

The Minutes of the Regular Meeting of the Parkersburg Utility Board

March 31, 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 31st day of March, 2020. Chairman Joyce called the meeting to order at 9:02 a.m. Due to the ongoing Coronavirus pandemic this meeting was held by telephone conference.

Roll Call

Present:

Tom Joyce, 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:

John Lutz, Vice Chairman

Others in Attendance:

Evan Bevins, Parkersburg News & Sentinel

Consideration of Minutes

Chairman Joyce requested the Board consider the minutes of the March 17, 2020 regular Board meeting for acceptance into the record.

Motion and Vote

Paul Hoblitzell moved to dispense with the reading of the minutes and approve the minutes of the March 17th meeting as presented to the Board. Robert Wright seconded the motion and it was approved by a unanimous vote of the Board members present.

Consideration bids for
Feeder/Dissolver System @ WTP

Bennett stated additional information was provided to the Board members as requested at the previous meeting. Bennett stated a list of parts with their cost for the past 16 years was provided and shows we have expended in excess of \$8,000.00 in parts, but labor cost are not included.

Bennett stated that Tim Barker, WTP Chief Operator, spoke with three of the references provided by the manufacturer. Bennett stated the first reference replaced the same equipment currently operated by PUB and they echoed many of the same issues our staff experienced. Bennett stated they have had no issues with the equipment with exception of a motor issue early on that was corrected with the installation of a new motor, provided by the manufacturer. Bennett stated the vendor has agreed to provide us with whichever motor we want, or a spare motor at no additional cost.

Hoblitzell questioned what potassium permanganates function was and what happened if it was not fed as part of the treatment process. Bennett incorrectly stated that he believed it was for corrosion protection. Following the meeting Bennett realized after the meeting that permanganate is utilized as a settling agent to aid in the removal of manganese and iron during the treatment process. Bennett stated there are and will be two units for redundancy as only a single unit will be in service at a time.

Hoblitzell stated that potentially we have expended \$20,000.00 in repairs for the life of the unit. Bennett stated that the costs provided only went back to 2003 so there is an additional 20 years of costs that are unknown. Hoblitzell stated that assuming \$8,000.00 for parts and double that to cover labor costs over the past 16 years we have expended \$18,000.00 on the equipment. Bennett agreed.

Motion and Vote

Paul Hoblitzell moved that the Board approve Acrison, Inc's. bid for a total of \$79,811.00 due to the fact that UGSI does not meet the specifications and the past maintenance history and expense. Greg Herrick seconded the motion and it was approved with a unanimous vote of the Board members present.

Consideration of Property & Liability Insurance

Bennett stated Board members were provided with a brief correspondence along with a letter from John Padden covering the pricing received and the proposals. Bennett stated we had received two proposals and two premium indications. Bennett stated the indications were both high because they did not put any effort into researching our loss history or assets.

Bennett stated the low bidder was PUB's current insurance carrier, Cincinnati Insurance Co., for an annual premium of \$242,654.00. Herrick questioned how long we had utilized Cincinnati Insurance. Bennett stated they been the insurance carrier since 2014. Cincinnati has been very good at reviewing claims and determining whether or not PUB should be considered negligent. Bennett stated Travelers was the carrier prior to that and they had gotten to where they were paying on almost every claim. Bennett also stated when we first started with Travelers they too were very tight on what claims would get paid, but at some point their interpretation of West Virginia's government immunity law changed and they started paying on almost every claim.

Bennett further stated that Cincinnati's coverage has a \$2,500.00 deductible and Travelers has a \$5,000.00 deductible. Hoblitzell stated that with the higher deductible PUB would be paying out of pocket for the majority of the claims.

Motion and Vote

Paul Hoblitzell moved the Board accept Cincinnati Insurance's proposal for property & liability insurance coverage for a 3 year period at an annual premium of \$227,401.00 and Chubb's Public Officials/Employment Practices coverage for \$15,253.00. Robert Wright seconded the motion and it was approved with a unanimous vote of the Board members present.

Consideration of Invoices in Excess of \$750

The following invoices totaling \$184,306.22 were considered for approval:

Advanced Auto Parts	Transmission and transmission core- 12-010- sewer maint	2,257.49
C.I. Thornburg	54- single port transceiver- meter shop	7,020.00
C.I. Thornburg	2- 16 gb trimble- meter shop	2,406.60
Dearborn National Insurance	Employee life insurance- March 2020	845.48
Dell Marketing	50- VLA symantec endpoint security- admin	1,425.50
Estabrook Corp	8" clog repair kit- WWTP	1,683.30
Fleet Pride	2- heat box, 6- 5" clamp, 5" curved stack, 4" curve stack, 4- gladhand, 5" elbow- 72-007-water maint	1,013.63
Frontier	Phone service - March 2020	967.73
Grainger	3- DC power supply- Lee's Hill Booster	975.27
Hach Company	Chlorine, 4- 25 pk ammonia, 4- indicator solution, 4- buffer solution, 3/8" silicone pump tubing- WWTP	1,036.87
JCI Jones Chemical	3042 gal of hypochlorite solution- WWTP	2,494.44
Mahone Tire Service	2- tires- 72-007- water maint.	804.70
Mar- Zane, Inc.	7.59 ton cold mix- water maint.	910.80
Mar- Zane, Inc.	30.95 ton cold mix- water maint.	3,714.00
Martin Marietta	28.29 tons #57, and 9.81 tons 1 1/2" limestone- water maint.	925.52
Maryland Biochemical Company	120 gals of Waste De-Grader - sewer maint.	1,932.00
MonPower	1st. Ave. Pump Station - March 2020	5,312.47
MonPower	Neal Run Pump Station - March 2020	945.21
MonPower	6th St. Pump Station - March 2020	5,665.88
Perma-Liner Industries	115' of 4" transition liner- sewer maint.	987.63
Pipelines, Inc.	6- 2" coupling, 4- 4" coupling, 4- 6" coupling- water maint.	2,357.16
Pipelines, Inc.	14- 5/8" coppersetter- water maint	2,470.58
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Retiree Health Benefit Trust Fund	Contribution for retired employee health insurance - March 2020	12,375.26
Scotts Landscaping	8- 50lbs. of grass seed- water maint.	1,036.00
Share Corp.	4- 5 gal quick kill herbicide, 12- mango air freshener- plant maint & WWTP	884.37
Smith Concrete	6.5 yds. of 9 bag Hi-Early concrete, 6.5 yds. cold weather operations - water maint.	942.50
Southern Ionics	4282.41 gal of sodium bisulfite- WWTP	5,524.30
State Electric	Soft start- Lee's Hill Booster	3,893.90
Strand Associates, Inc.	Professional services thru February 29, 2020 - SSO Abatement Report	12,887.94
Stuart Oil Co.	850 gallons diesel - all depts.	1,374.88
Stuart Oil Co.	850 gallons unleaded- all depts.	1,148.35
Walker Machinery	Preventive Maintenance- WWTP	1,800.00
Walker Machinery	Preventive Maintenance- WWTP	4,514.62
Walker Machinery	Preventive Maintenance- 6th St Pump Station	1,490.00
Walker Machinery	Preventive Maintenance- Agnes St. Pump Station	1,490.00
Walker Machinery	Preventive Maintenance- 1st Ave. Pump Station	1,490.00
WVPEIA	Employee Health Insurance - March 2020	57,308.26
WVPEIA	Pension expense - March 2020	25,522.00
	TOTAL APPROVED	184,306.22
Total amount of checks paid from sewer operating fund March 13- March 26, 2020		227,677.68
	Check #82719-82829	

Motion and Vote

Greg Herrick moved the list of invoices over \$750, dated March 31, 2020 in the amount of \$184,306.22 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

COVID-19 Reduced Staffing Plan

Bennett stated we have cut staff and put employees on a rotational basis to minimize contact. Bennett also stated that as of the previous day, staff at the treatment plants was reduced to a single operator to minimize contact and an attempt to insure we have adequate operator's to run the plant in the event some fall ill or their family members fall ill with the virus. Bennett stated we are also checking with WVBPH to determine if we can easily utilize retired operators, if those retired operators choose to do so in the event they are needed.

Hoblitzell questioned if it was necessary to take those measures. Bennett stated it was not required but it is recommended for security reasons to make sure we would have qualified operators at all times. Bennett stated the next move would be to sequester or lock operator's in at the plants, but he certainly hoped the need did not arise.

Joyce questioned if the employees are getting paid as if they were working even if they are staying at home. Bennett stated that was correct.

Antero Clearstream, LLC Chemical Donation

Bennett stated staff had been contacted by representatives of Antero concerning treatment chemicals they currently have in stock at their Pennsboro facility and need to dispose of since they have taken the facility out of operation. Bennett stated they have Sodium Hypochlorite and Sodium Bisulfite. The Sodium Hypochlorite is utilized at both facilities and Sodium Bisulfite is used only at the Wastewater plant. Antero will pay all costs associated with loading and transporting the chemicals to our site.

Bennett stated he had just received an agreement earlier that day and forwarded it to Jeff Reed and John Padden for their review. Bennett stated his quick read of the agreement did not give him a good feeling about some of the language, but he stated he is not an attorney.

Bennett stated the receipt of the chemicals will save the Board a few thousand dollars.

Billing & Collections

Herrick questioned if we have experienced an increase in non-payment of bills. Hall stated there have been an increase but not drastic. Hoblitzell questioned if we had been contacted by many customers. Hall stated a few customers had called but we anticipate that number to increase.

Next Meeting Date

Erin Hall stated the next regular meeting would be April 14, 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 April 14, 2020.

It was determined the next meeting will be held as a conference call.

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 9:17 a.m.

Respectfully Submitted:

Eric Bennett, General Manager