



BRIDGEPORT UTILITY BOARD

February 22, 2018

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

REGULAR SESSION:

At 8:32 a.m., Thursday, February 22, 2018, 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 Barry Ranson and Jack Merinar. Member Ken Curry 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, City Manager Kim Haws, Finance Director Monica Musgrave, Assistant Director of Finance Kathy Yost, City Attorney Norm Farley, and Office Administrator Connie Hamilton.

CITY STAFF ABSENT:

Assistant City Manager Jim Smith.

OTHERS IN ATTENDANCE:

None.

APPROVAL OF MINUTES:

- Minutes of the January 18, 2018 Bridgeport Utility Board meeting were unanimously approved as presented on a motion by Vice Chairman Timms, seconded by Member Merinar.

PUBLIC COMMENTS:

- None.

REVIEW OF FINANCIAL REPORT:

- Finance Director Monica Musgrave reviewed the Water Renewal and Replacement Report, the Water Fund Report, the Sewer Renewal and Replacement Report, and the Sewer Fund Report for January 2018. Director Musgrave reported the budgets are in good shape at this time.

BUDGET REVISIONS AND/OR AUTHORIZATIONS:

- None.

NEW BUSINESS:

- Consider and act on entering into a contract with The Thrasher Group to update City of Bridgeport's Long Term Control Plan for combined sewer overflows.
 - The Thrasher Group (TTG) submitted a proposal for amending the Long Term Control Plan (LTCP) for the City's Combined Sewer Overflow (CSO) program. The proposal was in the amount of an estimated \$43,500.00.
 - The LTCP amendment is necessary due to new regulations by the WV DEP.
 - TTG worked on previous LTCP updates, thus having the history and documentation to quickly move forward. Director Fox advised it would be the most economical plan to award the project to TTG.
 - After discussion, a motion was made by Vice Chairman Timms, seconded by Member Ranson, and unanimously approved to enter into a contract with The Thrasher Group in the amount of an estimated \$43,500.00 to update the City of Bridgeport's Long Term Control Plan for Combined Sewer Overflows. Chairman Lang signed the agreement.

REPORT BY CITY ENGINEER:

- Director Beth Fox updated the Board on the following projects:

Purchasing procedure

- Proposals, if bid out (RFP), are addressed to the Mayor; other proposals are addressed to the City Engineer; however, all proposals for water and sewer projects that are over \$25,000.00 are presented to the board for approval. The Engineer has the authority to authorize purchases up to \$25,000.00.
- The Finance Department has strict guidelines in place, which includes getting two quotes if the Purchase Order is over \$1,000.00, as well as getting approval from BUB when necessary.

Sanitary Sewer Line Upgrades on Ridgeway Drive, Rainbow Road & Arrowood Drive

- Project is complete, and no Change Orders were issued.
- Landscaping will be completed when the weather permits.

Miscellaneous Topics:

- Sherwood Avenue: We are looking at upgrading the storm water system. Mike Nestor, Ascent Engineering has submitted a quote to complete a storm water study.
- Twin Oaks area, including Poplar and Birch: 700 linear feet of water line needs to be upgraded. This water line is on a loop system and the residents will experience minimum water shutoffs.

REPORT BY SUPERINTENDENT OF PUBLIC UTILITIES:

- Superintendent Jared Cummons reported on the following topics:
 - FBI Flowmeter Project: The flow chart and totalizer have been received. We are waiting on two more pieces and the flowmeter will be assembled and CITCO will be contacted to calibrate it.
 - Emergency Generator at WWTP: The emergency generator is down for repair and a rental generator is currently in place. The unit is 22 years old and needs to be replaced.

- Trash Pump: We are looking to purchase a trailer mounted trash pump. It is in the current budget, and it would be used at the Lift Stations.
- SCADA Data Radios: The current SCADA data radios are obsolete. We currently purchased 20 radios, which will be placed in the smart stations. The radios taken from the smart stations will be reused in the other stations and will be replaced with new units as needed.

REPORT BY DIRECTOR OF PUBLIC WORKS:

- Director Fred Burton reported on the following topics:
 - There were five reported water leaks last month.
 - After two weeks of rain, and with more rain in the forecast, Public Works has been busy keeping the DI's, culverts and trenches clean.
 - Public Works assisted DOH with a slip which occurred on Route 50, near Speedway.

EXECUTIVE SESSION:

- None.

THE NEXT BUB MEETING HAS BEEN SCHEDULED AS FOLLOWS:

Tuesday, March 20, 2018 at 8:30 a.m.

ADJOURNMENT:

With no further items for discussion, the meeting was adjourned at 9:02 a.m. on a motion by Member Ranson, seconded by Member Merinar, and unanimously approved.

Prepared by:

Connie Hamilton

Connie Hamilton, Office Administrator

Approved by:

Andy Lang

Chairman Andy Lang

3/20/2018

Date