

December 10, 2015

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

REGULAR SESSION:

At 8:32 a.m., Thursday, December 10, 2015, Bridgeport Utility Board met in regular session in the conference room of the Bridgeport Municipal Complex at 515 West Main Street.

BOARD MEMBERS PRESENT:

Vice-Chairman Joe Timms, Members Barry Ranson, Jack Merinar and Ken Curry. Chairman Robert L. Greer joined via teleconference.

BOARD MEMBERS ABSENT:

CITY STAFF PRESENT:

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

CITY STAFF ABSENT:

City Manager A. Kim Haws and Assistant City Manager James Smith.

OTHERS IN ATTENDANCE:

Dan Ferrell, The Thrasher Group.

APPROVAL OF MINUTES:

Minutes of the November 19, 2015 Bridgeport Utility Board Meeting were unanimously approved as presented on a motion by Member Curry, seconded by Member Ranson and duly approved.

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 November 2015. Director Musgrave reported the budgets are in good shape.
Motion to approve the November 2015 Financial Reports, subject to audit, was made by Member Merinar, seconded by Member Curry and duly approved.
- Finance Director Musgrave reported she has been in contact with Michael Griffith and a new rate analysis should be completed by May 2016.

NEW BUSINESS:

1. Discuss and consider the low bidder for the Dominion Properties' Sanitary Sewer Line Extension Project on old Route 73.
 - Bid opening was held on Thursday, November 19, 2015. Ten bid proposals were received and after certifying all bids, it was determined Bear Contracting, LLC had the lowest bid at \$226,680.00. The second lowest bidder was Cove Run Contracting, LLC at \$229,470.00, and the third was Anderson Excavating, LLC at \$264,725.00.
 - Dominion Properties requested the city include a 20% contingency of \$45,336.00, making the total cost of the project \$272,016.00.

Motion to approve Bear Contracting, LLC as the low bidder for the Dominion Properties' Sanitary Sewer Line Extension Project was made by Member Ranson, seconded by Member Curry and duly approved.

BUDGET REVISIONS AND/OR AUTHORIZATIONS:

- Finance Director Musgrave requested a Sewer Fund Budget Revision #2 in the amount of \$272,016.00. This revision is for funds for the Sanitary Sewer Extension to Dominion Properties on Route 73, as discuss by Mr. Brown. A separate expenditure account will be created for this project so it will be easy to monitor the balances.

Motion to approve the Sewer Fund Budget Revision #2 in the amount of \$272,016.00 was made by Member Ranson, seconded by Member Curry and duly approved.

- Mr. Brown discussed the purchase of a replacement backhoe and a 3/4 ton pickup truck. With problems occurring with the existing backhoe, he would like to move forward with the purchase of a new backhoe with funds the board had previously approved. He would, however, like to keep the old backhoe for use at the Wastewater Treatment Plant. The cost of a backhoe without a trade-in would be approximately \$14,000.00 and the 3/4 ton truck would be approximately \$30,000.00.

Motion to approve the purchase of a backhoe at approximately \$14,000.00 and a 3/4 ton pickup truck at approximately \$30,000.00 was made by Member Ranson, seconded by Member Curry and duly approved.

REPORT BY CITY ENGINEER:

- **Purchase of property at 801 Worthington Drive:** City Attorney Farley has created the ordinance and it will be presented to City Council on December 14th and December 28th.
- **Worthington Pond:** Thrasher Engineering is working on getting the permanent Plat and Design plans.
- **Booster Station on Sherwood Road:** The Sherwood Road tie-ins are complete and the electric lines are installed. Two in-house crews are setting the check valves and the footers and pad should be poured next week. CI Thornburg will install the building. The project should be completed the end of January except for the tie-in at the top.
- **White Oaks Phase II:** Testing lines now with minor work to be done.

- **Meadowbrook Mall Water Line Upgrade:** Project is finished with minor clean up to be done in the spring.
- **Manhole Upgrade Project:** Abel Recon has received their state license and will be moving forward soon.
- **Genesis Stormwater Management Pond:** Working on the punch list now. There has been a small slip which will be repaired in the spring as requested by Ira Pritt with Genesis Partners.
- **Belasco Trailer Park Smoke Testing Project:** Permit should be sent to the Health Department for approval by the end of December. The project will go out to bid in February 2016, with a Pre-Bid meeting in January.
- **Belcastro Farm Development:** Working with Engineers regarding tying into our system at Toys R' Us.
- **Shop N Save:** Moving forward with block work and grading for the parking lot.
- **Sewer and Storm Camera:** Camera will be delivered December 15, 2015.
- **Long Street:** Member Ranson reported some sinking spots near Hall Street intersection. Mr. Brown will investigate.
- **Johnson Avenue:** Mr. Brown reported the lighting project has been completed. He does intend to install a fifth light in the darker area, as well as two additional lights at the library.

THE NEXT BUB MEETING HAS BEEN SCHEDULED FOR WEDNESDAY, JANUARY 27, 2016 AT 8:30 A.M.

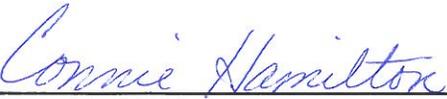
EXECUTIVE SESSION:

None.

ADJOURNMENT:

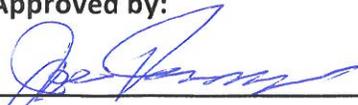
With no further items for discussion, the meeting was adjourned at 9:00 a.m. on a motion by Member Ranson, seconded by Member Merinar, and unanimously approved.

Prepared by:

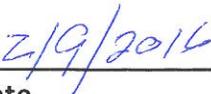


Connie Hamilton, Administrative Assistant

Approved by:



Joe Timms
Vice-Chairman of the Bridgeport Utility Board



Date