

April 19, 2016

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

**REGULAR SESSION:**

At 8:30 a.m., Tuesday, April 19, 2016, 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 Robert L. Greer, Vice-Chairman Joe Timms, Members Barry Ranson, Ken Curry and Jack Merinar.

**BOARD MEMBERS ABSENT:**

None.

**CITY STAFF PRESENT:**

Director of Engineering and Public Utilities Tom Brown, Finance Director Monica Musgrave, Superintendent of Public Utilities Jared Cummons, Assistant City Manager Jim Smith, City Attorney Norm Farley, and Office Administrator Connie Hamilton.

**CITY STAFF ABSENT:**

City Manager Kim Haws.

**OTHERS IN ATTENDANCE:**

Dan Ferrell, The Thrasher Group and Ryan Haws, E.L. Robinson.

**APPROVAL OF MINUTES:**

- Minutes of the March 17, 2016 Bridgeport Utility Board Meeting were unanimously approved as amended on a motion by Vice Chairman Timms, seconded by Member Ranson.

**PUBLIC COMMENTS:**

None.

**REVIEW OF FINANCIAL REPORT:**

- Finance Director Musgrave reviewed the Water Renewal and Replacement Report, the Water Fund Report, the Sewer Renewal and Replacement Report, and the Sewer Fund Report for March 2016. Director Musgrave reported the budgets are in good shape.
- Director Musgrave reported she has been sending Michael Griffith information to review and prepare the Rate Analysis.

- Question was raised as to why the Industrial Sewer was lower than the Industrial Water. Mr. Brown said some customers, such as the FBI, do not send the volume of water from the heating and air conditioning into the sanitary sewer system; therefore, we do not charge them the full rate. The city does not have a meter on sewer.
- The March 2016 Bridgeport Utility Board financial reports were unanimously approved as presented on a motion by Member Curry, seconded by Member Merinar.

#### NEW BUSINESS:

1. Consider and act upon the low bidder for Belasco Trailer Court and Cherry Street Sanitary Sewer Improvements Project.
  - The bid opening was held on April 13, 2016. Mr. Brown reviewed the certified bid tabulations. The three lowest bids were:
 

Low Bid:	Danny Sullivan Excavating LLC	\$428,591.65
2 <sup>nd</sup> Low Bid:	Pro Contracting, Inc.	\$463,320.00
3 <sup>rd</sup> Low Bid:	Bear Contracting, LLC	\$478,885.00
  - Danny Sullivan Excavating LLC, from Coal Grove, Ohio, and has not worked for the City of Bridgeport in the past. The references submitted were contacted and we had positive feedback.
  - After Mr. Brown's request to enter into a contract with Danny Sullivan Excavating LLC, and a general discussion, a motion was made by Vice Chairman Timms, seconded by Member Ranson, and duly approved to enter into a contract with Danny Sullivan Excavating LLC at the bid cost of \$428,591.65, plus a 10% contingency of \$42,859.17, for a total of \$471,450.82.

#### BUDGET REVISIONS AND/OR AUTHORIZATIONS:

- None.

#### REPORT BY CITY ENGINEER:

- **Worthington Drive Pond:** Under construction. Clay (10 to the minus 7) was found on site and will work well. Trees were found buried during excavation and will need to be removed. Change order was done for extra undercut (\$800.00) and clearing (\$4,000.00).
- **Booster Station on Sherwood Road:** Running at top of Ridgeway Drive at 60 PSI.
- **Manhole Restoration Project:** We added four additional manholes to the restoration list. Project is complete.
- **Shop N Save:** Building is about 50% complete; utilities are complete.
- **Meadow Creek:** Under construction. The water and sewer plans are not approved. Meadow Creek will be tying in at the forcemain instead of Toy's R Us.
- **Dominion Properties:** Project is currently at 90% completion.
- **Miscellaneous Projects:**
  - a. The Center Street project has been completed.
  - b. The airport project has been completed.
- **Storm Drain:** We are identifying pipe and using new camera to determine which areas need to be included in Phase III of stormwater projects. Phase I & II are complete.

**EXECUTIVE SESSION:**

None.

**THE NEXT BUB MEETING HAS BEEN SCHEDULED FOR WEDNESDAY, MAY 18, 2016 AT 8:30 A.M.**

**ADJOURNMENT:**

With no further items for discussion, the meeting was adjourned at 8:58 a.m. on a motion by Vice Chairman Timms, seconded by Member Curry, and unanimously approved.

**Prepared by:**

Connie Hamilton

Connie Hamilton, Office Administrator

**Approved by:**

[Signature]

Chairman Robert L. Greer

May 24, 2016

Date