter- sewer maint. | 1,097.32 |
| Griffith & Associates | Martown sewer project- pump- IJDC Assist. | 1,262.25 |
| JCI Jones Chemical | 3086 gals of sodium hypochlorite- WWTP | 2,530.52 |
| Martin Marietta | 9.41 tons #57 and 38.32 tons 1 1/2" limestone - water maint. | 1,087.88 |
| Martin Marietta | 19.01 tons #57 and 18.87 tons 1 1/2" limestone - water maint. | 895.11 |
| Martin Marietta | 18.60 tons #57 and 30.06 tons 1 1/2" limestone - water maint. | 1,133.83 |
| Martin Marietta | 8.75 tons #8, 19.63 tons 1 1/2" limestone and 30.68 tons pit run - water maint. | 1,156.90 |
| MonPower | Agnes St. Pump Station - October 2019 | 866.70 |
| Pace Analytical | 2nd set SOC water testing- WTP | 763.91 |
| Pipelines, Inc. | 23- 6" repair clamp, 100' of 8" pipe, 8- 1" curb stop, 6- 2" adapter, 89- various size pavement risers- water ma | 5,303.62 |
| Pipelines, Inc. | 2- 4" repair clamp and 3- meter box with lid- water maint. | 1,108.64 |
| R.E. Michel Company | 2- inducer assembly- Building 60 and WWTP | 1,281.34 |
| Retiree Health Benefit Trust Fund | Contribution for retired employee health insurance - October 2019 | 12,879.26 |
| RVT Process Equipment | 1000 cu ft. aerator media- WTP | 12,700.00 |
| Siemens Industry | Flow monitor for Vienna flume- WWTP | 1,731.00 |
| Smith Concrete | 6 yds. of 9 bag 2% Hi-Early concrete - sewer maint. | 870.00 |
| Southern Ionics | 4315.09 gals of sodium bisulfite- WWTP | 5,566.47 |
| Stuart Oil Co. | 1000 gallons diesel - all depts. | 2,582.00 |
| Stuart Oil Co. | 800 gallons unleaded- all depts. | 1,818.40 |
| TASB, Inc. | BoardBook Subscription - admin | 3,250.00 |
| Walker Machinery | Seal, pump, pump core, seal kit, seal o-ring, tube kit, and hose kit-12-016- sewer maint. | 1,736.04 |
| Whitetail Tree Service | Tree & brush removal- fire department station #5- sewer extension- CAC #146 | 4,500.00 |
| WVPEIA | Employee Health Insurance - October 2019 | 59,358.46 |
| WVPERs | Pension expense - October 2019 | 26,955.01 |
| WVRWA | WVRWA annual membership | 5,000.00 |
| | TOTAL APPROVED | 221,401.56 |
| Total amount of checks paid from sewer operating fund October 14- October 25, 2019 | | 204,317.67 |
| | | Check #81449- 81562 |

Motion and Vote

John Lutz moved the list of invoices over \$750, dated October 30, 2019 in the amount of \$221,401.56 be approved for payment as submitted to the Board. Robert Wright seconded the motion and it was approved with a unanimous vote of the Board.

Other Business

Hill Avenue Sewer Extension Funding

Bennett stated the WVIJDC Funding Committee had met the previous day. Bennett stated the Board's request for funding the project with a Small Cities Block Grant was approved. Bennett also stated the matter will come before the full council in coming days. Bennett stated awards for the funding from the Governor should happen in the coming months. If PUB is awarded the grant the project can move forward to final design and construction.

PUB Website

Bennett stated the updated website should be online early today. Bennett further stated that will allow access to the new customer portal for the billing software that will allow customers to see their accounts and make payments, see history, request e-billing and choose communication preferences.

Joyce questioned if you could manage multiple accounts with one log in account. Bennett responded customers with multiple accounts should be able manage those accounts through a single log in.

Bennett also stated the portal will allow PUB to place messages on the dashboard so customers are notified of issues when they log into the portal.

Next Meeting Date

Erin Hall stated the next regular meeting would be November 12, 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 November 12, 2019.

Herrick stated he would be unavailable for the next meeting.

Adjournment

Paul Hoblitzell moved the meeting be adjourned. Robert Wright seconded the motion and it was approved by a unanimous vote of the Board. The meeting adjourned at 9:28 a.m.

Respectfully Submitted:

Eric Bennett, General Manager