

August 27, 2015

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

**REGULAR SESSION:**

At 8:30 a.m., Thursday, August 27, 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 Jim 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:**

Ryan Haws, E. L. Robinson and Daniel E. Ferrell, The Thrasher Group.

**APPROVAL OF MINUTES:**

Minutes of the July 15, 2015 Bridgeport Utility Board Meeting were approved on a motion by Member Ranson, seconded by Member Curry and duly approved.

**PUBLIC COMMENTS:**

None

**FINANCIAL REPORT:**

- As of July 31, 2015, the revenues and expenditures are good or above budget in the Water Fund.
- As of July 31, 2015, the revenues and expenditures are good or above budget in the Sewer Fund
- Director Musgrave noted that as planned, the balances in both the Water and Sewer Funds are down due to the continuous spending on planned projects.

Next, the Board heard from Director Brown regarding engineering services for the upcoming Belasco Trailer Court Sewer Improvements Project. Mr. Brown noted that only two engineering firms responded to his request for engineering services for the project. The bid opening was held on August 24, 2015 at 9:00 a.m. The low bidder was The Thrasher Group

at \$19,500.00. The second low bidder was CTL Engineering at \$35,421.00. After discussing the submitted bids, Vice Chairman Timms made a motion to enter into a contract with The Thrasher Group for \$19,500.00, for engineering services for the Belasco Trailer Court Sewer Improvements Project. Motion was seconded by Member Ranson and unanimously approved.

**BUDGET REVISIONS and/or AUTHORIZATIONS:**

- Director Musgrave presented a request for Sewer Fund Budget Revision #1 for additional funds in the amount of \$40,000.00, for the purchase of a new crane truck. There has been \$63,000.00 already escrowed.
- Also under Budget Revision #1, Ms. Musgrave presented a request for \$5,343.00 to purchase new cable and line for the existing sewer camera.
- Motion was made by Member Ranson to approve Sewer Fund Budget Revision #1 for \$45,343.00 as presented. Motion was seconded by Member Curry and unanimously approved.

**City Engineer Update:**

1. Compton Park:
  - Contractor repaired 60 foot of line that had failed, and also, an area where the camera had gotten stuck in the line. Everything should be good and will go back and reseed the area.
2. Johnson Avenue Sewer Upgrades:
  - Safety fence is up and the guardrails should be delivered in four weeks.
3. Booster Pump Station on Sherwood Road –
  - The city has received drawings from C.I. Thornburg and may need to make some revisions in-house to make it work.
  - The packaged booster station should be delivered in a few weeks.
4. New Developments: As of August 27, 2015, no new information.
  - Townhouses on Rt. 50 East, near Maple Lake have not started construction.
  - Phase II, Crystal Ridge will begin with the sewer and water and then the clearing of the lots.
5. Sewer Line Extension for Dominion Hope Warehouse along Rt. 73:
  - The sewer line is being designed.
  - Necessary easements are being obtained.
5. White Oaks Phase II – Utility Package -
  - Work is beginning on the water, sewer and other utilities from the new Dominion Building out to Rt. 131, across from the Exxon at the Wedge.
- 6 Lift Station #9 (Industrial Park Area) Sewer Force Main Improvements:
  - Project goes out to bid in the next two weeks.
  - Bids will be due on October 6, 2015.
  - In-house crew will not be doing this project because they are still tied up with other projects, such as the Meadowbrook Mall Water Upgrade Project.

7. Meadowbrook Mall Water Project:
  - We have received the final easements from the Cafaro Company.
  - Working on obtaining the WV Health Department Permit.
  - Will also be upgrading the lights going up Meadowbrook Mall Road during this project.
  
8. Genesis Stormwater Management Pond:
  - Working with the owner on a couple of issues; a lot of rock in the bottom of the pond.
  - The outfall pipe is in worse shape than first anticipated.
  
9. Water Pressure Regulator Grant:
  - The city has had three or four residents that have applied for reimbursement for the Water Pressure Regulator Grant.
  
10. Manhole Upgrade Project:
  - We have approximately (12) manholes that need to be relined due to high sewer gases. Superintendent Cummons is working with two companies to get pricing. If the pricing does come in before the next regular BUB Meeting, we may have to have a teleconference to obtain approval to move forward with the project.

**Executive Session:** At 8:48 a.m., Vice Chairman Timms 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 9:42 a.m., a motion to return to regular session was made by Member Curry, seconded by Member Merinar, and duly approved.

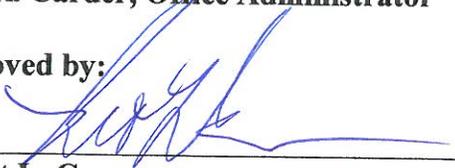
**The Board set the next BUB Meeting for Monday, October 12, 2015 at 8:30 a.m.**

At 9:43 a.m., the meeting adjourned on a motion by Vice Chairman Timms, seconded by Member Merinar and unanimously approved.

Prepared by:

  
Sara R. Carder, Office Administrator

Approved by:

  
Robert L. Greer  
Chairman, Bridgeport Utility Board

Date

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