

The Minutes of the Regular Meeting of the Parkersburg Utility Board

May 1, 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 1st day of May, 2019. Chairman Tom 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
Christopher Pauley, Assistant Comptroller
Erin Hall, Comptroller
Eric Bennett, Manager

Absent:

Others in Attendance:

Evan Bevins, Parkersburg News & Sentinel

Consideration of Minutes

Chairman Joyce requested the Board consider the minutes of the April 17, 2019 regular Board meeting for acceptance into the record.

Lutz stated that on paragraph 3 on page 5432 the minutes stated that he questioned whether it would require multiple pump stations to serve the properties, Lutz believed he asked if one pump station would serve the properties shown in red. Bennett stated he would listen to the tape and correct the minutes.

Motion and Vote

Robert Wright moved to approve the minutes of the April 17th meeting as corrected to the Board. Paul Hoblitzell seconded the motion and it was approved by a unanimous vote of the Board members.

Presentation of Budget for FY 2020

Hall stated Board members were provided with the draft budget for FY 2020, it includes a COLA adjustment equal to the Social Security benefits adjustment of 2.8%, Worker's Comp, PERS and PEIA premiums remain the same as the previous budget year. Hall also stated the operation and maintenance budget had increased by 2.4%, capital had increased \$245,000 compared to FY 2019.

Joyce questioned the impact of the COLA increase and where was it located in the budget. Hall stated it is not shown in a single location in the budget but the overall impact is approximately \$108,000. Joyce questioned that Hall stated Worker's comp premiums remained the same as previous year. Hall stated she had not received anything from the City stating it would be changed and it is currently 2.35%. Joyce stated that when you increase payroll those premiums derived from payroll change. Hall stated the variable fringes increase accordingly to your payroll. Bennett questioned Hall that all increases related to the COLA increase are included in the \$108,000 figure stated previously. Hall stated that was correct. Hall further stated the percentage of payroll for the worker's compensation premiums have remained the same as FY 2019.

Joyce questioned if the budget would need to be adopted at the next Board meeting. Hall stated that was preferable.

Hoblitzell questioned if the debt service ratio was decreasing. Hall stated it was budgeted to remain the same as previous budget at 1.368. Hoblitzell stated we were actually at 1.47. Hall stated that the annualized combined debt ratio for this FY is 1.47.

Bennett stated there is no proposed rate increases included in the budget but with upcoming major capital improvement projects as proposed by the updated engineering studies for both water and sewer systems, rate increases will be necessary. Bennett further stated that when the funding plan and proposed rates have been determined it will be presented to the Board for approval and then proceed to City Council. Bennett stated the last rate increase for the water system was approved in 2010 with the last step going into effect in 2012.

Consideration of Bids for the Purchase of Manhole Frames and Covers

Bennett stated in response to PUB's request for bids for manhole frames and covers two bids were received. The bidder with the lowest cost for the products requested was EJ, USA, Inc. at a cost of \$445 per set. Bennett stated included in the bids was also covers at a cost of \$209.24. Bennett stated also included in the bid to accommodate the City's paving project was riser rings at a cost of \$190.01. Bennett stated the need for the riser rings was related to the City changing their method of paving, instead of milling and overlaying the entire street they are edge milling and overlaying curbed streets or just overlaying uncurbed streets. This method requires adjustment and the simplest and cheapest method is to install riser rings and con-seal to insure no infiltration.

Bennett further stated he was unsure when the paving was planned to start, but delivery is 4 – 6 weeks. Joyce stated he was unsure when they were going to start paving, they are anxious to start, but if the State starts letting bids that could change. Joyce further stated they were not going to hold up paving for anything because it could be November before it would be done. Bennett stated he was not asking for the City to delay the work but simply stating he was unsure the risers would be delivered in time to be used and he did not want to purchase risers and then not use them.

Hoblitzell questioned how the risers were installed. Bennett stated the cover is removed and the riser is put in place and the cover is put in the riser. Hoblitzell questioned if the City was paying for the risers. Bennett stated the Board would provide them very similar to what happens with DOH projects, if manholes or valve boxes need adjusted the Board provides the manhole or valve parts and the State's contractor installs them. Bennett further stated this is a benefit when you look at the alternative of they simply get paved over and the Board is expending labor, equipment and material to raise them or simply attempting to locate them when we need to access the manhole or valve box.

Motion and Vote

Paul Hoblitzell moved to accept EJ USA, Inc.'s bid for manhole frames and covers, covers and to include riser rings as determined necessary by General Manager. Greg Herrick seconded the motion and it was approved by a unanimous vote of the Board members.

Consideration of Agreement with City to Provide Assistance with Storm Sewer System

Bennett stated he had provided Board members with a copy of the agreement and stated this matter had been discussed briefly in the past. Bennett stated Hall had determined rates to provide camera equipment and personnel to perform internal investigations of the City's storm sewers, as requested by City Engineer, as well as rates for light cleaning of storm sewers, if needed. The agreement stipulates those rates at \$125 an hour for the camera truck and \$100 an hour for the jet truck.

Hoblitzell and Herrick questioned if the rates were adequate. Bennett stated it covers our cost but we are not making a profit. Bennett stated when he heard the price the City was provided by a contractor he knew he should have increased the cost.

Bennett recommended the Board authorize the Vice Chairman to execute the agreement as presented.

Hoblitzell questioned how we get paid. Bennett stated they are billed on a monthly basis in accordance with the agreement. Hall stated that we had received payment for the work that has already been performed and invoiced.

Motion and Vote

Paul Hoblitzell moved to approve the agreement with City of Parkersburg and authorize the Vice Chairman to sign the agreement as presented. Robert Wright seconded the motion and it was approved by a majority vote of the Board members with the Chairman Joyce abstaining.

Consideration of Amendment 1 to Task Order #17-01

Bennett stated the Board was provided with a brief correspondence and a copy of the amendment. Bennett further stated the amendment is to the task order for the SSO Abatement Report that included the flow study and updated report for eliminating SSO's in the sanitary sewer system. Bennett also stated there remains approximately \$240,000 from the original budget.

Bennett stated the need to perform pre-design work related to the proposed deep interceptor sewers that would eliminate two aging lift stations. Hoblitzell questioned how deep. Bennett stated they were 20+ feet near the Little Kanawha River and Neal Run. The pre-design work will determine viable paths, property requirements and construction requirements. Bennett also stated following the selection of an acceptable route geotechnical investigation will be performed.

Herrick questioned how many lift stations would be eliminated. Bennett stated the deep interceptors would eliminate two stations, Kanawha and Summers, if it is determined to be feasible.

Bennett stated the agreement does not include geotechnical investigation work, PUB will hire a firm after it is determined what and where investigations are needed. Herrick questioned that cost. Bennett stated he did not have an estimate but we have had them performed in the past and the cost has not been overwhelming, it should be covered by the existing budget.

Hoblitzell questioned if boring could be performed where previous streams or ravines were located. Bennett stated that was possible but he was not sure much of that existed in the area the lines are proposed.

Motion and Vote

Greg Herrick moved to approve Amendment 1 to Task Order #17-01 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 \$138,551.93 were considered for approval:

Atlas Towing	17.83 tons #57, 9.95 tons 1/2 crusher run and 31.26 pit run- sewer maint.	871.52
Atlas Towing	8.71 tons #8, 21.19 tons 1/2 crusher run and 70.37 pit run- sewer maint.	1,335.47
Camden Materials	11.28 tons blacktop - water maint.	798.06
Carr Concrete	2- 24" manhole base, 2-manhole cone w/ 30" opening, and 8- manhole steps- sewer maint.	1,536.52
Ferguson	300' of 12" pipe- water maint.	7,158.00
Fifth Third Bank	Credit for EGR cooler core- 12-004	(850.00)
Frontier	Phone service - April 2019	956.38
Harbor Freight Tools	Inverter generator- meter shop	769.99
Martin Marietta	9.56 tons #67, 19.28 tons 1 1/2" limestone & 30.09 tons pit run- sewer maint.	1,149.42
Martin Marietta	26.73 tons #57 and 9.92 tons 1 1/2" limestone- sewer maint.	888.97
MonPower	Agnes St. Pump Station - April 2019	1,796.58
Pipelines, Inc.	210' of 8" pipe, 48- 4" adapter, 24- 6" adapter, 24- 8" adapter- sewer maint.	1,426.80
Pipelines, Inc.	16- meter pit, 15- 3/4" corp stop, 10- 3/4" coupling and 240' of 3/4" pipe- water maint.	1,998.65
Pipelines, Inc.	2- 12" gate valve, 7- 6" pavement riser and 6" MJ cross- water maint.	2,941.64
Pipelines, Inc.	25- coppersetter- water maint.	3,612.00
Retiree Health Benefit Trust Fund	Contribution for retired employee health insurance - April 2019	13,819.52
Smith Concrete	9 yds. of 9 bag 2% Hi-Early concrete - water maint.	1,359.00
Smith Concrete	11.50 yds. of 9 bag 2% Hi-Early concrete - sewer maint.	1,667.50
Strand Associates, Inc.	Professional services thru March 31, 2019 - Computer and Misc. Services	1,332.25
Strand Associates, Inc.	Professional services thru March 31, 2019 - SSO Abatement Report	7,026.94
Stuart Oil Co.	749 gallons unleaded- all depts.	1,917.44
Stuart Oil Co.	600 gallons diesel - all depts.	1,595.70
WVPEIA	Employee Health Insurance - April 2019	57,525.56
WVPEIA	Employee Health Insurance - March 2019	(905.20)
WVPERS	Pension expense - April 2019	26,823.22
	TOTAL APPROVED	138,551.93
Total amount of checks paid from sewer operating fund April 15- April 26, 2019		288,906.80
	Check #79838- 79959	

Lutz questioned the Harbor Freight tools invoice for an inventor generator. Bennett responded that he intended to check the invoice to verify the language. Bennett further stated it was a 3500kw enclosed generator. Lutz questioned if we had purchased generator's from Harbor Freight previously. Bennett stated this was the first, it was not our first choice but we felt it would be fine for our intended purpose of re-drilling meter lids for Sensus meter reading pads in the field.

Motion and Vote

Paul Hoblitzell moved the list of invoices over \$750, dated May 1, 2019 in the amount of \$138,551.93 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 members.

Next Meeting Date

Erin Hall stated the next regular meeting would be May 15, 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 May 15, 2019.

Hoblitzell stated he would be absent at the next meeting.

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. The meeting adjourned at 9:19 a.m.

Respectfully Submitted:

Eric Bennett, General Manager