

The Minutes of the Regular Meeting of the Parkersburg Utility Board

August 7, 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 7th day of August, 2019. Board member Gregory Herrick called the meeting to order at 9:00 a.m.

Roll Call

Present:

Gregory Herrick, Board Member
Paul Hoblitzell, Board Member
Robert Wright, Board Member
Jeff Reed, Counsel
Erin Hall, Comptroller
Christopher Pauley, Assistant Comptroller
Eric Bennett, Manager

Absent:

Tom Joyce, Chairman
John Lutz, Vice Chairman

Others in Attendance:

Evan Bevins, Parkersburg News and Sentinel

Consideration of Minutes

Board member Herrick requested the Board consider the minutes of the July 24, 2019 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 July 24th meeting as presented to the Board. Paul Hoblitzell seconded the motion and it was approved by a unanimous vote of the Board members present.

Update on
Marrtown Sewer Extension Project

Bennett stated there had been recent activity on the proposed project funding that Board members need to know. Bennett stated income surveys had been distributed to all potential customers of the proposed extension. Bennett also stated Fred Rader of the Regional Council had advised Bennett recently they had received approximately 25 or 30 completed surveys. Bennett stated it is likely another distribution of surveys would be necessary.

Bennett further stated he along with Fred Rader, Craig, Richards and Timm Utt attended a Wood County Commission Meeting to gain the Commissions endorsement of the proposed project, as the Small Cities Block Grant would be dispensed through them as the project site is outside the corporate boundaries Parkersburg. Bennett stated the Commission endorsed the project and seemed pleased that it was being pursued. Bennett also stated an additional meeting with the Commission will be required as a public hearing and formal approval of the funding application. Bennett stated that meeting was scheduled towards the end of August to allow submission prior to the deadline in September.

Bennett stated the Small Cities Block Grant could provide up to 1.5 million dollars for the project. Bennett further stated if the residents on Hill Avenue qualify financially that should cover the entire cost of that portion of the project.

Bennett stated Rader had made contact with the United States Corps of Engineers, Pittsburg office, to discuss a possible grant for the Marrtown Road area of the project. Bennett stated the grant would cover up to 3 million dollars with a 25% match required. Bennett also stated the match could not include any additional federal funding. Bennett stated Rader has not utilized this particular grant in the past nor has he worked with the Corps Pittsburg office, so it will be a learning experience.

Bennett stated due to funding options and timing it was decided the project would need to be split, as previously discussed, to better facilitate grant funds and project completion. Bennett again stated the Hill Avenue portion could be funded by the SCBG and the Marrtown Road area could be funded by the COE grant and local match. Bennett stated the SCBG would require an additional application through IJDC, but the COE grant would be dealing directly with the Corps with no IJDC involvement, unless the 25% match was obtained through a regular funding source.

Bennett stated with IJDC applications a Rule 42 financial analysis is required, but since it is intended to fund the entire Hill Avenue project with grant funds, a waiver for the Rule 42 will be requested and should be approved since there would only be a minimal increase to O&M cost related to collection system maintenance.

Bennett stated that due to the proposed funding options it would be recommended to utilize Rader as the project Administrator, with the cost covered by grant funds. Bennett stated he has acted as Administrator for all the projects in the past but would prefer not to be the Administrator for these projects.

Herrick questioned if the returned surveys were in favor of the project. Bennett stated the survey is strictly related to occupancy and income. Bennett further stated the surveys are returned directly to the Regional Council.

Hoblitzell questioned the required percentage on surveys. Bennett replied it was either 80 or 90 percent, which is why PUB staff will have to work the area again in an attempt to reach that requirement. Bennett stated the entire area is being surveyed, if Hill Avenue is the only area that requires a survey we can reach the goal fairly easily. Bennett stated he is awaiting confirmation from Rader on returned surveys, so we can target those that have not responded.

Considerations of Voting Delegate
For WVRWA Annual Meeting

Bennett stated Board members were provided with a copy of the form authorizing Bennett as voting delegate and Tim Barker, WTP Chief Operator, as alternate.

Motion and Vote

Paul Hoblitzell moved to appoint Bennett as voting delegate and Barker as alternate voting delegate for annual RWA meeting. Robert Wright 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 \$216,590.65 were considered for approval:

A & A Safety	6- 48" reflective roll up street closed signs- water maint.	750.00
Atlas Towing	8.77 tons #57, 20.27 tons 1/2 crusher run and 51.15 pit run- sewer maint.	1,104.05
Atlas Towing	17.23 tons #57, 20.56 tons 1/2 crusher run and 51.82 pit run- sewer maint.	1,279.60
Atlas Towing	42.37 tons #3, and 26.78 tons #57- sewer maint.	1,439.19
Atlas Towing	19.34 tons 1/2 crusher run and 40.66 pit run- sewer maint.	800.73
C.I. Thornburg	3" fire hydrant meter with couplings, 2" gate valve- meter shop	1,434.50
Camden Materials	13.85 tons blacktop - sewer maint.	1,004.13
Capital Software	Accounting software annual software & maintenance- admin	1,610.60
Charleston Blueprint	Magnetic locator- water maint.	942.00
Complete System Support	Customer support agreement for 1/1/2019- 9/30/2019- billing	5,913.00
Easton Printing	7,500- #10 window envelopes, 12,500- #9 envelopes and 20,000- #24 perf paper- billing	1,786.75
Electric Motors & Pumps	Motor repair for #1 pump- Summers St. station	5,139.00
Estabrook	Gas sensor- Agnes St. station	852.30
Ferguson Waterworks	6" ball plug and 8" ball plug- sewer maint.	950.36
Frontier	Phone service - July 2019	948.56
Martin Marietta	19.21 tons #57, 19.12 tons 1 1/2" limestone, and 5.91 #3- water maint.	1,044.56
Martin Marietta	26.12 tons #57 and 10.52 tons 1 1/2" limestone- water maint.	887.07
Maryland Biochemical Company	120 gals of Waste De-Grader - sewer maint.	1,932.00
MonPower	Sayre Ave. Pump Station - July 2019	1,073.79
MonPower	6th St. Pump Station - July 2019	4,867.78
MonPower	1st. Ave. Pump Station - July 2019	3,897.35
MonPower	Neal Run Pump Station - July 2019	759.86
MonPower	Water Treatment Plant - July 2019	18,035.11
MonPower	Waste Water Treatment Plant - July 2019	19,619.60
Nutech Control Products	New radio- Lee's Hill booster	1,362.75
Pace Analytical	Soil sampling- WWTP	1,105.49
Par Chem	3- buffer solution, 3- pipettes, 2- nitrile gloves, 3 boxes of petri dishes- WWTP	824.35
Parkersburg Utility Board	Sewer bill - WTP - July 2019	16,847.96
Parkersburg Utility Board	Water bill - WWTP - July 2019	902.82
Perma-Liner Industries	100' of 4" transition liner, 300' of 6" calibration heat tube- sewer maint.	2,538.56
Pipelines, Inc.	2- 1 1/2" coppersetter with backflow- water maint.	2,586.00
Plexus Scientific	Temporary labor- technical & meter shop	1,176.00
Retiree Health Benefit Trust Fund	Contribution for retired employee health insurance - July 2019	12,711.26
Smith Concrete	8 yds. of 9 bag 2% Hi-Early concrete - sewer maint.	1,160.00
Smith Concrete	7 yds. of 9 bag 2% Hi-Early concrete - sewer maint.	1,015.00
Smith Concrete	5.50 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.	1,042.50
Smith Concrete	7.5 yds. of 9 bag 2% Hi-Early concrete - sewer maint.	1,087.50
Smith Concrete	5.5 yds. of 9 bag 2% Hi-Early concrete - sewer maint.	797.50
State Electric	Fan for VFD - #2 pump- 6th St. station	2,711.32
Strand Associates, Inc.	Professional services thru June 30, 2019 - SSO Abatement Report	6,735.85
Strand Associates, Inc.	Professional services thru June 30, 2019 - Computer and Misc. Services	2,656.09
Strand Associates, Inc.	Professional services thru June 30, 2019 - SCADA Upgrade	7,708.67
United Refrigeration	AC compressor for well #4- WTP	923.25
US Postmaster	Postage for billing- July 2019	6,160.26
Valley Supply Company	New hot water tank for lab building- WWTP	885.87
WVPEIA	Employee Health Insurance - July 2019	62,307.26
Xylem	4" pump & fittings rental - 6/28-7/25/2019 - elevated sewer bypass pumping	2,475.00
	TOTAL APPROVED	216,590.65
Total amount of checks paid from sewer operating fund July 22- August 2, 2019		208,173.40
		Check #80694- 80805

Motion and Vote

Robert Wright moved the list of invoices over \$750, dated July 24, 2019 in the amount of \$216,590.65 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.

Other Business

Bennett stated a PUB dump truck was involved in a vehicle accident the previous evening. Bennett further stated that he was currently unaware of all the details but it appears the driver ran a red light. Bennett stated that it was his understanding there were no injuries but the dump truck had severe cosmetic damage on the front end.

Herrick questioned if it had struck another vehicle. Bennett replied he was unsure what type vehicle was struck but neither party was injured.

Hoblitzell questioned how general repairs were proceeding. Bennett stated slow and steady. Bennett further stated there were way too many pavement repairs remaining so it was likely a contractor would be hired to tackle some of this work.

Hoblitzell questioned an accident that occurred recently on Rt. 14 near the new Aldis that knocked out a fire hydrant. Bennett stated the hydrant had been replaced the prior day.

Hoblitzell questioned how we get notified when hydrants are struck. Bennett replied PUB is typically notified by 911, police department or fire department while they are still on scene and PUB staff will respond to verify the level of damage. Bennett further stated the police department provides accident reports via email.

Next Meeting Date

Erin Hall stated the next regular meeting would be August 21, 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 21, 2019.

Bennett and Wright both stated they would be unable to attend the next meeting. Bennett stated that meeting may be cancelled Board members would be notified.

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

Respectfully Submitted:

Eric Bennett, General Manager