

The Minutes of the Regular Meeting of the Parkersburg Utility Board

July 24, 2019

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 24th day of July, 2019. Chairman Tom Joyce called the meeting to order at 9:00 a.m.

Roll Call

Present:

Tom Joyce, Chairman
 John Lutz, Vice Chairman
 Paul Hoblitzell, Board Member
 Robert Wright, Board Member
 Jeff Reed, Counsel
 Erin Hall, Comptroller
 Christopher Pauley, Assistant Comptroller
 Eric Bennett, Manager

Absent:

Gregory Herrick, Board Member

Others in Attendance:

Evan Bevins, Parkersburg News and Sentinel
 Craig Richards, Burgess & Niple

Consideration of Minutes

Chairman Joyce requested the Board consider the minutes of the July 10, 2019 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 10th meeting as presented to the Board. Robert Wright seconded the motion and it was approved by a unanimous vote of the Board members present.

Consideration of Financial Statements
 for Period Ending 5/31/19

Erin Hall stated as of May 31st we have revenues slightly above budget and operation and maintenance expenses below budget with a year to date combine debt service ratio of 1.475.

Hoblitzell questioned if that was expected to continue. Hall responded it should continue, there is only one month remaining in the fiscal year.

Motion and Vote

Paul Hoblitzell moved to accept the financial statements for the period ending 5/31/19 as presented to the Board. John Lutz seconded the motion and it was approved by a unanimous vote of the Board members present.

Considerations of Engineering Agreement for Garfield Avenue Waterline

Bennett stated Board members were provided with a brief correspondence and draft copy of the proposed agreement for engineering with Burgess & Niple for bid documents and construction services for the interim waterline improvements to replace a section of the 12-inch waterline from Garfield Avenue to Ann Street. Bennett also stated the cost for bidding documents work is a not to exceed \$19,000 and construction services cost is a not to exceed \$17,000. Bennett further stated that Craig Richards was present at the meeting to address any questions Board members may have.

Bennett stated that he realized the cost seems high for the size of the project, but regardless of project size the preparation of front end documents for bidding are very similar.

Wright questioned the total possible cost for the agreement. Bennett stated the cost for engineering work on the interim improvement is the combination of the \$19,000 and \$17,000 for a total not to exceed cost of \$36,000. Bennett further stated engineering services are broke into phases, the \$19,000 covers design and bidding while the \$17,000 is for services during construction. Bennett stated this proposal does not include resident project representation (inspector) work due to the size of the project PUB staff will perform that function, with B&N performing some periodic checks and dealing with any questions PUB may have related to the specs or contractor's work.

Richards stated the construction services included administration of the construction contract, preconstruction conference, one progress meeting, review shop drawings, submittals, pay estimates, all of the typical contract administration items with exception of on-site representation.

Motion and Vote

Robert Wright moved to accept the engineering agreement with Burgess & Niple for the Garfield Avenue Interim Improvements and authorize the Chairman to execute said agreement. John Lutz seconded the motion and it was approved by a unanimous vote of the Board members present.

Consideration of Quotes for the Installation of Culvert to Eliminate Aerial Sanitary Sewer

Bennett provided Board members with two quotes, for installation of a 60-inch culvert and necessary fill, one from E.L Harper & Son the second from J.C. Bosley Construction. Bennett further stated the quotes were based upon quantities calculated by Adam Stout, City Engineer. Bennett stated the quote from Harper is for \$95,339.52 and Bosley's quote was for \$77,719.00.

Bennett recommended that Board members approve Bosley's quote so we could proceed with the culvert installation and pipe failure repair.

Hoblitzell questioned how much we had utilized Bosley previously. Bennett responded that Bosley had previously been awarded a significant water line replacement project. Hoblitzell questioned if Bennett had any issue utilizing them for this project. Bennett stated they were capable of completing the work and PUB staff would be closely inspecting the work as it is performed.

Lutz questioned if it was galvanized pipe. Bennett responded that it would be HDPE double wall culvert pipe. Lutz questioned the level of fill over the pipe. Bennett responded there would be 1280 cubic yards of select fill that equates to approximately 11 feet of fill.

Hoblitzell questioned who owns the property west of the site. Bennett stated Moose owns the property on the west side of the ravine. Bennett stated it appears that all the work can be completed from the east side of the ravine. Hoblitzell questioned if anyone had spoken to personnel from the Moose. Bennett stated he had spoken to a PUB employee that is on their Board and attempted contact with Bob Stout, but that call was never returned. Hoblitzell stated that was his former partner. Bennett stated if necessary he would request Hoblitzell to contact Mr. Stout.

Bennett stated he had spoken to Kamin Properties previously about proposed plans, but would contact them again to verify whether they desire temporary easement for the culvert installation. Bennett stated that Kamin had no issues with the proposed work. Hoblitzell stated he did not believe that either property owner would have an issue. Bennett stated if access was required from the Moose property the project would be more difficult do to clearing and temporary access from a paved road to the work site.

Wright questioned if there was a time frame for this work. Bennett stated as quickly as possible in order to get the sanitary sewer reconstructed and eliminate the need to bypass pump.

Hoblitzell questioned who was representing Bosley. Bennett stated his conversations have been with John Jr. and Mark Husk.

Hoblitzell questioned the exclusion of fence installation and asphalt repair. Bennett stated PUB will take care of the fence and we will deal with any asphalt damage that may occur but since the area was routinely travelled by tractor trailers we assume little to no damage should occur.

Lutz questioned the cost for additional fill at \$150.00 per load. Bennett stated the proposal is based upon them performing the work. Bennett stated if additional fill is needed or we can spare a driver PUB will work with Bosley to reduce the cost.

Motion and Vote

Robert Wright moved to accept Bosley Construction's proposal for the installation of culvert and fill at a cost of \$77,719.00. Paul Hoblitzell seconded the motion and it was approved by a unanimous vote of the Board members present.

Consideration of Invoices in Excess of \$750

The following invoices totaling \$149,749.85 were considered for approval:

Advanced Auto Parts	DPF filter- 12-017- sewer maint.	1,650.00
Atlas Towing	8.84 tons #57 and 142.35 pit run- sewer maint.	1,771.63
Atlas Towing	9.55 tons #57, 49.35 tons 1/2 crusher run and 183.95 pit run- sewer maint.	3,129.27
Brenntag Mid-South, Inc.	3020 gals of sodium hypochlorite- WWTP	2,733.60
Coastal Water Technology	2200 lbs. of microbead polymer- WWTP	5,434.00
Complete System Support	Data extraction- shared	960.00
Cummins Sales and Service	Full service on generator- WTP	1,761.95
Dearborn National Insurance	Employee life insurance- July 2019	818.80
EJ USA	147- 2" risers- sewer maint.	27,931.47
Estabrook	2- mechanical seal- plant maint.	1,450.00
Ferguson	Cable for lateral camera- sewer maint.	3,398.63
Fifth Third Bank	Slide gate operator- water maint.	3,689.45
Infrastructure Repair Systems	3- resin kits- sewer maint.	1,390.05
Interstate Chemical	11.47 tons of sodium hydroxide- WTP	6,872.34
IPA Systems	56 bags of octocrete- sewer maint.	1,274.60
Lubeck PSD	Parkersburg revenue collected by Lubeck PSD 7.5% fee - June 2019	1,285.02
Lucity	Software maint.- admin	6,624.86
Martin Marietta	19.20 tons #57 and 19.54 tons 1 1/2" limestone- water maint.	914.77
Martin Marietta	19.01 tons #57, 9.46 tons #67, 10.11 tons 1 1/2" limestone and 10.43 pit run- sewer maint.	1,103.58
MedExpress	4- New employee physicals- sewer maint., water maint., WTP and meter shop	1,629.00
MonPower	Waste Water Treatment Plant - June 2019	20,204.78
MonPower	Kanawha St. Pump Station - July 2019	859.88
MonPower	Agnes St. Pump Station - July 2019	1,454.00
Perma-Liner Industries	600' of 4" inversion liner, 600' of 4" calibration tube, 3- lateral resin part B, 6- lateral resin part A- sewer maint.	8,167.64
Pipelines, Inc.	56' of 15" pipe, 10- 15" adapter- sewer maint.	1,452.44
Pipelines, Inc.	2- clamp lug, 100' of 3/4" tube, 6" tapping valve- water maint.	777.60
Pipelines, Inc.	5- 4" 2 way cleanout, 24- 6" elbow, 2- 15"x6" wye - sewer maint.	1,044.39
Share Corporation	5- peapod, 55 gal weed killer- plant maint.	2,354.89
Smith Concrete	9 yds. of 9 bag 2% Hi-Early concrete - sewer maint.	1,251.00
Smith Concrete	7.5 yds. of 9 bag 2% Hi-Early concrete - sewer maint.	937.50
Smith Concrete	7 yds. of 9 bag 2% Hi-Early concrete - sewer maint.	1,015.00
Smith Concrete	9 yds. of 9 bag 2% Hi-Early concrete - water maint.	1,305.00
Stuart Oil Co.	900 gallons unleaded- all depts.	2,263.95
Stuart Oil Co.	500 gallons diesel - all depts.	1,256.00
Stuart Oil Co.	510 gallons diesel - WWTP	1,239.05
US Postmaster	Postage for termination notices - July 2019	914.33
WVPERs	Pension expense - July 2019	27,429.38
	TOTAL APPROVED	149,749.85
Total amount of checks paid from sewer operating fund July 8- July 19, 2019		199,905.93
		Check #80576- 80693

Motion and Vote

John Lutz moved the list of invoices over \$750, dated July 24, 2019 in the amount of \$149,749.85 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.

Other Business

None

Next Meeting Date

Erin Hall stated the next regular meeting would be August 7, 2019.

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 7, 2019.

Joyce and Lutz both stated they would be unable to attend the next meeting.

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