

The Minutes of the Regular Meeting of the Parkersburg Utility Board

July 21, 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 21st day of July, 2020. Chairman Joyce called the meeting to order at 9:00 a.m. Due to the ongoing Coronavirus pandemic this meeting was held by telephone conference and in-person.

Roll Call

Present:

Tom Joyce, Chairman
Gregory Herrick, Vice Chairman
Paul Hoblitzell, Board Member
Robert Wright, Board Member
Mike Evans, Board Member
Eric Bennett, Manager
Erin Hall, Comptroller
Christopher Pauley, Assistant Comptroller

Absent:

Jeff Reed, Counsel

Others in Attendance:

Evan Bevins, Parkersburg News & Sentinel

Customer Comment

None

Consideration of Minutes

Chairman Joyce requested the Board consider the minutes of the July 7, 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 July 7th meeting as presented to the Board. Robert Wright seconded the motion and it was approved by a unanimous vote of the Board members.

Consideration of Financial Statements
for Period Ending May 31, 2020

Hoblitzell questioned how the delinquencies impacted the debt service ratio. Hall stated the delinquencies do not impact revenue and therefore do not impact the debt service ratio.

Motion and Vote

Paul Hoblitzell moved to receive and file the financial statements for period ending May 31, 2020 as presented. Robert Wright seconded the motion and it was approved by a unanimous vote of the Board members.

Training for Board Members
On Boardbook Premier Meeting Platform

Bennett explained the current Boardbook meeting platform has been revised to the Premier platform. Bennett also stated he believed the existing platform is more user friendly than the new version and after additional use if it is determined unsatisfactory the staff will research other options.

Bennett provided minimal training for the new meeting platform attempting to assist Board members to get logged in to the new platform.

Consideration of Invoices in Excess of \$750

The following invoices totaling \$182,242.81 were considered for approval:

Atlas Towing	9.74 tons #57, 19.59 tons 1/2 crusher run and 19.46 pit run- sewer maint.	754.14
Atlas Towing	9.69 tons #57, 10.36 tons 1/2 crusher run and 53.07 pit run- sewer maint.	1,216.77
Atlas Towing	17.58 tons #57, 25.76 tons 1/2 crusher run and 20.35 pit run- sewer maint.	1,211.32
Brenntag Mid-South, Inc.	22500 lb of potassium permanganate- WTP	73,471.70
Capital Equipment	Rebuild for #2 recirculation pump- WWTP	7,383.95
City of Parkersburg	Workers Compensation- June 2020	6,454.14
Cole Parmer	6- 500 pk of sample cups- WWTP	1,159.71
Continental Utility Solutions	Credit card fees- June- billing	6,658.11
Dearborn National Insurance	Employee life insurance- July 2020	845.48
Electric Motors & Pumps	New pump for waste lift station- WTP	8,250.00
Ferguson Waterworks	9- 5 1/4" hydrant valve, 2- 5 1/4" repair kit- water maint	1,529.30
Griffith & Associates	Professional services thru May 31, 2020- Rule 42- Preparation of water	765.00
Griffith & Associates	Professional services thru June 30, 2020- Rule 42- Preparation of water	2,945.25
IPA Systems	56- 50 lb bags of octocrete- sewer maint	1,261.60
Lubeck PSD	Parkersburg revenue collected by Lubeck PSD 7.5% fee - June 2020	1,383.43
Martin Marietta	30.74 tons 1 1/2" limestone- water maint.	756.20
MonPower	Kanawha St. Pump Station - July 2020	885.90
MonPower	Agnes St. Pump Station - July 2020	1,439.35
Pace Analytical	Soil sampling- WWTP	2,575.50
Perma-Liner Industries	4- Part A lateral resin, 3- part B lateral resin, 2- 2" pull tape- sewer maint	3,002.80
Pipelines, Inc.	29- 5/8" coppersetter, 5- 2" brass elbow- water maint.	4,878.68
Pipelines, Inc.	6- 1" coppersetter- water maint.	2,209.56
Public Service Commission of WV	Annual PSC fee - Sewer	20,017.59
Public Service Commission of WV	Annual PSC fee - Water	15,484.85
Quill	2- toner, file folders, dividers, binders, sharpies, pens, clipboards, tape- admin, water maint, billing, WTP, sev	759.03
Smith Concrete	8 yds. of 9 bag 2% HI-Early concrete - water maint.	1,160.00
Smith Concrete	6 yds. of 9 bag 2% HI-Early concrete - sewer maint.	870.00
Stuart Oil Co.	1400 gallons diesel - all depts.	2,660.70
Stuart Oil Co.	746 gallons unleaded- all depts.	1,475.96
Valtronics Sales	New valves for waste lift station- WTP	1,190.00
West View Cunningham	Rebuild parts for diaphragm pumps- WWTP	7,586.79
	TOTAL APPROVED	182,242.81
Total amount of checks paid from sewer operating fund July 6- 16, 2020		166,253.60
	Check #83621-83720	

Motion and Vote

Greg Herrick moved the list of invoices over \$750, dated July 21, 2020 in the amount of \$182,242.81 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 August 4, 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 August 4, 2020.

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. The meeting adjourned at 9:15 a.m.

Respectfully Submitted:

Eric Bennett, General Manager