



BRIDGEPORT UTILITY BOARD

October 25, 2018

Bridgeport Utility Board Minutes
City of Bridgeport
County of Harrison
State of West Virginia

REGULAR SESSION:

At 8:30 a.m., Thursday, October 25, 2018, Bridgeport Utility Board met in regular session in the conference room of the Bridgeport Municipal Complex at 515 West Main Street.

BOARD MEMBERS PRESENT:

Chairman Andy Lang, Vice-Chairman Joe Timms, Members Ken Curry, and Jack Merinar.

BOARD MEMBERS ABSENT:

Member Barry Ranson.

CITY STAFF PRESENT:

Director of Engineering and Public Utilities Beth A. Fox, Superintendent of Public Utilities Jared Cummons, Director of Public Works Fred Burton, City Manager Kim Haws, Assistant City Manager Jim Smith, Finance Director Monica Musgrave, City Attorney Norm Farley, and Office Administrator Connie Hamilton.

CITY STAFF ABSENT:

None.

OTHERS IN ATTENDANCE:

Ryan Haws and Erasmo Rizo, CEC representatives, Dan Ferrell and Ashley Reed, The Thrasher Group representatives, and the media.

APPROVAL OF MINUTES:

- Minutes of the August 29, 2018 Bridgeport Utility Board meeting were unanimously approved as presented on a motion by Vice Chairman Timms, seconded by Member Curry.

PUBLIC COMMENTS:

- None.

REVIEW OF FINANCIAL REPORT:

- Finance Director Monica Musgrave reviewed the Water Renewal and Replacement Report, the Water Fund Report, the Sewer Renewal and Replacement Report, and the Sewer Fund Report for September 2018. Director Musgrave reported the budgets are in good shape at this time.

BUDGET REVISIONS AND/OR AUTHORIZATIONS:

- Director Musgrave presented the board with three budget revisions:
 - Water Fund FY 18-19 Budget Revision #2
 - Water Fund FY 18-19 Budget Revision #3
 - Sewer Fund FY 18-19 Budget Revision #2

- Water Fund FY 18-19 Budget Revision #2 would place \$12,000.00 additional funds into the account for a 6" trash pump, bringing the total available for the trash pump to \$30,000.00.

After general discussion, the Water Fund FY 18-19 Budget Revision #2 was unanimously approved on a motion by Member Curry, seconded by Member Merinar.

- Water Fund FY 18-19 Budget Revision #3 would place \$13,000.00 into the Equipment account to appropriate funds for the small truck, and \$100,000.00 into the Capital Reserve fund to cover costs associated with Bridgeport Municipal Annex, the new storage facility being built on Route 131.

The cost of the truck should have one-half of the cost taken from both the Water Fund and the Sewer Fund. The Sewer Fund budget does reflect the \$13,000.00 (1/2 the cost for the small truck), but it was inadvertently omitted from the Water Fund budget.

The \$100,000.00 request to the Capital Reserve will be used to help defray the costs of the new storage facility.

After general discussion, the Water Fund FY 18-19 Budget Revision #3 was unanimously approved on a motion by Member Merinar, seconded by Member Curry.

- Sewer Fund FY 18-19 Budget Revision #2 would transfer \$100,000.00 to the Capital Reserve fund to cover costs associated with the new storage facility, Bridgeport Municipal Annex, which will be located on Route 131.

After a general discussion, Sewer Fund FY 18-19 Budget Revision #2 was unanimously approved on a motion by Member Merinar, seconded by Member Curry.

NEW BUSINESS:

- Consider and act on selection of water system upgrade for Kovach Water Tank and Eastpointe Booster Station.
 - The Board received and reviewed the Preliminary Engineering Report for the Eastpointe Booster Pump Station and Kovach Water Storage Tank. The three alternatives were discussed:
 - Alternative #1: Replace Existing Eastpointe Booster Pump Station
 - The Eastpointe Booster Pump Station is located underground at the Kovach tank.
 - Removing the existing tank and placing one above ground doesn't address the storage problem.
 - The O&M costs to maintain two booster pumps would decrease by \$220.00/year, and the construction costs would be approximately \$310,000.00.
 - This alternative will result in maintaining two booster pumps which we are trying to eliminate.

Alternative #2: Replace Existing Kovach Tank

- Replacing the Kovach Tank with a larger tank will eliminate the Booster Station and replace it with a gravity feed system.
- The project cost would be approximately \$590,000.00.
- This would increase storage but would also increase the demand on the Compton Booster Pump.
- Inspections were completed on the Kovach Tank two weeks earlier; results show it has a life span of five – ten years.
- Money was suggested to be escrowed for replacement.

Alternative #3: Install Altitude Valve at Existing Kovach Tank

- An altitude valve will allow Compton to pump to Kovach tank and fill up. Once it is filled, the altitude valve will shut off the flow to that tank and begin to feed water to the Eastpointe tank.
- This will allow the amount of water stored at the Kovach tank to remain at a higher level.
- There will not be as much pressure on the Compton Booster Station.
- The retention time in the Kovach tank needs to be increased. We currently have a 24 hour retention time, but need to maintain a two – three day retention time.
- The altitude valve would save money, eliminate the Eastpointe Booster Station and upgrade the Compton Booster.
- We need to add ventilation, a chlorination automatic injector to the Compton Booster, and a mixer in the tanks.

After discussion, a motion was made by Vice Chairman Timms, seconded by Member Curry, and unanimously approved to move forward with Alternative #3, installing an altitude valve at the existing Kovach tank.

REPORT BY CITY ENGINEER:

- Director Beth Fox updated the Board on the following projects/topics:
 - Water supply from Grafton: The wells we have drilled have not been producing as expected; therefore, the prospect of obtaining water from Grafton was discussed. In the event of an emergency that would eliminate our water supply, we would have approximately two days' worth of water under normal use. The possibility of adding distribution lines and connecting to Grafton's water supply has been discussed in the past and is something the board would like to revisit. Since the earlier discussions with the City of Grafton, they have installed an emergency power generator. A proposal will be prepared for the board.
 - Water line at Route 50/I79 interchange: Terradon is in the process of doing a design study for the interchange upgrade. They have been informed of the City's intent to upgrade the water line that runs under the interstate and were asked to include our water line upgrade to their design.
 - Recognition: Jared Cummons was recently named the 2018 Wastewater Operator of the Year at the WV Rural Water Association's Fall Conference.
 - Main Street manholes: Manhole rings have been ordered to correct the manholes that are too low.
 - Glen Avenue Project: The stormwater and sewer lines that were running under a house on Glen Avenue have been relocated and the old lines are to be plugged and filled. Approximately seven houses were tied into these lines.
 - Other:
 - An 18" ADS storm water line collapsed at Heritage Farms and it was replaced with a 24" line.
 - The Public Works crew has been doing quality work on the Hall Street Paving Project.

REPORT BY SUPERINTENDENT OF PUBLIC UTILITIES:

- Superintendent Jared Cummons discussed the following topics:
 - The CSO project with CI Thornburg is operational.
 - Flexnet meter reading has an update to the software, which will allow us to use one software instead of two. Other companies, such as Incode, were researched and this is the best option. The cost would be \$9,400.00 initially and \$22,000.00 annually.

REPORT BY DIRECTOR OF PUBLIC WORKS:

- Director Fred Burton discussed the following topics:
 - The Glen Avenue storm water project is nearing completion. The crew is currently working on the sidewalks, and JF Allen will be paving soon.

- The need for a mini excavator was discussed. The City owns one mini excavator and there are times projects are put on hold while another crew uses it. Purchasing a second machine would help the projects run smoother. The money to purchase the equipment is already budgeted, and quotes are coming in at \$65,000.00.

EXECUTIVE SESSION:

- None.

THE NEXT BUB MEETING HAS BEEN SCHEDULED AS FOLLOWS:

Wednesday, November 28, 2018 at 8:30 a.m.

ADJOURNMENT:

With no further items for discussion, the meeting was adjourned at 9:28 a.m. on a motion by Member Curry, seconded by Vice Chairman Timms, and unanimously approved.

Prepared by:

Connie Hamilton
Connie Hamilton, Office Administrator

Approved by:

Andy Lang
Chairman Andy Lang

Date: January 17, 2019