

The Minutes of the Regular Meeting of the Parkersburg Utility Board

October 16, 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 16th 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:
 Craig Richards, Burgess & Niple

Evan Bevins, Parkersburg News and Sentinel

Consideration of Minutes

Chairman Joyce requested the Board consider the minutes of the October 2, 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 2nd meeting as presented to the Board. Greg Herrick seconded the motion and it was approved by a unanimous vote of the Board.

Consideration of Bids for Contract 19-01
 Garfield Avenue Water Main Improvements

Bennett stated Board members were just provided with a copy of a correspondence and bid tabulation for the project. Bennett further stated the lone bid was opened the previous day. Bennett also stated it was his understanding in today's economy a single bid is not unusual, along with the fact that it is a relatively small project.

Bennett stated the engineer's construction estimate for the project was approximately \$170,000.00 and the lone bid came in at \$184,635.00. Bennett further stated if the Board would opt to rebid the project he did not feel the outcome would be any better.

Bennett recommended the Board approve Stonegate Construction's bid of \$184,635.00.

Herrick questioned how many plan sets were purchased. Richards responded a pre-bid conference was held and three contractors were in attendance Stonegate Construction, D.E. Webber & Pro Contracting and they were all planholders. Richards further stated that with the economy running high and utility contractors competing with pipeline contractors there seems to be a shortage of skilled labor in some market areas. Richards also stated it is a relatively small job with somewhat of a challenging job around the end of the Belpre bridge. Bennett stated it is necessary for the contractor to excavate in Ann Street near the off ramp of the bridge to tie into the existing water main. Bennett also stated the work would have to be performed at night and still maintain at least one lane of traffic in accordance with the requirements of WV department of Highways.

Motion and Vote

Robert Wright moved to approve the bid from Stonegate Construction at a cost of \$184,635.00 to complete the Garfield Avenue Water Main Improvements. Paul Hoblitzel seconded the motion and it was approved by a unanimous vote of the Board.

Consideration of Amendment #1 to the Engineering Agreement for Marrtown Sewer Extension

Bennett stated Board members were provided with a brief correspondence and draft copy of the amendment. Bennett stated an amendment was required to cover cost related to funding requests through the WV Infrastructure and Jobs Development Council. Bennett stated that an IJDC requirement for filing is to have a preliminary engineering report that includes specific information, this was not included in the original agreement. Bennett stated the increase would be for a not to exceed cost of \$18,700.

Richards stated the original report included a 6-page letter report that had project cost for a single proposed project. Richards further stated as discussions evolved into funding the project with Fred Rader, Mid-Ohio Valley Regional Council, it was determined breaking the whole project into two smaller projects was more viable to receive the necessary grant funding to complete these projects. The Marrtown Avenue area would be a 3 million dollar project that we are seeking grants from the US Corps of Engineers and the Hill Avenue area that we are seeking a Small Cities Block Grant. Richards further stated the application for the Hill Avenue project was filed with a funding committee meeting the 29th of October with a full council meeting on November 13th. Richards also stated the Marrtown application is intended to be filed by November 10th.

Motion and Vote

Paul Hoblitzell moved to approve the amendment for a not to exceed amount of \$18,700 to the engineering agreement with Burgess & Niple related to the Marrtown Sewer Extension project. Robert Wright seconded the motion and it was approved by a unanimous vote of the Board.

Consideration of RFP's for Geotechnical Services Related to Proposed Southside Interceptor Construction

Bennett stated Board members were provided with a brief correspondence and four proposals. Bennett stated the geotechnical work is part of the preliminary work to determine feasibility to construct the deep interceptor sewers to eliminate two pumping stations and further reduce sanitary sewer overflows related to wet weather events. Bennett further stated that requests were sent to 5 geotechnical firms, and 4 proposals were received with the 5th firm stating they received the request late and were unable to meet the submission deadline.

Bennett stated the proposal includes 29 bore locations of varying depths. Bennett further stated that Intertek PSI submitted the lowest cost proposal at \$48,560.00. Hoblitzell questioned if that was the local firm. Bennett stated that it was the only firm with a local presence. The other proposals are as follows:

NGE -----	\$64,770.00
Triad -----	\$65,000.00
American Geotech -----	\$78,800.00

Bennett stated the proposals were reviewed by Strand personnel and myself have reviewed the terms and conditions of all the proposals and the only one of concern in PSI's proposal was related to limits of liability. Bennett stated they have limited their liability to the amount of compensation received for the work performed. Bennett stated all have similar terms. Bennett further stated that in discussions with Strand it was agreed that if the work was being conducted for building or facility foundations we would not be able to accept the terms, but since this work is to determine soil and groundwater conditions it was not a huge concern.

Bennett recommended the Board approve PSI's proposal for geotechnical services at a cost of \$48,560.00.

Hoblitzell questioned if any of the boring locations were under water. Bennett stated a couple of the locations paralleling Neal Run are in low lying areas that are susceptible to flooding.

Herrick questioned if there was a preliminary estimate. Bennett stated there was not an estimate for this work, but according to Strand the cost appears reasonable.

Motion and Vote

John Lutz moved to approve PSI's proposal for geotechnical services at a cost of \$48,560.00. Greg Herrick 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 \$149,434.12 were considered for approval:

4X Industrial LLC	133.75 tons of AG lime- WWTP	3,945.63
Advance Auto Parts	55 gal 5w 30 dexos, 55 gal 10 w 30- equipment maint.	904.53
Atlas Towing	8.85 tons #57, 9.68 tons 1/2 crusher run and 50.69 pit run- sewer maint.	912.45
Atlas Towing	17.68 tons #57, 19.44 tons 1/2 crusher run and 10.54 pit run- sewer maint.	803.98
Brenntag Mid-South, Inc.	3142 gals of sodium hypochlorite- WWTP	2,839.86
C.I. Thornburg	3" meter with strainer, 1/4" security socket- meter shop	1,740.50
C.I. Thornburg	2- 2" meter with strainer- meter shop	2,600.00
C.I. Thornburg	Flow meter replacement- Lee's Hill booster station	4,200.00
City of Parkersburg	Workers Compensation - September 2019	6,510.95
Dearborn National Insurance	Employee life insurance- October 2019	833.38
Dominion Energy	Waste Water Treatment Plant - September 2019	1,618.99
Jeffrey Reed	Legal- September 2019	1,275.00
Lubeck PSD	Parkersburg revenue collected by Lubeck PSD 7.5% fee - September 2019	1,558.86
Mar- Zane, Inc.	18.39 ton cold mix- water maint.	2,206.80
Martin Marietta	9.59 tons #57 and 24.86 tons 1 1/2" limestone - water maint.	792.89
Martin Marietta	9.67 tons #57, 5.14 tons #1 and 17.65 tons 1 1/2" limestone - water maint.	769.13
Mind Merge Design	Website Development	7,687.50
MonPower	Water Treatment Plant - September 2019	16,798.42
MonPower	Waste Water Treatment Plant - September 2019	18,103.04
MonPower	1st. Ave. Pump Station - September 2019	1,140.73
MonPower	6th St. Pump Station - September 2019	1,831.18
Parkersburg Utility Board	Sewer bill - WTP - September 2019	12,525.19
Parkersburg Utility Board	Water bill - WWTP - September 2019	967.19
Perma-liner Industries	6- Part-A Epoxy, 3- Part B hardener- sewer maint.	3,253.51
Pipelines, Inc.	3- 8" elbow, 6" cap, 2- 8" adapter, 25- 20" meter pit, 9- 20" meter box cover- water maint.	2,774.31
Pipelines, Inc.	180' of 3/4" copper pipe- water maint.	786.60
Service Pump & Supply	New pump- Locust St. pump station	3,948.53
Smartbill	Postage and service fee- billing	7,981.69
Smith Concrete	6 yds. of 9 bag 2% Hi-Early concrete - sewer maint.	870.00
Smith Concrete	8 yds. of 9 bag 2% Hi-Early concrete - water maint.	1,112.00
Smith Concrete	7 yds. of 9 bag 2% Hi-Early concrete - sewer maint.	1,015.00
Smith Concrete	6 yds. of 9 bag 2% Hi-Early concrete - water maint.	834.00
State Electric	2- plugs for portable generators- facilities maint	776.61
Strand Associates, Inc.	Professional services thru September 30, 2019 - SSO Abatement Report	6,114.44
Stuart Oil Co.	900 gallons diesel - all depts.	2,524.05
Stuart Oil Co.	1199 gallons unleaded- all depts.	2,781.09
United Refrigeration	New HVAC for Well #3	2,055.18
Whitetail Tree Service	8- trees cut out from power lines in the well field- WTP	4,500.00
Xylem Water Solutions	New membranes for diffusers- WWTP	15,540.91
	TOTAL APPROVED	149,434.12
Total amount of checks paid from sewer operating fund September 30- October 11, 2019		277,357.34
		Check #81282- 81448

Lutz questioned if Whitetail Tree Service was who we always used for tree trimming or removal work. Bennett responded that recently we had utilized them for that work because their price was reasonable and the work performance has been excellent.

Motion and Vote

Greg Herrick moved the list of invoices over \$750, dated October 16, 2019 in the amount of \$149,434.12 be approved for payment as submitted to the Board. John Lutz seconded the motion and it was approved with a unanimous vote of the Board.

Other Business

Chairman Joyce requested the Board entertain a change in the meeting dates and time due to his conflicting schedule, and that he has been required to have other personnel cover the other critical meeting.

Hoblitzell asked for Chairman Joyce's suggestion. Joyce stated it didn't really matter there will always be something, but for the next year anyway there is a conflict. Bennett asked if later in the day would work. Joyce stated not necessarily another morning of the week would be best.

Joyce requested that Board members think about the issue and we can discuss further at the next meeting.

Joyce questioned if there were bylaws that required a meeting every other week. Bennett stated he was not aware of any bylaws. Joyce stated he would prefer having one longer meeting instead of two shorter meetings. Bennett stated that would not upset the staff, the question had been posed to Board members previously but they preferred two meetings. Wright questioned the 750 list. Hall stated there would simply be an understanding that staff would pay bills to insure timely payment and receipt of any possible discounts.

Bennett reiterated Joyce's request that Board members think about the matter and it will be discussed at the meeting October 30th.

Next Meeting Date

Erin Hall stated the next regular meeting would be October 30, 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 October 30, 2019.

Adjournment

John Lutz moved the meeting be adjourned. Robert Wright seconded the motion and it was approved by a unanimous vote of the Board members present. The meeting adjourned at 9:17 a.m.

Respectfully Submitted:

Eric Bennett, General Manager