

The Minutes of the Regular Meeting of the Parkersburg Utility Board

June 26, 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 26th day of June, 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
Jeff Reed, Counsel
Erin Hall, Comptroller
Christopher Pauley, Assistant Comptroller
Eric Bennett, Manager

Absent:

Paul Hoblitzell, Board Member
Robert Wright, Board Member

Consideration of Minutes

Chairman Joyce requested the Board consider the minutes of the June 12, 2019 regular Board meeting for acceptance into the record.

Motion and Vote

Greg Herrick moved to dispense with the reading of the minutes and approve the minutes of the June 12th meeting as presented to the Board. John Lutz seconded the motion and it was approved by a unanimous vote of the Board members present.

Consideration of Resolution and Account Agreement
for Sewer Reserve Fund CD

Hall stated the sewer reserve had a CD mature and these are the documents to reinvest those funds in a 2.35% Certificate of Deposit.

Herrick questioned how much higher the interest was from the last CD. Hall responded it was slightly higher than the matured CD, but the same as the CD from a couple of months ago. Herrick questioned the interest of the matured CD. Hall responded that she believed it was 2.12%. Herrick stated it was up about a quarter of a percent. Hall stated it was better than .2% that we were getting a few years ago.

Motion and Vote

John Lutz moved to authorize the Chairman and Comptroller to execute the documents to reinvest sewer reserve funds in a CD at Peoples Bank. Greg Herrick seconded the motion and it was approved by a unanimous vote of the Board members present.

Consideration of 6 Month Trial For 12-hour Shift and Necessary Policies and Practices

Bennett stated Board members were provided with a correspondence on the issue including the proposed schedule calendar and policies and practices related to these shifts.

Lutz questioned what affect it would have on average overtime. Bennett responded there will be an increase but a percentage was not calculated. Hall stated it would increase overtime based on the difference in the two schedules.

Bennett stated it is possible that overtime related to shift coverage will decrease, something we will learn during the trial period. Bennett stated he had a conversation with Marietta's WWTP Superintendent who claimed he too was reluctant to move to 12-hour shifts, but since the move to 12-hour shifts they had realized considerable savings and the shifts just seemed to work better.

Herrick questioned if the employees had seen the information provided to the Board. Bennett stated it was provided to the Chief Operators for distribution. Herrick questioned what if any response was received. Bennett stated a couple of comments or questions had been relayed but nothing significant. Bennett felt they are just excited to be given the trial as the change to 12-hour shifts has been pushed by the operators not supervision or management, but they do understand it requires some give and take.

Bennett stated most of the items are already in the handbook, it is just reiterating that it applies to 12-hour shifts. Bennett stated the vacation and sick leave scheduling is new in an attempt to make it fair and to provide adequate notification to the relief operator who will be covering shifts and to stipulate the standard that only one operator can be on vacation at any given time.

Bennett stated that most manufacturing facilities require a long lead time on vacations to insure they have the necessary coverage.

Bennett stated the operators wish to express their gratitude for the Board's willingness to entertain the change to a 12 hour shift which they feel will provide them with a better life outside of work and improve PUB's operation.

Bennett recommended the Board approve the 6 month trial for 12 hour shifts and the policies and practices related thereto.

Motion and Vote

John Lutz moved to authorize the 6 month trial for 12 hour shifts at the treatment facilities and the policies and practices as presented. 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 \$179,502.96 were considered for approval:

A&A Safety	6- 48" reflective rollup sign, 6- 12 3/4" cone sign, 6- 6' cone bar- water maint.	1,200.00
Brenntag Mid-South, Inc.	3008 gals of sodium hypochlorite- WWTP	2,561.21
Burgess & Niple	12" waterline replacement- Garfield Ave.	6,068.00
C.I. Thornburg	Return of 8- 5/8" ally meter with remote shut off pressure and temperature sensor- meter shop	(3,200.00)
Capital Equipment	Rebuild for #3 circulation pump- WWTP	7,421.98
Linko	Annual software support- WWTP	1,420.00
Lubeck PSD	Parkersburg revenue collected by Lubeck PSD 7.5% fee - May 2019	1,360.37
MonPower	Kanawha St. Pump Station - June 2019	875.85
MonPower	Agnes St. Pump Station - June 2019	1,470.29
Ohio Valley Power Equipment	14" cut off saw- water maint.	799.96
Perma-Liner Industries	300' of 6" inversion liner, 300' of 6" calibration tube, 3- epoxy, 6- Part-B hardener, 50' of 4" transition liner- water	7,176.15
Pipelines, Inc.	20- 5/8" coppersetter- water maint.	3,340.00
Pipelines, Inc.	20- 5/8" coppersetter, 2" copper setter- water maint.	4,541.20
Pipelines, Inc.	24- 4" elbow, 12- 6" elbow, 12-8" tee, 12- 3" adapter, 12- 6" adapter, 12- 8" adapter, 2- 8" plug- sewer maint	1,118.18
Pipelines, Inc.	4- 5' fire hydrant- water maint.	6,620.00
Pipelines, Inc.	4- 4" adapter, 3- 4" flange- meter shop	818.00
Pipelines, Inc.	20- 20" meter pit, 20- 20" meter box cover, 40- 3/4" coupling, 6- 1 1/2" coupling, 4- 6" coupling- water maint	4,179.03
Pitney Bowes	Quarterly Inserter/ sorter lease- billing	1,564.08
Plexus Scientific	Temporary labor- billing	934.50
Precision Pump & Valve	Vactor truck station pump repair- WWTP	3,580.00
Retiree Health Benefit Trust Fund	Contribution for retired employee health insurance - June 2019	13,819.52
Sal Chemical	4032.96 gals of sodium bisulfite- WWTP	5,484.83
Smith Concrete	6.5 yds. of 9 bag 2% Hi-Early concrete - water maint.	942.50
Smith Concrete	5.5 yds. of 9 bag 2% Hi-Early concrete - sewer maint.	808.30
Smith Concrete	6.5 yds. of 9 bag 2% Hi-Early concrete - sewer maint.	942.50
State Electric	Soft start motor starter- Lees Hill booster station	3,750.00
Strand Associates, Inc.	Professional services thru May 31, 2019 - SCADA Upgrade	9,517.24
Stuart Oil Co.	925 gallons unleaded- all depts.	2,267.64
Stuart Oil Co.	750 gallons diesel - all depts.	1,832.63
Walker Machinery	Mini excavator rental- sewer maint.	1,045.00
West View Cunningham	Diaphragm and plate clamp for #2 diaphragm sludge pump- WWTP	2,202.80
WVPEIA	Employee Health Insurance - June 2019	57,337.56
WVPERs	Pension expense - June 2019	25,703.64
	TOTAL APPROVED	179,502.96
Total amount of checks paid from sewer operating fund June 10- June 21, 2019		255,635.03
		Check #80297- 80445

Motion and Vote

John Lutz moved the list of invoices over \$750, dated June 26, 2019 in the amount of \$179,502.96 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.

Other Business

Elevated Sanitary Sewer Failure

Herrick questioned the status of the elevated sewer repair. Bennett stated that he had assembled documents for a design/build project and provided it to Hoblitzell for his review since he has history with that type of project, whereas, Board staff has never utilized design/build in the past.

Joyce questioned if we did not receive a response to the design/build request would it be possible to do a project on time and materials. Bennett stated the Board had done work previously on a time and material basis. Bennett further stated it was typically within a larger contract.

Bennett stated that he preferred the culvert option but he believed it will likely be too costly to pursue, as current estimates have that work at around \$200,000 compared to a quarter of that for aerial pipe.

Certificates of Deposit

Joyce questioned if PUB was eligible to participate in the State investment pool. Hall responded that we are eligible. Joyce questioned if the rates were better than those through commercial banks. Hall stated that she had not checked recently but she would.

Hall stated PUB previously had money in the investment pool but reinvested elsewhere due to the poor rates. Bennett stated that was during the recession in the recent past.

Next Meeting Date

Erin Hall stated the next regular meeting would be July 10, 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 July 10, 2019.

Adjournment

Greg Herrick moved the meeting be adjourned. John Lutz seconded the motion and it was approved by a unanimous vote of the Board members. The meeting adjourned at 9:10 a.m.

Respectfully Submitted:

Eric Bennett, General Manager