

**CHARLESTON SANITARY BOARD
JULY 14, 2022 BOARD MEETING – 10:30 A.M.
VIA ZOOM TELECONFERENCE**

NOTICE AND AGENDA

For: Members: Chairwoman Mayor Amy Shuler Goodwin and Messrs. Kanti Patel, PE and Jack Rossi, CPA, Treasurer

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

Since this meeting will be conducted via Zoom (due to the COVID-19 pandemic), anyone wishing to comment during the public comments portion of the meeting are asked to email comments to, info@csb-wv.com by July 14th, 2022, 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 July 14th, 2022.

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- I. Approval of the June 9, 2022 Minutes (to be e-mailed by 7-12).
 - II. Public Speakers.
 - III. Old Business.
 - A. Woodward Drive Sewer Replacement Project.
 - IV. New Business.
 - A. Unaudited Financial Report and Check Register for the period ended June 30, 2022 (to be e-mailed by 7-12).
 - B. Consider for approval, and authorize the General Manager, or his designee to take all actions to effect the transfer of approximately \$691,358.88 currently on deposit with the West Virginia Municipal Bond Commission on paid out bonds and excess reserves to the CSB Renewal and Replacement Account and any excess interest earned will be applied to Charleston Sewer 2011-A Revenue Bond.

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- C. Consider for approval, and authorize the CSB General Manager, or his designee, to effect the award of a contract to SmartBill of Hebron, OH, the lowest responsible bidder, for the Printing, Mailing, Emailing & Address change services for CSB & City of Charleston Municipal Fee Bills. Please see bid sheet for specific pricing per item. There was only 1 responsible bidder.
- D. Consider, for approval, and authorize the General Manager, or his designee, to take all actions necessary to effect the \$375,253.68 uncollectible accounts “write off” for the period January 1, 2021, through June 30, 2021, (the “write off” for the same period in 2020 was \$88,351.99).
- E. 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 attached invoices (SRF Payment Requisition Form #24) in the amount of \$472,491.82 to West Virginia Department of Environmental Protection for its Woodward Branch Sanitary Sewer Replacement and Rehabilitation Project, Phases I and II.
- F. Consider for approval, and authorize the CSB General Manager, or his designee, to take all actions necessary to effect Change Order No. 1, to CJ Hughes Construction Co., Inc., Contract 20-1 71st Street, Bakers Fork, and Bench Road Lift Station Improvements Project in the amount of \$22,494.00, thus revising the contract price from \$1,648,800.00 to \$1,671,294.00. This change includes a 184-calendar day extension of Contract Time

Commented [TGH1]: \$434,137.88 for Tribute and \$38,353.94 for B&N

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thus revising the date of Final Completion from March 30, 2022 to September 30, 2022. The work associated with this change order includes electrical system modifications to accommodate AEP's power feed at Bench Road and Bakers Fork Lift Stations. In the interim of AEP installing the power upgrade at Bench Road Lift Station, additional bypass pumping is required. This Change Order establishes the initiation date of the additional bypass pumping of April 18, 2022 and a monthly rental rate of \$14,426.65. The actual cost associated with the additional bypass pumping will be reconciled in a future change order. The extension of Contract Time includes the additional time due to delays in material deliveries from unprecedented supply chain issues.

G. Consider for approval, and authorize the CSB General Manager, or his designee, to take all actions necessary to effect Change Order No. 1, to CJ Hughes Construction Co., Inc., Contract 21-1 Chesterfield, James Street, and Roosevelt Lift Station Improvements Project in the amount of \$4,837.00, thus revising the contract price from \$1,378,400.00 to \$1,383,237.00. There is no increase to the Contract Time and the date of Final Completion remains April 11, 2023. The work associated with this change order includes relocating the electrical mounting panel from an existing permanent access easement to CSB's property site for the Roosevelt Lift Station.

H. Consider for approval, and authorize the General Manager, or his designee, to take all actions necessary

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to effect Task Order No. 7, in the amount of \$98,000.00, under the March 1, 2021 Agreement with Burgess and Niple, Inc. for the Preliminary Engineering Report for the Garrison Avenue Sewer Improvements Project. CSB FYE23 capital budget for this item is \$215,000.00.

- V. Executive Session Matters: Karl Nester claim, 939 Woodward Drive.
- VI. Personnel matters.
- VII. Legal matters.
 - 1. Russell Williams vs. CSB – *awaiting an order signed by the Magistrate, dismissing this case.*
 - 2. Other
- VIII. Next Scheduled Meeting: August 11, 2022.
- IX. Adjourn.

June 7, 2022– Copies via e-mail to Board members, advisors and staff and for posting, to the CSB IT Manager and Charleston City Clerk.