

The Minutes of the Regular Meeting of the Parkersburg Utility Board

April 17, 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 17th day of April, 2019. Vice Chairman John Lutz called the meeting to order at 9:00 a.m.

Roll Call

Present:

John Lutz, Vice Chairman
Paul Hoblitzell, Board Member
Robert Wright, Board Member
Jeff Reed, Counsel
Christopher Pauley, Assistant Comptroller
Erin Hall, Comptroller
Eric Bennett, Manager

Absent:

Tom Joyce, Chairman
Gregory Herrick, Board Member

Others in Attendance:

Evan Bevins, Parkersburg News & Sentinel
Craig Richards, Burgess & Niple
Timm Utt, Burgess & Niple
Fred Rader, Mid-Ohio Valley Regional Council

Consideration of Minutes

Vice Chairman Lutz requested the Board consider the minutes of the April 3, 2019 regular Board meeting for acceptance into the record.

Motion and Vote

Robert Wright moved to approve the minutes of the April 3rd 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 2/28/2019

Hall stated as of February 28, 2019 we have revenue slightly above budget and operation and maintenance expenses below budget and a year to date combined debt service ratio of 1.501.

Motion and Vote

Paul Hoblitzell moved to accept and file the financial statements as presented. Robert Wright seconded the motion and it was approved by a unanimous vote of the Board members present.

Consideration of Resolution and Agreement
For Reinvestment of Sewer Reserve Funds

Hall stated a CD with Peoples Bank had matured for the sewer reserve fund and these are the necessary documents to reinvest those funds at an interest of 2.35% interest.

Motion and Vote

Robert Wright moved to authorize the Chairman and Comptroller to execute the appropriate documents for reinvestment of the funds. Paul Hoblitzell seconded the motion and it was approved by a unanimous vote of the Board members present.

Consideration of Engineering Proposal
For Garfield Avenue Waterline Relocation

Bennett stated Board members were provided with a brief correspondence and copy of the agreement from Burgess & Niple. Bennett also stated this proposal was related to the leak on the 12-inch waterline at Garfield Avenue and 4th Street that was discussed at a previous meeting.

Bennett stated Craig Richards was in attendance at today's meeting to answer any questions Board members may have related to the proposed agreement. Bennett stated the lump sum cost for the proposed agreement is \$8,200, which includes investigating two options, the first an interim improvement to install a 12-inch waterline in the 5th Street right of way from Garfield Avenue to Ann Street, and the second option being the replacement of the entire line from CCMH to the Court House. The agreement also includes reviewing flows in the area to determine how they are currently impacted by the 12-inch line being out of service.

Hoblitzell stated the motoring public could be impacted whichever option is selected. Bennett agreed that was correct as there are no good options, you either deal with CSX which is not a good option for longitudinal construction in railroad right of way, or we will be required to deal with State roads and City streets.

Motion and Vote

Paul Hoblitzell moved the agreement with Burgess and Niple be approved as presented. Robert Wright seconded the motion and it was approved by a unanimous vote of the Board members present.

Presentation of Engineering Evaluation For Marrtown Area Sewer Extension

Bennett stated Board members were provided with a correspondence and copy of the evaluation report. Bennett also stated the area in question does not have public sewer services and to the best of his knowledge the majority of the properties either had failed on-site systems or did not have any system at all.

Bennett stated PUB staff has been approached by some of the residents in recent times as the health department is performing individual enforcement on properties, if they receive a complaint. Bennett further stated several of the structures are worth less than an up to date on-site system would cost and most simply do not have the space available to install a new system. Hoblitzell questioned where service would be provided from. Bennett responded different options were reviewed but the only viable location was in the vicinity of where the sanitary sewer crosses US 50 near 609 Marrtown Road.

Bennett stated Craig Richards and Timm Utt are present at today's meeting to discuss the matter and they may be able to provide Board members with a description of the type and location of sewer service being proposed to serve the area. Utt stated, referring to the map provided to Board members, the homes in the green can be served by gravity and homes shown in red would require a pump station to move the flow upgrade to the connection described earlier. Utt stated the general location of the pump station would be near Starr Avenue below the Rivers complex. Utt explained the sanitary sewer would flow by gravity from the structures, shown in red, to the pump station and from the pump station be pumped to the gravity sewer near Hill Avenue. Utt further stated the Hill Avenue area would be served by a gravity sewer, current plans would require the church on Hill Avenue to install a small pump system to get into the proposed gravity sewer.

Hoblitzell questioned if the Rivers complex had a sewer system. Bennett stated they were served by a privately owned package plant. Lutz questioned if it would remain. Bennett stated it would be abandoned.

Bennett stated Fred Rader was present to discuss options for funding methods. Bennett further stated at this point we must determine if adequate funds can be acquired to make this a feasible project.

Lutz questioned if the WVPSC would have to approve the project. Bennett stated he did not believe they would have any approval authority but it would require approvals by the WVDEP and WVBPH. Bennett again stated that before actual approval or design is performed we must determine if funding can be made available to make it an affordable project. Hoblitzell

questioned the number of proposed customers. Utt stated the count is now 67 as some have been razed since the original count was performed.

Richards stated it will likely require an income survey be performed to determine eligibility for some of the grants and loans required to make it a viable project. Richards further stated the grants and loans are based upon median household income for the residence and what percentage of MHI are the customers being charged for service. Richards stated PUB's current rates are 1.52% of the median household income for the City of Parkersburg. Richards described the correlation between MHI and SRF loans through WVDEP. Richards stated that PUB and B&N personnel had met previously with Fred Rader to discuss possible funding sources.

Rader stated due to the high cost per customer for the project makes it more difficult to get funded along with the fact that it would serve a relatively low number of new customers and would not generate much additional revenue, so in order to make the project revenue neutral for PUB it will require significant grant dollars. Rader also stated there are unique circumstances that make some traditional funding more difficult. For instance, USDA Rural Development, the City of Parkersburg is not considered rural and therefore is not eligible for USDA. However, the project is entirely outside the City and discussions with USDA representative stated that as long as the entire project was outside the City it would be potentially eligible for funding from USDA. It would require an income survey to demonstrate eligibility for grant funds from USDA and they typically require both grant and loan funds, it is not typical for USDA to provide just grant funds.

Rader stated the Lubeck magisterial district has a much higher MHI than the threshold, but everyone understands this is an area that is much lower income are and would necessitate an income survey instead of utilizing the census data. Hoblitzell questioned if the survey would only be for the residential properties to be served by the project. Rader stated that was correct, further stating the Cities MHI was roughly \$33,000 and the Lubeck area has a much higher MHI at around \$49,000.

Rader stated the first step would be to request authorization to perform an income survey and then we would need to find volunteers or someone to distribute the surveys. Richards questioned if PUB provided water service to the proposed sewer customers. Bennett responded they are all provided domestic water service from PUB.

Rader stated in addition to USDA funds a WV IJDC program that could provide up to \$500,000 in grant funds is available since PUB's rates are above 1.5% of MHI. Rader further stated IJDC also has a seldom used eligibility rule that allows for income surveys, it is possible if this is approved additional grant funds may be available.

Rader stated he was not aware of the eligibility requirements for the HUD small cities development block program because Parkersburg is an entitlement city and manages those funds, and for areas outside of those entitlement cities the State gets an allocation and communities compete for those dollars by applying through the County Commission. Rader stated he has been trading messages with WV Development representatives to get their take on PUB's eligibility for CDBG funds. Rader further stated that CDBG has a maximum funding of 1.5 million per project. Rader stated that even if all the grant dollars discussed are granted the project is still 1 million short.

Bennett stated it is probably more logical to attempt this project in phases and make the first phase the Hill Avenue area that can be served by gravity. Bennett questioned Utt if he had revised the cost estimate in that area. Utt stated that was performed and it appears that would be about \$900,000 to complete.

Lutz questioned if we expect opposition from property owners. Bennett stated he felt most would be in favor but those that have already installed on-site systems to correct the problem would likely have a problem, and that currently he is unsure how to deal with those locations.

Rader questioned the number of customers to be served in the gravity sewer area. Utt stated there are 21 customers. Lutz questioned if all the properties in red on the map would be served by one pump station. Utt replied that was correct. Richards stated that also picks up the largest customer which would be the Rivers complex.

Bennett requested clarification on how commercial properties are handled in an income survey. Rader stated you only survey residential properties and if it is rental property it is the tenant that is surveyed, not the property owner.

Rader stated with the gravity sewer portion estimate being \$900,000 and assuming total project cost of 1.5 million for that section it becomes much more likely to get adequate grant funding to complete the project. Richards questioned if breaking into two phases would improve the likelihood of receiving adequate funding to complete the entire project. Rader stated it would make it easier if it is broken into two pieces.

Bennett stated staff would continue to move forward in determining a viable funding source and that it appears the best option would be to consider the project in 2 phases so it is more viable.

Discussion Regarding Evaluation For St. Mary's Pike Sanitary Sewer Extension

Bennett stated he did not have anything to provide Board members for this discussion, but in light of the attendance of B&N personnel at today's meeting and recent development and inquiries in that area decided it would be prudent to have a brief discussion concerning the matter.

Bennett stated he felt it was an area that needs to be looked at for expansion of the sanitary system as PUB is limited when it comes to expansion of the system. Hoblitzell questioned where the system ends now. Bennett responded the current system ends east of Core Road in the golf driving range, a 15-inch interceptor was constructed there in preparation for service to the area being discussed.

Richards stated PUB has provided mapping that goes beyond Mustang Acres area. Richards further stated that with any project, the question is how much do you attempt to serve. Richards stated the Mustang Acres development has approximately twenty or thirty homes along with land that was originally laid out as part of the development that could add an equal amount of homes, Richards stated there is also a development by Bill Gandee that could add another twenty homes.

Richards also stated there is one or two side roads with homes in the subject area as well that could be served. Hoblitzell stated the possibility probably exists to serve most of the area to Rt. 31. Hoblitzell expressed that he was in favor of a study to determine the feasibility of providing service to the area.

Lutz questioned if the entire area being discussed could be served by gravity. Richards stated he did not believe so due to some of the obstacles that were created with the construction of I-77, it is assumed at least one pump station will be required, possibly more dependent upon how much is served.

Bennett stated the easy areas have already been served so we are now left with the areas that require more costly construction at a higher cost per customer, but we need to grow our customer base so it is necessary that we study these areas to determine feasibility.

Bennett stated he would work with Richards to develop a proposal to study providing sanitary sewer to the St. Mary's Pike area and that proposal will be presented to the Board in the future for their consideration.

Personnel Matter

Paul Hoblitzell made a motion to take the meeting into executive session pursuant to WV State Code 6-9A-4(2)(A). Robert Wright seconded the motion and it was approved by a unanimous vote of the Board members present.

The meeting entered into executive session at 9:25 a.m.

The meeting returned to open session at 9:38 a.m.

No action was taken by the Board.

Consideration of Invoices in Excess of \$750

The following invoices totaling \$232,225.07 were considered for approval:

Allmax Software	Operator 10 wastewater annual support- WWTP	1,990.00
Atlas Towing	4.33 tons #57 and 69.16 pit run- sewer maint.	861.40
Brenntag Mid-South, Inc.	4- 50 lb. bags of sodium metabisulfite and 20- 55.12 lb. bags of superfloc A-130- WTP	2,940.03
C.I. Thornburg	96- 5/8" meter- meter shop	11,520.00
C.I. Thornburg	104- 5/8" meter- meter shop	12,480.00
Carus Corporation	6,000 lbs. sodium phosphate- WTP	7,080.00
City of Parkersburg	Workers Compensation - March 2019	6,163.04
Coastal Water Technology	2200 lbs. of dry microbead polymer- WWTP	5,434.00
Corpro Companies, Inc.	6- Cathodic inspection for tanks	4,020.00
Dearborn National Insurance	Employee life insurance- April 2019	824.90
Dominion Energy	Waste Water Treatment Plant - March 2019	1,028.30
Dominion Energy	Water Treatment Plant - March 2019	1,250.90
Dominion Energy	WWTP / Administrative Building - March 2019	3,383.58
Lubeck PSD	Parkersburg revenue collected by Lubeck PSD 7.5% fee - March 2019	1,422.11
Martin Marietta	10.14 tons #57, 10.84 tons 1 1/2" limestone & 19.91 tons pit run- sewer maint.	771.16
Martin Marietta	78.93 tons 1 1/2" limestone- sewer maint.	1,712.78
Martin Marietta	313.61 tons 1 1/2" limestone- water maint.	6,805.36
Martin Marietta	9.10 tons #57, 29.70 tons 1 1/2" limestone & 48.16 tons pit run- water maint.	1,658.89
Martin Marietta	29.80 tons #57 & 18.74 tons 1 1/2" limestone- water maint.	1,161.96
Matheny Motor Truck Company	Reprogram computer- 12-017	1,992.31
Mid-Ohio Valley Medical Group	2- New employee physical, 1- DOT physical - WWTP, sewer maint, and water maint	976.00
MonPower	Rosemar Rd. Pump Station- March 2019	1,092.69
MonPower	6th St. Pump Station - March 2019	3,068.30
MonPower	1st. Ave. Pump Station - March 2019	3,978.60
MonPower	Waste Water Treatment Plant - March 2019	22,012.98
MonPower	Water Treatment Plant - March 2019	20,954.17
MonPower	Kanawha St. Pump Station - April 2019	790.40
Parkersburg Utility Board	Sewer bill - WTP - March 2019	15,258.20
Parkersburg Utility Board	Water bill- WWTP- March 2019	1,278.67
Perma-liner Industries	150'- 4"x6" transition liner- sewer maint.	1,300.56
Pipelines, Inc.	2- 8" gate valve, 10- 3/4" couplings, 10- valve box adapter, 5- 2" repair clamp, various fittings- water maint	3,476.65
Reagle & Padden, Inc.	Public employee liability insurance- April 1, 2019- March 31, 2020	15,319.80
Reagle & Padden, Inc.	Quarterly Insurance	52,099.00
Smith Concrete	5.25 yds. of 9 bag 2% Hi-Early concrete - water maint.	792.75
Smith Concrete	7 yds. of 9 bag 2% Hi-Early concrete - water maint.	1,057.00
Smith Concrete	10.50 yds. of 9 bag 2% Hi-Early concrete - water maint.	1,585.50
Smith Concrete	6.50 yds. of 9 bag 2% Hi-Early concrete - water maint.	942.50
Smith Concrete	6.5 yds. of 9 bag 2% Hi-Early concrete - sewer maint.	942.50
State Electric	Secondary digester house electric repair- WWTP	1,985.86
Stuart Oil Co.	750 gallons unleaded- all depts.	1,864.88
Stuart Oil Co.	572 gallons diesel - all depts.	1,552.98
Total Equipment	Preventative maintenance on air compressors- WWTP	2,209.50
Truck Sales & Service, Inc.	Sensor replacement and exhaust filter cleaning- 12-004	1,537.02
United Refrigeration	8-carrier bearing bracket and 8- 1" carrier ball bearing for MAU 35-01 & MAU 50-03- WWTP	811.96
US Postmaster	Postage for termination notices - April 2019	836.73
	TOTAL APPROVED	232,225.92
Total amount of checks paid from sewer operating fund April 1- April 12, 2019		189,197.07
		Check #79731-79837

Motion and Vote

Robert Wright moved the list of invoices over \$750, dated April 17, 2019 in the amount of \$232,225.07 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 May 1, 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 May 1, 2019.

Adjournment

Paul Hoblitzell 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 9:43 a.m.

Respectfully Submitted:

Eric Bennett, General Manager