

Vienna Utility Board  
210 60<sup>th</sup> Street  
Vienna, WV 26105  
Regular Meeting  
February 19, 2021

Chairman Randy Rapp added before meeting. He wanted to introduce Jim Leach today, Jim is taking Amy Roberts place today, Amy had to go out of town, and we are going to do a budget revision as part of our agenda this afternoon. Jim is Chairman of the finance department so he will take us through the budget revision that Amy has put together for us. So, welcome Jim.

**Public Forum:** Brenda Powell – 1409 31<sup>st</sup> Street  
Curtis Modesitt – 1210 11<sup>th</sup> Street

The meeting was called to order at 1:09 PM with the Pledge of Allegiance.

Roll call was taken with the following present:

Randall Rapp, John Barr, Steve Eaton, Joseph Thorpe, and Attorney Russ Skogstad.

Also, present: Craig Metz Public Works Director, Lorrie Bond Stormwater Coordinator / Program Administrator, Craig Richards, Mike Davis, and Lise Sibicky from Burgess & Niple, Jim Leach Chairman of Finance Department City Council Member.

Minutes from the January 15, 2021 Regular VUB Board Meeting were approved as presented and posted.

**Unfinished Business:**

- A. Stormwater Management Program –** Per Mike Davis, we still have no word from the WVDEP on when this permit will be issued, so we are still waiting on them. Per Randy, seems like the deadline keeps getting pushed back. Mike Davis added, we believe it has to do with their employees still working remotely from home and we think that is part of the problem. So, until they get their employees back to offices, we will still be in wait mode. Randy added that we are not going to have any troubles, permit will be fine, its just amazing how long they have delayed this, going on 3 years now.
- B. Water Quality Testing –** Per Craig Metz, all results have come back as non – detects, so we are in good shape there. Per Randy, our results have come back for a very long time now as non – detects so yes, we are in very good shape there.

**New Business:**

- A. 20 - 21 Utility Board Budget Revision #1 –** Per Jim Leach, this is regarding Stormwater, Water and Sewer budgets. These revisions are going to cover engineering studies, increased costs for cleaning, sanitizing and computer maintenance. 1<sup>st</sup> under stormwater, the revision is a transfer of existing money from Collecting System Capital Outlay. That money is to over the engineering study, the current budget is \$150,000. The decrease of that budget is to increase the supervision and engineering professional services to \$150,000. Next, we move to water, the revision is for Misc. Capital Improvements, again this shows money is moved to cover engineering study and increased costs due to additional cleaning and sanitizing. The current budget is \$129,350, a decrease of \$98,700 with \$25,000 going to Admin. And General Outside Services and the \$73,200, going to Admin. & General Special Services. The last is Sewer, under Capital Projects, money is being moved to cover Engineering Study and Computer Maintenance. The current budget is \$70,350, with a decrease of \$41,000, and \$10,000 going to Admin & General Outside Services then \$31,000 to Admin. & General

Engineering. These are the 3 Utility Board Budget Revisions #1. Per Randy, this is an internal budget revision so there is no new money, it is simply shifting money from one line item to another. If you recall back to last meeting, Burgess & Niple came in and made a presentation on Task Orders that they are looking at. Mike Davis is going to give us an update today on where they are in the process of these. Under water fund it would be task order #18 and #19. Under sanitary sewer it is task order #16, under stormwater they are task orders #15 and #17.

Chairman Rapp entertained a motion for the approval of Utility Board Budget Revision #1.

#### Motion and Vote

Chairman Rapp called for motion to accept approval of Utility Board Budget Revision #1. Motioned carried by John Barr was seconded by Steve Eaton. Vote carried in support unanimous 4-0.

### **B. Burgess & Niple – Status Report No. 2 – Vienna Utility Board – Miscellaneous**

**Engineering Services** – Per Mike Davis, because there is so many things going on right now, we thought it would be easier if we provided you with monthly updates. The 1<sup>st</sup> page is just showing you where we are as far as invoices, it also gives you an idea of where we are as of % complete so you all can keep track financially where we are. The 2<sup>nd</sup> section shows the progress during last month, this will keep you all up to date along with providing any scope changes or anything we are looking to you for. It also can address any issues or concerns anyone may have. The final page is our schedule review, this will just help you look forward and see what we are getting ready to do. Does anyone have any questions on what we have provided so far?

Per Randy, he asked Mr. Metz if he was satisfied with the layout as far as the status report goes. Craig advised yes; he was actually very impressed with it. Randy also stated that he liked the way the report states the % of completion, this tell us how far you are progressing and does appreciate having this on the report. Chairman Rapp asked if any comments or questions from the Board on this. Nothing from the Board at this time. Randy also added that after we see a few of these over the next few months we may ask you to do a few more things, but for now it looks good.

### **C. Burgess & Niple – Vienna Utility Board – Stormwater Master Plan – Citizen**

**Questionnaire.** – Per Mike Davis, if you all look at your copy of the questionnaire, the public outreach is the first step we want to implement in this process. We would like everyone in the City to answer this questionnaire. The first section is the residence information, where they live and if they are having issues or have questions and how we may contact them. Next, we go into very specific questions on issues such as any problems they are experiencing, for instance, do you have issues with water in your yard, your property or with your street when it rains. Once we get any information back from residence this is where we will start focusing our studies. The next step will be going out, after a large rainstorm, we will watch what happens and what is causing these issues. From these observations we will then be able to go back and look at what we need to do to fix these problems. Even though this is just a paper copy for you all to review, what we are looking to do is a survey monkey. A survey monkey is a survey system we can have put on the City's website, on Facebook and we can also supply paper copies located at the city building and the utility board locations for anyone to complete. Another option is to send out via mail, we just need to decide the best course of action to get these out and get survey results back.

Chairman Rapp asked how many people are they looking at to get an adequate survey? Mike advised, as many as we can. We know there are going to be some that just will not do the survey, what we will find are the residents that are having issues, people that are not having issues more than likely wont bother participating. What we thought at this point, is we will start getting this survey ready in the next week or so get it out and hope to get some answers back very quickly. Mr. Metz stated that we need to decide which way we want to do

this. Do we want to do a mass mailing or just do a survey monkey on our website and social media? Chairman Rapp asked how soon are we wanting results back? Mike advised that this is the longest part of it, waiting for the responses. We do not have to do this right now, we can wait a month, this will just cause us to be pushed back a little longer at getting responses. Mr. Rapp stated that to be honest, we did a mass mailing for Spencer's Landing, I think approx. 4,500 to 5,000 mailers went out, it has been around a month and I would guess that we have received about 200 responses back. So far, the cost of the mailing in relationship to the results that have come back make it a tough sell. It costs a lot of money to do a mass mailing, just in postage alone, looking at that it will probably cost close to \$3,000 to mail this survey out, then to only get about 200 responses back, I am just not sure it is worth it. What I will propose is do a posting on our website and Facebook page, let it run for 2 – 3 weeks and see if we get any responses back. I do not think a mailing is going to be feasible, it will take time to get the survey out via mail, then we will be looking at probably 6 to 8 weeks to get any responses back and it could take even longer than that.

Chairman Rapp asked Kim Williams what her thoughts or suggestions were on the best way to get this out to the public. Per Kim, it is going to require a multi – pronged approach, we have a lot of people who use the internet and social media, but we also have a lot of seniors here in the area who do not use these platforms. We could try possibly putting something on the water bill to advise everyone there is a link on our website and Facebook page, I do think you will probably get more responses on this matter than with the Spencer's Landing thing. People are very concerned about water in and around their homes, etc. so I do think this survey will generate a larger outcome. Per Randy, a few issues I see with this is, we have no way to separate things by age, we cannot just say we are going to send a mailing out to people 55 and older, the other issue is, we cannot make people respond to these things. It is just like advertising, you can use the newspaper, you can use the radio and you can use the television, but this gets very expensive. Per Kim, it is a tough position, because someone is going to be upset no matter what you do, saying I did not receive anything, etc.

Per Russ Skogstad, what if we put paper copies at certain locations, such as here at the Utility Board, the City Building and Senior Center etc.

Randy asked Jim Leach what he thought the best idea was with reaching people on this. Jim suggested possibly putting a small ad in the newspaper and the suggestion of putting something on the bills would be a good idea. Basically, anywhere we can put up information is all we can do but you still have a demographic of people who do not use internet or have access to these online surveys.

Brenda Powell suggested posting this in the quarterly city newsletter as well. Chairman Rapp stated we could do this since the newsletter goes out to everyone. The whole point of this is to get it out to as many people as we can to get the most results back as soon as possible.

Mike Davis suggested that we can start now with adding the link to the website around the 1<sup>st</sup> of March and see how well this avenue works and go from there. We will have another meeting in between this time, and we can look at any results then.

Randy advised that we really are in no rush at this time to push this out too quickly, we want to do this in a manner that gives people plenty of time to be made aware of the survey and get any results back to us. Mr. Metz agreed we want to make sure we get good results back on this and not rush it. Chairman Rapp asked if there were any more questions or suggestions on this matter. No further questions or suggestions were shared.

**D. Lead & Copper Discussion on new EPA Regulations** – Per Lise Sibicky, I apologize I was to discuss this today, but we got our wires crossed, then I missed seeing it on the agenda, so we can talk next month regarding this issue. Per Randy, if you are not prepared that is fine, he asked Lorrie Bond to make sure this is added to next month's agenda. Lorrie advised it would be added. Randy also stated that this is becoming a very big deal, we are getting more

and more information on this all the time. We have been discussing this at the water quality meetings for a few years now, we just need to make sure we have everything in order for the new regulations.

**E. Sewer Clean Our Requirements – 1210 11<sup>th</sup> Street Discussion –** Per Craig, a gentleman called me back in January saying he had a sewer back up at his residence located at 1210 11<sup>th</sup> Street. Our crew went out and for us to run a camera we must have an outside clean out. With the COVID crisis we cannot enter the house. I do not allow our guys to enter anyone's residence. Our ordinance calls for an outside clean out at the property line and at the home for us to locate lines and for us to be able to run a camera. This resident did not have one. I explained to him that he would either have to dig it up or have a plumber come and run a camera, which he did. The plumber ran it out to the street to see where the issue / blockage was. The blockage was on our side, we have corrected it. There is a root issue next to the main, we are responsible for the main to the property line, the resident is responsible for the service line. The bill you see in front of you is the resident asking for reimbursement for the expenses he had in the digging up of his line and having a camera run by his plumber. Mr. Modesitt is present if anyone would like to speak with him or Mr. Modesitt if you have anything to add.

Mr. Modesitt advised that on a Thursday morning he went down to his basement and it was flooded. I called the City they came out immediately and ran the main line. The worker reported back to me that the main was open, so I called the plumber. He came and ran a camera, he ran into a blockage, there was nothing in my line, he ran into the blockage at the end, which measured a few feet off the street. I called the city again, a worker came and said no that the city was not responsible for this section, that we would have to dig it up for an inspection so they could run a camera. I called the plumber again; told him we need to call for an emergency dig due to me having no sewer and I have just recently gotten out of hospital. The plumber did apply for the emergency dig and he started on it Saturday morning. It took 24 hours to drain down 1 inch, so it was a severe back up. But, to make a long story short, he worked all day Saturday digging a 10 ft. x 10 ft. hole. The city had marked saying where the sewer should be located. It was not where they marked, it was on the other side of the water line that ran from the street. The plumber did not want to dig any further due to the sewer line being too close to the water line. So, I called the city again on Monday morning, a worker came out and called Mr. Metz, Mr. Metz said yes, the city is responsible for it. The city crew came out and fixed the issue within a few hours, they did a great job. The blockage turned out to be roots from a neighbor's tree across the street. So, I am now stuck with a large bill for basically digging a hole and covering it back up.

Per Mr. Metz, I did speak with the worker I sent out he stated that he told the resident what needed to be dug up was an area for a clean out to be installed.

Mr. Modesitt said he was not aware of what the difference in a clean out and an inspection was.

Mr. Metz said we could not determine where the blockage was until we had a clean out to run our camera down and that is what we asked him to install per our city code. This is what our employee told Mr. Modesitt he needed to do. The blockage is on our side so we went out to the residence, dug up where his contractor said he could not, we replaced the sewer line and we also installed a clean out for Mr. Modesitt.

Per Randy, I am 100% sure a portable plumber knows what a clean out is, the fact he dug such a huge hole was because he could not locate the sewer line.

Mr. Modesitt added that the sewer service line turned out to be 8 ft. away on the other side and kind of at an angle away from the house which the plumber advised would have been on the city.

Randy advised that would have depended on who the builder was, Chairman Rapp then asked how old Mr. Modesitt's home was, Mr. Modesitt advised he thought it was built back in the 1950's. Randy, stated that back when houses were built at this time rules were not in place to require clean outs and there are a lot of homes in the city that do not have these due to the years they were built. Chairman Rapp stated that his feeling on this is that we should reimburse Mr. Modesitt for the money he spent, and it is a shame due to COVID that we could not enter the home with our handheld camera, but these are the times we are living in right now.

There are 2 bills here, Mr. Modesitt can you explain what these are for. Mr. Modesitt, the 1<sup>st</sup> bill dated 1-21-2021 for \$267.50 was for plumber coming out trying to run camera and ran into a blockage. The 2<sup>nd</sup> invoice dated 1-25-2021 for \$1284.00 was for the large hole dig up then recovered. Per Randy, Mr. Modesitt, you did call the plumber out on 1-21-2021 to try and locate the restriction, so I am going to ask you to pay the invoice for \$267.50 and if the Board agrees we will reimburse you for the invoice dated 1-25-2021 in the amount of \$1,284.00 for the cost of installing a new line and clean out.

Chairman Rapp entertained a motion for the reimbursement of invoice dated 1-25-2021 in the amount of \$1,284.00 to Mr. Modesitt at 1210 11<sup>th</sup> Street for the cost of a new line and clean out.

#### Motion and Vote

Chairman Rapp called for motion to accept reimbursement of invoice in the amount of \$1,284.00 to Mr. Modesitt at 1210 11<sup>th</sup> Street. Motioned carried by John Barr was seconded by Steve Eaton. Vote carried in support unanimous 4-0.

**Manager's Report:** It has been a rough week, we have a few breaks, we had a main line break at 9<sup>th</sup> & 10<sup>th</sup> Avenue @ 30<sup>th</sup> Street and another in lower part of town at 14<sup>th</sup> Street. Hopefully, the cold is going to break, and we will be getting warmer weather next week. I also want to mention what an excellent group of employees we have here, we had to call crew members off salt trucks to help with the line breaks, then they went right back to clearing streets. Great work and crew members we have. Per Randy, in the public forum, there were several questions asked regarding Pond Run. The study that Burgess & Niple are doing for us is they are looking at elevations at Pond Run. Our portion of Pond Run ends at behind Grand Central Mall. Where Parkersburg ties in is behind Buffalo Wild Wings and runs down to scrap yard. So as far as shared cost and what have you that is not on us, we are only paying for what we use for the clean up of Pond Run. Per Craig, also about the question regarding meter cost share with our resale customer, the cost of that meter is built into their rate structure, so we do charge them for it.

**Board Comments:** No Board Comments

Meeting adjourned at 1:50 PM.

Next regular meeting – Friday April 19, 2021 @ 1:00 PM @ 60<sup>th</sup> Street VUB location.

Respectfully submitted,

Lorrie Bond