

September 24, 2020

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

REGULAR SESSION:

At 8:30 a.m., Thursday, September 24, 2020, Bridgeport Utility Board met in regular session in the conference room of the Benedum Civic Center, 164 W. Main Street, Bridgeport, West Virginia.

BOARD MEMBERS PRESENT:

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

BOARD MEMBERS ABSENT:

Member Jack Merinar.

CITY STAFF PRESENT:

Director of Engineering and Public Utilities Beth A. Fox, Superintendent of Public Utilities/Interim Director of Public Works Jared Cummons, City Manager Randy Wetmore, Finance Director Monica Musgrave, Associate Engineer Jacob Griffith, and City Attorney Norm Farley.

CITY STAFF ABSENT:

Office Administrator Connie Hamilton (meeting reviewed from recording to prepare minutes).

OTHERS IN ATTENDANCE:

The Thrasher Group representatives: Dan Ferrell and Kalee Murphey.
Civil & Environmental Consultants: David Watson and Matt Fluharty.

APPROVAL OF MINUTES:

- Minutes of the September 17, 2020 Bridgeport Utility Board meeting were unanimously approved as presented on a motion by Member Curry, seconded by Member Ranson.

PUBLIC COMMENTS:

- None.

REVIEW OF FINANCIAL REPORT:

Director of Finance Monica Musgrave reported:

- Following the PSC guidelines put into place during the COVID-19 pandemic, no penalties were assessed to customers who were late with their utility bills from March through June 2020. The delinquency rate is currently .0009% which is outstanding.
- The budget is in good shape. The freeze on capital purchases and new hires put in place by City Manager Wetmore helped greatly.

The Financial Report was unanimously approved as presented on a motion by Member Curry, seconded by Vice Chairman Timms.

BUDGET REVISIONS AND/OR AUTHORIZATIONS:

- Budget revision from Fund Balance to Maintenance of Distribution Reservoirs for mowing services.
 - Director Musgrave reported a total of \$7,000.00 was needed to cut grass at the water tanks.
 - A beautification crew of two people were budgeted this year from the general fund. The crew would mow areas of Bridgeport, including the water tanks; however, the hiring freeze during COVID-19 required the city to contract the work out. The additional funds will cover the rest of this year.

The budget revision from Fund Balance to Maintenance of Distribution Reservoirs for mowing services was unanimously approved on a motion by Vice Chairman Timms, seconded by Member Ranson.

NEW BUSINESS:

- None.

REPORTS:

Director of Engineering Beth Fox:

- The City Engineer's authority to approve a change order of \$12,000.00 without prior approval from the Bridgeport Utility Board was discussed. Mr. Wetmore stated department heads are required to discuss any purchase over \$2,500.00 with him and/or Director Musgrave. While Director Fox has the authority to approve up to \$25,000.00 before presenting the purchase to the Bridgeport Utility Board, she is required to discuss the matter with Mr. Wetmore and/or Director Musgrave. The change orders are being discussed at that level.
- The Kovach tank improvement project had a change in scope which has generated a Change Order of \$12,596.68. The new scope included additional main line extensions, lengthening of pipe, and a full replacement of a driveway that was not expected. The city crew did complete the hot tap, which reduced the amount of the contract. The total cost of the project came to \$97,860.00.
- Lift Station 9 Forcemain Extension project has begun. Glenn Johnston is working on the project and most bores have been completed. The State did require 50' on each side of the trench to be repaired, which increased our cost approximately \$1,000.00.
- Lift Station 9 Upgrade project is scheduled to begin September 28th. Michel Inc. is the contractor, and we are currently working with a property owner to get a Right of Entry so we can expand further.
- Associate Engineer Jake Griffith is currently helping Summit Park with leak detection.
- The fire hydrant flushing program is going smoothly. There are less than twelve hydrants left to flush.
- Oscar Mills, a utility operator, retired from the Wastewater Treatment Plant. Stephen Jaumot, a meter reader, transferred to the open position. There were approximately 130 applications for the meter reader position, and Levi Kelley was hired. Levi had worked for the plant in the past as summer help.
- Tours are being taken at the new Indoor Sports and Recreation Complex and the board was invited to attend.
- The Lift Station upgrade was designed with the airport growth in mind. There should not be any additional costs to our project; however, should something come up an EDA grant would be pursued.

Superintendent of Public Utilities:

- The Belasco mobile home waterline upgrade is going as planned. There are only four taps to make at the top section. The project cost is currently at \$376,000.00, considerably less than the low bid of \$464,000.00.

Dan Ferrell, The Thrasher Group

- Mr. Ferrell updated the board via a PowerPoint presentation on the alternate water source.
 - The City would need a 765,000 gallon tank to provide 2.5 to 3 days of water storage.
 - The following are possible tank sites and the Engineer's opinion of probable cost:
 - Airport tank site \$1,038,000.00
 - Sports complex site \$1,404,000.00

- Corbin Branch site \$2,184,000.00
 - Shearwood Forest site \$1,532,000.00
 - In-city upgrades include:
 - 320 gpm pump station at Eastpointe \$159,000.00 (Engineer's estimate)
 - 340 gpm pump station at Charles Pointe \$622,000.00 (Engineer's estimate)
 - It was The Thrasher Group's recommendation that the city pursue designing an additional water tank at the Airport tank site. It was also recommended to pursue designing the additional Eastpointe and Charles Pointe pump stations.
- After reviewing the data presented, it was the consensus of the board for Director Fox to proceed with advertising the project as per the recommendations shown above by following the 5G procedure.

EXECUTIVE SESSION:

- None.

**THE NEXT BUB MEETING HAS BEEN SCHEDULED AS FOLLOWS:
Thursday, November 12, 2020 at 8:30 a.m.**

ADJOURNMENT:

With no further items for discussion, the meeting was adjourned at 9:20 a.m. on a motion by Member Curry, seconded by Member Ranson, and unanimously approved.

Approved by:

_____ **Chairman Andy Lang**

Date: _____

Prepared by:

_____ **Connie Hamilton, Office Administrator**