

March 20, 2018

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

**REGULAR SESSION:**

At 8:31 a.m., Tuesday, March 20, 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, Assistant City Manager Jim Smith, Finance Director Monica Musgrave, City Attorney Norm Farley, and Office Administrator Connie Hamilton.

**CITY STAFF ABSENT:**

None.

**OTHERS IN ATTENDANCE:**

Ryan Haws and Jason Pauley.

**APPROVAL OF MINUTES:**

- Minutes of the February 22, 2018 Bridgeport Utility Board meeting were unanimously approved as presented on a motion by Member Ranson, 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 February 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 renewing the agreement between City of Bridgeport and Southwestern Water District which allows the City to purchase water meter readings for .25 cents per reading.
  - Superintendent Cummons reviewed the agreement, which is a continuation of an agreement we currently have with Southwestern Water District. The City supplies sanitary sewer service to certain areas which use Southwestern Water District's water. Purchasing the water meter readings eliminates the need of meter readers manually reading each meter, thus making this a cost-effective agreement.
  - After discussion, a motion was made by Vice Chairman Timms, seconded by Member Merinar, and unanimously approved to renew the agreement between City of Bridgeport and Southwestern Water District allowing the City to purchase water meter readings for .25 cents per reading.

## **REPORT BY CITY ENGINEER:**

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

### **Drilling new well site**

- The City has purchased land on Route 131, near the airport. Jason Hyre, owner of Hyre's Well and Pump Service, will check the property for a suitable drilling site. Mobilization may take place within three weeks.

### **Long Term Control Plan**

- Marc Bryson, lawyer from Steptoe and Johnson, is working with us on updating the LTCP.

### **Miscellaneous Topics**

- Sherwood Avenue: Mike Nestor with Ascent Consultants will be performing a watershed study. The study should be submitted within 3 – 4 weeks.
- Citywide Slips: There have been a few bank slips that have required the Public Works Department to address. Oakwood Circle and an area along Simpson Creek had slips which separated the sanitary sewer line. The slip along Simpson Creek also resulted in trees falling into the creek.

## **REPORT BY SUPERINTENDENT OF PUBLIC UTILITIES:**

- Superintendent Jared Cummons reported on the following topics:
  - Generator at WWTP: The City's generator has been repaired and the rental has been returned. However, during the repair process by Cummins Sales and Service, a problem with the auto transfer occurred and damage was done to our generator. Safety Director Matt Looker is working with the company regarding liability issues.
  - CSO monitors: Public Works has installed the conduit and the CSO monitors have been installed.
  - NAPA: We were asked to check on check the NAPA waste water treatment plant and found it is in bad shape. Samples will be collected, and an update will be provided at a future meeting.

**REPORT BY DIRECTOR OF PUBLIC WORKS:**

- Director Fred Burton reported on the following topics:
  - There was only one reported water leak last month.
  - Public Works crews have addressed storm drainage issues on Jefferson Street, Willis Avenue, Pennsylvania Avenue, and West North Street
  - Public Works crews reinforced a sanitary sewer line on Virginia Avenue.

**EXECUTIVE SESSION:**

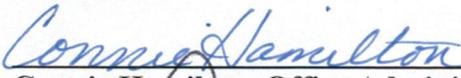
- None.

**THE NEXT BUB MEETING HAS BEEN SCHEDULED AS FOLLOWS:  
Thursday, April 19, 2018 at 8:30 a.m.**

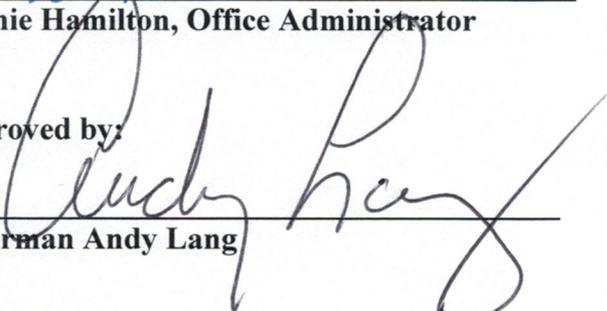
**ADJOURNMENT:**

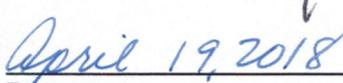
With no further items for discussion, the meeting was adjourned at 9:00 a.m. on a motion by Member Ranson, seconded by Member Merinar, and unanimously approved.

**Prepared by:**

  
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**Connie Hamilton, Office Administrator**

**Approved by:**

  
\_\_\_\_\_  
**Chairman Andy Lang**

  
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**Date**