

The Minutes of the Regular Meeting of the Parkersburg Utility Board

May 26, 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 26th day of May, 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.

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:

Michael Erb, Parkersburg News & Sentinel

Consideration of Minutes

Chairman Joyce requested the Board consider the minutes of the May 12, 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 May 12th 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 Financial Statements
for Period ending 3/31/2020

Hall stated as of the end of March we are 75% through the fiscal year and revenues are at 74.6% and O&M expenses at 69.6% with a combined debt service ratio of 1.442.

Motion and Vote

John Lutz moved the financial statements for the period ending March 31, 2020 be received and filed. Paul Hoblitzell seconded the motion and it was approved by a unanimous vote of the Board members.

Consideration of Resolution and Budget For Fiscal Year Ending June 30, 2021

Hall stated Board members were given a couple of weeks to review the budget and then requested any comments or questions.

Lutz wanted to commend the staff in keeping the expenses at the levels they have.

Motion and Vote

Paul Hoblitzell moved to approve the resolution and budget as presented for the fiscal year ending 6/30/2021. Robert Wright seconded the motion and it was approved by a unanimous vote of the Board members.

Consideration of Parkersburg Utility Board Bylaws

Bennett stated the bylaws were presented to the Board members at the previous meeting to provide Board members adequate time to thoroughly review the document prior to adoption.

Wright stated the Bylaws specified date and time for the meeting and he questioned Reed if it should be less specific and just require a majority vote of the members to set a date for meetings.

Reed stated the Bylaws do not preclude the Board from changing the meeting date and time by a majority vote of the members if there is a need. Reed further stated that the language could also be changed to be less specific. Wright stated with Reed's explanation he was satisfied with the existing language.

Joyce questioned if the frequency of meetings was prescribed by statute or ordinance. Bennett stated there is no statutory requirement to meet that frequently and as he understood it when PUB was created they opted to meet biweekly instead of the once a month that was done by the previous Sanitary Board.

Motion and Vote

Robert Wright moved to approve the Parkersburg Utility Board Bylaws as presented. John Lutz seconded the motion and it was approved by a unanimous vote of the Board members.

Consideration of Invoices in Excess of \$750

The following invoices totaling \$147,953.41 were considered for approval:

Amazon	12 cases of latex gloves- WWTP, WTP, water maint, sewer maint.	1,559.88
Atlas Steel & Supply	25- 12' stainless steel flat for new bar screen #3 primary clarifier- WWTP	1,696.50
City of Parkersburg	Workers Compensation- April 2020	6,059.04
Continental Utility Solutions	Credit card fees- April- billing	7,901.11
Dearborn National Insurance	Employee life insurance- May 2020	845.48
Dominion Energy	Waste Water Treatment Plant - April 2020	1,884.16
Ferguson Waterworks	Service line crimping parts- water maint.	795.12
Griffith & Associates	Professional services thru April 30, 2020- Rule 42- water	803.25
JCI Jones Chemical	3104 gal of hypochlorite solution- WWTP	2,514.24
Lawson Products	21- various size nipples, ball valves, and couplings- facility maint.	1,228.79
Lubeck PSD	Parkersburg revenue collected by Lubeck PSD 7.5% fee - April 2020	1,332.23
Martin Marietta	19.23 tons #57, and 10.27 tons 1 1/2" limestone- water maint.	781.47
MonPower	Agnes St. Pump Station - May 2020	2,141.51
Pipelines, Inc.	Parts for fire hydrant repair- water maint.	1,967.95
Pipelines, Inc.	2- 6" tapping sleeve, 4- 6" reducer- water maint.	1,057.86
Pipelines, Inc.	7- 1" brass bushing, 5- 3/4" brass tee, 6- 1" couplings, 3- 6" couplings, 180' of 1" pipe- water maint.	2,016.74
Quill	Dvd-R, 3- toners, storage boxes, various office supplies- admin, sewer maint, billing, WTP, meter shop, water	809.87
Reagle & Padden	Public official & employment liability insurance 4/1/2020- 4/1/2021	15,253.44
Reagle & Padden	Quarterly Insurance premium 4/1/2020- 6/30/2020	56,855.00
Smith Concrete	5.5 yds. of 9 bag 2% Hi-Early concrete- sewer maint.	797.50
Smith Concrete	7.5 yds. of 9 bag 2% Hi-Early concrete- sewer maint.	1,087.50
Step toe & Johnson	Professional services thru April 30, 2020	808.00
SV Customs	ARE truck topper- 72-009- water maint.	2,500.00
The Cincinnati Insurance	Insurance claim- sewage backup- 1125 & 1127 Stadium Drive	2,500.00
Walker Machinery	12- seal o-ring, 6- seal, 8- tubes- 72-103- water maint.	1,246.16
West Virginia MWQA	Annual dues - July 1, 2020- June 30, 2021	5,736.80
WVPERs	Pension expense - May 2020	25,773.81
	TOTAL APPROVED	147,953.41
Total amount of checks paid from sewer operating fund May 8- May 21, 2020		167,784.39
		Check #83164- 83258

Herrick commented that he believed this to be the shortest list since he has been on the Board. Bennett stated it was likely due to the reduction in work related to COVID-19 precautions that were put in place.

Lutz questioned if it was difficult to locate 12 cases of gloves. Bennett stated that fortunately it was not that difficult because one of the supervisors provided me with the information. Bennett further stated that supervisors typically purchase gloves from Grainger or Cintas and neither had any available, so when the appropriate gloves were located we ordered a supply that we hoped to last for a few months for all departments.

Lutz also questioned if we had any luck locating masks. Bennett stated that he had recently located the three ply surgical type masks on Amazon and we have ordered and received approximately 800 masks.

Motion and Vote

Greg Herrick moved the list of invoices over \$750, dated May 26, 2020 in the amount of \$147,953.41 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

Lutz questioned how the transition to regular work hours has gone. Bennett responded that it has went well. Bennett further stated that he was aware some people were not happy, but everyone is here.

Next Meeting Date

Erin Hall stated the next regular meeting would be June 9, 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 June 9, 2020.

This meeting shall be held by telephone/computer conference call.

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 present. The meeting adjourned at 9:14 a.m.

Respectfully Submitted:

Eric Bennett, General Manager