

July 21, 2016

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

**REGULAR SESSION:**

At 8:30 a.m., Thursday, July 21, 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:**

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

**BOARD MEMBERS ABSENT:**

Member Jack Merinar.

**CITY STAFF PRESENT:**

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

**CITY STAFF ABSENT:**

None.

**OTHERS IN ATTENDANCE:**

None.

**APPROVAL OF MINUTES:**

- Minutes of the June 16, 2016 Bridgeport Utility Board Meeting were unanimously approved on a motion by Member Ranson, seconded by Member Curry.

**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 June 2016. Director Musgrave reported the budgets are in good shape.

- Director Musgrave reported she and Director Brown are continuing to meet with Michael Griffith regarding the water and sewer rate analysis. They are still discussing the sewer rate analysis and she will update the board at the next meeting.

#### **NEW BUSINESS:**

- Discuss Preparation for Future Budgets:
  - a. PSC regulates that at least three (3) months operating capital be reserved. A separate fund for Water Resilience could be established. The Board will address this after the studies listed below are completed.
  - b. Unexpected projects are rare; however we have funds built into the water and sewer budget for emergency projects.
  - c. Projects that are on the Long Term Control Plan were discussed, including an EQ Basin built at the treatment plant, and an ATAB Unit. The benefits of the ATAB Unit are an overall decrease in odor, ability to collect more grease from the community, and our dependency on the landfill would be decreased. There would also be a possibility of selling Type A sludge.
  - d. Disaster scenarios were discussed. Director Brown, who is also a member of the Water Resilience Committee, reported similar scenarios were discussed by the Committee. Depending on an expected low structural damage, we would be looking at 5 – 8 million dollars to recover.
  - e. The following studies/steps are to be taken:
    - Feasibility of connecting to Southwestern water is to be completed and presented to BUB at the August 2016 meeting.
    - An economic analysis is to be completed within the next two (2) months. Director Brown and Director Musgrave will work with Michael Griffith.
    - A Preliminary Plan should be completed by December 2016; plans should be available for review by March 2017.

#### **BUDGET REVISIONS AND/OR AUTHORIZATIONS:**

- None.

#### **REPORT BY CITY ENGINEER:**

- **Kia Pad:** Thrasher Group held Pre-Construction meeting for force main and water connection along Route 131 and Joy Lane.
- **BFS @ the Wedge:** Plans have been submitted and are being reviewed.
- **The Market Place:** Utilities are 60% complete. Director Brown is working with Geoff Marshall regarding utilizing United Hospital Center's sewer plan to extend to the Market Place Development.
- **2016-2017 Main Street Water/Sewer Project:** RFP has been published and July 27<sup>th</sup> is the deadline for submissions. Recommendation will be presented at the next BUB meeting.
- **WV NPDES Permit has been received.** The only change made to the permit was the addition of an arsenic limit.
- **Brushy Fork area:** A new apartment complex on Route 24, Lakeside Apartments, is connecting to our water and sewer.

- **Worthington Drive Pond:** Project is complete; only minor cleanup issues to do.
- **Belasco's Trailer Court Sewer Project:** Olive Street and Cherry Street are almost completed. Will continue project into Belasco Trailer Court. Project is currently at 40% completed.
- **Shop N Save:** Project is complete.
- **Meadow Creek:** Utilities at Meadow Creek are 40 – 50% completed.
- **Storm Drain Projects:**
  - a. Garden Circle: Finishing up
  - b. Grand Avenue: Finishing up
  - c. Camera crew is locating and checking lines.
- **Miscellaneous Projects:**
  - a. Ritter Street: The installation of two manholes project has been placed on hold until other problems are addressed.
  - b. Easy Street: Cleanout – project is on hold
- **Maplewood Force Main:** Force main is being relocated to allow room to build new building.
- **Stormwater Study:** Camera crew is in place to mark and inspect lines. We need to utilize the study we completed in 2006 to continue finding places that need addressed.

**EXECUTIVE SESSION:**

None.

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

**ADJOURNMENT:**

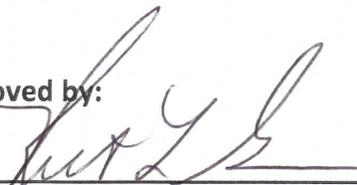
With no further items for discussion, the meeting was adjourned at 9:40 a.m. on a motion by Member Ranson, seconded by Member Curry, and unanimously approved.

**Prepared by:**

  
\_\_\_\_\_

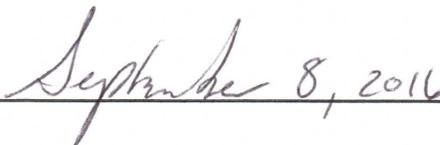
**Connie Hamilton, Office Administrator**

**Approved by:**

  
\_\_\_\_\_

**Chairman Robert L. Greer**

**Date**

  
\_\_\_\_\_