

The Minutes of the Regular Meeting of the Parkersburg Utility Board

June 23, 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 23<sup>rd</sup> day of June, 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  
John Lutz, Vice Chairman  
Paul Hoblitzell, Board Member  
Gregory Herrick, Board Member  
Robert Wright, Board Member  
Jeff Reed, Counsel  
Eric Bennett, Manager  
Erin Hall, Comptroller

Absent:

Christopher Pauley, Assistant Comptroller

Others in Attendance:

Evan Bevins, Parkersburg News & Sentinel

Customer Comment

None

Consideration of Minutes

Chairman Joyce requested the Board consider the minutes of the June 9, 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 June 9<sup>th</sup> 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 4/30/2020

Hall Stated as of April 30<sup>th</sup> revenues are in-line with the budget and O&M expenses are below budget and the combined debt service ratio is 1.431.

Hoblitzell questioned what the amount still owed for unpaid bills. Hall stated that for the bill cycle mailed January 31<sup>st</sup> we are still owed \$23,600. Hall stated she could get the information on all recent billing cycles, but that was what we had already assembled when looking at possibly terminating services for bills that were already past due when issues related to the virus began. Hall further stated that if we were operating normally those bills would have already been paid or service would be terminated to those customers.

Motion and Vote

Greg Herrick moved to approve the financial statements as submitted. Robert Wright seconded the motion and it was approved by a unanimous vote of the Board members.

Consideration of Selection  
of Auditor for FY20 & FY21 Audits

Hall stated the Audit Committee had met last week and reviewed and scored the proposals received. Hall further stated the firm that received the highest ranking from the Committee was Suttle & Stalnaker, PLLC. Hall also stated the rules for selecting an auditor require the contract be awarded to the firm that is scored the highest by the entities audit selection committee.

Hall recommended the Board approve the Committees recommendation and award Suttle & Stalnaker, PLLC the Board's annual audit work for fiscal years 2020 and 2021, and authorize the Chairman to execute the contract.

Joyce questioned Hall if two years was the maximum period the State would allow PUB to engage an independent auditor. Hall responded that was correct.

Motion and Vote

Robert Wright moved to engage Suttle & Stalknaker, PLLC to perform PUB's annual audits for fiscal years ending in 2020 and 2021. Paul Hoblitzell seconded the motion and it was approved by a unanimous vote of the Board members.

Consideration of Resolution and Signature Authority  
for Accounts with United Bank

This is necessary to add an additional signature authority as requested by Board members at a previous meeting.

### Motion and Vote

Paul Hoblitzell moved to approve the resolution and signature authority of accounts at United Bank. Greg Herrick seconded the motion and it was approved by a unanimous vote of the Board members.

### Consideration of Resolution and Signature Authority for Accounts with Peoples Bank

This is necessary to add an additional signature authority as requested by Board members at a previous meeting.

### Motion and Vote

Paul Hoblitzell moved to approve the resolution and signature authority of accounts at Peoples Bank. Greg Herrick seconded the motion and it was approved by a unanimous vote of the Board members.

### Consideration of Resolution and Signature Authority for Accounts with Community Bank

This is necessary to add an additional signature authority as requested by Board members at a previous meeting.

### Motion and Vote

Greg Herrick moved to approve the resolution and signature authority of accounts at United Bank. Robert Wright seconded the motion and it was approved by a majority vote of the Board members with Paul Hoblitzell abstaining.

### Consideration of Invoices in Excess of \$750

The following invoices totaling \$192,268.20 were considered for approval:

|   |   |                    |
|---|---|--------------------|
| Atlas Towing  | 29.64 tons #57, 7.7 tons 1/2 crusher run and 33.8 pit run- sewer maint.                                   | 1,087.52           |
| Brenntag Mid-South  | 44480 lb of caustic soda- WTP   | 6,028.94           |
| C.I. Thornburg  | 150- 5/8" meter- meter shop   | 19,500.00          |
| C.I. Thornburg  | 150- 5/8" meter- meter shop   | 19,500.00          |
| C.I. Thornburg  | 3- 3" hydrant meter- meter shop   | 5,882.70           |
| Camden Material   | 11.07 tons blacktop - water maint.  | 802.58             |
| City of Parkersburg   | Workers Compensation- May 2020  | 6,030.81           |
| Continental Utility Solutions   | Credit card fees- May- billing  | 7,484.14           |
| Dearborn National Insurance   | Employee life insurance- June 2020  | 845.48             |
| Dominion Energy   | Waste Water Treatment Plant - May 2020  | 1,460.02           |
| Dominion Energy   | WWTP / Administrative Building - May 2020   | 1,564.32           |
| Estabrook Corp  | 4" swing check valve- WTP   | 1,931.14           |
| Estabrook Corp  | 4" swing check valve- WTP   | 1,808.00           |
| Hach Company  | Bod nutrient buffer pillow, chlorine, 2- ammonia, 4- indicator solution, 4- buffer solution- WWTP         | 898.80             |
| JCI Jones Chemical  | 3534 gal of hypochlorite solution- WWTP   | 2,862.54           |
| Linko   | Annual software support- WWTP   | 1,475.00           |
| Martin Marietta   | 38.04 tons #57, and 20.80 tons 1 1/2" limestone- water maint.   | 1,557.79           |
| Martin Marietta   | 29.15 tons #57, and 40.26 tons 1 1/2" limestone- water maint.   | 1,792.04           |
| Matheny Motors  | Salt spreader- facility maint   | 3,743.00           |
| MonPower  | Agnes St. Pump Station - June 2020  | 2,042.40           |
| Pipelines, Inc.   | 20- 1" adapter, 12- 1" coupling, 7- 2" adapter- water maint.  | 1,451.21           |
| Pipelines, Inc.   | 25- 20" meter box cover- water maint.   | 2,487.50           |
| Pipelines, Inc.   | 3- 6" couplings, 15- 20" meter pit, 300' of 3/4" polyethylene tube, 380' of 3/4" copper tube- water maint | 2,317.05           |
| Ralph & Suzie Fleming   | Backwater Prevention Reimbursement- 2614 29th St.   | 1,500.00           |
| Reagle & Padden   | Quarterly Insurance premium 7/1/2020- 9/30/2020   | 56,855.00          |
| Seal Guard  | 2- 12 pack seal guard- sewer maint  | 1,287.96           |
| Smith Concrete  | 5.75 yds. of 9 bag concrete - water maint.  | 844.25             |
| Smith Concrete  | 7.5 yds. of 9 bag 2% Hi-Early concrete - sewer maint.   | 1,087.50           |
| Southern Ionics   | 4301 gal of sodium bisulfite- WWTP  | 5,549.49           |
| Stuart Oil Co.  | 745 gallons diesel - all depts.   | 1,277.68           |
| Stuart Oil Co.  | 950 gallons unleaded- all depts.  | 1,699.55           |
| WVPERs  | Pension expense - June 2020   | 27,613.79          |
|   | TOTAL APPROVED  | 192,268.20         |
| Total amount of checks paid from sewer operating fund June 8- June 18, 2020 |   | 183,022.67         |
|   |   | Check #83390-83509 |

Herrick questioned if the reimbursement for a backflow preventer was the first one. Hall stated that it was the first one for this fiscal year, and there had been two in the previous fiscal year.

### Motion and Vote

Paul Hoblitzell moved the list of invoices over \$750, dated June 23, 2020 in the amount of \$192,268.20 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 present.

## Other Business

### St. Mary's Pike Water Line

Bennett stated that he had failed to notify the Board at the previous meeting the 6-inch water line located on St. Mary's Pike at Johnson Creek had failed due to a tree being washed down the stream during a heavy rainfall event. Bennett stated the tree hit the water line and either pulled it apart or broke it in half. Bennett stated after it was determined what the issue was a temporary two-inch line was installed to provide customers with domestic service. Bennett also stated customers service should only be impacted minimally by the temporary piping but fire protection would not be available at the limited hydrants in the area.

Bennett stated to avoid permitting issues related to an open stream crossing and the difficulty with the construction of a water line under an active stream, as well as possible continued stream bank maintenance he intends to have a new line directionally drilled to replace the failed section of line. Bennett stated the only problem is the soonest the contractor can perform the work is the week of July 6.

Joyce questioned if Parkersburg provided fire protection for that area. Bennett responded that it would not be Parkersburg but Waverly or Eastwood. Joyce questioned if they had been notified. Bennett responded the hydrants should be bagged out and that he would contact the Chiefs of the affected departments.

Lutz questioned how the pressure to the homes was doing. Bennett stated to his knowledge the only issue with lower pressures was in the Apple Hill development and it was related to the incoming pressure settings on their internal pressure pumps.

### PSC Order Resuming Terminations

Bennett stated the PSC had issued an Order allowing the resumption of terminations after July 1. Bennett stated it would be necessary to issue new termination notices either on or after July 1. Bennett stated customers also had to be notified the utility is commencing terminations for non-payment.

### John Lutz's Final Meeting

Chairman Joyce stated this would be John's final meeting as a member of the Utility Board and expressed his appreciation for his many years of service. Joyce also stated that he, fellow Board members and the staff would miss him.

Lutz stated that he would miss everyone and that he had enjoyed his time on the Board. Hoblitzell stated he was a great asset to the Board and Bennett agreed. Bennett told John to feel free to stop in whenever he was back in town.

### Next Meeting Date

Erin Hall stated the next regular meeting would be July 7, 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 7, 2020.

### Adjournment

Paul Hoblitzell moved the meeting be adjourned. John Lutz seconded the motion and it was approved by a unanimous vote of the Board members. The meeting adjourned at 9:13 a.m.

Respectfully Submitted:

Eric Bennett, General Manager