

February 26, 2016

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

**REGULAR SESSION:**

At 8:32 a.m., Wednesday, February 26, 2016, Bridgeport Utility Board met in regular session in the conference room of the Bridgeport Municipal Complex at 515 West Main Street.

**BOARD MEMBERS PRESENT:**

Vice-Chairman Joe Timms and Member Barry Ranson. Chairman Robert L. Greer and Member Ken Curry joined via teleconference.

**BOARD MEMBERS ABSENT:**

Jack Merinar.

**CITY STAFF PRESENT:**

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

**CITY STAFF ABSENT:**

None.

**OTHERS IN ATTENDANCE:**

Dan Ferrell, The Thrasher Group and Jeff Toquinto, Connect Bridgeport.

**APPROVAL OF MINUTES:**

- Minutes of the January 27, 2016 Bridgeport Utility Board Meeting were unanimously approved as presented on a motion by Member Ranson, seconded by Member Curry.

**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 January 2016. Director Musgrave reported the budgets are in good shape.
- The January 2016 Bridgeport Utility Board financial reports were unanimously approved as presented on a motion by Member Curry, seconded by Chairman Greer.

**NEW BUSINESS:**

1. Consider and act upon the low bidder for Construction of the Worthington Drive Pond.
  - Mr. Brown discussed the certified bid tabulations, reading the top three lowest bids. He asked the board to consider entering into a contract with Anderson Excavating, with a 10% contingency. The three lowest bids were as follows:

Low bid:	Anderson Excavating:	\$160,808.25
2 <sup>nd</sup> Low Bid:	Bear Contracting:	\$170,425.00
3 <sup>rd</sup> Low Bid:	Forquer Contracting:	\$176,716.51
  - After general discussion, a motion was made by Chairman Greer, seconded by Member Ranson, and duly approved to enter into a contract with Anderson Excavating for \$160,808.25, plus 10% contingency (\$16,080.00) for the Construction of the Worthington Drive Pond project.
  
2. Consider and act upon entering into a contract with Southwestern Public Service District to supply meter reading from their water service within our sewer system for our sewer system.
  - Mr. Brown discussed the cost of reading water meters if Southwestern Public Service District was awarded the contract. It would cost the City approximately \$450.00/year (.25 cents per reading) for Southwestern Public Service District to read the meters, where it would cost approximately \$1,800.00 - \$2,000.00/year if these meters were read in-house.
  - After general discussion, a motion was made by Member Ranson, seconded by Member Curry, and duly approved to enter into a contract with Southwestern Public Service District to supply water meter readings to the City of Bridgeport at .25 cents per reading, totaling approximately \$450.00 per year.

**BUDGET REVISIONS AND/OR AUTHORIZATIONS:**

- None.

**REPORT BY CITY ENGINEER:**

- **Purchase of property at 801 Worthington Drive:** Property has been acquired and contractor is ready to proceed. In-house crew will conduct the inspections.
- **Booster Station on Sherwood Road:** Meter socket completed February 25, 2016 and inspection is scheduled for today, February 26<sup>th</sup>. After the inspection, the electric company will hook up the booster pump.
- **White Oaks Phase II:** Complete except for final paving and striping.
- **Manhole Upgrade Project:** Project has been delayed due to weather related issues. Abel Recon should proceed in mid-March, 2016.
- **Belasco Trailer Park Smoke Testing Project:** Plans have been devised. Will be put out for bid in the next couple weeks. There is a possibility that the city may purchase the materials for the project.
- **Shop N Save:** Project is moving forward slowly.
- **Belcastro Farm Development (Meadowcreek):** Meeting with AB Contracting representatives today, February 26<sup>th</sup>, to discuss plans.
- **UV System:** UV system has been replaced and is operational and functional. Fecal tests came in at 18 (we have a 200 fecal limit geometric mean). Very pleased with the results.

**EXECUTIVE SESSION:**

None.

**THE NEXT BUB MEETING HAS BEEN SCHEDULED FOR THURSDAY, MARCH 17, 2016 AT 8:30 A.M.**

**ADJOURNMENT:**

With no further items for discussion, the meeting was adjourned at 8:45 a.m. on a motion by Member Ranson, seconded by Vice-Chairman Timms, and unanimously approved.

**Prepared by:**



Connie Hamilton, Office Administrator

**Approved by:**



Joe Timms

Vice-Chairman of the Bridgeport Utility Board

3/17/16

Date