April 13, 2017

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

REGULAR SESSION:
At 8:30 a.m., Thursday, April 13, 2017, 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, Ken Curry and Jack Merinar.

BOARD MEMBERS ABSENT:
None.

CITY STAFF PRESENT:
Director of Engineering and Public Utilities Beth A. Fox, Superintendent of Public Utilities Jared Cummons, Director of Public Works Fred Burton, Finance Director Monica Musgrave, City Manager Kim Haws, City Attorney Norm Farley, and Office Administrator Connie Hamilton.

CITY STAFF ABSENT:
Assistant City Manager Jim Smith.

OTHERS IN ATTENDANCE:
The Thrasher Group representative Dan Ferrell and CEC representative Ryan Haws.

APPROVAL OF MINUTES:
• Minutes of the February 9, 2017 Bridgeport Utility Board Meeting were unanimously approved on a motion by Member Curry, 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 2017. Director Musgrave reported the budgets are in good shape.
BUDGET REVISIONS AND/OR AUTHORIZATIONS:
• None.

NEW BUSINESS:
• Consider and act on converting water well into a water pumping station and associated uses of the well.
  o Director Fox reported the well at the City Garage location on Main Street is not suitable for potable water. The well has sufficient volume and could be used for other purposes, such as selling the water to companies in the oil and gas business.
  o A pump has been installed and upgrades to the site would be necessary to accommodate truck traffic to the well site. The upgrades would include connecting the electric to the site and excavate the site to give the trucks room to turn around.
  o KLX Energy Services, Inc. has shown an interest in purchasing the water and estimate using 43,000 gallons of water a day, with a traffic flow of 10 trucks per day.
  o Finance Director Musgrave has been in contact with Michael Griffith, Griffith and Associates, regarding the proposed sale of the water. Mr. Griffith does not see any issues the city would encounter with the Public Service Commission.

Upon discussion, a motion was made by Vice-Chairman Timms, seconded by Member Merinar, and duly approved, to proceed with converting the water well located near the City Garage on Main Street into a water pumping station, and pursue the sale of the non-potable water.

REPORT BY CITY ENGINEER:
• Director Fox updated the board on the following topics:
  o Route 50/Main Street Water and Sewer Upgrade Project:
    A PowerPoint presentation was presented to the board showing the progress of the project. The contractor, Pro-Contracting, is on schedule and on budget, with no change orders requested.
  o Water Resilience/Drilling Test Wells:
    A site on Route 131 near the airport is being considered for a fourth well site. Moody and Associates was contacted and believes this is a viable site for potable water.
  o Storm Water Update:
    Briarwood Road: There are failed inlets that need replaced. CEC will be submitting the design work.
  o Sewer Line Update:
    Circle Drive: Flow meters have been set and smoke testing will be performed.
    Ridgeway Drive: A section of orangeburg pipe is failing; Arrowwood Drive to Wakefield Drive needs replaced as well. These areas will be combined into one project and bid out.
  o Water Line Update:
    o Water line on I79 at the Route 50 overpass: The line has been located and it is an 8” transite line. Replacing this line will be a priority.
Tablets for Bridgeport Utility Board:
Tablets will be considered for the members and attendees of Bridgeport Utility Board. The tablets would alleviate the need for printing thirteen copies of the board packets, as well as providing the board easier access to all meetings. A demonstration will be conducted at the next scheduled board meeting.

REPORT BY SUPERINTENDENT OF PUBLIC UTILITIES:
- Superintendent Cummins updated the board on the following topics:
  - Charles Pointe Tank:
    The solar power to the tank has been converted to MonPower, resulting in better telemetry and less failures.
  - Lift Station 15:
    We have had four reported sewer spills in the last month, where pumps have failed. To help alleviate the spills, new control panels are being built and new pumps have been installed. Also, notices were delivered to the residents of the Timberbrook Apartments asking them to be mindful of what gets flushed into the sewer system.
  - The Wastewater Treatment Plant:
    The plant is in excellent condition. The effluent numbers are well below the required limits.
  - Kovach Tank:
    Information is being gathered on improving the Kovach tank. The options are to install a second tank and gravity feed from the first tank, or to install an above ground booster station. Superintendent Quotes are being obtained and the board will be updated.

REPORT BY DIRECTOR OF PUBLIC WORKS:
- Fred T. Burton updated the board on the following topics:
  - Storm Water Update:
    Shearwood Forest area: 250’ of 24” culvert and five drop inlets are to be installed.
    Thompson Drive/Lodgeville Road: A 55’ trough drain is failing; moving forward with obtaining a right-of-way and Department of Highways permit.
  - Sanitary Sewer Update:
    Overlook Drive: Orangeburg sewer line is failing; a utility right-of-way has been obtained and the project will be completed in-house.
  - Ridgeway Drive/Point of View:
    Easements have been obtained and the project will begin within the next two months.
EXECUTIVE SESSION:
None.

THE NEXT BUB MEETING HAS BEEN SCHEDULED AS FOLLOWS:
June 1, 2017 @ 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 Curry, seconded by Vice Chairman Timms, and unanimously approved.

Prepared by:

Connie Hamilton, Office Administrator

Approved by:

Chairman Robert Greer

Date
June 9, 2017