

The Minutes of the Regular Meeting of the Parkersburg Utility Board

May 15, 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 15th day of May, 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
Robert Wright, Board Member
Jeff Reed, Counsel
Christopher Pauley, Assistant Comptroller
Erin Hall, Comptroller
Eric Bennett, Manager

Absent:

Paul Hoblitzell, Board Member

Consideration of Minutes

Chairman Joyce requested the Board consider the minutes of the May 1, 2019 regular Board meeting for acceptance into the record.

Motion and Vote

Robert Wright moved to approve the minutes of the May 1st 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 Financial Statements
for Period Ending 3/31/2019

Hall stated as of March 31st we are 75% through the fiscal year and revenues are at 76% and operation and maintenance expenditures at 70%, with a year to date combined debt service ratio of 1.486.

Herrick questioned if the debt service ratio would remain this way for the remainder of the fiscal year. Hall responded that we would likely see a slight hit in April but it should be very similar to the current level at the end of the fiscal year.

Lutz questioned how the overflow monitoring was 3 times the budgeted amount. Hall stated that was actually maintenance of other City departments related to the work being done for the City on the storm sewer system that is being reimbursed, that there was one line difference in the two items.

Motion and Vote

John Lutz moved the financial statement for period ending 3/31/19 be accepted as presented to the Board. Greg Herrick seconded the motion and it was approved by a unanimous vote of the Board members present.

Consideration of Bids for Potassium Permanganate

Bennett stated bids were requested for the purchase Potassium Permanganate for the Water Treatment Plant and two responsible bids were received. Bennett stated the bids were received from Brenntag Mid-South, Inc. and Univar USA Inc., with Brenntag being low bidder at \$6,460.00 per ton. Bennett further stated at that cost the total cost to purchase 11.25 tons would be \$72,675.00. Bennett stated last year's bid was awarded to Univar at a cost of \$6,390.00 per ton.

Motion and Vote

John Lutz moved to approve Brenntag Mid-South's bid for Potassium Permanganate at \$6,460.00 per ton. Robert Wright seconded the motion and it was approved by a unanimous vote of the Board members present.

Consideration of Resolution Adopting the Budget for FY 2020

Hall stated Board members received a revised copy to the draft budget due to additions made to the capital budget by Bennett. The changes to the capital budget increase the budget by \$32,500. Hall further stated the sewer budget was increased by \$20,000 for concrete and drainage replacements at the sewer maintenance facility, and the water budget increased by a net of \$12,500 compared to the previous draft.

Motion and Vote

John Lutz moved the budget for fiscal year 2019/2020 be adopted as presented along with the resolution adopting the budget. Robert Wright 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 \$162,726.33 were considered for approval:

Aqualaw PLC	NPDES permit legal fees- WWTP	909.00
Atlas Towing	16.89 tons #57, 10.03 tons 1/2 crusher run and 30.02 pit run- sewer maint.	840.89
Atlas Towing	9.01 tons #57, 14.39 tons 1/2 crusher run and 41.56 pit run- sewer maint.	896.42
Basil Casto	Backwater Prevention Reimbursement- 2104 42nd St.	1,500.00
Betty M. Williams	Backwater Prevention Reimbursement- 112 Morningside Circle	1,500.00
Brenntag Mid-South, Inc.	4625 gals of sodium hypochlorite- WTP	3,821.38
Brenntag Mid-South, Inc.	3278 gals of sodium hypochlorite- WWTP	2,817.47
Burgess & Niple	Investigate DeSales and Gandee water availability- water maint.	1,470.13
C.I. Thornburg	8- 2" meter with strainer- meter shop	10,400.00
C.I. Thornburg	36- 5/8" meter- meter shop	4,320.00
C.I. Thornburg	8- 5/8" ally meter with remote shut off pressure and temperature sensor- meter shop	3,200.00
Carr Concrete	11- 2" grade ring, 6- 3" grade ring, 6- 4" grade ring, and 6- 6" grade ring- sewer maint	1,209.00
City of Parkersburg	Workers Compensation - April 2019	6,313.69
Dearborn National Insurance	Employee life insurance- May 2019	824.90
Dominion Energy	Water Treatment Plant - April 2019	842.57
Dominion Energy	WWTP / Administrative Building - April 2019	1,164.17
Estabrook	New pump- Grandview booster	3,613.00
Interstate Chemical	45,000 lbs of sodium hydroxide- WTP	6,872.34
Jeffrey Reed	General legal fees- April 2019	885.00
Lubeck PSD	Parkersburg revenue collected by Lubeck PSD 7.5% fee - April 2019	1,463.05
Martin Marietta	9.49 tons #67, 10.52 tons 1 1/2" limestone & 20.66 tons pit run- sewer maint.	801.88
MonPower	6th St. Pump Station - April 2019	2,924.68
MonPower	1st. Ave. Pump Station - April 2019	3,435.95
MonPower	Water Treatment Plant - April 2019	19,850.44
MonPower	Waste Water Treatment Plant - April 2019	20,482.61
MonPower	Kanawha St. Pump Station - May 2019	895.24
Parkersburg Utility Board	Sewer bill - WTP - April 2019	16,811.85
Parkersburg Utility Board	Water bill - WWTP - April 2019	1,144.89
Pipelines, Inc.	9- meter pit, 12- 3/4" steel coupling and 6- 2" repair clamp- water maint.	877.98
Sal Chemical	3439.02 gals of ferric chloride- WTP	4,813.04
Sal Chemical	4002.56 gals of sodium bisulfite- WWTP	5,493.48
Share Corporation	Weed killer- WWTP	2,240.23
Smith Concrete	10 yds. of 9 bag 2% Hi-Early concrete - water maint.	1,450.00
Smith Concrete	6 yds. of 9 bag 2% Hi-Early concrete - water maint.	870.00
Smith Concrete	7.5 yds. of 9 bag 2% Hi-Early concrete - sewer maint.	1,087.50
Stuart Oil Co.	300 gallons unleaded- all depts.	767.70
Stuart Oil Co.	650 gallons diesel - all depts.	1,738.42
Total Equipment Company	Compressor repair and new filter- WWTP	2,515.00
US Postmaster	Postage for billing- April 2019	6,106.39
US Postmaster	Postage for water quality report- WTP	3,910.49
US Postmaster	Postage for termination notices - May 2019	875.25
Veritiv	42,500- #10 window envelopes- billing	1,859.38
Veritiv	23 boxes of white perf paper- billing	1,174.12
West Virginia MWQA	Annual dues - July 1, 2019 - June 30, 2020	5,736.80
	TOTAL APPROVED	162,726.33
Total amount of checks paid from sewer operating fund April 29- May 10, 2019		159,409.23
		Check #79960- 80069

Lutz stated that customers are taking advantage of the backwater prevention assistance program. Bennett responded we have had three property owners utilize the program to date. Wright asked Bennett how many participants were anticipated when the program was developed. Bennett stated the staff really had no idea how many participants the program would have. Bennett further stated he anticipates participation will increase when eligible properties are provided a correspondence detailing the program. Bennett stated that as soon as he has developed an accurate mailing list, a correspondence will be mailed to the eligible properties.

Bennett stated after owners receive the notification he anticipates much more interest and usage of the program and it may exceed the annual allowance. Wright stated it is still a good idea in the long run. Bennett agreed that it is an excellent program. Bennett also stated the program is limited to 50 participants per year.

Motion and Vote

Robert Wright moved the list of invoices over \$750, dated May 15, 2019 in the amount of \$176,726.33 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.

Next Meeting Date

Erin Hall stated the next regular meeting would be May 29, 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 29, 2019.

Adjournment

Greg Herrick moved the meeting be adjourned. Robert Wright seconded the motion and it was approved by a unanimous vote of the Board members. The meeting adjourned at 9:07 a.m.

Respectfully Submitted:

Eric Bennett, General Manager