

The Minutes of the Regular Meeting of the Parkersburg Utility Board

February 18, 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 18th day of February, 2020. 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
Eric Bennett, Manager
Erin Hall, Comptroller
Christopher Pauley, Assistant Comptroller

Absent:

Others in Attendance

Evan Bevins, Parkersburg News & Sentinel

Consideration of Minutes

Chairman Joyce requested the Board consider the minutes of the February 4, 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 February 4th meeting as presented to the Board. Paul Hoblitzell seconded the motion and it was approved by a unanimous vote of the Board members.

Consideration of Revision to
Policy for Purchasing and Bidding

Bennett apologized stating he and Jeff Reed spoke the previous day determining there were other items that needed reviewed closer, so it would be their recommendation the matter be tabled until the next meeting.

Bennett questioned Reed if it would be advisable to see if Board members had any thoughts on the current recommendations. Reed stated that would be fine.

Lutz questioned if the maximum allowance for resident vendors was 2.5%. Bennett stated it was 2.5%, the revised policy adds .5% for resident vendors that are also PUB customers. Hoblitzell questioned why we would give a PUB customer a preference. Bennett stated the City provides an in-City preference by utilizing the percentage of B&O tax. PUB current policy only provided for an in-state preference, the revision provides a local preference for vendors that are long term PUB customers.

Hoblitzell questioned why a PUB customer and not within PUB's service area. Reed questioned the likelihood of a business located in the service area not being a PUB customer. Bennett stated it is not very likely that they would not be served by either water or sewer. Reed stated the idea was to provide someone that was a PUB customer a preference, not a huge preference but a minimal one. Reed further stated the decision to provide the ability for this preference is the Board's just like any of the recommended revisions.

Joyce stated that if you make the policy vague it will provide an opportunity for someone who is not awarded the bid to protest.

Bennett stated there are additional criteria to be selected as the lowest responsible bidder. Lutz stated they would already receive a 2.5% preference this is a small preference for being PUB's customer. Bennett stated that was correct and that the bidder has to request the preference at the time of the bid.

Motion and Vote

Paul Hoblitzell moved to table action of the revised Policy for Purchasing and Bidding until the next meeting. John Lutz seconded the motion and it was approved with a unanimous vote of the Board members.

Consideration of Invoices in Excess of \$750

The following invoices totaling \$154,425.53 were considered for approval:

A&A Safety	12- stainless steel operating nuts- water maint.	960.00
Atlas Towing	5.63 tons #57, 59.52 tons 1/2 crusher run and 10.16 pit run- sewer maint.	1,279.17
Brenntag Mid-South, Inc.	4617 gals of sodium hypochlorite- WTP	3,833.26
Burgess & Niple	Services during construction- Garfield Ave. thru December 31, 2019	1,639.11
Burgess & Niple	Water system improvements thru December 31, 2019	4,127.50
Carus Corporation	6000 lbs. of Orthopoly phosphate- WTP	7,200.00
City of Parkersburg	Workers Compensation- January 2020	9,558.78
Continental Utility Solutions	Electronic processing fees- billing	6,391.04
Cues, Inc.	Mainline camera repair- sewer maint.	1,417.91
Dearborn National Insurance	Employee life insurance- February 2020	821.18
Diamond Blade Warehouse	9- 14" blades, 3- 18" blades- water maint.	1,893.28
Dominion Energy	Waste Water Treatment Plant - January 2020	1,151.31
Dominion Energy	WWTP / Administrative Building - January 2020	4,229.40
Dominion Energy	Water Treatment Plant - January 2020	1,406.48
Ferguson Waterworks	180' of 3/4" copper tube, 35- 3/4" couplings, 100' of 4" pipe, 200' of 3/4" pipe- water maint.	1,398.78
Ferguson Waterworks	10- couplings- water maint.	1,353.90
Ferguson Waterworks	3- 4" gate valve, 30- 3/4" coupling, 3- 6" sleeve- water maint.	2,095.53
Ferguson Waterworks	36- 6" elbow, 24- 8" PVC tee, 12- 6" PVC tee, 4- 6" PVC tee cleanout, 77- various size adapter- water maint.	3,743.00
Jeffrey Reed	Legal- January 2020	2,215.00
Lubeck PSD	Parkersburg revenue collected by Lubeck PSD 7.5% fee - January 2020	1,460.82
Mar- Zane, Inc.	18.56 ton cold mix- water maint.	2,227.20
MonPower	Kanawha St. Pump Station - February 2020	806.33
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MonPower	Agnes St. Pump Station - February 2020	2,809.41
Parkersburg Utility Board	Sewer bill - WTP - January 2020	10,774.71
Parkersburg Utility Board	Water bill - WWTP - January 2020	1,107.21
Pipelines, Inc.	3- 2" curb stop, 10- 1" pipe coupling, 10- valve box adapter, 2- 6" reducer- water maint.	1,677.36
Pipelines, Inc.	25- 20" meter box cover- water maint.	2,487.50
Pipelines, Inc.	40- valve box PVC lid, 30- valve box lid, 100' 1" tube- water maint.	2,412.70
Seckman Pest Control	Quarterly pest control - all depts.	755.00
Service Pump & Supply	New pump- New Bird St. Pump station	6,418.82
Service Pump & Supply	New pump- 24th St. Pump Station	6,123.63
SmartBill	January postage and service fee- billing	7,992.50
Smith Concrete	5 yds. of 9 bag 2% Hi-Early concrete, 5 yds. cold weather operations - water maint.	755.00
Southern Ionics, Inc.	4,309.27 gals of Sodium Bisulfite- WWTP	5,558.96
State Equipment	Turbo charger, 2- gasket, O-ring- 72-104- water maint	826.05
Valtronics Sales	New Transmitter for TWAS system- WWTP	2,179.61
WVPERs	Pension expense - January 2020	40,531.76
	TOTAL APPROVED	154,425.53
Total amount of checks paid from sewer operating fund January 31- February 13, 2020		343,690.47
		Check #82343-82487

Motion and Vote

Greg Herrick moved the list of invoices over \$750, dated February 18, 2020 in the amount of \$154,425.53 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.

Other Business

New Copier

Bennett stated Board members would be seeing an invoice for a new copier at a cost of around \$7,000.00. Bennett stated the existing copier continued to have problems and is approximately 10 years old with over 1 million copies. Bennett further stated it was his intent to budget it in the coming budget but was apparent it would not make it that long.

Next Meeting Date

Erin Hall stated the next regular meeting would be March 3, 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 March 3, 2020.

Adjournment

Robert Wright 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 9:07 a.m.

Respectfully Submitted:

Eric Bennett, General Manager