

The Minutes of the Regular Meeting of the Parkersburg Utility Board

August 4, 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 19<sup>th</sup> Street on the 4<sup>th</sup> day of August, 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 and in-person.

Roll Call

Present:

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

Absent:

Paul Hoblitzell, Board Member

Others in Attendance:

Brett Dunlap, Parkersburg News & Sentinel

Customer Comment

None

Consideration of Minutes

Chairman Joyce requested the Board consider the minutes of the July 21, 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 July 21<sup>st</sup> meeting as presented to the Board. Greg Herrick seconded the motion and it was approved by a unanimous vote of the Board members present.

### Consideration of Design Agreements for Marrtown Area Sewer Extensions

Bennett stated this issue had been discussed at a previous meeting and it was recommended that we complete the design work on the proposed projects to improve our position to be awarded the grant funds that are being requested to construct the projects.

Bennett stated the Hill Avenue project is requesting CDBG funds from the State to complete the project and a major factor in selection is readiness to proceed. Therefore, if design is completed or underway at the time of the request the project is likely to be awarded the grant funding.

Bennett also stated the Marrtown project is requesting USACOE funds to complete the project and currently we are unaware if completing the design work would provide any improvement in being selected for grant funding.

Bennett stated the design agreement for Hill Avenue is at a not to exceed cost of \$141,000 and the Marrtown Avenue design agreement is at a not to exceed cost of \$248,000.

Bennett recommended the Board approve the agreement to complete design work on the Hill Avenue project, but not the Marrtown Avenue project. Bennett stated that when or if we determine completed design work can enhance our chances to receive the USACOE grant it would be brought back to the Board for approval at that time. Bennett further stated Craig Richards was present if Board members had any questions concerning the agreement.

Wright questioned if the design was completed could it be used at any point in the future. Bennett responded that was correct, depending on elapsed time between design and actual construction it could require an update due to changes in the area, but those would likely be minimal.

Bennett stated that he was hopeful the funding would be approved within the next couple of years.

Joyce stated that it was typical with federal funding to have projects as close to shovel ready as possible before grants or funding is awarded.

### Motion and Vote

Robert Wright moved to approve the design agreement with Burgess & Niple for Hill Avenue at a not to exceed cost of \$141,000. 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 \$269,298.02 were considered for approval:

Atlas Towing	5 tons #57, 20.74 tons 1/2 crusher run and 19.59 pit run- sewer maint.	826.52
Bortek Industries	2- foot control assembly, 8" hose- sewer maint	1,307.96
Brenntag Mid-South Inc.	3601 gal of sodium hypochlorite - WWTP	3,062.16
Capital Software	PBS annual update- admin	1,566.60
Cole Parmer	Pump head assembly- WWTP	988.46
Ferguson Waterworks	12- 1/2" coupling, 12- 3/4" coupling, 3- 3/4" brass union, 12- 5/8" meter valve- water maint.	1,478.07
Ferguson Waterworks	120' of 3/4" copper tube, 4- 6" brass saddle, 200' of polyethylene tube, 2- pump stick, 2- adapt plate- water m	2,245.49
Ferguson Waterworks	4- 5 1/4" repair kit- water maint	808.60
Frontier	Phone service - July 2020	963.90
Harrington Plastics	Odor control unit pump- WWTP	3,030.93
Infrastructure Repair Systems	2- 8" repair kit, 2- 10" repair kit- sewer maint	2,211.00
Maryland Biochemical Company, I	120 gals of Bioactive Drain Additive - sewer maint.	2,040.00
MonPower	1st. Ave. Pump Station - July 2020	5,295.79
MonPower	6th St. Pump Station - July 2020	2,621.29
MonPower	Waste Water Treatment Plant - July 2020	18,065.08
MonPower	Water Treatment Plant - July 2020	17,699.67
Ohio Valley Power	New mower- WWTP	2,549.15
OnSolve, LLC	Annual contract for mass calling system -August 10, 2020, August 9, 2021	4,900.00
Pace Analytical	PFOA, PFOS, & Genx testing- WTP	2,950.00
Pipelines, Inc.	4- 20" meter pit, 50- 1 1/2" pavement riser- water maint	835.46
Pipelines, Inc.	25- 20" meter box cover- water maint.	2,487.50
Precision Pump & Valve	2- mini cas install- 6th St. Pump Station	1,920.00
Professional Radiator	Recore radiator- 12-102- sewer maint	1,400.00
Retiree Health Benefit Trust Fund	Contribution for retired employee health insurance - July 2020	12,289.72
SmartBill	Year supply of envelopes, bill forms, and termination notices- billing	8,577.15
Smith Concrete	6.5 yds. of 9 bag 2% Hi-Early concrete - sewer maint.	942.50
State Electric	4 point digital output- WTP	2,226.61
State Electric	Soft starter- Marttown Booster Station	3,896.49
State Electric	2- circuit breaker- Bird St. Pump Station	915.45
Stonegate Construction Inc.	400' drill 4" casing pipe- Wincore & Rt. 47- water maint.	20,000.00
Stonegate Construction Inc.	Installation of a 200LF drill- Johnson Creek- water maint.	12,000.00
Strand Associates, Inc.	Professional services thru June 30, 2020 - Misc. & Computer Services	2,493.62
Strand Associates, Inc.	Professional services thru June 30, 2020 - SSO Abatement Report	4,698.09
Stuart Oil Co.	810 gallons diesel - all depts.	1,518.75
Stuart Oil Co.	749 gallons unleaded- all depts.	1,454.56
West View Cunningham	Diaphragm pump rebuild parts- WWTP	4,643.79
Workforce of West Virginia	Unemployment reimbursement for prior employees- WWTP, water maint, & billing	6,055.04
WVPEIA	Employee Health Insurance - July 2020	65,067.32
WVPEIS	Pension expense - July 2020	41,265.30
	TOTAL APPROVED	269,298.02
Total amount of checks paid from sewer operating fund July 17-30, 2020		326,560.16
		Check #83721- 83809

### Motion and Vote

Mike Evans moved the list of invoices over \$750, dated August 4, 2020 in the amount of \$269,298.02 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 members present.

Other Business

Next Meeting Date

Erin Hall stated the next regular meeting would be August 18, 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 August 18, 2020.

Adjournment

Robert Wright 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 9:09 a.m.

Respectfully Submitted:

Eric Bennett, General Manager