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

REGULAR SESSION:  
At 8:30 a.m., Friday, June 9, 2017, Bridgeport Utility Board met in regular session in the Council Chambers of the Bridgeport Municipal Complex at 515 West Main Street.

BOARD MEMBERS PRESENT:  
Chairman Robert Greer, Vice-Chairman Joe Timms, Members Barry Ranson, and Ken Curry. Member Jack Merinar joined via teleconference.

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, Assistant City Manager Jim Smith, City Attorney Norm Farley, and Office Administrator Connie Hamilton.

CITY STAFF ABSENT:  
None.

OTHERS IN ATTENDANCE:  
The Thrasher Group representative Steve Haynes.

APPROVAL OF MINUTES:  
- Minutes of the April 13, 2017 Bridgeport Utility Board meeting were unanimously approved on a motion by Chairman Greer, seconded by Member Ranson.
- Minutes of the April 26, 2017 Bridgeport Utility Board meeting were unanimously approved on a motion by Chairman Greer, 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 May 2017. Director Musgrave reported the budgets are in good shape.
- The May 2017 Financial Report was unanimously approved on a motion by Member Curry, seconded by Member Ranson.

BUDGET REVISIONS AND/OR AUTHORIZATIONS:
- None.

NEW BUSINESS:
- Consider and act on the 2017-2018 Fiscal Year Water Fund Budget:
  - Director Musgrave reviewed the 2017-2018 Fiscal Year Water Fund Budget. Upon discussion, a motion to approve the 2017-2018 Fiscal Year Water Fund Budget was made by Vice-Chairman Timms, seconded by Member Ranson, and duly approved.

- Consider and act on the 2017-2018 Fiscal Year Sewer Fund Budget:
  - Director Musgrave reviewed the 2017-2018 Fiscal Year Sewer Fund Budget. Upon discussion, a motion to approve the 2017-2018 Fiscal Year Sewer Fund Budget was made by Vice-Chairman Timms, seconded by Member Curry, and duly approved.

REPORT BY CITY ENGINEER:
- Director Fox updated the board on the following topics:
  - Route 50/Main Street Water and Sewer Upgrade Project:
    The sewer upgrade is finishing up on Grand Avenue. There are 2 – 3 more homes located between Bartlett Avenue and Grand Avenue that ties into the city’s sewer lines that were not accounted for. The sewer line runs under the houses and need to be replaced. The project can be completed by the Public Works crew and will likely be scheduled early fall.

    The milling and asphalt paving of the work site will be advertised the week of June 13th.

    The estimated cost of project to date is $430,000.00.

  - Water Resilience/Well near Central Garage:
    Pumping water for sale is about complete. The control box is in and electricity needs to be connected to the pump. A card reader will be installed for tracking purposes and parts have been ordered.

    Once the pumping station is completed, we will choose one company to sell the water to. This will give the city time to monitor the process and correct any issues that may arise before operating at full potential.

  - Sewer Line Can
    Storm Water Update:
    An I & I Study was completed in the Worthington Drive, Circle Drive, Pearcy Street and Zappia Drive areas. Dry conditions reflected 4,789 gpd, while wet conditions reflected 83,667 gpd.
Sewer Line Update:
Ridgeway Drive: A section of orangeburg pipe is failing.
Arrowood Drive to Wakefield Drive and Rainbow Road: The lines need replaced as well. As a future project, these areas will be combined into one project and bid out.

Water Line Update:
Water line on I79 at the Route 50 overpass: The line has been located and it is an 8” transite line. This needs to be replaced and the plan is to bore a new casing beside the old casing.

Tablets for Bridgeport Utility Board:
The tablets will be given to the board members and staff members involved with BUB. The tablets will be convenient to use during the meetings and will reduce the cost of printing and preparing multiple packets for each meeting. In order to give everyone time to get familiar with the tablets, paper copies will also be printed the first couple months.
City Clerk Andrea Kerr demonstrated BoardDocs, a software program which allows board packets to be viewed on tablets, personal computers, or any internet accessible device.

REPORT BY SUPERINTENDENT OF PUBLIC UTILITIES:
- Superintendent Cummons updated the board on the following topics:
  - Clarifier at Waste Water Treatment Plant:
    The clarifier valve was broken shut and the gate valve malfunctioned, creating a spill. The clarifier was drained and is back in service and the gate valve will be replaced with two gate valves. The spill was reported to WV DEP as required.
  - Automated Meters:
    Automated meters are continuing to be installed and it is estimated to take two years to complete.
  - United Hospital Center Meter:
    An 8” meter was changed out at United Hospital Center. Project went smoothly and the hospital experienced no loss of pressure.
  - Fire Hydrant Flushing:
    The hydrant flushing program is continuing. A total of 101 hydrants have been tested. The hydrants are being painted soon after it is tested.

REPORT BY DIRECTOR OF PUBLIC WORKS:
- Fred T. Burton updated the board on the following topics:
  - Storm Water Update:
    Windsor Drive: 250’ of 24” culvert has been completed.
    Thompson Drive: 55’ trough drain project has been completed.
  - Sanitary Sewer Update:
    Overlook Drive: Orangeburg sewer line is failing; a utility right-of-way has been obtained and the project is on the schedule for the in-house crew to complete.
    Worthington Drive:
    6” main upgrade is starting; materials are in and are waiting for the hot tap. The storm drain will also be upgraded.
    Jefferson Street:
    300’ of line is loaded and waiting for testing; coordinating project with the blacktopping project.
OTHER:
  • Chairman Greer announced this would be his last board meeting as his term as mayor ends June 31, 2017.

EXECUTIVE SESSION:
  None.

THE NEXT BUB MEETING HAS BEEN SCHEDULED AS FOLLOWS:
  July 20, 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 Ranson, seconded by Member Curry, and unanimously approved.

Prepared by:

Connie Hamilton, Office Administrator

Approved by:

Chairman Robert Greer

7/24/17
Date