

March 18, 2021

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

REGULAR SESSION:

At 8:32 a.m., Thursday, March 18, 2021, Bridgeport Utility Board met in regular session in City Council Chambers of City Hall, 515 W. Main Street, Bridgeport, West Virginia.

BOARD MEMBERS PRESENT:

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

BOARD MEMBERS ABSENT:

None.

CITY STAFF PRESENT:

City Manager Randy Wetmore, Director of Engineering and Public Utilities Beth A. Fox, Finance Director Monica Musgrave, Interim Director of Public Works Tiny Grimes, Superintendent of Public Utilities Jared Cummons, Associate Engineer Jacob Griffith, City Attorney Norm Farley and Office Administrator Staci Unger.

CITY STAFF ABSENT:

None.

OTHERS IN ATTENDANCE:

The Thrasher Group Representative Dan Ferrell

APPROVAL OF MINUTES:

- Minutes of the November 12, 2021 Bridgeport Utility Board meeting were unanimously approved as presented on a motion by Member Curry, seconded by Member Merinar.

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 February 2021. Director Musgrave reported the budgets are doing well overall.
- Commercial metered sales are down slightly due to the on-going pandemic.
- Interest income is also down due to the lower interest rates.
- Forfeited discounts are down due to penalty fees being waived for November 2020-January 2021.
- The Water and Sewer Fund reports show an excess of total revenues over expenditures for both funds.
- The delinquency rate is holding steady.

BUDGET REVISIONS AND/OR AUTHORIZATIONS:

- None

NEW BUSINESS:

Consider and act on extension of sewer and water utilities to Meadow View Residential Development located off Rt. 131 behind Freedom Kia.

- Director of Engineering and Public Utilities Beth A. Fox explained that A.B. Contracting plans to build approximately 240 units with a mix of patio homes and multi-family homes at this location.
- A.B. Contracting has submitted preliminary plans and the first revised set of plans for review and has requested an extension of the City of Bridgeport water and sewer lines to their property line.
- The first phase of development is approximately 12 single-family patio homes.
- The current water and sewer lines have the capacity to handle the increased load from the first phase of development.
- As development continues to additional phases, the current 2" sewer line will have to be upgraded to a larger sewer line and the lift station and forcemain will have to be upgraded as well.
- A.B. Contracting has not requested reimbursements for connections to the system which, if they did, reimbursement could cost the city up to \$511,000.00 in water and \$526,000.00 in sewer fees over a five-year period.
- If the project is put out to bid, it is expected to cost approximately \$185,000.00.
- A.B. Contracting's request that the water and sewer utilities be extended to their property line can be completed as an in-house project and is estimated to cost \$33,000.00 to extend the water and \$78,000.00 to extend the sewer (approximately \$111,000.00 total cost of in-house project).
- Once the utilities are extended to the property line, A.B. Contracting would be responsible for installing all the individual service lines, under the supervision of the City of Bridgeport who would complete all inspections and approve design, placement, connections, etc.
- The water lines up to the meter and sewer lines up to the clean-outs would then be conveyed to the city by the developer after one year and one day.
- A motion was made by Vice-Chairman Timms and seconded by Member Merinar to request approval from the PSC for an alternate water and sewer extension agreement to extend sewer and water utilities to the property line of Meadow View Residential Development and was unanimously approved.

Discussion of the American Water Infrastructure Act of 2018 (AWIA) – Risk and Resilience Assessment and Emergency Response Plans.

- In response to Vice-Chairman Timms' request at the last meeting, Dan Ferrell of Thrasher Engineering provided information on the AWIA Risk Assessment and Emergency Response Plans survey requirements and deadlines.
- The Risk and Resilience Assessment for water utilities serving 3,301 – 49,999 people is due June 30, 2021.
- The Emergency Response Plan is due December 31, 2021.
- The City Manager, Director of Emergency Services, and Director of Engineering and Public Utilities started working on these assessments and plans in November 2020, but there is additional work to be done.
- Associate Engineer Jacob Griffith has been working to ensure the GIS mapping is current and complete.

REPORTS:

Director of Engineering and Public Utilities Beth A. Fox:

- The newly appointed EPA Administrator is Michael Regan and his focus is on cleaner energy, reducing pollution and ensuring water quality.
- The EPA has extended the effective date of the Revised Lead and Copper Rule to allow additional time for questions and comments on the proposed changes.

- The current Lead and Copper Rule requires a predetermined number of customers be tested every three years to identify lead and copper in the drinking water.
- The EPA has proposed a change which would require inventory of all service lines within the entire system.
- Per the proposed revised rule, all service lines would have to be identified and classified by 2024.
- Superintendent of Public Utilities Jared Cummons stated that to his knowledge, there are no lead service lines in the City of Bridgeport.
- The latest CARES Act includes monies for water and sewer utilities and the City of Bridgeport should receive approximately \$3,000,000.00 for infrastructure projects.
- Two Long-Term Control Plan projects (Lift Station 9 Forcemain and Lift Station 9 Upgrade) have recently been completed.
- Headworks at the Wastewater Treatment Plant and Lift Station 6 are being considered for the next projects.
- A grant proposal is in the process of being submitted to the EDA for the Airport Additional Water Tank Storage project.

Interim Director of Public Works Tiny Grimes:

- A 6-inch water line upgrade at Gabriel Brothers Plaza is in progress, but they are waiting on equipment and materials.
- A minor sewer project has started on Valley and Village Drives.

Superintendent of Public Utilities Jared Cummons:

- Due to the current pandemic, the State Health Department has extended all licenses and certifications through July 2021.
- Improvements have been made to the Backflow Program and during the past year, over 100 new devices have been added to the annual testing program.

City Attorney Norm Farley

- Member Curry requested an update on the PSC complaint filed by the The Market Place at Bridgeport against the Bridgeport Utility Board.
- City Attorney Farley briefly explained that the Administrative Law Judge had requested documents from both parties last fall and they were due to be submitted by early/mid-December.
- The BUB documents were submitted on time, but The Market Place at Bridgeport documents still have not been submitted, due to their multiple requests for extensions.
- As of today, The Market Place at Bridgeport has been granted another extension to submit documents and the decision due date has been pushed to July 2021.

EXECUTIVE SESSION:

- None.

THE NEXT BUB MEETING HAS BEEN SCHEDULED AS FOLLOWS:

Thursday, May 20, 2021 at 8:30 a.m.

ADJOURNMENT:

With no further items for discussion, the meeting was adjourned at 9:37 a.m. on a motion by Member Curry, seconded by Member Ranson and unanimously approved.

Approved by:

Prepared by:

Chairman Andy Lang

Staci Unger, Office Administrator

Date: _____