

The Minutes of the Regular Meeting of the Parkersburg Utility Board

April 3, 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 19th day of March, 2019. Chairman Tom 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
Jeff Reed, Counsel
Christopher Pauley, Assistant Comptroller
Erin Hall, Comptroller
Eric Bennett, Manager

Absent:

Robert Wright, Board Member

Others in Attendance:

Evan Bevins, Parkersburg News & Sentinel

Consideration of Minutes

Chairman Joyce requested the Board consider the minutes of the March 19, 2019 regular Board meeting for acceptance into the record.

Motion and Vote

Greg Herrick moved to approve the minutes of the March 19th meeting as submitted 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 1/31/2019

Hall stated as of January 31st 2019 we have revenue slightly above budget and operation and maintenance expenses below budget and a year to date combined debt service ratio of 1.481.

Lutz questioned why the debt service ratio for the Water Division decreased. Hall responded it went down for multiple reasons, a decrease in revenues because it is a winter month, along with the valve issue at the water plant that increased labor cost. Hall further stated that January had 23 labor days which is slightly higher than normal.

Motion and Vote

Paul Hoblitzell moved to accept and file the financial statements as presented. John Lutz 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 \$210,117.92 were considered for approval:

AquaLaw	NPDES permit legal- WWTP	1,888.06
Atlas Towing	65.07 tons #1- water maint.	1,418.53
Atlas Towing	16.60 tons #57, 10.12 tons 1/2 crusher run and 60.45 pit run- sewer maint.	1,179.26
Atlas Towing	27.94 tons #57, 9.92 tons 1/2 crusher run and 41.96 pit run- sewer maint.	1,186.00
C.I. Thornburg	100- single port transceiver- meter shop	13,200.00
C.I. Thornburg	100- 1" meters- meter shop	18,000.00
City of Parkersburg	Workers Compensation - February 2019	6,254.17
Continental Utility Solutions, Inc.	CUSI travel expense- billing software training	1,387.44
Dearborn National Insurance	Employee life insurance- March 2019	820.04
Estabrook	Level transmitter for Aeration Basin- WWTP	1,761.60
Ferguson	12- brass union, 12- 3/4" elbow, 20- repair clamp, 2- tapping valve, 10- gate valve, 12-1" curb stop - water mai	10,487.70
Ferguson	10- 5/8" copper setter- water maint.	2,682.80
Ferguson	Tapping sleeve, 74- various size coupling, 40- various size repair clamp, 2- curb stop, 20- brass nipple - water	6,508.58
Frontier	Phone service - March 2019	957.07
Martin Marietta	15.41 tons #57 & 20.13 tons 1 1/2" limestone - water maint.	797.41
Maryland Biochemical Company	120 gals of waste De-Grader- sewer maint.	1,812.00
MonPower	Agnes St. Pump Station - March 2019	3,052.71
Pace Analytical	1st Quarter Analysis- WWTP	1,332.34
Pipelines, Inc.	560' - 6" pipe, 36- 6" elbow and 43- adapter- sewer maint.	2,123.77
Pipelines, Inc.	20- meter box cover, 25- meter pit- water maint.	3,100.01
Retiree Health Benefit Trust Fund	Contribution for retired employee health insurance - March 2019	14,002.52
Sal Chemical	4,500 gals of sodium hypochlorite- WWTP	3,560.00
Shred It	20 skids of documents shredded	4,794.50
Smith Concrete	9.5 yds. of 9 bag 2% Hi-Early concrete - water maint.	1,434.50
Smith Concrete	7.5 yds. of 9 bag 2% Hi-Early concrete - sewer maint.	1,132.50
Smith Concrete	5 yds. of 9 bag 2% Hi-Early concrete - sewer maint.	755.00
Stuart Oil Co.	760 gallons diesel - all depts.	2,014.76
Stuart Oil Co.	325 gallons unleaded- all depts.	765.86
Stuart Oil Co.	450 gallons diesel - all depts.	1,167.30
Stuart Oil Co.	500 gallons unleaded- all depts.	1,244.75
Truck Sales & Service, Inc.	7- hoses, breather kit, duct assembly, hose air cleaner- 12-004	1,002.94
US Postmaster	Postage for billing- March 2019	6,098.21
West View Cunningham	Diaphragm pump parts- WWTP	5,440.38
West View Cunningham	4- 4" check ball and 2- 4" seat ball- WWTP	1,929.03
WVPEIA	Employee health insurance - March 2019	58,530.76
WVPEIS	Pension expense - March 2019	26,295.42
	TOTAL APPROVED	210,117.92
Total amount of checks paid from sewer operating fund March 18, 2019- March 29, 2019		212,119.04
		Check #79604- 79730

Herrick questioned the invoice for CUSI related to travel expense. Hall stated that was for a recent 3 day training session for the new billing software. Lutz questioned if we paid for the training or travel. Bennett responded their proposal included training but travel expenses were an additional cost. Hoblitzell asked how many trainers and how many days were they on-site. Hall stated there was one trainer for three days.

Bennett questioned if trainers would be on-site when the software goes live. Hall stated there was an additional trip included but it has not yet been determined when it would be. Hoblitzell asked if we would pay for that as well. Hall stated PUB would be charged for travel expenses.

Lutz questioned the invoice for Shred-it related to the shredding of 20 skids of documents, and what was the time period to accumulate that many skids. Bennett stated there were several years

of documents that needed destroyed. Bennett also stated he has been researching the purchase of a commercial grade shredder so staff could shred the documents as time is available because there are several boxes of documents that need shredding on a monthly basis.

Hoblitzell questioned how long we retained documents. Bennett responded that it varied dependent upon the type of document. Bennett further stated some items are 3 years, some are 5 years, some are 6 years and we have some documents that are 25 years, 50 years or permanent. Bennett stated the guidance manual that is utilized is dated 1986 and it would be nice if it would be revised and made more relevant with technology and the times. Joyce questioned if that was a state guideline. Bennett responded in the affirmative.

Motion and Vote

John Lutz moved the list of invoices over \$750, dated April 3, 2019 in the amount of \$210,117.92 be approved for payment as submitted to the Board. Greg Herrick seconded the motion and it was approved with a unanimous vote of the Board members present.

Other Business

WWTP Sodium Hypochlorite Storage Tank Leak

Bennett informed Board members that one of the two sodium hypochlorite storage tanks at the WWTP has started leaking from underneath the tank. Hoblitzell questioned what type of tank. Bennett stated they are HDPE tanks intended for the storage of sodium hypochlorite. Bennett further stated there is some additional designation but he does not remember the exact designation but they are crosslinked HDPE with special liners. Hoblitzell was surprised that it was leaking already. Bennett expressed the same opinion.

Bennett further stated the replacement of the tank will not be simple because to install the tanks part of an exterior wall had to be removed, it was reinstalled as a knockout wall but will still be costly to remove and reinstall. Bennett stated staff was reviewing options and will advise the Board as soon as a plan of action is determined. Bennett further stated that the leaking tank will be taken out of operation when it has been emptied. Hoblitzell asked what was the cost of a new tank. Bennett stated rough pricing for a new tank is \$15,000. Bennett stated the cost of the project should not be real expensive but it will not be cheap.

Lutz questioned when the tanks were installed. Bennett stated they were installed as part of the 2005 plant upgrade and they were approximately 12 years old.

Bennett stated again he would advise the Board as soon as a plan of action and estimate has been determined.

Engineering Intern

Herrick asked if we had heard anything from the Parkersburg Area Community Foundation on the engineering intern. Bennett stated he had received an email that Adelaide was interested in working for PUB over the summer.

Hoblitzell questioned the program. Bennett stated it was an internship through the foundation, that is fully paid by the foundation, for local youth that are interested in being involved in the community and hopefully returning to the community following graduation from college.

Bennett stated through the process last summer we determined that she is very proficient with CAD, so we intend to have her turning current paper as-builts into digital or electronic CAD drawings. Hoblitzell questioned where she was coming from. Bennett stated she was from Marietta and attending Ohio State studying mechanical engineering.

Next Meeting Date

Erin Hall stated the next regular meeting would be April 17, 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 April 17, 2019.

Herrick stated he would be unable to attend the meeting on the 17th.

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 9:12 a.m.

Respectfully Submitted:

Eric Bennett, General Manager