



BRIDGEPORT UTILITY BOARD

August 29, 2018

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

REGULAR SESSION:

At 8:30 a.m., Wednesday, August 29, 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, Ken Curry, and Jack Merinar.

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

CITY STAFF ABSENT:

None.

OTHERS IN ATTENDANCE:

Ryan Haws, CEC representative and Dan Ferrell, The Thrasher Group representative.

APPROVAL OF MINUTES:

- Minutes of the June 21, 2018 Bridgeport Utility Board meeting were unanimously approved as presented on a motion by Vice Chairman Timms, 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 2018. Director Musgrave reported the budgets are in good shape at this time.
- Director Musgrave reported she is checking into options of investing the funds held. We are currently receiving 1.9% interest at WesBanco, and she is currently researching other options, including investing with the State Board.

BUDGET REVISIONS AND/OR AUTHORIZATIONS:

- Director Musgrave presented the board with two budget revisions:
 - Water Fund FY 18-19 Budget Revision #1
 - Sewer Fund FY 18-19 Budget Revision #1

The budget revisions are necessary to cover expenses incurred to hire a temporary part-time heavy equipment mechanic, a Human Resources Manager, and additional equipment for the Public Works Department.

After a general discussion, Water Fund FY 18-19 Budget Revision #1 and Sewer Fund FY 18-19 Budget Revision #1 were unanimously approved on a motion by Member Curry, seconded by Member Ranson.

NEW BUSINESS:

- None.

REPORT BY CITY ENGINEER:

- Director Beth Fox updated the Board on the following projects/topics:
 - The Long-Term Control Plan (LTCP) is nearing completion and should be ready to be submitted to WVDEP in September. The draft copy of the LTCP will be delivered to the board once a few corrections are made by The Thrasher Group.
 - Report is to be submitted and approved by WVDEP.

A report was distributed to the board depicting water, sewer, and storm water projects which were either completed in 2017, are currently in process, or are planned for the near future.

- **Kovach water storage tank:** A map was distributed to the board depicting the tank, located in the East Pointe area, and the following information was given:
 - The water retention time in the tanks should be two to three days, as per the West Virginia Department of Public Health. Currently, the retention time is not being met.
 - The water tests show a chlorine deficiency.
 - The underground booster pump station (BPS) needs to be removed or replaced with a more efficient above ground pump station. The following alternatives are being considered:
 - a. Replace existing BPS, located underground, with a new above ground BPS.
 - b. Replace existing Kovach tank with a larger, taller tank and install a control valve at the new tank, allowing for gravity filling the East Pointe tank. This would put more work on the Compton BPS.
 - c. Install an altitude valve at the existing Kovach tank, and decommissioning the existing East Pointe BPS. This would allow the Compton BPS to fill the East Pointe tank when the altitude valve is closed, and the Kovach tank is full.
This is the more cost-effective method.
 - We have ordered backup pumps for Compton BPS.
 - The Preliminary Engineering Report for the Eastpointe Booster Pump Station and Kovach Water Storage Tank booklet will be finalized and given to the board to review prior to the next board meeting.
- **Lift Station #9 (LS 9) upgrade:** LS 9 is located on Airport Road and the lines need to be relocated. Currently, LS 9 processes an average of 105,000 gallon of sewer per day. With the proposed expansion of the airport, this upgrade should begin soon. A map depicting the location of LS 9 and the proposed relocation of the lines was distributed to the board and the following information was given:
 - This should be our first LCTP project.
 - Plans are to upgrade the gravity feed from the airport to Main Street and on to the Wastewater Treatment Plant where it connects at Airport Road, start a force main up to the airport, put in a manhole, and gravity feed to Rt. 131. The areas benefiting from this upgrade will be Crystal Ridge, Heritage Farms area, and the LS #31 behind Stonebridge Apartments.

- The benefits of this project are:
 - CSO reduction; on a normal day 105,000 gallons of sewage is handled by LS 9.
 - It will take the flow from downtown. Seven percent of what currently feeds into WWTP from the downtown Main Street lines can be taken outside of town.
 - LS #10 will be eliminated. It is a vacuum pump station this is in bad shape. It can be used as a wet well.
 - It will eliminate the small on the Airport Road, as the line stays stagnant until 9:00 a.m., at which time LS #10 starts.
 - The airport terminal is being expanded and will create more flow, which the new lines will easily handle.
 - Any future developments, such as Crystal Ridge Phase 2 and possible development along Route 50 next to Reep Graphics, will feed into it.
 - There is a possibility of getting an EDA grant. We will look into it further.
 - Estimated cost: The contract estimate is \$590,000, but Public Works may be able to complete some of the work, which will bring the cost down considerably.
 - Construction timeline: LTCP must be completed and submitted to WVDEP for approval and we must obtain local permits; project may start this fall.
- Drilling at the Route 131 property update: The first well that was drilled had too much methane. Another well was drilled 70 feet from the first hole and water was located at 120'. This well produced water at 120 gpm and it looks good.

REPORT BY SUPERINTENDENT OF PUBLIC UTILITIES:

- Superintendent Jared Cummons discussed the following topics:

Clarifier #1 was drained, cleaned and repaired. The valve was replaced; Lobec, Inc. completed the excavation and City workers replaced the valve. Clarifier #2 was completed last year. The City saved \$6,000 - \$7,000 by working together with Lobec, Inc.

REPORT BY DIRECTOR OF PUBLIC WORKS:

- Director Fred Burton discussed the following topics:

Water leaks: Public Works has been called out on water leaks throughout the city, including ones on Parkview Drive, Genesis Boulevard, West Main Street, Driftwood Avenue, Diamond Cove, Westwood Street, and the Worthington Drive/Olive Street intersection.

Stormwater projects: Upgrades have been completed at 12 Garden Circle and 206 Dunkin Avenue.

The two sewer and sanitary storm water cameras are in working condition, and preventive maintenance is being performed on water valves located citywide.

EXECUTIVE SESSION:

- None.

**THE NEXT BUB MEETING HAS BEEN SCHEDULED AS FOLLOWS:
Monday, September 24, 2018 at 9:00 a.m.**

ADJOURNMENT:

With no further items for discussion, the meeting was adjourned at 9:16 a.m. on a motion by Member Curry, seconded by Member Ranson, and unanimously approved.

Prepared by:

Connie Hamilton
Connie Hamilton, Office Administrator

Approved by:

Andy Lang
Chairman Andy Lang

Date: October 25, 2018