

Vienna Utility Board
210 60th Street, Vienna, WV 26105
Regular Utility Board Session
Meeting location Vienna Utility Board
210 60th Street Vienna, WV 26105

April 14, 2022

Public Forum:

The meeting was called to order at 1:00 PM with the Pledge of Allegiance.

Roll call was taken with the following present:

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

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

Minutes from the March 25, 2022, Regular VUB Board Meeting were approved as posted.

Unfinished Business:

- A. **Water Quality Testing** – Per Craig Metz, the latest results have come back excellent. Steve Eaton asked Metz how often the carbon is changed on the filters, Metz advised there is a complete cleanout and replacement of carbon once a year and they do get flushed approx. 2 - 3 times per year.
- B. **ARP Discussion** - Per Chairman Rapp, we are going to hold off on discussing this during the project review, unless anyone has any specific item they want to review right now. No discussion so this will be talked about later down agenda.
- C. **5 – Year Plan** – Per Chairman Rapp, are there any corrections, additions, or suggestions anyone would like to add to the 5 – year plan at this point? No one had anything to discuss so Rapp advised we will continue to work on these and see if we can get some completed.
- D. **Burgess & Niple – 45th Place Water Main Replacement - Update** – Per Craig Metz, he did speak with the surveyors yesterday, they are going to bump this project up they will be out to the location next week. We called in miss utility today in order to locate all current utilities so we can map them out. They are going to survey the entire subdivision to locate existing meters along with acquiring the right of ways we need to complete this project. Currently, we do not have any right of ways for water lines exiting the property. Once we acquire the right of ways and get the reports to Lise Sibiky, she can finish the design work on this. Kim Williams asked about the Burgess & Niple contract ending at the end of the month, wanted to know how does the contract get extended so we can continue on this project? Craig Richards advised the contract does not end at the end of the month; it continues until we complete our services. There is a scope of services we will be doing, and until we are done it will continue. Williams said she read over contract, and it looked as though it would expire as of end of month of April. Williams stated that if it just continues it is not an issue, she just did not want this to become a stumbling block where we would have to come back and reapprove the contract that would put us farther behind.
- E. **Burgess & Niple – Water & Wastewater Improvement Project** – Per Craig Richards, all the cost information that Michael Griffith had requested for the water and wastewater projects are in his hands, we have given him everything that he has asked us for. He may still be waiting on some information from the city. Chairman Rapp advised we are a little behind in getting

him the city information due to us being in the middle of an audit. The auditor just showed up today and unfortunately one of our employees in finance department recently passed away so they are shorthanded, but Amy Roberts is well aware this is a priority and will be taken care of as soon as possible.

- F. Burgess & Niple – Dredging of Pond Run and Greenmont Dry Dams** – Per Craig Richards, there is nothing new to report on this at this time. Per Chairman Rapp, we did apply to Congressman McKinley and Senator Manchin for the earmark money in reference to both of these projects. We have done everything we needed to do to apply for this money, we submitted drawings, along with letters of support from the community. So now is just a waiting game to see if we will qualify for these funds.
- G. Burgess & Niple – 28th Street Storm Drainage Report** – Mike Davis handed out documents for this discussion. Davis advised the first map shows the drainage areas of the city where most of the issues are in the city, the green lines show where existing storm sewer lines are and the blue lines show existing drainage channels. The second map shows pipe sizes in the drainage area, the blue squares show proposed infiltration basins. This project spans the area from Pond Run all the way to 29th Street and 19th Avenue area. When looking at this project being done all at once you would be looking at estimated construction costs of approx. \$5,400,000.00, then factoring in legal and design work it brings cost up to approx. \$6,100,000.00. So, we looked at a 3-phase option so the cost would not be so significant all at once. Rapp added these maps shows probably the worst drainage issues in town simply because of the distance and how far it goes again all the way from Pond Run to the 29th Street and 19th Avenue area. Rapp said there are other problem areas in town but are mostly only about a block or two, but the area we are looking at here is a large distance. Rapp asked Metz what he thought the distance of this area would be, Metz advised approx. about one mile. There is also a 100-foot elevation drop through this whole area. Rapp stated that this is something we have looked at for a long time that is never going to get better. The issues are when we get very heavy rainfall, we have seen videos of 28th Street that does flood so bad you could float a boat down the street, but as Metz has said time and time again it only lasts for a short time there are no real ponding issues it just takes some time for the runoff to get through the system which is just not large enough to hold this volume of water. Rapp said this is one of the projects that we desperately need to get done. Rapp asked Metz how much of this could be done on our own, Metz said considering the increase in the size of the pipe he cannot see public works doing any of the work on this especially on phase 1, the smaller laterals we could possibly do. Rapp asked how deep these were going to be buried? Davis advised the deepest looks to be on 29th Street and at 15th Avenue and 32nd Street at 10 feet. Most of the project area would be only buried to 3 to 4 feet. Rapp advised there is still a lot of work to do with right of ways in these areas so we can obtain permission to do the work. Craig Richards also added that during design, if the sanitary sewer is relatively shallow there maybe a fair amount of field work done by public works to determine where the sewer service laterals are and how deep so that when we lay storm sewer through there, we do not clip off the sewer laterals. Rapp stated that we have run into issues with the smaller diameter pipe being back order or if available at all, how much of a back order and price increase are we looking at for 30", 36" and 42" pipe and can we even get it. Davis said you would be able to find that out when you start to do the project, or it could be ordered now. Richards stated that would be a good idea to go ahead and purchase your pipe and then supply it to your contractor. Rapp said at this time we have the study and the phase layout but at this time we do not have the funding, hopefully once the state starts to distribute some of the infrastructure money, we may be able to leverage some of that money to this project. He advised to Mike Davis he has done a great job on this, and we do not want to see this just get stuck on a shelf and do nothing with it, we know we have a problem, we just need to find the funds to do this and that is where we are right now. Rapp asked Burgess & Niple to do a Task Order for an estimate on the design of entire project broken down into 3 phases. Richards said he would have this ready for the next meeting.

New Business:

- A. Preliminary Budget Discussion** – Rapp advised that Amy in finance department will have these ready for us shortly. He advised that is a pretty flat budget, it will show the pay increase the utility board employees are receiving and there is a very minimum increase in our insurance it was almost nothing, he believes it raised the policy about \$2.50 per employee so it is not bad at all. We must have our budget completed by July 1, we are in April now, so we have May and June to get completed. Metz said he has discussed a few with things with finance director and he wanted to go over a few things with the board. He has run the preliminary numbers and we should be sitting at 78%, anything above that number were in trouble, anything below that number we are pretty good budget wise. Metz asked if anyone could guess what we are over that number on between water, sewer and streets, Rapp stated fuel, Metz said no it is actually engineering services and professional services. We have done a lot of design work this last year so we will see an increase in this area on the budget. Metz also reminded everyone that this upcoming budget is still based on our current rate structure, any rate restructure will not be on this upcoming budget. We are doing very well in most areas, water, and sewer we are sitting at 67%, stormwater is sitting at 44%. The only thing I am going to ask for a few vehicles to be replaced we have a one ton that is incredibly old and outdated and a few pick up trucks that are also very old and need replaced. Another thing to be aware of is that Parkersburg Utility Board is doing upgrades to their sewer plant, we will be responsible for some of the cost of this, so our fee is going to increase. What we pay Parkersburg is a huge part of our budget just keep that in mind. We will get numbers to you at the next meeting for your review. Williams asked when we would be looking at approving the budget, Metz advised that the meeting May is when we will sit down and go over them, and if we must have a special meeting after that we will approve it. Williams said so we are looking to approve it in May. Metz advised no it would be June. Williams added that this has been discussed before she was elected and has been discussed since she has been on board that we need to sit down and look at commercial rates on stormwater. Metz said he didn't disagree it is not fair that some smaller businesses that pay the same as larger commercial properties. He advised that this is something that we should look at before next years budget. Williams suggested that even after our budget is approved this year, we could still review the stormwater rate increase, bring it before council and the board and still move ahead with it instead of having to wait until next years budget approval. Metz said absolutely we can do this.
- B. Burgess & Niple – River Road Water Main – Bid Approval** – Per Metz, we have talked about this project a lot, we knew there would be an increase in product fees, we did not think it would quite this much, but we did have 3 good bidders. It is shocking what fees the state road department cost and what they want us to do in reference to making us pave one lane entirely on River Road from 32nd Street to Grand Central Avenue, so this is a huge cost. Right now, the best cost came in at \$890,110.00. Rapp advised that we allocated approx. \$500,000 for this project not knowing what the cost would be, now that we know we are \$380,000 short. It is his intention to go back to council, explain to them what happen and ask for the additional needed out of the \$2 million we have left in the ARP Funds. So, we need to ask for the additional \$380,000.00 to complete this project. Metz advised he would like to start this project when school is out. Rapp asked to entertain a motion that we approach City Council for \$380,000 of additional funding out of the ARP funds toward the River Road Water Main project.

Motion and Vote

Chairman Rapp called for motion to approach City Council for \$380,000 of additional funding out of the ARP funds toward the River Road Water Main Project. Motioned carried by Steve Eaton was seconded by Kim Williams. Vote carried in support unanimous 4-0

Rapp called for second motion to approve the low bid from the Alan Stone Company in the amount of \$890,110.00 for the River Road Water Main Project.

Motion and Vote

Chairman Rapp called for motion to approve the low bid from Alan Stone Company in the amount of \$890,110.00 for the River Road Water Main Project. Motioned carried by Steve Eaton was seconded by Kim Williams. Vote carried in support unanimous 4-0.

Manager's Report: Per Metz, in 2 weeks we will have the bid opening for the 12th Street pumps. We had an erosion issue in Forest Hills area that we have repaired. We still have concrete repairs going on as well.

Meeting adjourned at 2:38 PM.

Next regular meeting – Friday May 20, 2022 @ 1:00 PM @ Vienna Utility Board located at 210 60th Street Vienna, WV 26105.

Respectfully submitted,

Lorrie Bond