

October 12, 2015

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

REGULAR SESSION:

At 8:30 a.m., Monday, October 12, 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:

Member Barry Ranson, Member Ken Curry and Member Jack Merinar.

BOARD MEMBER(S) ATTENDING BY TELEPHONE:

Chairman Robert L. Greer.

BOARD MEMBER(S) ABSENT:

Vice Chairman Joe Timms.

CITY STAFF PRESENT:

City Manager A. Kim Haws; Assistant City Manager Jim Smith, Director of Engineering & Public Utilities Tom Brown, Finance Director Monica Musgrave, Superintendent of Public Utilities Jared Cummons, City Attorney Norm Farley and Office Administrator Sara Carder and Assistant Office Administrator Connie Hamilton.

CITY STAFF ABSENT:

None.

OTHERS IN ATTENDANCE:

None.

APPROVAL OF MINUTES:

Minutes of the August 27, 2015 Bridgeport Utility Board Meeting were approved on a motion by Member Ranson, seconded by Member Curry and duly approved.

Minutes of the September 4, 2015 Bridgeport Utility Board Teleconference Meeting were approved on a motion by Member Ranson, seconded by Member Curry and duly approved.

PUBLIC COMMENTS:

None.

FINANCIAL REPORT:

- As of September 30, 2015, the revenues and expenditures are in good shape in the Water Fund.
- As of September 30, 2015, the revenues and expenditures are in good shape in the Sewer Fund
- Again, Director Musgrave noted that as planned, the balances in both the Water and Sewer Funds are down due to the continuous spending on planned projects.

Next, the Board heard from Director/City Engineer Brown regarding the Lift Station #9 Sanitary Sewer Force Main Improvements Project. This project will take place mostly around the airport area and the construction site must be kept clean daily. The low bidder was Pro Contracting, Inc. at \$233,455.00. After discussing several issues and with the advisement of City Attorney Farley, Mr. Brown stated that the project manager Thrasher Engineering will inspect the work periodically, and city forces will inspect daily. Member Merinar made a motion to approve Pro Contracting, Inc.'s low bid of \$233,455.00, with the understanding that prior to awarding the contract, Mr. Brown will discuss strict requirements that must be adhered to on a daily basis by the contractor. Motion was seconded by Member Ranson, and duly approved. Member Curry made a motion to modify the previous motion to add a 10% contingency fund for the project. Motion was seconded by Member Ranson, and duly approved.

BUDGET REVISIONS and/or AUTHORIZATIONS:

None.

REPORT BY CITY ENGINEER:

- **Internal budget revision:** Revision was necessary due to in-house water projects throughout the year.
- **Johnson Avenue and Hall Street sidewalk project:** Railing has been installed and the project has been completed.
- **Sherwood Road Booster Station:** Delays developed due to communication breakdown between C.I. Thornburg and their suppliers and confusion with submitted drawings. Everything should arrive by the end of October.
- **New Development:** Working on seven townhouses at Maple Valley Market area.
- **Phase II White Oaks:** City is doing inspections with The Thrasher Group.
- **Meadowbrook Mall Water and Electric Upgrade Project:** Project is 20% completed; will finish or stop working on the project by November 15, 2015 due to holiday shopping.
- **Abel Recon:** Did not have license to work in West Virginia. They are currently getting everything in order.
- **Stormwater Management Pond:** Lined pipe with 30" HDPE pipe. Project should be completed by the end of October.
- **Belasco Trailer Park Smoke Testing Project:** Smoke testing has been completed. Many residents with health issues had concerns and Sara Carder was very instrumental in keeping them informed and at ease.

Executive Session: At 8:57 a.m., Member Ranson 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 Curry and unanimously approved.

Member Merinar made a motion to reconvene into regular session at 9:10 a.m. Motion was seconded by Member Curry, and duly approved.

City Engineer Brown brought the Board up to date on the purchase of land on Worthington Drive for a storm water management pond. He stated that at this point, he had only presented a conceptual plan to the owner during negotiations. Mr. Brown stated he had not pursued any additional engineering services, which would be needed to secure a plat for the purchase of the property.

Member Merinar made a motion to authorize Mr. Brown to move forward to take the necessary steps to finalize the purchase of two (2) acres of property located along upper Worthington Drive, in accordance with the conditions and additional comments stated by Board Members. The motion was seconded by Member Curry, and duly approved.

The Board set the next BUB Meeting for Thursday, November 19, 2015 at 8:30 a.m.

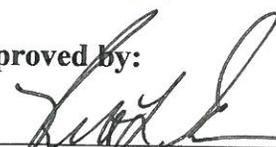
At 9:13 a.m., the meeting adjourned on a motion by Member Ranson, seconded by Member Curry and unanimously approved.

Prepared by:



Sara R. Carder, Office Administrator

Approved by:



Robert L. Greer
Chairman, Bridgeport Utility Board

11/19/15

Date