

The Minutes of the Regular Meeting of the Parkersburg Utility Board

July 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 19<sup>th</sup> Street on the 7<sup>th</sup> 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  
Jeff Reed, Counsel  
Eric Bennett, Manager  
Erin Hall, Comptroller  
Christopher Pauley, Assistant Comptroller

Absent:

Others in Attendance:

Craig Richards, Burgess & Niple  
Derrick Fairbanks, Burgess & Niple  
Fred Rader, Regional Council  
Michael Erb, Parkersburg News & Sentinel

Chairman Joyce recognized Mike Evans as a new Board member and hoped he enjoys his time serving on the Board.

Customer Comment

None

Consideration of Minutes

Chairman Joyce requested the Board consider the minutes of the June 23, 2020 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 June 23<sup>rd</sup> meeting as presented to the Board. Gregory Herrick seconded the motion and it was approved by a unanimous vote of the Board members.

### Worthington Creek Area Sanitary Sewer Extension Conceptual Study

Bennett stated that Board members were provided with a copy of the report for review. Bennett further stated that Burgess & Niple personnel Craig Richards and Derrick Fairbanks will make a presentation of the report and answer any questions that Board members may have concerning the study.

Richards stated following the Board's request for a study in 2019 to investigate the extension of sanitary sewers out Worthington Creek to serve the Old. St. Mary's Pike area that includes Newbanks Road, Johnson Creek Road, Apple Hill, Mustang Acres, Boulder Drive and structures adjacent to the Pike. Richards then introduced Derrick Fairbanks to make the presentation as he authored the majority of the report.

Fairbanks stated the area was broken down in different sub-areas and three different alternatives were developed to provide service to the area. Fairbanks stated as with most areas not currently served there are multiple terrain issues that complicate construction, as well as operation and maintenance.

In an effort to simplify the minutes the slides are incorporated as an attachment to provide the information presented by Fairbanks.

Fairbanks stated project cost for alternative #1 is \$6,918,000, alternative #2 is \$7,295,800 and alternative #3 is \$7,736,000.

Hoblitzell questioned if Mustang Acres residents were on individual septic systems or they utilized the lake. Fairbanks stated they appeared to be on individual septic systems, stating some could ultimately discharge to the lake but he did not believe it was intended to function as a lagoon.

Evans questioned why we would not be concerned about exfiltration as well as infiltration. Bennett stated that exfiltration is easily spotted and the problem corrected. Hoblitzell questioned the likelihood of infiltration with new construction. Bennett stated it was minimal with new construction but it could still happen. Richards stated that during construction multiple tests are performed to insure the pipe and appurtenances are watertight, but that is only a snapshot in time.

Bennett stated his biggest concern with construction along a stream is erosion. Hoblitzell questioned how close to the stream would the sewer be constructed. Fairbanks stated it could be constructed as far back as we felt comfortable that erosion would not impact the sewer over the years.

Richards stated that during design a layout could be done placing the pipes farther up in the fields and see if the property owners are willing to sign easements and if not place it closer to the stream. Joyce stated with the recent SSO abatement study that was completed describing high I/I, it would seem irresponsible to construct a new sewer that could be prone to I/I from a stream. Bennett stated the pipe materials of today are far better than the pipe materials of old and are not as prone to leakage as clay pipe which is what the majority of Parkersburg's sanitary sewer system is constructed of.

Richards stated that if the Board was concerned with joint leakage on 20 foot PVC sections of pipe we may try fusion welded HDPE. Bennett stated that to his knowledge HDPE is much less rigid than PVC and for gravity sewer you must insure the contractor is properly bedding and backfilling around the pipe to insure it remains on grade with no bellies in the pipe.

Wright questioned how many customers would be served. Hall stated she had totaled the possible customers to be 137, including future development.

Herrick questioned if we have had discussions with Mustang Acres residents to gage their interest in the project. Bennett stated there had been some contact prior to approval of the study. Hoblitzell questioned if it was constructed, are the residents required to connect? Bennett replied that they would be required to connect.

Bennett stated that before we proceed farther with an actual project we can perform a survey to gage interest for all those to be served by the sewer extension.

Rader stated he did not hear the number of customers to be served. Hall stated there were 137 with all possible future customers. Fairbanks stated there are 90 residential customers and a handful of commercial customers or churches. Richards stated some locations are more costly than others to serve, so it would be best prior to design to determine exactly what structures PUB wants to serve.

Wright questioned how this project ties in with the extension PUB is trying to complete in the Marrtown area. Bennett stated it was a very similar project with the exception that we are aware of multiple failed systems in the Marrtown area.

Bennett stated that since it was brought up and Fred Rader is present we can provide the Board with an update of the Hill Ave/Marrtown Rd. sewer project funding. Bennett stated that neither the Hill Avenue nor Marrtown Road sewer projects received the grant funding requested in this fiscal year. Rader concurred and said the USACOE grant was somewhat confusing because it is split between Pittsburg and Huntington districts, but he has had conversations with Senator Capito's office garnering help to get the project funded. Rader stated as far as the SCDBG grant they have spoken to the State development office to see what could be done to give the project a better chance of being selected next year, and they have not yet received a response. Rader stated that due to the pandemic the application deadline has been changed and it will likely not be due until September or October.

Bennett stated that it would be necessary to re-apply for that grant. Rader stated that was correct, the County Commission would have to hold a public meeting and re-apply to the SCDBG program. Rader stated that unless the development office comes back with some significant recommendations the process is simple.

Richards stated that Rader may want to describe the criteria by which the projects are approved for funding. Rader stated with any HUD funded project it is required to be low to moderate income families that are going to be served. Rader stated Board members may remember that an income survey was performed by PUB staff, and the residents meet the guidelines. Rader further stated that how competitive our project is to a community in McDowell County requesting funds, you just don't know. Rader stated other issues that weigh heavily are environmental/health risks, and the fact that we have verification from the local health department concerning malfunctioning septic systems helps a great deal. Rader stated that readiness to proceed is another major factor for the development office, as they are always on HUD's list for not expending funds fast enough. Rader stated the closer we are ready to go to construction the more likely the project is for being selected. Rader stated the next biggest factor would obviously be political.

Richards questioned if the Board would proceed with the design work on the projects could that improve the chances for selection, and if they paid for the design work would that be eligible for reimbursement from the grant. Rader stated as previously discussed anything that would make the project shovel ready is a benefit. Rader also stated that funds expended prior to the grant award would not be eligible for reimbursement. Rader stated having design complete improves your chances of getting the project funded, but it also requires PUB to invest dollars that will not be reimbursed with the grant. Bennett stated for the Hill Avenue project that is approximately \$150,000.

Herrick stated that it had been awhile since he had been involved with the design of a system but believed that design was not the hold up, but believed that rights of way and property acquisition was the largest problem. Rader stated that if design was complete and rights of ways were acquired the development office would see a project that was ready for construction and it would be very likely it would be selected for funding.

Rader stated right of ways that are typically problematic are those that are in heirship with multiple owners and several of the owners are out of state. Rader stated those are the one that will slow down acquisition and delay projects.

Richards stated PUB has always been efficient at acquiring right of ways because of their legal counsel and staff that performs the work. Bennett agreed the Council and staff have always been very proficient in their property and easement acquisitions work. Bennett further stated that on the larger projects agents were hired to perform these services because a majority of the meetings must occur on evenings and weekends due to the property owners work schedule.

Bennett questioned if the Board had interest in proceeding with design work for Hill Avenue/Marrtown sewer extension.

Hoblitzell questioned if Ft. Boreman was included in either of the projects. Bennett stated that it was not included.

Hoblitzell stated that he favored proceeding with the work to enhance PUB's chances of receiving the requested grant funding. Bennett stated that he would include the matter on a future agenda.

Joyce stated this is one of the only ways to add customers to the system. Bennett responded that expansion of the system is the most likely way to add customers.

#### Consideration of Revision to Industrial Use Ordinance to Change Local Limits

Bennett stated that Board members were provided with a copy of the proposed Ordinance showing the revised table of constituents and the new limit. Bennett stated the change is required following the settlement of PUB's appeal of the NPDES permit that was reissued in the spring of 2019.

Herrick questioned if the limits are now stronger or weaker. Bennett stated that they vary some are stronger, some weaker and other remained the same. Bennett stated that overall they are an improvement. Bennett further stated the one limit that staff actually was hoping would be increased was Arsenic, as the landfill occasionally has an exceedance, but that limit decreased slightly. Bennett also stated the landfill has revised their operation to reduce Arsenic buildup in the leachate ponds.

Hoblitzell questioned if the one leachate pond is connected to Parkersburg's system. Bennett responded there are actually two ponds and they are connected to the system by a force main. Bennett stated that several years ago the landfill determined it was more financially prudent to construct a sewer extension than it was to truck all the leachate. Bennett stated they are limited to discharging 65,000 gallons per day, if Worthington Creek interceptor becomes surcharged they must halt pumping until the level decreases, if it becomes long term they truck leachate.

#### Motion and Vote

Greg Herrick moved to approve the revision to the Industrial Use Ordinance changing the local limits and forward the Ordinance revision to City Council for adoption. Paul Hoblitzell seconded the motion and it was approved by a unanimous vote of the Board members.

#### Consideration of Late Fees and Terminations for July

Bennett stated that WVPSC has issued an order allowing utilities that suspended terminations and late fees to resume normal practices following the appropriate notifications to be made on or after July 1<sup>st</sup>. Bennett stated that notification on the newly issued termination notice is acceptable.

Bennett recommended the Board authorize the staff to resume normal operations for late fees and terminations for non-payment of charges. Bennett stated utilities cannot continue to ignore these climbing debts of nonpaying customers many of which were already delinquent when the suspension was implemented.

Hoblitzell questioned what the current total was for delinquent bills. Hall stated we are currently owed \$105,000 for bills issued in February, March and April of 2020. Hall stated including the May bill, which is now delinquent that total is \$247,000.

Joyce stated the PSC has approved the return to normal termination operations with appropriate notification of the customer. Bennett responded that was correct. Bennett also stated the PSC continues to recommend payment plans for those customers in arrears. Bennett stated PUB has always allowed payment agreement, but clarified that it is the customer's responsibility to request a payment arrangement.

#### Motion and Vote

Paul Hoblitzell moved to return to normal collections/termination process to include late fees and termination of service for non-payment to become effective immediately. Robert Wright seconded the motion and it was approved by a unanimous vote of the Board members.

#### Selection of Vice-Chairman

Robert Wright nominated Greg Herrick and Paul Hoblitzell seconded the nomination.

#### Vote

Greg Herrick was approved by a majority vote of the Board members, with Mr. Herrick abstaining.

#### Appointment of Committees

Chairman Joyce made the following Committee appointments:

##### Finance/Audit Committee

Robert Wright – Chairman

Mike Evans

Eric Bennett

Erin Hall

##### Personnel Committee

Paul Hoblitzell – Chairman

Greg Herrick

Eric Bennett

Chris Pauley

## Consideration of Invoices in Excess of \$750

The following invoices totaling \$260,854.40 were considered for approval:

Atlas Towing	19.05 tons #57, 18.77 tons 1/2 crusher run and 34.57 pit run- sewer maint.	1,088.80
Atlas Towing	9.49 tons #57, 11.4 tons 1/2 crusher run and 34.97 pit run- sewer maint.	778.45
Atlas Towing	9.24 tons #57, 9.31 tons 1/2 crusher run, 10.12 lb mason sand, and 29.2 pit run- sewer maint.	874.02
Brenntag Mid-South Inc.	551.20 lb. potassium permanganate- WTP	2,044.77
Burgess & Niple	Professional services thru May 31, 2020-Water System Improvements- Design	39,708.79
C.I. Thornburg	2- autogun bluetooth, 2- autogun extension- meter shop	3,597.48
Continental Utility Solutions	Annual software maint- billing	16,665.00
Continental Utility Solutions	Web portal annual service- billing	4,500.00
Cummins Sales and Service	Full preventative maintenance service on generator- WTP	1,814.81
Electric Motors and Pumps	2- relays for primary effluent pumps- WWTP	1,654.00
Frontier	Phone service - June 2020	965.52
Frontier	Damage claim- 1602 14th St.- water maint	816.64
Integrated Process Solutions	PLC Upgrade- 6th St Pump Station	4,008.01
JCI Jones Chemical	3404 gallons sodium hypochlorite solution- WWTP	2,757.24
Lawson Products	New check valve- waste lift station- WTP	979.65
Mar- Zane, Inc.	9.6 ton cold mix- water maint.	1,152.00
Mar- Zane, Inc.	19.86 ton cold mix- water maint.	2,383.20
Martin Marietta	37.91 tons #57, and 20.81 tons 1 1/2" limestone- water maint.	1,554.46
Martin Marietta	29.15 tons #57, and 40.26 tons 1 1/2" limestone- water maint.	1,792.04
Matheny Motor Truck Company	Parts and labor for spare dump truck- 72-007	798.41
MonPower	6th St. Pump Station - June 2020	6,479.57
MonPower	Waste Water Treatment Plant - June 2020	22,009.50
MonPower	1st. Ave. Pump Station - June 2020	3,255.32
MonPower	Neal Run Pump Station - June 2020	872.63
MonPower	Water Treatment Plant - June 2020	17,363.83
Ohio Valley Power Equipment	New mower, trimmer line, and trim head- WTP	6,028.81
Parkersburg Utility Board	Sewer bill - WTP - June 2020	12,327.82
Parkersburg Utility Board	Water bill - WWTP - June 2020	1,135.62
Pipelines, Inc.	11- 1" coupling, 2" adapter, 4- 1" corp stop, 12- 3/4" steel bolt- water maint	909.61
Retiree Health Benefit Trust Fund	Contribution for retired employee health insurance - June 2020	12,879.26
Siemens	Monitor for flow meter at aeration basin- WWTP	1,731.00
Smith Concrete	10 yds. of 9 bag 2% Hi-Early concrete - water maint.	1,450.00
Smith Concrete	8 yds. of 9 bag 2% Hi-Early concrete - sewer maint.	1,160.00
Smith Concrete	7.5 yds. of 9 bag 1% concrete - water maint.	1,072.50
State Electric	3- phoenix contactors for wash press- WWTP	1,132.84
State Electric	3- phoenix contactors for wash press- WWTP	1,101.84
Strand Associates, Inc.	Professional services thru May 31, 2020 - Misc. & Computer Services	2,734.56
Strand Associates, Inc.	Professional services thru May 31, 2020 - SSO Abatement Report	13,026.69
Stuart Oil Co.	650 gallons dyed low diesel for generator- WWTP	1,046.24
Stuart Oil Co.	600 gallons diesel - all depts.	1,113.00
Stuart Oil Co.	600 gallons unleaded- all depts.	1,170.00
Walker Machinery	Starter- 12-102- sewer maint	1,126.41
WVPEIA	Employee Health Insurance - June 2020	59,794.06
	TOTAL APPROVED	260,854.40
Total amount of checks paid from sewer operating fund June 22- July 2, 2020		322,834.88
		Check #83510-83620

### Motion and Vote

Robert Wright moved the list of invoices over \$750, dated July 7, 2020 in the amount of \$260,854.40 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

### Rt. 47/Wincore Water Line

Bennett advised the Board there was a significant leak in recent days at the former Curry transfer property, currently occupied by Wincore. Bennett stated he initially assumed the issue to be the property owner's responsibility for the privately owned fire line. Bennett further stated that a couple days into them looking for the leak he found out the water was actually coming from the Rt. 50 side of the property. Bennett stated at that point he got involved and following some research located a valve that isolated the leak.

Bennett stated the 8-inch cast iron water line that originally served the brick quarry and plant, that was assumed to have been abandoned when Curry installed a new 10-inch fire line in the early 90's, had not been abandoned and was under the fill for Rt. 50. Bennett stated the only issue was that with the highway improvements PUB allowed the DOH to connect to a portion of that 8-inch line, so currently three customers on the north side of WV 47 are being served through a temporary line. Bennett stated that as with the line at Old St. Mary's Pike he was going to have a new line installed by Stonegate Construction utilizing directional drilling.

### Water System Improvements Update

Richards stated the design work is approximately 50% complete. Plan review meetings have occurred with a second scheduled. Field work is almost complete. Design of the backwash basin rehabilitation is about 80% complete.

Richards stated we will attend IJDC meetings in coming weeks related to the funding of the project. Richards stated the current application is requesting funds at 3% interest for a term of 20 years. Richards further stated that a recent email from WVBPH requesting that we utilize 7 million of their available funds at a rate of 2.5% for up to 25 years. Bennett stated the reduction in debt service would likely be consumed by requirements related to utilizing DWTRF funds.

### Next Meeting Date

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

### 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. The meeting adjourned at 10:01 a.m.

Respectfully Submitted:

Eric Bennett, General Manager