

The Minutes of the Regular Meeting of the Parkersburg Utility Board

January 7, 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 7th day of January, 2020. Chairman 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
Robert Wright, Board Member
Erin Hall, Comptroller
Christopher Pauley, Assistant Comptroller
Eric Bennett, Manager

Absent:

Jeff Reed, Counsel

Others in Attendance

Evan Bevins, Parkersburg News & Sentinel

Consideration of Minutes

Chairman Joyce requested the Board consider the minutes of the December 10, 2019 regular Board meeting for acceptance into the record.

Motion and Vote

Robert Wright moved to dispense with the reading of the minutes and approve the minutes of the December 10th meeting as presented to the Board. Paul Hoblitzell seconded the motion and it was approved by a unanimous vote of the Board members.

Consideration of Pay Estimate for Contract 19-01,
Garfield Water Main Improvements

Bennett stated Board members were provided with a copy of pay estimate #1 for the project from Stonegate Construction in the amount of \$88,713.00. Bennett further stated the estimate covers the directional drilling of Garfield Avenue, an additional 170 feet of main and the connection to the existing main west of Garfield Avenue.

Bennett also stated the connection on Ann Street was scheduled to be done today, but when they completed the bore job under Ann Street the casing was about 5-inches low and they needed to determine what fittings were needed and insure they had them. Bennett stated the connection will very likely be completed later this week.

Hoblitzell questioned the invoice. Bennett stated that was a standard pay estimate utilized for contracts. Bennett stated the EJDC pay estimate along with a unit cost breakdown from the contractor is what has been historically received. Bennett stated this is a very small project, if it was larger there would likely be more information. Bennett also stated additional pay estimates will require release of liens by vendors.

Hoblitzell questioned if a 10% retainage was withheld. Bennett stated that it was and it is shown on the EJDC pay estimate form.

Motion and Vote

Greg Herrick moved to approve pay estimate #1 for Contract 19-01, Garfield Water Main Improvements. John Lutz seconded the motion and it was approved with a unanimous vote of the Board members.

Discussion concerning Emergency Notification System

Joyce stated this matter was put on the agenda at his request. Joyce questioned if participation in the emergency notification system has increased since the event last year. Bennett stated that participation has increased but he did not know the exact number of participants and would have to get that information from CodeRED. Joyce also questioned what we were charged for use of the system. Bennett and Hall believed it was just under \$5,000.00 a year, but they would get the exact cost. Bennett also stated that boil water notices, similar emergencies and hydrant flushing are considered emergency and they are not counted against the allotted time. Joyce questioned what type items count towards the allotted time. Bennett stated service interruptions and disconnect notifications.

Joyce stated the reason he wanted to bring this item up was because the Wood County 911 Center would perform these notifications at no charge. Joyce further stated they would build a Parkersburg Utility Board group that would just include our customers. Joyce further stated they are staffed 24 hours 365 days a year we simply provide the information and parameters for sending and they will send the notifications. Bennett questioned if they could send messages geographically. Joyce stated that was correct, recently a gas leak near Erickson field was notified using a map screenshot. Joyce further stated the City decided a couple of years ago to utilize 911 instead of developing their own platform and that the City voluntarily pays 911 \$1,000.00 per year, as they did not request payment. Bennett questioned if 911 had developed their own system because they previously used a vendor that PUB had looked at using several years ago. Joyce stated he believed they had their own and that it is a web based system.

Joyce then questioned if CodeRED was a web based system. Bennett stated that it was a web based system. Joyce stated that as with all of them if the internet is down none of them will function. Joyce questioned who had credentials to send messages. Bennett stated that Steve

Eaton, Anita Burns and he had login credentials to send messages. Joyce questioned what would happen if none of those individuals was available to send a message. Bennett stated the directions and credentials are located near his computer.

Joyce stated if the Board wasn't interested that was fine. Hoblitzell stated that it was certainly worth looking into. Bennett agreed but stated the agreement with CodeRED was a multiyear agreement and he did not remember the dates on the agreement. Bennett further stated he would have to look at the agreement because the fee was reduced for a multiyear contract. Herrick questioned if we couldn't use both for a period. Bennett stated that would be an option but with the abundance of annoying phone calls we would probably need to notify customers of what we were doing. Bennett stated he would look into the agreement and options for changing to 911 for these notifications.

Joyce stated the contact person with 911 was Bill Riffle. Bennett questioned where they would get the contact information. Joyce stated they would start with our current contact list and then they would build a Parkersburg Utility Board group. Bennett questioned if customers would have the ability to subscribe to the service from a web portal. Joyce stated he believed that was correct. Joyce further stated he could not remember the name of the system they are utilizing.

Consideration of Invoices in Excess of \$750

The following invoices totaling \$368,159.09 were considered for approval:

A&A Safety	10- various size water valve operating nuts- water maint	1,060.00
A&A Safety	8- various size water valve operating nuts- water maint.	1,420.00
Brenntag Mid-South, Inc.	4611 gals of sodium hydroxide- WTP	5,946.23
Brenntag Mid-South, Inc.	3034 gals of sodium hypochlorite- WTP	2,877.04
Burgess & Niple	Professional services thru November 23, 2019- Garfield Avenue- water line	2,539.44
Burgess & Niple	Professional services thru November 23, 2019- Marttown Extension	1,452.25
C.I. Thornburg	10- 5/8"meter- meter shop	1,330.97
C.I. Thornburg	Sensus autogun 1- year extended warranty- meter shop	1,843.50
Camden Materials	12.28 tons blacktop - water maint.	871.88
Carr Concrete	2- sanitary manholes- sewer extension- Station #5- Blizzard Drive	2,882.00
Cole-Parmer	8- rotor assembly and pump head- WTP	2,473.53
Continental Utility Solutions	Credit card processing fee- November 2019	6,352.88
Dearborn National Insurance	Employee life insurance- December 2019	820.04
Dominion Energy	WWTP / Administrative Building - November 2019	2,831.75
Dominion Energy	Water Treatment Plant - November 2019	842.99
Dominion Energy	Waste Water Treatment Plant - November 2019	840.21
Electric Motor & Pumps	Motor and gearbox for #2 strainer for service water- WWTP	4,752.00
Electric Motors & Pumps	Repair flyght pump- #1 pump- Primary effluent pump station- WWTP	25,093.00
Everett L. Harper & Son	Labor and equipment for pavement restoration- water maint.	7,430.00
Everett L. Harper & Son	Labor and equipment for pavement restoration- water maint.	13,000.00
Ferguson Waterworks	6" tapping valve- water maint.	875.28
Ferguson Waterworks	6" tapping valve, 300' of 3/4" polyethylene tube- water maint.	834.46
Findley	Services provided thru October 31, 2019- WW Pension Actuarial & Reporting	5,000.00
Frontier	Phone service - December 2019	978.04
Hach Company	2- desiccant cartridge, 2- reagent set, membrane filter, chlorine analyzer- WTP	890.47
Hilti Inc.	Hammer drill and 5- various size drill bits- sewer maint.	1,040.20
JCI Jones Chemical	2988 gal of sodium hypochlorite- WWTP	2,450.16
JCI Jones Chemical	3074 gal of sodium hypochlorite- WWTP	2,520.68
Kimball Midwest	6- cleaner, 8- tape, 6- anti seize, 32- dot fitting- plant maint.	781.32
Lawson Products	Various size nuts, bolts, washers and fittings- plant maint.	3,707.80
Lubeck PSD	Parkersburg revenue collected by Lubeck PSD 7.5% fee - November 2019	1,087.44
Mahone Tire	2- new tires- Truck # 40-002	900.44
Mar- Zane, Inc.	18.03 ton cold mix- sewer maint.	2,163.60
Martin Marietta	15.53 tons #57, 9.56 tons #67, 20.73 tons 1 1/2" limestone and 112.12 tons pit run - water maint.	2,882.42
Matheny Motors	2020 GMC Sierra 1500- Truck # 50-003	33,365.00
Matheny Motors	2020 GMC Canyon- Truck # 70-009	29,060.00
Mikes Tree Service	Cutting and removing 3 trees- Ridgeway Ave.	850.00
MonPower	Kanawha St. Pump Station - December 2019	960.61
MonPower	Agnes St. Pump Station - December 2019	2,734.61
MonPower	6th St. Pump Station - December 2019	5,110.14
MonPower	Sayre Ave. Pump Station - December 2019	1,105.94
MonPower	Water Treatment Plant - December 2019	17,054.36
Pace Analytical	Water sampling- WWTP	2,965.00
Pace Analytical	4th quarter water testing- WWTP	1,343.08
Pipelines, Inc.	10- 3/4" corp stop- 3- 2" curb stop, 180' of 3/4" insert stiffener, 180' of 3/4" copper tube, 15- 3/4" adapter- water	2,293.87
Pipelines, Inc.	35- meter pit, 12" tee- water maint.	2,253.47
Pipelines, Inc.	5- 6" repair clamp, 12" repair clamp, 3- 10" brass saddle- water maint.	870.40
Pipelines, Inc.	6" tapping valve, 46" lower stem- water maint.	997.98
Pipelines, Inc.	24- various size couplings, 10 various size nipples, 10- 1" copper setter, 12- angle ball meter valve- water ma	4,638.75
Pipelines, Inc.	10- 3/4" elbow, 12- 2" curb box, 12" reducer- water maint.	753.15
Pipelines, Inc.	25- 20" meter box cover- water maint.	2,487.50
Pipelines, Inc.	3- 5 1/4" fire hydrant- water maint.	5,147.13
Pipelines, Inc.	20- 6" repair clamps- water maint.	2,082.40
Precision Pump & Valve	Preventative maintenance- 6th St., Agnes St., and 1st Ave. Pump Stations	4,950.00
Sal Chemical	3504.07 gals of Ferric Chloride- WTP	4,885.61
Seal Guard	12 pack reorder kit, caulk gun, 12- static mixer- sewer maint.	802.45
Smith Concrete	7.5 yds. of 9 bag 2% Hi-Early concrete, 7.5 yds cold weather operations - water maint.	1,132.50
Smith Concrete	7 yds. of 9 bag 2% Hi-Early concrete, 7 yds cold weather operations - water maint.	1,057.00
Smith Concrete	5.50 yds. of 9 bag 2% Hi-Early concrete, 5.50 yds cold weather operations - sewer maint.	819.50
State Electric	Power module sub- assembly for #1 pump- 6th St pump station	10,791.36
State Electric	TechConnect renewal- WWTP & WTP	826.00
Stonegate Construction	Main water line improvements- Garfield Ave.	88,713.00
Strand Associates, Inc.	Professional services thru November 30, 2019 - SSO Abatement Report	19,071.41
Stuart Oil Co.	500 gallons diesel - all depts.	1,339.25
Stuart Oil Co.	500 gallons unleaded- all depts.	1,156.50
Stuart Oil Co.	500 gallons diesel - all depts.	1,331.00
Stuart Oil Co.	704 gallons unleaded- all depts.	1,621.66
Walker Machinery	4- washers, 2- spacers, 8- bearings, 4- pins- water maint. Truck #72-103	816.44
	TOTAL APPROVED	368,159.09
Total amount of checks paid from sewer operating fund December 6, 2019- January 2, 2020		299,150.74
		Check #81918-82109

Motion and Vote

Paul Hoblitzell moved the list of invoices over \$750, dated January 7, 2020 in the amount of \$368,159.09 be approved for payment as submitted to the Board. Robert Wright seconded the motion and it was approved with a unanimous vote of the Board members.

Other Business

Bennett stated Board members may remember that the staff had appealed certain items in the NPDES permit issued early last year. Bennett stated a verbal agreement has been reached, PUB has applied for the permit modification and are awaiting a formal settlement agreement to be approved by the EQB. Hoblitzell questioned if we got what we requested. Bennett stated at this point it appears that we have, but EPA will review the modification and may have a problem with the wet weather peak flow facilities being included in the permit and not just in the Administrative Order. Bennett stated the inclusion in the permit provides PUB with a permit shield and these type of facilities have been approved in other locations in the country and it still requires compliance with permit limits.

Next Meeting Date

Erin Hall stated the next regular meeting would be January 21, 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 January 21, 2020.

Adjournment

Robert Wright moved the meeting be adjourned. Paul Hoblitzell seconded the motion and it was approved by a unanimous vote of the Board members present. The meeting adjourned at 9:14 a.m.

Respectfully Submitted:

Eric Bennett, General Manager