

March 19, 2020

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

**REGULAR SESSION:**

The Bridgeport Utility Board met at 8:30 a.m., Thursday, March 19, 2020. Due to the social distancing policy related to the COVID-19 pandemic, the attendees met either in the conference room of the Bridgeport Municipal Complex at 515 West Main Street, or via teleconference.

**BOARD MEMBERS PRESENT:**

Present in conference room: Chairman Andy Lang.  
Joined via teleconference: Vice Chairman Joe Timms, Member Barry Ranson, Member Jack Merinar, and Member Ken Curry.

**BOARD MEMBERS ABSENT:**

None.

**CITY STAFF PRESENT:**

Present in conference room: City Manager Randy Wetmore, Director of Engineering Beth Fox, Superintendent of Public Utilities Jared Cummons, and Finance Director Monica Musgrave.  
Joined via teleconference: City Attorney Norm Farley and Office Administrator Connie Hamilton.

**CITY STAFF ABSENT:**

None.

**OTHERS IN ATTENDANCE:**

Present in conference room: None.  
Joined via teleconference: The Thrasher Group representative Dan Ferrell and Civil and Environmental Consultants (CEC) representative Matt Fluharty.

**APPROVAL OF MINUTES:**

- Minutes of the February 20, 2020 Bridgeport Utility Board meeting were unanimously approved on a motion by Vice Chairman Timms, seconded by Member Curry with one correction:
  - Section: Report; Heading: Dan Ferrell, The Thrasher Group  
Add the following bullet point:
    - Additional storage tank will be studied and a cost developed.

## **PUBLIC COMMENTS:**

- None.

## **REVIEW OF FINANCIAL REPORT:**

- Finance Director Monica Musgrave reviewed the Water Renewal and Replacement Report, the Water Fund Report, the Sewer Renewal and Replacement Report, and the Sewer Fund Report for February 2020. Director Musgrave reported the budgets are in good shape at this time.
- Motion was made by Member Ranson to accept the Financial Report for February 2020, seconded by Member Curry, and was unanimously approved.

## **BUDGET REVISIONS AND/OR AUTHORIZATIONS:**

None.

## **NEW BUSINESS:**

- Consider and act on awarding the Lift Station #9 Upgrade Project to Michel, Inc. in the amount of \$443,000.00, plus a 10% contingency in the amount of \$44,300.00
  - Bid tabulations were received from three bidders.
  - All bids came close to or under the Engineer's estimate.
  - Should the project be approved at this meeting, the City is allowed to hold off awarding the project to the contractor for 90 days. Due to the COVID-19 restrictions in the workplace, the City will wait to award the project.
  - Discussions were held as to approving the contingency at 10% as requested, or to reduce it to 5%. The money is set aside for overruns on the project, and must be approved by the Engineer. It was the City Engineer's recommendation that the contingency remain at 10%.
  - A motion was made by Vice Chairman Timms to approve the Lift Station #9 Upgrade Project to Michel, Inc. in the amount of \$443,000.00, plus a 5% contingency in the amount of \$22,150.00. No second motion was received, and the motion died.
  - A motion was made by Member Merinar to approve the Lift Station #9 Upgrade Project to Michel, Inc. in the amount of \$443,000.00, plus a 10% contingency in the amount of \$44,300.00. Motion was seconded by Vice Chairman Timms and was unanimously approved.
- Consider and act on awarding the Lift Station #9 Forcemain Extension Project to Glenn Johnston, Inc. in the amount of \$418,431.00, plus a 10% contingency in the amount of \$41,843.00
  - Dan Ferrell stated the company is currently working on a couple projects for The Thrasher Group and they are a reputable contractor.
  - Six contractors bid on the project with Glenn Johnston, Inc. coming in as the low bidder. The bid was around the Engineer's estimate.
  - Should the project be approved at this meeting, the City is allowed to hold off awarding the project to the contractor for 90 days. Due to the COVID-19 restrictions in the workplace, the City will wait to award the project.
  - A motion was made by Member Ranson to approve the Lift Station #9 Forcemain Extension Project to Glenn Johnston, Inc. in the amount of \$418,431.00, plus a 10% contingency in the amount of \$41,843.00. Motion was seconded by Member Curry and was unanimously approved.

**EXECUTIVE SESSION:**

None.

**REPORT:**

City Engineer Beth Fox

- At the direction of City Manager Wetmore, the Engineering Department is working from home.
- Many projects, including the water line upgrade project at Belasco's Mobile Home Park is on hold.
- Public Works will not begin any new projects until the restrictions are removed.
- City Manager Wetmore reported he had just spoken with the regional medical person with the Fire Department. At this time he felt it was safe to have full crews at Public Works and Parks & Recreation. Guidelines would include no more than two staff per truck and to self-monitor for coughing or fever. Crews will be readily available for any issues that may arise.
- New expenditures are currently on hold; however, repairs and emergency call outs will continue.
- The Wastewater Treatment Plant will be fully staffed.

Superintendent of Public Utilities Jared Cummons

- Kovack Tank project is 95% complete. The only thing left is for CI Thornburg to do the programming.
- The Crane Company is scheduled for mid-April to complete the upgrade of the Compton Booster Station.

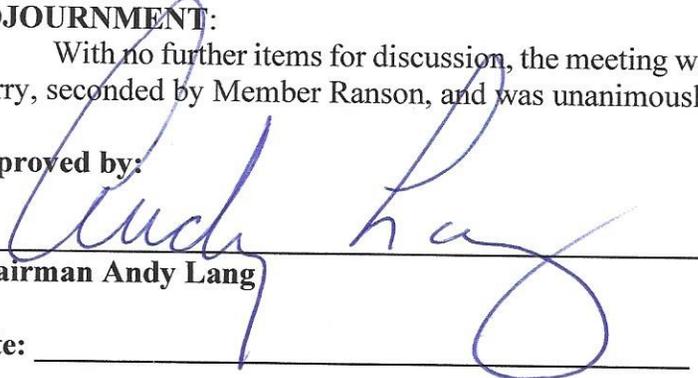
Chairman Lang commented that City Manager Wetmore and the entire staff have been continually discussing and evaluating the COVID-19 situation. The staff has been doing a great job.

**THE NEXT BUB MEETING HAS BEEN SCHEDULED AS FOLLOWS:  
Thursday, April 23, 2020 at 8:30 a.m.**

**ADJOURNMENT:**

With no further items for discussion, the meeting was adjourned at 8:58 a.m. on a motion by Member Curry, seconded by Member Ranson, and was unanimously approved.

Approved by:

  
\_\_\_\_\_  
Chairman Andy Lang

Date: \_\_\_\_\_

Prepared by:

  
\_\_\_\_\_  
Connie Hamilton, Office Administrator