

March 17, 2016

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

REGULAR SESSION:

At 8:30 a.m., Wednesday, March 17, 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:

Chairman Robert L. Greer, 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 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 Ryan Haws, E.L. Robinson.

APPROVAL OF MINUTES:

- Minutes of the February 26, 2016 Bridgeport Utility Board Meeting were unanimously approved as presented on a motion by Vice Chairman Timms, seconded by Member Merinar.

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 ^{Feb. Ch} January 2016. Director Musgrave reported the budgets are in good shape.
- Michael Griffith will be in during the month of April regarding the Rate Analysis.

- Mr. Brown reported the Sludge item on the Revenue report is higher than anticipated due to over projecting the budget. The revenue over expenses will pick up during construction of the Belasco and Cherry Street project, as well as other projects.
- The February 2016 Bridgeport Utility Board financial reports were unanimously approved as presented on a motion by Member Curry, seconded by Member Ranson.

NEW BUSINESS:

- None.

BUDGET REVISIONS AND/OR AUTHORIZATIONS:

- None.

REPORT BY CITY ENGINEER:

- **Worthington Drive Pond:** The purchase of the property has been closed and the city now owns the property. The Pre-Construction meeting was held on March 16, 2016 and work will begin the week of March 21, 2016.
- **Booster Station on Sherwood Road:** Electric was connected on March 9, 2016 and start up begins today, March 17th. A slow start up is planned, with an increase of 5 lb. to 10 lb. per week. Notices were delivered door to door and a press release was done. Should see a 30psi increase.
- **Belasco Trailer Park Smoke Testing Project:** Received Health Department approval. A pre-bid meeting is scheduled for March 22nd, with the Bid Opening scheduled for April 13th. The low bidder will be presented to BUB at the April board meeting.
- **Shop N Save:** Still some work on utilities; building is about 40% complete.
- **Belcastro Farm Development (Meadow Creek):** Process of designing. Grading permit has been issued.
- **Dominion Properties:** Project has begun and it is approximately 20% complete.
- **UV System:** UV system has been replaced and everything is working properly. Fecal results are within limits allowed.
- **Miscellaneous Projects:** The Center Street project will have milling and paving done next month; the airport project needs some concrete work , seeding and mulching.
- **Surge tank:** Met with Meadowfill representatives regarding the placement of two tanks (one million gallon capacity each) at the wastewater treatment plant to hold more wet volume. The project will be done in two phases, with Phase I placing one tank and enough piping to be ready for Phase II.
- **Hall Street:** We are aware of a couple places that have sunk. A temporary blacktop patch will be placed until the concrete crew can get back to Hall Street.

EXECUTIVE SESSION:

None.

THE NEXT BUB MEETING HAS BEEN SCHEDULED FOR TUESDAY, APRIL 19, 2016 AT 8:30 A.M.

ADJOURNMENT:

With no further items for discussion, the meeting was adjourned at 8:51 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:

Robert L. Greer
Chairman Robert L. Greer

Date

April 19, 2016