

April 28, 2015

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

REGULAR SESSION:

At 8:30 a.m., Tuesday, April 28, 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, Member Barry Ranson, Member Ken Curry and Member Jack Merinar.

BOARD MEMBER(S) ABSENT:

None.

CITY STAFF PRESENT:

City Manager A. Kim Haws; Assistant City Manager James 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.

CITY STAFF ABSENT:

None.

OTHERS IN ATTENDANCE:

Dan Ferrell, The Thrasher Group and the media.

APPROVAL OF MINUTES:

Minutes of the March 23, 2015 Bridgeport Utility Board Meeting were approved on a motion by Member Merinar, seconded by Member Curry and unanimously approved.

FINANCIAL REPORT:

- Director Musgrave gave a review of the Water and Sewer Funds Budgets and stated both budgets are in good shape and operating as expected as of March, 2015.
- Director Musgrave and City Staff are continuing to work on preliminary budget documents for the 2015/2016 fiscal year budgets for the Water and Sewer Funds. Both the Water and Sewer Fund Budgets will be submitted to the Board for their review/approval by June.
- 2015/ 2016 Water and Sewer Budgets must be approved by July 1, 2015.
- A motion to approve the March 2015 Financial Reports was made by Vice Chairman Timms, seconded by Member Ranson, and duly approved.

PUBLIC COMMENTS:

None.

Next, the Board discussed the Fiberglass Housed Pump Station Project, which is to be located on Sherwood Road to assist residents on Ridgeway Drive with low water pressure and provide better fire protection.

- Chairman Greer stated at the April 27, 2015 City Council Meeting, City Council approved the second and final reading of an ordinance to purchase lots #33 and #34 on Sherwood Road, which will now allow City Engineer Brown to move forward with the project.
- Mr. Brown had received the necessary second quote for the design of the booster pump station, but the quote was not based on the criteria that Mr. Brown submitted. He therefore has requested another quote.
- Thrasher Engineer has been asked to submit a design to go with our system.
- City Attorney Farley will be working on the legal aspects for the land sale to be completed, while Finance Director Musgrave will be working on the financing.
- The project should start in late June, 2015.

After discussing the Johnson Avenue Sanitary Sewer, Channel and Sidewalk Improvements Project, Vice Chairman Timms made a motion to approve the low bid from D & M Contracting, Inc. for \$338, 257.00; with an Alternate #1 for \$45,655.00 for lighting, and a 10% contingency, for a total of \$422,303.20. Motion was seconded by Member Merinar, and unanimously approved. Mr. Brown noted that the Army Corps of Engineers requested a report be sent to them once the project is complete.

City Engineer Update:

1. Compton Park:
 - Contractor will be back to finish several repairs and remove some rock still needing to be removed.
2. 2014 Rt. 50 Water Upgrade Project:
 - Continuing to work with the property owner in regards to the repaving of their parking lot. Working with the contractor, Cove Run, and others to get the best price to repave the parking lot. A change order may be needed.
3. Storm Drainage Project on North Street, Jennifer Lane, Kelly and Pennsylvania:
 - Roadway work mostly completed. Due to wet weather, it has been hard for the contractor to complete all the seeding and mulching that is necessary.
4. Meadow Lane Ritter Street:
 - Paving of these two streets should take place next week.
 - Some landscaping work needs to be completed.
5. In-House Projects:
 - Worthington Drive Drainage Project is in the final stages of the project
 - All other in-house storm drainage projects are complete.

6. Rt. 131, Pennsylvania Avenue, Center Street and other areas:
 - Thrasher submitted the final design. Will review design and the project should go out to bid in June.
7. New Development – Phase II for Crystal Ridge -
 - Will be working with Greater Harrison County PSD, which will be pumping the sewer to us from that development.

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. No action was taken.

At 9:45 a.m., Member Merinar made a motion to return to regular session; motion was seconded by Vice Chairman Timms and unanimously approved.

The Board set the next BUB Meeting for Thursday, June 11, 2015 at 8:30 a.m.

With no other items for discussion, the meeting was adjourned at 9:50 a.m. on a motion by Member Merinar, seconded by Chairman Timms Ranson, and duly approved.

Prepared by:



Sara R. Carder, Office Administrator

Approved by:



Robert L. Greer
Chairman, Bridgeport Utility Board

6-11-15

Date