

CHARLESTON SANITARY BOARD

JANUARY 14, 2021 BOARD MEETING – 10:30 A.M.

VIA ZOOM TELECONFERENCE

NOTICE AND AGENDA

For: Members: Chairwoman Mayor Amy Shuler Goodwin and Messrs. Mike Johnson, P.E. and Jack Rossi, CPA, Treasurer.

Others: Steve A. Cooper, General Manager; Louis S. Southworth, II, Legal Advisor; Crystal Sanders, Finance Manager; Tim Haapala, Operations Manager; and Teresa Dawson, Board Secretary and Administrative Assistant

Anyone wishing to comment during the public comments portion of the meeting are asked to email comments to, info@csb-wv.com by January 14, 2021 at 10:30 AM. Any comments received will be read into the record during the meeting. Any member of the public who wishes to comment live during the meeting can do so by calling 304-348-1084 ext 250 at 10:30 AM on Jan 14, 2021.

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- I. Approval of the December 10, 2020 Minutes (to be e-mailed by 1-11-21).
 - II. Public Speakers.
 - III. Old Business.
 1. Woodward Drive Sewer Replacement Project.
 - IV. New Business.
 - A. Unaudited Financial Reports and Check Registers for the period ended November 30, 2020 (to be e-mailed by 1-11-21).
 - B. Consider for approval and authorize the General Manager, or his designee, to take all actions necessary to effect the \$192,266.07 uncollectible accounts “write off” for the period July 1, 2019, through December 31, 2019 (\$186,466.99 for the same period in 2018).
 - C. Consider for approval and authorize the General Manager, or his designee, to take all actions necessary to waive the \$450.00 Grease Trap Fee for FYE 2021 due to the pandemic. The Grease Trap Fee, as approved in the tariff, will still be in effect for future years.
 - D. Consider for approval, and authorize the CSB General Manager, or his designee, to take all actions necessary to execute and submit its draw resolution and

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attached invoices (SRF Payment Requisition Form #7) in the amount of \$399,577.46 to West Virginia Department of Environmental Protection for its Woodward Branch Sanitary Sewer Replacement and Rehabilitation Project, Phases I and II.

- E. Consider for approval and authorize the CSB General Manager, or his designee, to effect the award of a construction contract to Tribute Contracting and Consultants, LLC of South Point, Ohio, the lowest responsible bidder, for the Danner Hollow Sanitary Sewer Improvements Contract 18-4, in the amount of \$2,279,384.00, plus \$113,969.20 contingency (5% of the contract amount) for use at CSB managerial discretion, for a total of \$2,393,353.20. There was one other bidder, Pro Contracting, Inc. of Lost Creek, WV, with a bid of \$2,913,920.50. CSB FYE21 capital budget for this item is \$2,200,000.00.
- F. Consider for approval the proposed schedule of meetings of the Board at 10:30 a.m. (via Zoom teleconference until further notice) on the second Thursday of every month in 2021, with the exception of November 11, 2021 which is a federal holiday. The November, 2021 meeting will be rescheduled to a mutually convenient date and time, to be announced.
- A. Other.
- V. Executive Session Matters.
 - A. Personnel matters.
 - B. Legal matters.
 - 1. CSB v. Colonial, et al.
 - 2. Russell Williams vs. CSB
 - 3. Other
- VI. Next Scheduled Meeting: February 11, 2021
- VII. Adjourn.

January 7, 2021 – Copies via e-mail to Board members, advisors and staff and for posting, to the CSB IT Manager and Charleston City Clerk.

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