

August 10, 2017

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

REGULAR SESSION:

At 8:30 a.m., Thursday, August 10, 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:

Vice-Chairman Joe Timms, Members Barry Ranson, and Ken Curry.

BOARD MEMBERS ABSENT:

Chairman Andy Lang, Member Jack Merinar.

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:

Dan Ferrell and Steve Haynes, representatives of The Thrasher Group; the media.

APPROVAL OF MINUTES:

- Minutes of the July 20, 2017 Bridgeport Utility Board meeting were unanimously approved as presented 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 July 2017. Director Musgrave reported the budgets are in good shape.

The July 2017 Financial Report was unanimously approved on a motion by Member Curry, seconded by Member Ranson.

- Director Musgrave discussed a new system of mailing out utility bills to our customers. SmartBill, a company located in Ohio, would be capable of printing and mailing utility bills at

a cheaper rate than we can process them. A cost analysis has shown the city could save approximately 13 cents per bill, per month. The city sends approximately 5,200 bills out on a monthly basis.

BUDGET REVISIONS AND/OR AUTHORIZATIONS:

- Consider and act on Approval of Water Fund FY 17-18 Budget Revision #1:
After a brief discussion, a motion was made by Member Ranson to approve Water Fund FY 17-18 Budget Revision #1; motion was seconded by Member Curry and unanimously approved.
- Consider and act on Approval of Sewer Fund FY 17-18 Budget Revision #1:
After a brief discussion, a motion was made by Member Curry to approve Sewer Fund FY 17-18 Budget Revision #1; motion was seconded by Member Ranson and unanimously approved.

NEW BUSINESS:

- Consider and act upon approval to proceed with the advertisement of bids for a sewer line upgrade in the following areas: Ridgeway Drive, Arrowood Drive to Wakefield Street, and Rainbow Road:

EXECUTIVE SESSION: At 8:50 a.m. Member Ranson made a motion that the board enter into executive session for the purpose of discussing matters involving advance construction planning which, if made public, might adversely affect the interests of the City; motion was seconded by Member Curry and unanimously approved.

Member Curry made a motion to reconvene into regular session at 9:02 a.m.; motion was seconded by Member Ranson and unanimously approved. No action was taken in executive session.

After a brief discussion, a motion was made by Member Curry to proceed with advertising for bids for a sewer line upgrade in the following areas: Ridgeway Drive, Arrowood Drive to Wakefield Street, and Rainbow Road; motion was seconded by Member Ranson and unanimously approved.

REPORT BY CITY ENGINEER:

- Director Fox updated the board on the following topics:
Route 50/Main Street Water and Sewer Upgrade Project:
The project is completed and testing has been performed. The Department of Highways will be overlaying the pavement in Spring 2018.

Circle Drive, Worthington Drive, Zappia Drive and Percy Street:

The smoke testing has been completed and residents have been notified of any storm water drainage violations revealed by the smoke testing.

Possible future projects:

A retention pond is needed in the area of Sherwood Road and Crestview Drive to alleviate water runoff on Archwood Drive, Westwood Drive, Driftwood Drive, etc. Plans will be made once the city receives a drainage analysis.

There is a problem with storm water standing at First Street, near Bartlett Avenue. The city plans to install a DI to help with this issue.

REPORT BY SUPERINTENDENT OF PUBLIC UTILITIES:

- Superintendent Cummons updated the board on the following topics:

Water Resilience/Well near Central Garage:

KLX has purchased approximately twenty loads of water from the well. The water is scheduled to be tested for quality today.

Hydrant Flushing Project:

The project is nearing completion, with only 120 hydrants left to flush. The majority of the remaining hydrants are located on Emily Drive and Platinum Drive.

Flexnet Boxes:

The flexnet boxes are to enable the staff to read the meters as they drive by. It is estimated the city will have all meters equipped with flexnet boxes within two years.

REPORT BY DIRECTOR OF PUBLIC WORKS:

- Director Fred T. Burton updated the board on the following topics:

Lower Worthington Drive: The water line upgrade and paving project is complete. The city installed 1600 feet of 6” C900, along with four fire hydrants and four control valves.

Briercliff Road: There have been issues with storm water drainage; a storm drain upgrade is planned.

Williamsburg Apartments: This area is in need of a water line upgrade. Director Burton reported there have been four leaks in four years and plans to upgrade the line in the near future.

THE NEXT BUB MEETING HAS BEEN SCHEDULED AS FOLLOWS:

Thursday, September 21, 2017 @ 8:30 a.m.

ADJOURNMENT:

With no further items for discussion, the meeting was adjourned at 9:05 a.m. on a motion by Member Curry, seconded by Member Ranson, and unanimously approved.

Prepared by:

Connie Hamilton, Office Administrator

Approved by:

Chairman Andy Lang

Date