

June 12, 2018

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

**REGULAR SESSION:**

At 8:31 a.m., Tuesday, June 12, 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.

**BOARD MEMBERS ABSENT:**

Member Ken Curry.

**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, City Attorney Norm Farley, Office Administrator Connie Hamilton.

**CITY STAFF ABSENT:**

None.

**OTHERS IN ATTENDANCE:**

Dan Ferrell, The Thrasher Group.

**APPROVAL OF MINUTES:**

- Minutes of the April 19, 2018 Bridgeport Utility Board meeting were unanimously approved as presented on a motion by Vice-Chairman Timms, seconded by Member Ranson.

**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 May 2018. Director Musgrave reported the budgets are in good shape at this time.
- The proposed FY 2018-2019 water and sewer budgets were discussed. Director Musgrave answered questions from the Board and addressed questions submitted in writing by Member Curry. The final FY 2018-2019 water and sewer budgets will be presented to the Board for approval at the June 21, 2018 meeting.
- Mr. Haws reviewed new software that the City is researching. The software would enhance customer service, as well as give up-to-date data to all departments within the City. It would integrate with our current software, Incode, our GIS data, and update our work order system. A software demonstration will be scheduled, and the Board will be invited to attend.

**BUDGET REVISIONS AND/OR AUTHORIZATIONS:**

- None.

**NEW BUSINESS:**

- Consider and act on the proposed financing of water meters and related equipment purchased from the C.I. Thornburg Co., Inc.
  - The City has been working on replacing <sup>REMAINING</sup> all the water meters in the city. *cash*
  - C.I. Thornburg submitted a quote of \$377,309.24 for the meters and related equipment needed to replace the meters. The City has three options of payment:
    1. One lump sum of \$377,309.24
    2. Seven annual payments of \$65,441.85 @ 4.89% interest
    3. Ten annual payments of \$49,233.95 @ 4.98% interest
  - After discussion, the board gave a consensus to add \$377,309.24 to the FY 2018-2019 budget to purchase meters and related equipment from C.I. Thornburg for the purpose of replacing <sup>the remaining</sup> all water meters within the City of Bridgeport. *cash*

**REPORT BY CITY ENGINEER:**

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

**Water, Sewer, and Storm Water Update:**

  - A list of completed, active, and planned projects was submitted to the Board. Please see the attached list for details.

**REPORT BY SUPERINTENDENT OF PUBLIC UTILITIES:**

- Superintendent Cummons reported on the following topics:
  - Lift Station rehab is ongoing.
  - Fire hydrant flushing program has begun and all hydrants should be flushed by the end of the year.

**REPORT BY DIRECTOR OF PUBLIC WORKS:**

- Director Burton reported on the following topics:
  - Storm water projects have begun on Garden Circle and Carriage Lane.
  - The Elm Drive/Locust Drive project in the Twin Oaks area involves replacing all necessary water and sewer upgrades.

**EXECUTIVE SESSION:**

- None.

**THE NEXT BUB MEETING HAS BEEN SCHEDULED AS FOLLOWS:**  
**Thursday, June 21, 2018 @ 1:30 p.m.**

**ADJOURNMENT:**

With no further items for discussion, the meeting was adjourned at 9:40 a.m. on a motion by Member Ranson, seconded by Member Merinar, and unanimously approved.

Prepared by:

*Connie Hamilton*  
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 Connie Hamilton, Office Administrator

Approved by:

*Andy Lang*  
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 Chairman Andy Lang

Date: *June 21, 2018*  
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