

The Minutes of the Regular Meeting of the Parkersburg Utility Board

March 17, 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 17th day of March, 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
Jeff Reed, Counsel
Eric Bennett, Manager
Erin Hall, Comptroller
Christopher Pauley, Assistant Comptroller

Absent:

Others in Attendance:

Consideration of Minutes

Chairman Joyce requested the Board consider the minutes of the March 3, 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 March 3rd 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 1/31/2020

Hall stated as of the end of January we are 58% through the fiscal year and revenues are at budget and expenditures are below budget, and a combined debt service ratio of 1.427.

Motion and Vote

Paul Hoblitzell moved to accept the financial statements for period ending 1/31/2020 as presented to the Board. John Lutz seconded the motion and it was approved by a unanimous vote of the Board members.

Consideration of Final Pay Estimate for Contract 19-01, Garfield Ave. Water Main

Bennett stated he had provided Board members with a brief correspondence and a copy of the final pay estimate in the amount of \$9,201.75. Bennett stated this estimate releases all retainage on the project. Bennett recommended the Board approve the pay estimate and authorize payment.

Motion and Vote

Robert Wright moved to approve the final pay estimate in the amount of \$9,201.75 and authorize payment. John Lutz seconded the motion and it was approved with a unanimous vote of the Board members.

Consideration bids for Feeder/Dissolver System @ WTP

Bennett stated Board members were just provided a memo this morning relating to the feeder/dissolver system. Bennett also stated the specifications were written around a product manufactured by Acrison, Inc.. Bennett further stated that Acrison was not the low bidder but the equipment bid by UGSI does not meet the specifications. Bennett stated the existing equipment is the exact equipment being bid by UGSI. Bennett stated that equipment has been problematic over the years, which is the reason the specs were written around a different manufacturers equipment.

Bennett stated the reason the memo was not provided until this morning was due to attempts to get references for entities that currently have the Acrison equipment to get first-hand knowledge of the functionality and sustainability of the equipment. Bennett further stated if Board members wished to delay action on this matter until the next meeting to await additional information that was not a problem.

Joyce questioned where we would get the references. Bennett stated we had to rely upon the vendor to provide that information. Joyce questioned if the new unit was more self-contained than the existing. Bennett stated the new unit is constructed mainly from stainless steel where the existing units hopper is fiberglass and the dissolving tank is carbon steel. Bennett stated the existing equipment has required replacement of the hoppers in recent years due to breakage along with several other repairs. Bennett also stated that timely delivery of parts has also been an issue.

Bennett stated the specifications required a 15 year guarantee on parts availability, Acrison did not have any issue with the requirement, but UGSI stated they could not provide that due to the fact many parts came from other manufacturers.

Lutz stated that staff is attempting to contact others that have the Acrison equipment. Bennett stated that was what staff was currently working on.

Herrick requested staff provide cost of the parts utilized in recent years. Bennett stated that would be provided prior to the next meeting.

Motion and Vote

Paul Hoblitzell moved to table any action until the next regular meeting. Greg Herrick seconded the motion and it was approved with a unanimous vote of the Board members.

Discussion Regarding Salary Analysis Recommendations

Joyce stated Bennett had distributed copies of the analysis to Board members at the previous meeting. Joyce stated he believed this analysis merited a subcommittee of the Board and ask who would be willing to meet with Bennett and other staff to review and make recommendations to the full Board. Herrick and Hoblitzell stated they would be willing to work with staff on the analysis.

Motion and Vote

Greg Herrick moved that Paul Hoblitzell and himself serve as a subcommittee to review the analysis and make recommendations to the Board. Paul Hoblitzell seconded the motion and it was approved with a unanimous vote of the Board members.

Consideration of Invoices in Excess of \$750

The following invoices totaling \$143,965.08 were considered for approval:

| | | |
|---|--|------------|
| Aerzen | Oil for blowers- WWTP | 1,962.51 |
| Architectural Interior Products | 4- surface mounted door closer, 2- privacy set ball knob- WWTP | 1,063.40 |
| Bearing Distributions | 48- belts for blowers- WWTP | 2,951.36 |
| City of Parkersburg | Workers Compensation- February 2020 | 6,147.99 |
| Coastal Water Technology | 2200 lb. of microbead polymer- WWTP | 6,204.00 |
| Continental Utility Solutions | Electronic processing fees- billing | 6,972.42 |
| Dominion Energy | Waste Water Treatment Plant - February 2020 | 1,973.85 |
| Dominion Energy | WWTP / Administrative Building - February 2020 | 4,275.99 |
| Dominion Energy | Water Treatment Plant - February 2020 | 1,398.84 |
| Electric Motors & Pumps | Repairs to portable gas detectors and calibration gas- plant maint. | 1,525.00 |
| Gandee Construction | CAC Reimbursement request- Apple Hill- Water | 3,819.60 |
| Jeffrey Reed | Legal- February 2020 | 1,162.50 |
| Lubeck PSD | Parkersburg revenue collected by Lubeck PSD 7.5% fee - February 2020 | 1,361.70 |
| Martin Marietta | 19.5 tons #57, and 20.39 tons 1 1/2" limestone- water maint. | 941.18 |
| Matheny Motor Truck Company | Repair work to rebuild as spare dump truck- 72-007 | 12,475.04 |
| MonPower | Waste Water Treatment Plant - February 2020 | 24,523.63 |
| MonPower | Kanawha St. Pump Station - March 2020 | 897.45 |
| MonPower | Agnes St. Pump Station - March 2020 | 3,306.29 |
| Pace Analytical | 14- priority pollutant sampling- WWTP | 978.87 |
| Parkersburg Utility Board | Sewer bill - WTP - February 2020 | 9,347.43 |
| Parkersburg Utility Board | Water bill - WWTP - February 2020 | 1,344.25 |
| Perma Liner Industries | 300' of inversion liner, 300' of calibration tube, 6- part A epoxy, 3- part B hardener-sewer maint | 6,536.01 |
| Pipelines, Inc. | 12- hydrant repair kit- water maint. | 1,329.60 |
| Pipelines, Inc. | 38- 20" meter pit- water maint. | 2,090.00 |
| Pipelines, Inc. | 20- 20" meter box cover- water maint. | 1,990.00 |
| Pipelines, Inc. | 7- 5 1/4" hydrant repair kit- water maint. | 1,120.00 |
| Pipelines, Inc. | 5- 5 1/4" hydrant repair kit- water maint. | 800.00 |
| Pipelines, Inc. | 336' of 4" pipe, 336' of 6" pipe, 240' of 3" pipe- sewer maint | 1,334.88 |
| Sal Chemical | 2970 gal of sodium hypochlorite- WWTP | 2,855.56 |
| SmartBill | February postage and service fee- billing | 7,898.02 |
| Smith Concrete | 6.5 yds. of 9 bag Hi-Early concrete, 6.5 yds. cold weather operations - water maint. | 942.50 |
| Stonegate Construction | Main water line improvements- Garfield Ave. | 9,201.75 |
| Stuart Oil Co. | 339 gallons diesel - all depts. | 759.36 |
| Stuart Oil Co. | 400 gallons unleaded- all depts. | 816.60 |
| Univar | 41100 lbs of fluorosilicic acid- WTP | 7,192.50 |
| Walker Machinery | Bucket- 12-102 | 2,147.00 |
| WVU Medical Corp. | 6-new employee physical and drug test- sewer maint, water maint and billing | 2,318.00 |
| | TOTAL APPROVED | 143,965.08 |
| | | |
| Total amount of checks paid from sewer operating fund February 28- March 12, 2020 | | 276,761.96 |
| | Check #82603- 82718 | |

Herrick questioned the invoice from Matheny's for \$12,475.00 to repair a dump truck. Bennett responded that was for the repairs on the dump truck that was totaled and is being repaired to function as the spare dump. Bennett stated the damages were mainly cosmetic nothing substantial. Bennett further stated the original estimate was roughly \$20,000 and PUB was paid approximately \$23,000 for the vehicle value.

Bennett stated PUB was required to perform a State inspection prior to going to DMV for their inspection to get a clean title. Bennett stated during our inspection we found the bell housing bracket to be broken, which damage did not appear to be related to the accident. Bennett also stated the staff had found a replacement part from salvage yard for \$400.

Motion and Vote

John Lutz moved the list of invoices over \$750, dated March 17, 2020 in the amount of \$143,965.08 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.

Other Business

Next Meeting Date

Erin Hall stated the next regular meeting would be March 31, 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 March 31, 2020.

Current conditions will be considered on the preceding Thursday to determine if meeting will be face to face or telephonic.

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. The meeting adjourned at 9:12 a.m.

Respectfully Submitted:

Eric Bennett, General Manager