

August 29, 2019

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

**REGULAR SESSION:**

At 8:30 a.m., Thursday, August 29, 2019, Bridgeport Utility Board met in regular session in the conference room of the Bridgeport Municipal Complex at 515 West Main Street. Chairman Lang introduced City Manager Randy Wetmore to the board.

**BOARD MEMBERS PRESENT:**

Chairman Andy Lang, Vice Chairman Joe Timms, Members Barry Ranson, Jack Merinar, and Ken Curry.

**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 Randy Wetmore, Finance Director Monica Musgrave, City Attorney Norm Farley, and Office Administrator Connie Hamilton.

**CITY STAFF ABSENT:**

Assistant City Manager Jimmy Smith.

**OTHERS IN ATTENDANCE:**

Erasmio Rizo, Civil and Environmental Consultants, Inc. representative.

**APPROVAL OF MINUTES:**

- Minutes of the June 6, 2019 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 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 July 2019. Director Musgrave reported the budgets are in good shape at this time.

**BUDGET REVISIONS AND/OR AUTHORIZATIONS:**

- FY1920 Water Fund Budget Revision #1
- FY1920 Sewer Fund Budget Revision #1
  - Director Musgrave reviewed the budget revisions which would fund the following items from both the water and sewer funds:
    - F550 Dump Truck (1<sup>st</sup> year of a 2-year escrow)

- Backhoe (1<sup>st</sup> year of a 2-year escrow)
- Excavator/Hammer (1<sup>st</sup> year of a 2-year escrow)
- Card system/security for the garage

Director Musgrave stated the dump truck, backhoe and excavator/hammer would be used mainly for water and sewer projects. The items are also funded from the General Fund and the money will be coming from the fund balance. The card system/security item is for the garage area of Public Works.

After a general discussion, a motion was made by Member Curry to approve FY1920 Water Fund Budget Revision #1 and FY1920 Sewer Fund Budget Revision #1. Motion was seconded by Vice Chairman Timms and was unanimously approved.

**NEW BUSINESS:**

- None

**REPORT BY CITY ENGINEER:**

- NAPA Sanitary Sewer Installation: Bear Contracting was awarded the contract and the project has started. The project was bid at approximately \$250,000.00.
- Route 131 Site Development: BUB is funding a portion of this project. Bear Contracting is to begin the site work this week. All the permits have been obtained and the project will start after the bid opening of the Route 131 Structures – Phase 1 project on September 4, 2019.
- Belasco Mobile Home Park Water Line Upgrade: CEC, Inc. is the engineering firm for this project. Preliminary plans are due in three weeks, and the estimated cost of the project is approximately \$250,000 to \$300,000 dollars.
- Kovach Tank Upgrade and Compton Booster Station Upgrade: The mandatory pre-bid meeting for the Kovach Tank Upgrade Project was unsuccessful as no contractors attended. We have combined the Kovach Tank upgrade and the Compton Booster Station upgrade into one project, and The Thrasher Group will be the engineering firm overseeing the project. The estimated cost of the project is \$150,000.00 to \$200,000.00.
- LS 9 Upgrade: This upgrade is Phase 10 on our LTCP. The Thrasher Group will be the engineering firm and it is estimated to be a \$700,000.00 sewer project. The plan is for LS 10 to be eliminated.
- Worthington Drive: Flow tests were conducted on Worthington Drive, feeding from Pearcy Street and Zappia Drive. The flow tests showed the I&I was bad and we will be upgrading this area in the future.

**REPORT BY SUPERINTENDENT OF PUBLIC UTILITIES:**

- Chlorine issues at White Oaks and UHC update: We were injecting chlorine, and within the past three weeks Clarksburg has begun adding chlorine to the FBI tank, cutting the amount of chlorine we need to add in half. We have the funds available to purchase mixers and we will be looking at ordering them in the future.
- Lift Station 3: The problems have been corrected. A bypass pump was installed and both bases were found to be broken. The bases were replaced, and we are now getting 1,400 gallon per minute discharged from the Lift Station. An upgrade to this Lift Station is in the LTCP.
- Clarifiers: Clarifier #2 has a problem with the drain line. To find the problem, we plan to use our 6" trash pump to pump it down and it will be cleaned it in a few weeks.

**REPORT BY DIRECTOR OF PUBLIC WORKS:**

- Olive Street: An 8" sanitary sewer upgrade has been completed and a 12" storm drain is being upgraded now.
- Ventura Drive: A 6" drain line is being installed.

- Ridgeway Drive/Wayside Lane/Ashford Drive: A 12" storm drain upgrade is in process.
- Lower Dunkin: A 12" storm upgrade is being completed. The sidewalk will be replaced once the project is completed.

**EXECUTIVE SESSION:**

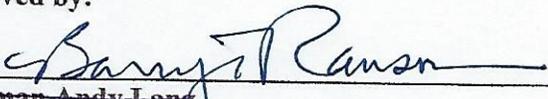
- None.

**THE NEXT BUB MEETING HAS BEEN SCHEDULED AS FOLLOWS:  
Thursday, October 10, 2019 at 8:30 a.m.**

**ADJOURNMENT:**

With no further items for discussion, the meeting was adjourned at 9:15 a.m. on a motion by Member Curry, seconded by Member Ranson, and unanimously approved.

Approved by:

  
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Chairman Andy Lang

Date: 11/7/19

Prepared by:

  
\_\_\_\_\_  
Connie Hamilton, Office Administrator