

November 19, 2015

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

**REGULAR SESSION:**

At 8:30 a.m., Thursday, November 17, 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, Members Barry Ranson, Jack Merinar and Ken Curry (via teleconference).

**BOARD MEMBERS ABSENT:**

None.

**CITY STAFF PRESENT:**

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

**CITY STAFF ABSENT:**

None.

**OTHERS IN ATTENDANCE:**

Dan Ferrell, The Thrasher Group.

**APPROVAL OF MINUTES:**

Minutes of the October 12, 2015 Bridgeport Utility Board Meeting were unanimously approved as presented on a motion by Vice-Chairman Timms, seconded by Member Merinar and duly approved.

**PUBLIC COMMENTS:**

None.

**REVIEW OF FINANCIAL REPORT:**

- Finance Director Musgrave reviewed the Water Renewal and Replacement Report, the Water Fund Report, the Sewer Renewal and Replacement Report, and the Sewer Fund Report for October 2015. Director Musgrave reported the budgets are in good shape.

- Finance Director Musgrave said she would like to contact Michael Griffith within the month to do a rate study and review our current water and sewer tariff. The money has been budgeted and she would like the study completed by April or May of 2016.

**NEW BUSINESS:**

1. Discuss and consider the purchase of property at 801 Worthington Drive
  - The purchase of two acres on Worthington Drive for a pond was discussed in the City Engineer's report.

**BUDGET REVISIONS AND/OR AUTHORIZATIONS:**

- Finance Director Musgrave requested a Water Fund Budget Revision #2 in the amount of \$35,000.00. This revision is to offset the water line project at the Meadowbrook Mall, check valves for the Booster Station and paving for the Depolo property.
- Motion to approve a Water Fund Budget Revision #2 in the amount of \$35,000.00 was made by Member Ranson, seconded by Member Curry and duly approved.

**REPORT BY CITY ENGINEER:**

- **Dominion Hope Gas Sewer Line Extension:** The bid opening for this project is scheduled for today, November 19, 2015, at 2:00 p.m. If the bids are certified, a teleconference meeting will be held to get approval for the low bidder.
- **Worthington Pond:** Plats have been received and the cost for preparing the plans and plat has been worked out with Thrasher Engineering. Thrasher is working on the design plans. This is the final portion of the Phase II Storm Water Management Project for the city. The plat shows the two acres the city will be purchasing, which will be covering most of the disturbed land and approximately 3/4 of an acre for the permanent pool. There will be an additional easement plat needed that will incorporate land from Mr. Sutton's adjoining property, which is where we will be putting in the access road as well as an easement for the fill. This additional necessary property will throw this project into needing an Army Corps of Engineers permit. The total amount of property needed will be over three acres, but less than ten acres. The required permit process will take 30-60 days for review. Cost for Engineering Services will be \$21,250.00; if an Army Corps of Engineers permit is required, an additional \$3,500.00 will be needed.
- **Booster Station on Sherwood Road:** Met with CI Thornburg on November 5<sup>th</sup> regarding the in-house crew laying the concrete pad. The pad should be laid after Thanksgiving, the check valve vault should be delivered the week of November 23<sup>rd</sup> and the pipe is to be delivered after Thanksgiving.

- **White Oaks Phase II:** The contractor, Green River Group, is installing the utilities. Water is 95% complete, sewer is 75% complete and drainage is 80% complete. City is doing inspections with The Thrasher Group since the utilities being installed will eventually belong to the city.
- **Meadowbrook Mall Water Line Upgrade:** The water line is in and functional; the lights are to be installed this week, and the guardrails were replaced.
- **Manhole Upgrade Project:** The contractor, Abel Recon, is still in the process of getting their state license.
- **Genesis Stormwater Management Pond:** Working on the punch list now. There is still a small amount of paving and cleanup to do.
- **Belasco Trailer Park Smoke Testing Project:** Smoke testing project has been completed and the results have been received. Results showed some manholes were leaking and some older lines were in bad shape. The project is now at the design stage.
- **Meter Upgrade Project (Flexnet):** All digital meters we had purchased have been installed. The budget for 2016-2017 will be reviewed before starting another phase.
- **Belcastro Farm Development:** Mr. Brown and Randy Spellman met with the developers on November 10<sup>th</sup>. The 240 unit housing complex appears to be moving forward.
- **Shop N Save:** The water line is complete; the sewer is 95% complete; storm drains are approximately 70% complete, and the footers are in.
- **Sewer and Storm Camera:** A new camera for both sewer and storm drainage has been ordered.
- **WWTP Odor Complaint:** There have been complaints regarding an odor from the Wastewater Treatment Plant. Mr. Cummons reported the media was changed approximately four weeks ago in the scrubbers at the Wastewater Treatment Plant and Lift Station #6. Also, the odor blocks typically used had been on backorder for eight weeks, but have been received and put in place.

**THE NEXT BUB MEETING HAS BEEN SCHEDULED FOR DECEMBER 10, 2015 AT 8:30 A.M.**

**EXECUTIVE SESSION:**

At 8:58 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 9:05 a.m. the Board returned to regular session upon the motion by Member Merinar, seconded by Member Ranson and unanimously approved. No action was taken during Executive Session.

**ADJOURNMENT:**

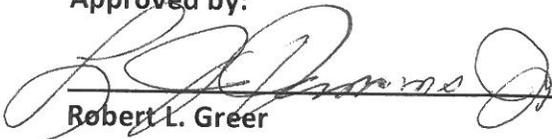
With no further items for discussion, the meeting was adjourned at 9:07 a.m. on a motion by Member Ranson, seconded by Member Curry, and unanimously approved.

**Prepared by:**

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Sara R. Carder, Office Administrator

**Approved by:**



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Robert L. Greer  
Chairman of the Bridgeport Utility Board

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Date