

CHARLESTON SANITARY BOARD
DECEMBER 14, 2023 BOARD MEETING – 10:30 A.M.
VIA ZOOM TELECONFERENCE

NOTICE AND AGENDA

Since this meeting will be conducted via Zoom, anyone wishing to comment during the public comments portion of the meeting is asked to email comments to, info@csb-wv.com by December 14th, 2023, 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 December 14th, 2023.

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

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- I. Approval of the November 2, 2023 Minutes (to be e-mailed by 12-12).
 - II. Unaudited Financial Reports and Check Registers for the period ended October & November 2023 (to be e-mailed by 12-12).
 - III. Audited Financial Report for the year ended June 30, 2023 (to be e-mailed by 12-12).
 - IV. Public speakers.
 - V. New business.
 - a. Consider for approval, and authorize the General Manager, or his designee, to take all actions necessary to effect Amendment No. 1 to Task Order No. 12, in the amount of \$39,300.00, under the March 1, 2021 Agreement with Burgess and Niple, Inc. for the Design and Bidding Phases for the Virginia Street Force Main Replacement Project, thus revising the design fee from \$135,400.00 to \$174,700.00. This additional cost is for a change in design scope from a directional drill river crossing to an open cut river crossing,

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additional permitting and to conduct a mussel survey in the Elk River at the crossing site.

- b. Consider for approval, and authorize the General Manager, or his designee, to take all actions necessary to effect Task Order No. 16, in the amount of \$58,000.00, under the March 1, 2021 Agreement with Burgess and Niple, Inc. for the Construction Services Phase for the Lucado and Lude Road Lift Stations Improvements Project. CSB FYE24 capital budget for this item is \$76,200.00.
 - c. Consider, for approval, and authorize the CSB General Manager, or his designee, to take all necessary actions to upgrade UKG Ready Time and Labor Management Software, as well as implement UKG Ready Human Resources, UKG Ready Benefits and UKG Payroll Software Modules.
- VI. Executive Session matters.
 - VII. Personnel matters.
 - VIII. Legal matters.
 - a. Russell Williams vs. CSB.
 - b. Karl Nester vs. CSB. Judge Bailey entered a Scheduling Order on July 24, 2023, which sets the Trial date for February 26, 2024.
 - IX. Other matters for information and discussion.
 - a. Discussion regarding Northgate Business Park and the potential acquisition of sanitary sewers.
 - X. Next scheduled meeting: February 8, 2024.
 - XI. Adjourn.

December 7, 2023 – Copies via e-mail to Board members, advisors and staff and for posting, to the CSB IT Manager and Charleston City Clerk.