BRIDGEPORT UTILITY BOARD

February 20, 2020

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

REGULAR SESSION:

At 8:28 a.m., Thursday, February 20, 2020, 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 and Jack Merinar. Member Ken Curry joined via teleconference.

BOARD MEMBERS ABSENT:

Chairman Andy Lang.

CITY STAFF PRESENT:

Director of Engineering Beth Fox, Superintendent of Public Utilities Jared Cummons, Finance Director Monica Musgrave, City Attorney Norm Farley, and Office Administrator Connie Hamilton.

CITY STAFF ABSENT:

City Manager Randy Wetmore.

OTHERS IN ATTENDANCE:

The Thrasher Group representatives Dan Ferrell and Kalee Murphey; Civil and Environmental Consultants (CEC) representatives Erasmo Rizo and Matt Fluharty; City of Bridgeport staff members Staci Unger, Jacob Griffith, Amy Kelley, and Tiny Grimes.

APPROVAL OF MINUTES:

- Minutes of the November 7, 2019 Bridgeport Utility Board meeting were unanimously approved as presented on a motion by Member Ranson, 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 January 2020. Director Musgrave reported the budgets are in good shape at this time.
- The agreement with Southwestern Water District to purchase meter readings at $0.25 per reading is due to be signed for an additional two years.

- Member Ranson inquired about the amount of water line breaks this winter, which Superintendent Cummons reported there were less breaks reported this winter than the previous winter.
- Motion was made by Member Merinar to accept the Financial Report for January 2020, seconded by Member Ranson, and was unanimously approved.

BUDGET REVISIONS AND/OR AUTHORIZATIONS:

- Water Fund FY 19-20 Budget Revision #2
  1. 526-00-391-1 Finance – Office Equipment/Furniture $4,705.00
     Director Musgrave reported this request is to enhance the security features at the front office by installing two new transaction windows. The staff working the front window is vulnerable to any possible threat. She is asking for 1/3 of the cost to install the windows to come from the Water Fund.
  2. 526-00-392 Transportation Equipment $14,209.00
     Director Musgrave reported an F150 truck used by the Waste Water Treatment Plant was totaled in a vehicle accident and needs to be replaced prior to settling the insurance claim. She is asking for ½ of the cost to replace the vehicle, stating a portion of the funds will be returned after the insurance claim is settled.
- Sewer Fund FY 19-20 Budget Revision #2
  1. 525-00-391-1 Finance – Office Furniture/Equipment $4,705.00
     Director Musgrave referred to the Water Fund Budget Revision #2 as to the reasons for asking for the revision. She is asking for 1/3 of the cost to install the windows to come from the Sewer Fund.
  2. 515-00-392 Transportation Equipment $14,209.00
     Director Musgrave referred to the Water Fund Budget Revision #2 as to the reasons for asking for the revision. She is asking for ½ of the cost to replace the vehicle to come from the sewer fund.

     After a general discussion, Member Ranson motioned to accept the following Budget Revisions:
     - Water Fund: 526-00-391-1 Finance – Office Equipment/Furniture in the amount of $4,705.00.
     - Water Fund: 526-00-392 Transportation Equipment in the amount of $14,209.00
     - Sewer Fund: 525-00-391-1 Finance – Office Furniture/Equipment in the amount of $4,705.00.
     - Sewer Fund: 515-00-392 Transportation Equipment in the amount of $14,209.00

     Motion was seconded by Member Merinar and unanimously approved.

NEW BUSINESS:

- Consider and approve Policies and Practices: Water and Sewer Adjustments
  Director Musgrave stated the city should have a written policy relating to water and sewer adjustments to customer accounts. The proposed Policies and Practices follows the PSC rules and outlines what the Finance Department has been doing to address adjustments to resident's bills when a leak occurs.

After a general discussion, motion was made by Vice Chairman Timms, seconded by Member Merinar to approve as presented the Policies and Practices: Water and Sewer Adjustments. Motion was unanimously approved.

EXECUTIVE SESSION:

- City Attorney Norm Farley asked to enter into executive session to discuss matters involving the sale or lease of property, personnel matters, and/or advance construction planning which, if made public, might adversely affect the interests of the City, to discuss matters with counsel pursuant to the attorney/client privilege, and as to matters not included on this agenda to determine if official action is necessary.

  At 9:30 a.m. Member Ranson made a motion to enter executive session, seconded by Member Merinar, and was unanimously approved.

  At 9:45 a.m. Member Merinar made a motion to reconvene to regular session, seconded by Member Ranson, and was unanimously approved. No action was taken during executive session.

NEW BUSINESS:

- Consider and act on Belasco Water Line Upgrade Contract with low bidder.
  The bids received for the Belasco Water Line Upgrade were as follows:
  - AMPECO, Inc. $464,885.00
  - A.J. Burk, LLC $583,583.00
  - The Menji Group, LLC $629,249.99
  - D&M Contracting, Inc. $662,000.00
  - J.F. Allen Company $878,886.00

  After discussing the project, it was decided the funds would be better used if the project was completed in-house rather than contracted it out. Member Merinar made a motion to reject all bids for the Belasco Water Line Upgrade project and perform the work in-house. Motion was seconded by Member Curry and was unanimously approved.

REPORT:

City Engineer Beth Fox

- Lift Station 9 Upgrade and Lift Station 9 Forcemain Extension Projects: The non-mandatory pre-bid meeting was held this week for the two projects. The projects will be bid separately, and it is anticipated the combined projects could be approximately $1 million dollars.
- I79 Water Line Replacement Project: This will be the next major water line project.
- Route 50 stormwater issues: City representatives have met with WV DOH again regarding the stormwater issues. Congressman McKinley was at Bridgeport City Hall this week and Director Fox had the opportunity to discuss this issue with him. He contacted the Commissioner of Highways during the meeting. It was confirmed the hydrology study is being done. Director Fox is hoping to see progress by Fall of 2020.

Superintendent of Public Utilities/Interim Director of Public Works Jared Cummons

- There are approximately 150-200 meters that need to be swapped out. Most of the remaining meters are in Belasco Mobile Home Park, Meadowbrook Mall, and Emily

Drive. Approximately 34 meters have been completed at the Meadowbrook Mall. The process has been slowed by finding old valves.

- Lift Station: The Lift Stations have been running fine.
- Hydrant Flushing: Jake Griffith has produced a hydrant flushing schedule that ensures all hydrants will be tested and flushed between the months of March and October.

Dan Ferrell, The Thrasher Group

Mr. Ferrell presented the board with a video presentation on utilizing additional water sources.

- After exploring the possibility of drilling wells to achieve an additional water source, we are looking at other possibilities.
- Clarksburg Water Board has three main areas that we receive our water from: a) Master meter located on Route 50 near Menards Spaghetti Inn; b) Barnetts Run Road near Burger King; c) Booster Station near United Hospital Center, and d) White Oaks. The City purchases 1.3 million gallons of water from Clarksburg Water Board.
- Bridgeport currently holds approximately 2 1/2 days of water storage.
- Mr. Ferrell reviewed the scenarios of obtaining water from Taylor County PSD.
- **Additional storage tank will be studied and a cost developed. (Added per motion made at the March 19, 2020 board meeting)**

THE NEXT BUB MEETING HAS BEEN SCHEDULED AS FOLLOWS:
Thursday, March 19, 2020 at 8:30 a.m.

ADJOURNMENT:

With no further items for discussion, the meeting was adjourned at 9:48 a.m. on a motion by Member Ranson, seconded by Member Merinar, and unanimously approved.

Approved by: Cindy Fry

Date: March 19, 2020

Prepared by:

Connie Hamilton

Connie Hamilton, Office Administrator