

CHARLESTON SANITARY BOARD
DECEMBER 11, 2025 BOARD MEETING – 9:00 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; Chris Casto, Finance Manager; and Teresa Dawson, Board Secretary and Administrative Assistant

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 Dec 11th, 2025, at 9:00 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 9:00 AM on Dec 11th, 2025.

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- I. Approval of the October 9, 2025 Board Meeting Minutes (to be e-mailed by 12-9).
 - II. Unaudited Financial Reports and Check Registers for the periods ended October and November, 2025 (to be e-mailed by 12-9).
 - III. New Business.
 - a) Consider, for approval and authorize the General Manager, or his designee, to take all actions necessary to effect the \$157,615.28 uncollectible accounts “write off” for the period July 1, 2024, through December, 2024 (the “write off” for the same period in 2023 was \$136,350.90).
 - b) Consider for approval, and authorize the General Manager, or his designee, to take all actions necessary to effect the \$15,792.17 uncollectible miscellaneous accounts “write off” for the period March 1, 2004, through July 31, 2025.
 - 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 2026. The grease trap fee,

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as approved in the tariff, will still be in effect for future years.

d) Consider, for approval, the proposed Board Meeting schedule for 2026.

- IV. Executive Session matters.
- V. Personnel matters.
- VI. Legal matters.
- VII. Other matters for information and discussion.
 - a) Rate case.
- VIII. Adjourn.

December 4, 2025– Copies via e-mail to Board members, advisors and staff and for posting, to the CSB IT Manager and Charleston City Clerk.