

January 29, 2015

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

REGULAR SESSION:

At 9:00 a.m., Thursday, January 29, 2015, 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 Robert L. Greer, Vice-Chairman Joe Timms, Barry Ranson and Ken Curry (per teleconference).

BOARD MEMBERS ABSENT:

Jack Merinar

CITY STAFF PRESENT:

Assistant City Manager James Smith, Director of Engineering & Public Utilities Tom Brown, Finance Director Monica Musgrave, Superintendent of Utilities Jared Cummons, City Attorney Norm Farley and Office Administrator Sara Carder.

CITY STAFF ABSENT:

City Manager A. Kim Haws

OTHERS IN ATTENDANCE:

The media

APPROVAL OF MINUTES:

Minutes of the December 15, 2014 Bridgeport Utility Board Meeting were approved as amended on a motion by Vice Chairman Timms, seconded by Member Ranson and unanimously approved.

Member Ranson had one correction. On page 5, under "Executive Session"; second line, which read personnel. The word should have been property.

FINANCIAL REPORT:

- Both the Water and Sewer Funds are in good shape and operating as expected as of December, 2014.

The Board again discussed the criteria for the High Water Pressure Regulator Grant Program. After discussing each criteria, a motion was made by Member Ranson, seconded by Member Curry, and duly approved to amend criteria #1 and criteria #7 (approved copy of Criteria for Participation in Grant Program for High Water Pressure attached).

The Board next discussed Water Fund Budget Revision #2, which will fund the newly created High Water Pressure Regulator Grant Program. Finance Director Musgrave explained Budget Revision #2 would pay for (2) pressure loggers and reimbursement for 25 pressure regulators costing \$150.00 each, totaling \$3,750.00. Total expenditures for the revision came to \$4,550.00. A motion was made Vice-Chairman Timms to approve Budget Revision #2 in the amount of \$4,550.00, seconded by Member Ranson, and duly approved.

PUBLIC COMMENTS:

None

The Board heard from City Engineer Brown regarding an analysis update on the construction of a fiberglass housed booster pump, which would most likely be located on Sherwood Road to help residents in that area with low water pressure and concerns of not enough water pressure for adequate fire protection. After further investigation, Mr. Brown stated the only changes to his first preliminary plan for such a pump station was to increase the number of check valves needed to four (4) versus three (3), and increase the number of pressure reducers from four (4) homes to five (5) homes. The approximate cost to install a fiberglass housed booster pump, at this time, would cost \$138,000.00 (approved copy of Fiberglass Housed Booster Pump Cost attached). After discussing plans for acquiring easements; funding the project, using an already in-house funded plan to extend better water pressure to areas such as Edwards Way, Vista and Overlook Drive, Mr. Brown asked for authorization to move forward on the project by using funds that are already in the Construction Budget for the 2014/2015FY, and start securing the necessary easements and purchasing the materials to get started. A motion was made by Vice-Chairman Timms, seconded by Member Curry and unanimously approved the Fiberglass Housed Booster Pump Project to be placed on Sherwood Road.

City Engineer Update:

1. Superintendent Jared Cummons Through his previous association with the West Virginia Wastewater Exam Review Board, Mr. Cummons has been selected to assist in writing and reviewing exams for all levels of wastewater certification.
2. Smoke Testing Results – Working on removing several storm drain basins found in our system; repairing broken cleanouts in various areas and sending letters to residents that need to remove their drains from the city's sanitary sewer system.
3. Compton Park – The project is 95% complete. Cleanup and mulching will take place in the spring.

4. Rt. 50 & Corpening Drive 2014 Water Upgrade Project - The project is complete except for cleanup. Chairman Greer noted several businesses at the strip mall, located off of Rt. 50, were unhappy with the daily cleanup work. Chairman Greer asked Mr. Brown to have the city inspector monitor the cleanup being done by the contractor to insure proper cleanup for those businesses.
5. North Street, Kelly and Jennifer Lane Storm Drain Project – Project is complete except for the contractor returning in the spring to replace any fencing, landscaping and road repairs that need completed.
6. Meadow Lane / Ritter Street Project – Due to the low temperatures, the wearing course will be completed in the spring.
7. Update on Worthington Dr. /122 W. Olive Street Storm Drain Project (in-house) – 30 to 40% complete. The crew has laid 300 feet of 36" pipe; installed three inlets, and found and repaired two water leaks and three sewer leaks.
8. Pennsylvania Avenue Sewer Upgrade Project – The project is 85% complete. Contractor is now installing manholes and cleaning up. Further cleanup will take place in the spring. Mr. Brown noted that the contractor, Glenn Johnston Contracting, Inc., has done a very good job and has worked well with the residents.
9. Fecal Problems at an outlet at the WWTP – Continuing to monitor the problem. To date, the city has not received an Administrative Order from the state.
10. 2014/2015 Budgets – Mr. Brown stated once the Worthington Drive Storm Drainage (in-house) Project is finished, he will be focusing totally on water and sewer projects for the rest of the 14/15 fiscal year.

At 9:52 a. m., Vice-Chairman Timms made a motion to enter into executive session to discuss matters involving the sale or lease of property, personnel matters, and/or advance construction planning which, if made public, might adversely affect the interests of the city, to discuss matters with counsel pursuant to the attorney/client privilege and as to matters not included on this agenda to determine if official action is necessary; motion was seconded by Member Ranson and unanimously approved.

At 10:05 a.m., Vice-Chairman Timms made a motion to return to regular session; Member Ranson seconded the motion and unanimously approved. **No action was taken while in executive session.**

The Board set the next BUB Meeting for Thursday, February 26, 2015 at 8:30 a.m.

With no other items for discussion, the meeting was adjourned at 10:06 a.m. on a motion by Vice-Chairman Timms, seconded by Member Ranson, and duly approved.

Prepared by:

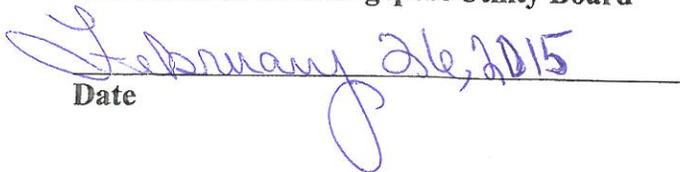


Sara R. Carder, Office Administrator

Approved by:



**Robert L. Greer
Chairman of the Bridgeport Utility Board**



Date