

July 2, 2014

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

WORK SESSION:

Bridgeport Utility Board (BUB) met in a special work session at 12:00 p.m. Wednesday, June 25, 2014, to discuss matters concerning the proposed 2014-2015 Water and Sewer Budgets. No action was taken.

REGULAR SESSION:

At 9:00 a.m., Thursday, July 2, 2014, 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 Mario Blount; Members Barry Ranson, Ken Curry, Joe Timms and Jack Merinar.

BOARD MEMBERS ABSENT:

None.

CITY STAFF PRESENT:

Assistant City Manager James Smith, City Attorney Norm Farley, Director of Engineering & Public Utilities Tom Brown, Finance Director Monica Musgrave, Superintendent of Utilities Jared Cummons and Administrative Assistant Sara Carder.

OTHERS IN ADDENDANCE:

The Thrasher Group Representative Dan Ferrell and the media.

APPROVAL OF MINUTES:

Minutes of the May 22, 2014 Sanitary Board Meeting were unanimously approved as presented on a motion by Member Ranson, seconded by Member Curry.

FINANCIAL REPORT:

Finance Director Musgrave first discussed the 2014-2015 Water Fund Budget:

- Ms. Musgrave noted there were no other changes to the water budget since the work session.
- We are on our last year for a rate increase (5th year). The Board will determine next year if a rate increase is needed when working on the 2015/2016 Water Budget.

- There is a fund balance of \$496,595.00 left over from previous years, which will be used on capital items; two years of escrowing at \$50,000.00 per year for improvements to the East Pointe Booster Station at the Kovach Tank, accelerating the meter reading program for \$160,000.00, and finally, escrowing for two years for \$149,000.00 for large pieces of equipment. With regards to escrowing for two years for the larger pieces of equipment (2/pickups, excavator, loader, dump truck, trailer, trench roller, trench box and gravel box), Ms. Musgrave stated that this money would be available for the Board's use should they decide to implement a four-man crew for bigger in-house water and sewer projects in next year's water and sewer budgets.

After discussing the 2014-2015 FY Water Fund Budget, Member Timms made a motion to approve the 2014-2015 FY Water Budget as presented; motion was seconded by Member Curry and unanimously approved.

Next, Finance Director Musgrave discussed the 2014-2015 Sewer Fund Budget:

- Ms. Musgrave stated that most of the items within the budget were status quo.
- This budget is a balanced budget of \$3,513,500.00 and that no rate increase was needed to balance the budget. She also explained that since the 1995 WWTP bond was being retired, that \$300,000.00 was now available to do more projects in the coming fiscal year, which helped in balancing this budget.
- It was noted that as in the 2014/15 Water Fund Budget, 50% (\$149,000.00) of the funds needed to purchase larger pieces of equipment for possibly a new construction crew next year was included in the 2014/15 Sewer Fund Budget. This is the first year of a two year escrow amount to possibly purchase larger equipment if needed. As in the Water Fund Budget, the Board will be monitoring throughout the fiscal year to see if another construction crew will be needed to handle more of the City's sewer projects instead of contracting out the projects.

After discussing the 2014-2015 FY Sewer Fund Budget, Member Ranson made a motion to approve the 2014-2015 FY Sewer Fund Budget as presented; motion was seconded by Member Curry, and unanimously approved.

CITY ENGINEER UPDATE:

- **Meadow Lane Sanitary Sewer and Storm Drain Project** – Project contractor, Bear Contracting, LLC, should begin July 7th.
- **Johnson Avenue Sewer Project** – The city has received the long awaited conditional permit approval (Nationwide Permit) for the sewer upgrade coming down Johnson Avenue from Hall Street. This work involves repairing the city's sewer line in an area that is slipping coming down Johnson Avenue from Hall Street, the sidewalk and a general cleaning up of that portion of Johnson Avenue. The project should be out to bid in August, or due to the schools' schedules, we may want to start the project next summer.

- **Pennsylvania Avenue Sewer Upgrade Project** - The sewer line upgrades have been designed. We do have the WV Health Permit, but since there is a small stream involved with this project, we are waiting for approval for the Nationwide Permit. Mr. Brown is hopeful that since it is such a small stream along Pennsylvania Avenue, the permit will be approved quicker than the one for the sewer repair work on Johnson Avenue.
- **New Flusher Truck** - We have received the flusher truck and only some adjustments to the rear axle for better balance is needed. There is no cost to the city for this adjustment.
- **Long Term Control Plan (LTCP)** – As part of the city’s LTCP, we are to do smoke and dye testing in the area of Lift Station #4. Mr. Brown stated he would be putting that work out to bid shortly.
- **Water Project for Platinum Drive, Rt. 58, Briarwood, Hall Street and other areas** - The contractor, Capitol Valley Inc., did not comply with the signed contract. City Engineer Brown withheld \$70,000.00 for liquidated damages and \$40,000.00 has been withheld for B & O taxes. Mr. Brown tried to let Capitol Valley out of their contract since it appeared they could not complete the work; however, Capitol Valley did not want out of their contract. He will keep the board informed of the situation since the contractor has “lawyered up”.
- Member Timms asked if the purchase of the “catwalk” was complete. Mr. Brown explained that he had received two quotes, but the quotes had different items on each one. Therefore, he asked for new quotes that would have the same items being quoted. He would update the Board once the new quotes came back in.
- City Engineer Brown informed the Board that he has been trying to reach the property owner at 908 Worthington Drive to discuss possibly utilizing a portion of that property for storm water management. Other property owners further down from 908 Worthington Drive have been experiencing water problems when heavy rains hit that area. To date, no response from the property owner.

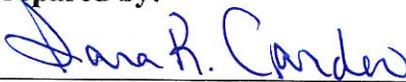
Additional Comments:

- Chairman Blount noted that Member Timms will be serving a 2-year term, Member Merinar’s term will be for 3-years, Member Ranson for a 4-year term and Member Curry will serve a 5-year term. Chairman Blount again thanked the members for their service.
- Chairman Blount asked that Finance Director Musgrave provide City Clerk Andrea Kerr with copies of the approved 2014/15 Water and Sewer Budgets for City Council.

- Mr. Brown suggested having the next BUB Meeting on August 19th or 21st. He would like to make a presentation to update the Board on the current status of the City's Water, Sewer and Storm Water Utilities.

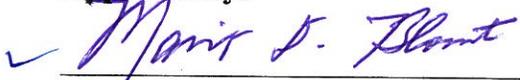
With no other items for discussion, the meeting was adjourned at 9:23 a.m. on a motion by Member Ranson, seconded by Member Curry, and unanimously approved.

Prepared by:



Sara R. Carder, Administrative Assistant

Approved by:

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Mario Blount
Chairman of the Bridgeport Utility Board



Date