

CHARLESTON SANITARY BOARD
AUGUST 13, 2026 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; Brenda Pauley, CSB Assistant Finance Manager; and Teresa Dawson, Board Secretary and Administrative Operations Coordinator

- I. Approval of the June 11, 2026 Board Meeting Minutes (to be e-mailed by 8-11).
- II. Unaudited Financial Report and Check Register for the periods ended June 30, 2026 and July 31, 2026 (to be e-mailed by 8-11).
- III. New business.
 - a. Consider for approval and authorize the General Manager, or his designee, to take all actions necessary to effect the write-off of \$219,602.35 in uncollectible accounts for the period January 1, 2025, through June 30, 2025, compared to \$176,229.19 for the same period in 2024; said write-off being for accounting purposes only and not a release of the underlying obligations.
 - b. Consider for approval and authorize the General Manager, or his designee, to execute such instruments as necessary to effect the Memorandum of Understanding between the City of Charleston and the Charleston Sanitary Board for the implementation of a new consolidated utility billing system for sewer, fire and refuse service charges, including the equitable pro-rata sharing of software, implementation, printing and postage costs, with an expected project completion date of August 2027.
 - c. Consider for approval and authorize the General Manager and Finance Manager, and any of them, to take all actions necessary to formally designate the General Fund Savings account at WesBanco

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(Acct. No. 1289) as the Board's Cash Working Capital Reserve account, in satisfaction of the separate designated cash working capital reserve requirement of W. Va. Code §24-1-1(k), and to effect the transfer of \$3,300,000.00, representing funds held in excess of the required reserve amount, from said account to the General Fund account at WesBanco (Acct. No. 1298).

- d. Consider for approval, and authorize the General Manager, or his designee, to execute such instruments as necessary to effect the award of the contract for the purchase and implementation of a new utility billing software system to Continental Utility Solutions, Inc., the best responsible bidder, in the total amount of \$153,520.00, consisting of \$74,800.00 for implementation and \$78,720.00 for first-year software costs; said award following a competitive request for proposals process advertised by legal advertisement on two occasions, in which ten proposals were received, six of which were determined non-responsive, and the four remaining proposals were evaluated through presentations to CSB staff together with a representative of the City of Charleston.
- e. Consider for approval an Authorizing Resolution authorizing Mayor Amy Shuler Goodwin (CSB Board Chairwoman), Steve Cooper (CSB General Manager), Tim Haapala (CSB Operations Manager), Chris Casto (CSB Finance Manager), Brenda Pauley (CSB Assistant Finance Manager), and each and any of them, to act on and sign on behalf of the Sanitary Board any and all federal and state actions as they relate to the planning, design, acquisition and construction of certain extensions, additions, betterments and improvements to its existing sewerage system, including but not limited to, the replacement and rehabilitation of existing sewers in the areas of: Phase 1: Garrison Avenue (between Edgewood Drive and terminus); Atlantic Street;

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Amaron Street; Beulah Street; Pacific Street; Crestlin Drive; Earle Street; Spreigel Drive; Melrose Drive; Charmac Drive; Wood Road; Summit Drive; and Edgewood Drive; and Phase 2: Garrison Avenue (between Crescent Road and Edgewood Drive) and Rockaway Road; provided, that the work will further include all necessary appurtenances; further provided, that to the extent that funds remain available, extensions, additions, betterments and improvements to the remaining portion of the existing sewer system (the “Magazine Branch Project”).

IV. Executive Session matters.

V. Personnel matters.

VI. Legal matters.

a) Cruickshank vs. CSB update. Rachel Cruickshank, 507 Swarthmore Avenue, filed a formal Complaint with the PSC on December 22, 2025. Spilman, Thomas & Battle, PLLC represents CSB.

b) Pending claim, re: 28th St., SE bore and jack project.

VII. Other matters for information and discussion.

a) Rate case.

VIII. Adjourn.

August 6, 2026 – Copies via e-mail to Board members, advisors and staff and for posting, to the CSB IT Manager and Charleston City Clerk.