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

REGULAR SESSION:  
At 8:33 a.m., Thursday, November 9, 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 Andy Lang, Vice-Chairman Joe Timms, Members Ken Curry, Barry Ranson, 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, City Manager Kim Haws, Assistant City Manager Jim Smith, Finance Director Monica Musgrave, City Attorney Norm Farley, and Administrative Assistant Sara Carder.

CITY STAFF ABSENT:  
None.

OTHERS IN ATTENDANCE:  
Steve Haynes, The Thrasher Group representative and Jim Christie, Civil & Environmental Consultants, Inc. (CEC) representative, and the media.

APPROVAL OF MINUTES:  
- Minutes of the October 5, 2017 Bridgeport Utility Board meeting were unanimously approved as presented on a motion by Member Curry, seconded by Vice Chairman Timms.

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 October, 2017. Director Musgrave reported the budgets are in good shape at this time.
- Director Musgrave presented to the Board the Production Agreement with SmartBill, which referred to a new mailing system for the city’s water bills. The SmartBill System was introduced and discussed in detail with the Board at the August 10, 2017 BUB Meeting. After a brief discussion, a motion was made by Member Curry to recommend approval of the Production Agreement with SmartBill, pending legal review; seconded by Member Ranson and unanimously approved.

BUDGET REVISIONS AND/OR AUTHORIZATIONS:
- None.

NEW BUSINESS:
- None.

REPORT BY CITY ENGINEER:
- Director Fox updated the board for the Engineering, Public Utilities, and Public Works Departments:
  After listing numerous water, sewer and storm water projects that have been completed and/or in progress under the 2016/17 and 2017/18 budgets, Director Fox stated she would have a detailed summary of all projects completed, including start up times, contracted out or performed in house, and budgetary information at the next meeting.

REPORT BY JIM CHRISTIE, CEC REPRESENTATIVE:
- Project Manager Jim Christie with CEC gave an update on the $14 million dollar Charles Pointe Wetland Trail Project that is being funded by the Charles Pointe Development. Manager Christie presented slides that showed how the trails would eventually connect throughout the city, and the great amount of work that has already been completed. Charles Pointe Development will be responsible for the vegetation for ten years.
- Mr. Christie also updated the Board on the latest development at Charles Pointe Crossing, which is located on Route 279, across from the Charles Pointe Exxon. Several businesses have expressed serious interest in coming to this new development.

REPORT BY GIS TECH/FLOODPLAIN MANAGER:
- GIS Tech/Floodplain Manager Tim Bumgardner created a presentation that demonstrated how implementing ArcGIS Online could broaden the city’s GIS capabilities throughout our workforce. The use of ArcGIS Online makes use of utilizing mobile devices out in the field as well as making mapping available to employees, field staff and the general public. The city’s information would be secure under Esri’s secure cloud.

  With no pressing matters pending, and with the approval of Chairman Lang, the Bridgeport Utility Board will not meet in December.

THE NEXT BUB MEETING HAS BEEN SCHEDULED AS Follows:
Thursday, January 18, 2018 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:
Sara R. Carder, Administrative Assistant

Approved by:
Chairman Andy Lang

Date
Jan 18, 2018