

September 8, 2016

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

**REGULAR SESSION:**

At 8:30 a.m., Thursday, September 8, 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 Greer, Vice-Chairman Joe Timms, Members Barry Ranson, Jack Merinar and Ken Curry.

**BOARD MEMBERS ABSENT:**

None.

**CITY STAFF PRESENT:**

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

**CITY STAFF ABSENT:**

Superintendent of Public Utilities Jared Cummons.

**OTHERS IN ATTENDANCE:**

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

**APPROVAL OF MINUTES:**

- Minutes of the July 21, 2016 Bridgeport Utility Board Meeting were unanimously approved on a motion by Vice-Chairman Timms, seconded by Member Merinar.

**PUBLIC COMMENTS:**

None.

**REVIEW OF FINANCIAL REPORT:**

1. 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 August 2016. Director Musgrave reported the budgets are in good shape.

**NEW BUSINESS:**

1. Consider and act upon awarding the 2016-2017 Proposed Water and Sewer Projects to an Engineering Firm.
  - Mr. Brown discussed the bid opening which was held on September 2, 2016. Four engineering firms submitted proposals, and it was determined The Thrasher Group submitted the lowest bid for the project at \$27,995.00. The other bids were: Civil & Environmental Consultants at \$66,842.00, E.L. Robinson Engineering at \$68,000.00, and Hornor Brothers Engineers at \$90,000.00.
  - Director Brown presented the board with a recommendation to enter into a contract with The Thrasher Group in the amount of \$27,995.00 for the 2016-2017 Proposed Water and Sewer Projects. He also requested a 10% contingency in the amount of \$2,799.50
  - Following a general discussion, a motion was made by Member Ranson, seconded by Member Curry, and duly approved to award the 2016-2017 Proposed Water and Sewer Project to The Thrasher Group in the amount of \$27,995.00, with a contingency of \$2,799.50.

**BUDGET REVISIONS AND/OR AUTHORIZATIONS:**

2. Director Musgrave presented two Budget Revisions:
  1. Water Fund FY 16-17 Budget Revision #1
  2. Sewer Fund FY 16-17 Budget Revision #1
    - Following a general discussion, a motion was made by Vice-Chairman Timms, seconded by Member Merinar, and duly approved the Water Fund FY 16-17 Budget Revision #1 and the Sewer Fund FY 16-17 Budget Revision #1.

**REPORT BY CITY ENGINEER:**

- Director Brown distributed information to the board on water resilience and the city's Long Term Control Plan (LTCP). The following topics were discussed:
  - Grafton to City of Bridgeport -  
Director Brown discussed the estimated cost to run water from Grafton (Southwestern Water PSD) to the City of Bridgeport.
  - Well Study for Lakes -  
Director Brown discussed the estimated cost and steps necessary to potentially connect water lines from the lakes to the city. A study will be conducted to decide if this option is viable.
  - Water Long Term Control Plan -  
A list of areas within the city that need the water lines upgraded was presented to the board and discussed.
  - Storm Water Long Term Control Plan -  
A list of areas within the city that are experiencing storm water issues was presented and discussed.
  - Sanitary Sewer Long Term Control Plan for Minimization of Sewer Overflows -  
A list of goals was presented to the board, depicting goals achieved from pre-1974 to current on-going projects, as well as planned projects up to 2023.

**EXECUTIVE SESSION:**  
None.

**THE NEXT THREE BUB MEETINGS HAVE BEEN SCHEDULED AS FOLLOWS:**

October 11, 2016 at 8:30 a.m.  
November 10, 2016 at 8:30 a.m.  
December 13, 2016 at 8:30 a.m.

**ADJOURNMENT:**

With no further items for discussion, the meeting was adjourned at 9:35 a.m. on a motion by Member Ranson, seconded by Member Curry, and unanimously approved.

**Prepared by:**

  
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Connie Hamilton, Office Administrator

**Approved by:**

  
\_\_\_\_\_  
Chairman Robert L. Greer

10/11/16  
\_\_\_\_\_  
Date