

Vienna Utility Board  
210 60<sup>th</sup> Street  
Vienna, WV 26105  
Regular Meeting  
May 21, 2021

**Public Forum:** Brenda Powell

The meeting was called to order at 1:03 PM with the Pledge of Allegiance.

Roll call was taken with the following present:

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

Also, present: Craig Metz Public Works Director, Lorrie Bond Stormwater Coordinator / Program Administrator, Mike Davis, Lise Sibicky, and Craig Richards from Burgess & Niple.

Minutes from the April 16, 2021, Regular VUB Board Meeting were approved as presented and posted.

**Unfinished Business:**

- A. **Stormwater Management Program** – Per Mike Davis, we always use this time of year to have our annual review reminder of Stormwater Management Plan. We do this to gather any comments and to try to gather any suggestions from residence on any issues and to review water quality and stormwater quality. We are still working under the old Stormwater permit, so until the new permit is issued, we will continue to do this annual reminder.
- B. **Water Quality Testing** – Per Craig Metz, last results were non – detects so everything is working great.

**New Business:** It has been requested that we jump ahead to item E – 20 -21 Utility Board Budget Approval, so we are going to review this line item first.

- A. **20 – 21 Utility Board Budget Approval – Water, Sewer & Stormwater** – Per Finance Director Amy Roberts, you all have a copy of the annual budgets, they are relatively unchanged, we did go through and clean up a few accounts, we also included a \$.65 pay raise for all employees that was approved and passed by council, there is also the \$.35 raise for longevity which comes to a total of \$1.00 and we did include the 5% increase for health insurance. Amy asked if anyone had questions regarding any of the budgets. Amy advised that she and Council member Kim Williams did go over some of her questions earlier in the week and wanted to make sure she had no more questions. Council member Williams stated she had no more questions and appreciated Amy's time and effort in reviewing this with her. She did learn that these budgets are a bit different than our regular general fund budget, so it was very insightful and helpful and greatly appreciated it. Craig Metz added that he had the balance amount from the Soil Conservation District for Stormwater that member Williams was requesting. Metz stated that the balance is \$228,000, which is a lot of money to help with the dredging of Pond Run. Chairman Rapp entertained the motion for the approval of the Water, Sewer and Stormwater Budgets for the Fiscal year ending June 30, 2022.

**Motion and Vote**

Chairman Rapp called for motion for the approval of the Water, Sewer and Stormwater budgets for the fiscal year ending June 30, 2022. Motioned carried by Kim Williams and was seconded by John Barr. Vote carried in support unanimous 5-0.

- B. Burgess & Niple – Status Report #5** – Per Mike Davis, everyone should have a copy of this report. I am going to discuss the items on the agenda as I go through this status report.
- C. Burgess & Niple – Wastewater Study** – The first thing I want to discuss is the wastewater projects. After we talked in last meeting, Craig Metz and I sat down to go through all the projects that we had identified as being wastewater system issues, after our discussions, we noticed that all these things are tied together. If anyone had looked at responses to the Stormwater Survey, some residence of 17<sup>th</sup> St, were talking about their basements flooding, raw sewage getting in there etc. When you look at health and safety, anywhere there is a basement back up or any type of health concern we want to take care of that first. So, we went back to review and noticed that the biggest concern is there along Pond Run from 17<sup>th</sup> St. to 12<sup>th</sup> St. so to help take care of this issue and get the flow down to the 12<sup>th</sup> St. treatment facility, we need to upsize the line all the way from the intersection there at Pond Run down to the plant. We have settled on this as our first phase project. Looking at construction costs, which is all inclusive of new lines, by - pass pumping and everything that needs to happen, we are looking at construction costs of \$1,516,900 approximately with total project costs at around \$1,975,500. We aren't sure how we are going to fund this, so we are looking into that currently. Mr. Metz added that this area of concern is where we do have overflow issues. I don't feel it is sensible to start up stream on this which would end up putting more flow downstream that the system already cannot handle. My suggestion is that we start at the base and work our way up. Metz asked Mike Davis if he happened to include any of the storage facilities, they talked about on this cost estimate, Mike advised he did not include these. Metz stated that this would be the beginning project for the sanitary sewer, it needs to be done we have been at maximum capacity for many years. This is an expensive project, but it is our first step. Kim Williams added that in reference to funding she knows the ARP money is specifically for infrastructure so potentially could those funds be used for this project. Per Chairman Rapp and Metz, they advised yes. Williams stated that our options then to fund this is either the ARP money or to go out have a rate study done, and apply for a bond, because obviously we do not have the revenue to service a bond the way it is. Metz advised that is correct. Rapp added that it could be done as a hybrid, which means using some of the ARP money and apply for a bond for the remainder. Rapp asked, instead of doing this project, if we increased the size of the forced main to the City of Parkersburg would that alleviate some of the problems in these particular areas? Metz advised, absolutely not, right now the line is too undersized as it is. We get more flow in the line at 17<sup>th</sup> St. than what we can get to our plant. If we increased the size of the line from our plant to Parkersburg we will still have problems getting the flow to the our facility on 12<sup>th</sup> St. that is why I was asking about storage tanks, if we would install some type of storage tanks or retention system, I can pump the same amount over a longer period of time, for instance instead of pumping 1 million gallons every 4 hours, we could use storage tanks or retention systems to spread the 1 million gallons of flow to 8 hours. Williams asked, if the 12<sup>th</sup> St. increase line replacement could be done or could we just install storage tanks to help with this issue instead of the line increase. Metz advised no, how this will work is, we will increase the line which will cause more flow going to our 12<sup>th</sup> St. facility, our plant is only designed for a certain amount of flow, so we need to retain that water and allow it into the plant at a certain flow rate, so in short the tanks or retention system would allow us to hold water and release it back into the plant at a slower flow rate so the system will not be over capacity. Williams asked what the cost of these tanks / retention system would be, Metz advised that is what Burgess & Niple will be working on. This is going to help with the lower part of the city and us not having overflows, which will in turn keep people's basements from being flooded and houses getting damaged. This will get the flow to the plant where it needs to go. Metz asked if any questions, there were none. Mike Davis asked what our next step was, Metz said next step would be a decision of this being the project the Board wants to approve. Rapp added, this is how it will work, we do not have the money yet, so if the Utility Board wants to make a recommendation to City Council to allocate \$1,000,000 or

\$1,500,000 or whatever amount out of the ARP money that would then be considered as a project to spend that money on. So, if the Board would like to take on this project, we would submit it to Council for consideration of how much we would be allocated for this. But it is up to City Council how we are going to spend this \$2,640,000. Rapp asked if this is something the Board wants to do as far as presenting this project to Council. Steve Eaton added yes. Joe Thorpe asked if there were any other projects we are still looking at, Rapp advised we have many. We could spend \$20,000,000 on projects and not even put a dent in all that needs done. We just were not given a large sum of money so this is what we must work with. These projects are Craig Metz recommendations for the most critical that need worked on. Metz suggested at next meeting we will decide what we want to send to council for project recommendations.

- D. Burgess & Niple – Pond Run Dredging – Draft Report** - With the Dredging of Pond Run project, the construction costs, which includes everything from the Ponds to Pond Run itself, will be approximately \$959,200, and as Craig stated before we have \$228,000 of the available money from Soil Conservation District. Craig added that this project should be done in sections not all at once. This will break costs up and won't be a large sum all at once. Rapp agreed it would be best to do in sections not all at once due to the expense and if it a large sum of money we may have to look at increasing Stormwater rates. Williams added that she thinks the Stormwater rate increase needs to be considered. Rapp advised that we did look into this a few years ago. In this case how it would work is a multi – tiered rate, we have this information from last time we discussed the possibility of raising this rate, Lorrie will have it available for next meeting.
- E. Stormwater Survey Results** - All of you have information in front of you that show the most problem areas, we had a great turn out of responses from this survey. And these maps show the highest problem areas and what we need to focus on as far as street flooding, people's yards having water issues etc. Lorrie also sent me a list of historical complaints, so we have an idea of where the major issues areas are. So, with both of these together we can now start to decide on critical places we need to start looking at. Our next phase will be physically going out and looking at these problem areas. Per Randy, we are back to where we were a few minutes ago with making a recommendation to Council, do we want to present a recommendation for the sewer project from 17<sup>th</sup> St. to 12<sup>th</sup> St. or do we want to make a recommendation for just a dollar amount that we need. Per discussion we will wait till next meeting to determine what recommendations we will go to Council with.
- F. Water Meter Improvements Contract W21-01 – Water Meter Pit for Boaz Water Connections Bid Approval** – Per Metz, currently in Boaz we have 2 3” meters that sit in the road at Rosemar, and Rt. 14, this is very dangerous high speed and high traffic area which is very dangerous for our guys when they have to do any work on these meters. What we are proposing is to have this bid approved to move the meter box to safer location and only have 1 6” meter, it will give us easier access and make it much easier and safer to maintain.

#### Motion and Vote

Chairman Rapp called for motion to accept approval of bid from Jimmy Harper Construction in the amount of \$58,113 for the replacement of water meter pit for Boaz Water. Motioned carried by Joe Thorpe was seconded by Steve Eaton. Vote carried in support unanimous 5-0.

- G. House Bill 2370 – West Virginia Code 16-13A-9b Sewer Exemption for Swimming Pools** – Per Chairman Rapp, he is still waiting on an update on this and still working with Craig on how we can do this without putting too much on our staff here. What I will bring back to you is a set of rules and how we will determine exactly what the credit will be. The Public Service Commission states that the Public Service Districts only must measure the pool itself. So, a calculation will have to be made. It will be a 1-time exemption per year. So, we will come back to this at next meeting.

**Manager's Report:** Per Mr. Metz, we have had a couple of leaks mostly just service lines. We installed a 12" pipe up on 18<sup>th</sup> St. to help a resident out, he came out his yard was flooding, we were in and out that day, he purchased the pipe we installed it, it was a great working relationship with the resident. We are getting into vacation stage with employees. I still currently 3 employees short, we are trying to find people to come in and interview. I do have one person coming in for an interview after asking for 2 months so hopefully that is a plus. Stopping the unemployment assistance will help us out and get hope we will start to get some interviews going.

**Board Comments:** Kim Williams wanted to thank everyone and their hard work to have the foresight to get all of this done so that we are so positioned to move forward in whatever projects we do, we are so far ahead, and I just want to thank everyone involved that we have a plan to go forward. Chairman Rapp said he wanted to thank Lorrie as well, she prepares all the paperwork, gets everything together for everyone, its so nice that we don't have to research and look for things, you always pull all this together so thank you for always having it ready for us. Lorrie said thank you so much and your very welcome.

Meeting adjourned at 2:25 PM.

Next regular meeting – Friday June 18, 2021 @ 1:00 PM @ 60<sup>th</sup> Street VUB location.

Respectfully submitted,

Lorrie Bond