

The Minutes of the Regular Meeting of the Parkersburg Utility Board

February 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 19th Street on the 4th day of February, 2020. Chairman 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
Robert Wright, Board Member
Erin Hall, Comptroller
Christopher Pauley, Assistant Comptroller

Absent:

John Lutz, Vice Chairman
Jeff Reed, Counsel
Eric Bennett, Manager

Others in Attendance

Evan Bevins, Parkersburg News & Sentinel

Consideration of Minutes

Chairman Joyce requested the Board consider the minutes of the January 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 January 21st 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 of financial statements
for period ending 10/31/2019

Hall stated that as of the end of October revenue are running slightly above budget with O&M and capital expenses running below budget and a combined debt ratio of 1.458.

Hoblitzell questioned why we are running below budget on the O&M. Hall stated it was due to conservative budgeting as well as unfilled positions. Herrick questioned if we felt that would continue. Hall stated for the short term we assume that it will continue.

Motion and Vote

Paul Hoblitzell moved to accept financial statements for the period ending 10/31/2019. Greg Herrick seconded the motion and it was approved with a unanimous vote of the Board members present.

Consideration of financial statements for period ending 11/30/2019

Hall stated that as of the end of November revenue are running slightly above budget with O&M and capital expenses running below budget and a combined debt ratio of 1.451.

Motion and Vote

Greg Herrick moved to accept financial statements for the period ending 11/30/2019. Robert Wright seconded the motion and it was approved with a unanimous vote of the Board members present.

Consideration of CD's for Water and Sewer Reserve Funds

Hall stated this was reinvestment of existing CD's for twelve months with a rate of 1.16%. Herrick questioned the previous rate. Hall stated she thought it was 2.12%. Hall further stated that was the current trend.

Motion and Vote

Paul Hoblitzell moved to reinvest the reserve funds as presented and authorize the Chairman and Comptroller to execute the appropriate documents. Robert Wright seconded the motion and it was approved with a unanimous vote of the Board members present.

Consideration of Pay Estimate #2 for Contract 19-01, Garfield Avenue Water Main

Hall stated Bennett advises that the project is complete with minimal restoration work to be completed and he recommends approval of the pay estimate in the amount of \$86,120.25.

Motion and Vote

Robert Wright made a motion to approve pay estimate #2 for contract 19-01 in the amount of \$86,120.25. Greg Herrick 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 \$342,549.13 were considered for approval:

A&A Safety	12- stainless steel operating nuts- water maint.	2,520.00
Atlas Towing	118.36 pit run- sewer maint.	1,331.57
Atlas Towing	105.50 pit run- sewer maint.	1,186.89
Atlas Towing	23.78 tons #57, 9.4 tons 1/2 crusher run and 41.46 pit run- sewer maint.	1,091.05
Brenntag Mid-South, Inc.	3119 gals of sodium hypochlorite- WWTP	2,820.77
Burgess & Niple	Professional services thru December 31, 2019- Storage Tank Inspections	4,744.63
C.I. Thornburg	Autoread annual support- meter shop	2,450.00
Estabrook Corp.	2- mechanical seal- Bird St. Station #1 pump & spare	1,530.00
Estabrook Corp.	New pump- Emerson Booster Station	2,688.00
Ferguson Waterworks	10- couplings, 12- corp stop, 4- curb stop, 8- brass nipple- water maint.	1,833.88
Ferguson Waterworks	20- valve box lid, 60- 2" insert stiffener, 2- 6" elbow, 6" tee, 12" tee- water maint.	1,018.29
Fifth Third Bank	Software to calibrate metering equipment- WTP & WWTP	1,309.00
Frontier	Phone service - January 2020	976.74
Hach Company	Low range turbidimeter with automatic cleaner system- WTP	3,390.00
Interstate Chemical	11.49 tons of sodium hydroxide- WTP	5,962.24
JCI Jones Chemical	3022 gal of hypochlorite solution- WWTP	2,478.04
Jeffrey Reed	Legal- December 2019	1,574.85
Mahone Tire Service	3 new tires- Truck # 40-002	1,468.93
Mar- Zane, Inc.	8.55 ton cold mix- water maint.	1,026.00
Mar- Zane, Inc.	16.08 ton cold mix- water maint.	1,929.60
Martin Marietta	29.74 tons #57, 19.85 tons 1 1/2" limestone and 9.46 pit run- sewer maint.	1,336.53
Maryland Biochemical Company	120 gals of Waste De-Grader - sewer maint.	1,932.00
Matheny Motors	GMC Sierra 2500 - Truck # 72-009- water maint.	33,449.00
Matheny Motors	GMC Sierra 2500 - Truck # 20-009- plant maint.	33,449.00
MonPower	6th St. Pump Station - January 2020	4,533.88
MonPower	Neal Run Pump Station - January 2020	786.91
MonPower	Water Treatment Plant - January 2020	17,849.93
MonPower	Waste Water Treatment Plant - January 2020	21,496.34
Pipelines, Inc.	3- 6" tapping valve- water maint.	2,134.50
Pipelines, Inc.	22-3/4" elbow, 50- 3/4" coupling, 6- 3/4" ball corp- water maint	1,732.74
Retiree Health Benefit Trust Fund	Contribution for retired employee health insurance - January 2020	5,823.26
Runyon Lock Service	2- security locks, 20- keys, 25 pack proximity key fob- admin	1,396.65
Smith Concrete	7 yds. of 9 bag 2% Hi-Early concrete, 7 yds. cold weather operations - water maint.	1,057.00
Stonegate Construction	Main water line improvements- Garfield Ave.	86,120.25
Strand Associates, Inc.	Professional services thru December 31, 2019 - Misc. & Computer Services	3,731.99
Strand Associates, Inc.	Professional services thru December 31, 2019 - SSO Abatement Report	10,764.10
Stuart Oil Co.	500 gallons diesel - all depts.	1,237.75
Stuart Oil Co.	627 gallons unleaded- all depts.	1,448.06
Stuart Oil Co.	700 gallons diesel - all depts.	1,667.40
Stuart Oil Co.	750 gallons unleaded- all depts.	1,735.50
The Cincinnati Insurance	Insurance claim- water leak- 718 4th Ave.	2,500.00
Walker Machinery	Mini excavator rental- water maint	4,403.50
Walker Machinery	Mini excavator rental- water maint	1,903.50
WVPEIA	Employee Health Insurance - January 2020	56,728.86
	TOTAL APPROVED	342,549.13
Total amount of checks paid from sewer operating fund January 20- January 30, 2020		288,801.94
		Check #82250-82342

Motion and Vote

Robert Wright moved the list of invoices over \$750, dated February 4, 2020 in the amount of \$342,549.13 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

Next Meeting Date

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

Adjournment

Paul Hoblitzell 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 9:05 a.m.

Respectfully Submitted:

Eric Bennett, General Manager