

The Minutes of the Regular Meeting of the Parkersburg Utility Board

December 10, 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 10th day of December, 2019. 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
 Christopher Pauley, Assistant Comptroller
 Eric Bennett, Manager

Absent:

Robert Wright, Board Member
 Jeff Reed, Counsel
 Erin Hall, Comptroller

Others in Attendance

Consideration of Minutes

Chairman Joyce requested the Board consider the minutes of the November 26, 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 November 26th meeting as presented to the Board. John Lutz seconded the motion and it was approved by a unanimous vote of the Board members present.

Consideration of
 Disposition of Surplus Property

Bennett stated Board members were provided correspondence that includes a list of property that staff has determined to be surplus that needs to be approved for disposal.

Hoblitzell questioned what kind of auction would be performed. Bennett replied it was his intent to utilize an online auction service. Joyce stated the Board will make more money for the property utilizing an online auction.

Hoblitzell questioned if PUB employees could bid on the property. Bennett stated they have always been permitted in the past. Bennett noted the WVDOH changed their policy a couple of years ago and no longer allow employees or their families to purchase surplus equipment to eliminate a possible conflict of interest. Joyce stated the City has held auctions for years on an as is basis with no limitations on who can bid. Hoblitzell stated that he had no issues especially if it is an online auction.

Bennett stated the only piece of equipment that needs discussed to insure Board members are specifically aware of why it is considered surplus is the 1989 P&H CN122 rough terrain crane. Bennett further stated it was typically used 2 to 6 times during a year and the cost to maintain the equipment is greater than the value received. Hoblitzell stated with the costs for annual inspections, liability insurance and required maintenance for the minimal use we have it should be sold.

Bennett stated with some recent issues when we have required a crane it was determined the best option was to have Bosley perform the work using their truck crane. Bennett further stated with our minimal usage it is hard to justify maintaining the existing crane. Bennett stated when the crane was purchased it was his choice to acquire a truck crane, but the assistant collection maintenance supervisor convinced management that this was better.

Bennett stated the crane is the largest item on the list of surplus equipment to be disposed of, the other equipment is vehicles, computers and smaller equipment.

Joyce questioned if we had a scrap price for the items listed as scrap. Bennett stated he did not have a scrap price for those items but was sure they would be worth more if scrapped because previously those type items were purchased by recyclers that took the items directly to the scrap yard. Joyce stated as he understood state code if the material is waste you are not required to auction it off you can dispose of it directly at the scrap yard. Bennett stated that was the intent they were listed since they are larger single items than we typically scrap. Bennett further stated the handrails were removed during the plant upgrade and some were intended to be utilized on the settling basin at the water treatment plant, but with the proposed rehabilitation and upgrade work to that basin new handrails were included.

Joyce questioned the condition of the three trash pumps that were listed. Bennett stated they probably run but do not move water at a satisfactory rate. Bennett further stated those items are trash pumps from water maintenance Bennett also stated water maintenance trash pumps are replaced every two to three years and the pump being replaced being is then utilized as a spare until the next replacement cycle. Bennett stated these pumps are at that stage.

Joyce questioned the condition of the weed eaters and if they had been rebuilt. Bennett stated they have been worked on and rebuilt or parts are no longer available is why they were replaced. Joyce questioned if PUB sends equipment away to be rebuilt. Bennett stated typically it is done in-house, depending on the equipment some is sent out because staff does not have the capabilities or expertise to perform a rebuild or significant repair.

Motion and Vote

Paul Hoblitzell moved to approve the list of surplus equipment to be disposed of by auction or as scrap, as noted. John Lutz seconded the motion and it was approved with a unanimous vote of the Board members present.

Consideration of Resolution for accounts with People's Bank

Bennett stated Hall was contacted by bank staff regarding resolutions they could not find on accounts during their recent audit. These resolutions would have been done when all accounts were changed from Colombo to Joyce. Bennett stated this is simply an effort to correct the banks record keeping issues.

Motion and Vote

Greg Herrick moved to authorize the Chairman and Comptroller to execute the resolutions for People's Bank. Paul Hobitzell seconded the motion and it was approved with a unanimous vote of the Board members present.

Consideration of Invoices in Excess of \$750

The following invoices totaling \$251,370.33 were considered for approval:

Brewer & Company of WV, Inc.	Annual sprinkler & backflow testing- Admin	1,100.00
Burgess & Niple	Professional services thru October 26, 2019- Comprehensive Water System Evaluation	2,222.50
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City of Parkersburg	Workers Compensation - November 2019	6,316.83
Dreier & Maller	Camera repair- replaced elevator motor and two screws- camera truck #12-006- sewer maint.	1,268.00
Estabrook	2- mechanical seal- Bird St and Summers St. Pump Stations	1,450.00
Everett L. Harper & Son, Inc.	Equipment and labor for pavement restoration- water maint.	11,190.00
Frontier	Phone service - November 2019	978.52
J.C. Bosley Construction	9.93 tons salt- plant maint	1,330.60
Jeffrey Reed	Legal- November 2019	1,815.00
Martin Marietta	7.54 tons #57 and 63.07 tons 1 1/2" limestone - water maint.	1,591.80
Maryland Biochemical Company	120 gals of Waste De-Grader - sewer maint.	1,932.00
MonPower	1st. Ave. Pump Station - November 2019	4,727.44
MonPower	6th St. Pump Station - November 2019	5,347.68
MonPower	Water Treatment Plant - November 2019	15,529.25
MonPower	Waste Water Treatment Plant - November 2019	20,349.44
Parkersburg Utility Board	Water bill - WWTP - November 2019	1,334.03
Parkersburg Utility Board	Sewer bill - WTP - November 2019	14,066.76
Perma-Liner Industries	200' of 8" inversion liner- sewer maint.	2,303.44
Pipelines, Inc.	40' of 8" pipe, 2- 8" adapter- sewer maint.	1,085.90
Reagle & Padden	Quarterly Insurance- admin	51,903.00
Retiree Health Benefit Trust Fund	Contribution for retired employee health insurance - November 2019	12,711.26
SmartBill	Postage and service fee- billing	7,811.93
Smith Concrete	5 yds. of 9 bag 2% Hi-Early concrete, 5 yds cold weather operations - water maint.	755.00
Smith Concrete	5 yds. of 9 bag 2% Hi-Early concrete, 5 yds cold weather operations, 20- 1/2" reflex expansion, - water maint.	774.60
Smith Concrete	6 yds. of 9 bag 2% Hi-Early concrete, 6 yds cold weather operations - sewer maint.	870.00
Smith Concrete	6.5 yds. of 9 bag 2% Hi-Early concrete, 6.5 yds cold weather operations - sewer maint.	981.50
Smith Concrete	11.50 yds. of 9 bag 2% Hi-Early concrete, 11.50 yds cold weather operations, 100- 1/2" reflex expansion, - wa	1,824.50
Smith Concrete	15 yds. of 9 bag 2% Hi-Early concrete, 15 yds cold weather operations - sewer maint.	2,265.00
Strand Associates, Inc.	Professional services thru October 31, 2019 - Computer and Misc. Services	3,958.12
Stuart Oil Co.	583 gallons unleaded- all depts.	1,342.07
Stuart Oil Co.	800 gallons diesel- all depts.	2,112.40
Total Equipment	Preventative maintenance for sludge pump air compressors- WWTP	5,050.50
WVPEIA	Employee Health Insurance - November 2019	58,569.26
	TOTAL APPROVED	251,370.33
Total amount of checks paid from sewer operating fund November 25- December 5, 2019		400,760.81
	Check #81799-81917	

Motion and Vote

John Lutz moved the list of invoices over \$750, dated December 10, 2019 in the amount of \$251,370.33 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 present.

Other Business

Herrick questioned the status of the PSC formal complaint with Amanda Montano at 2317 Oak Street. Bennett stated the hearing was held on Friday December 6th and he did not hear any new evidence that made him believe the ALJ would overrule the staff's decision that no adjustable leak existed therefore the customer owed the charges billed.

Next Meeting Date

Due to the next regularly scheduled meeting falling on December 24th, which is a holiday for PUB employees it was determined that meeting would be cancelled and the next meeting would be held 2 weeks from December 24th. Invoices during this period will be processed as need be.

Chris Pauley stated the next regular meeting would be January 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 January 7, 2020.

Adjournment

Greg Herrick 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