

CHARLESTON SANITARY BOARD

AUGUST 9, 2018, BOARD MEETING – **10:30** A.M.

MAYOR'S CONFERENCE ROOM, CHARLESTON CITY HALL

501 VIRGINIA STREET, EAST, CHARLESTON, WV 25301

NOTICE AND AMENDED AGENDA

For: Members: Chairman Mayor Danny Jones and Messrs. Mike Johnson, P.E. and Jack Rossi.

Others: David Molgaard, Financial Advisor; Louis S. Southworth, II, Legal Advisor; Larry L. Roller, General Manager; Crystal Sanders, Finance Manager; Tim Haapala, Operations Manager; Teresa Dawson, Administrative Assistant.

- I. Approval of July 9, 2018, Meeting Minutes (a copy to be e-mailed by 8-3-18).
- II. Public Speakers.
- III. Financial Statements and Check Register - None for this meeting.
- IV. Old Business.
 - A. Porter Project.
 - B. Other Matters.
- V. New Business.
 - A. Consider, for approval, and authorize the CSB General Manager, or his designee, to take all actions necessary to effect the \$213,306.64 uncollectible accounts "write off" for the period January 1, 2017, through June 30, 2017, (the "write off" for the same period in 2016 was \$191,485.13).
 - B. Consider, for approval, and authorize the CSB General Manager or his designee, to take all actions necessary to effect the award of the CSB audit services contract for the fiscal year period ending June 30, 2018, to the best qualified firm responding to the CSB Request for Proposals, Suttle & Stalnaker, PLLC, at the base price of \$24,000.00 per year.
 - C. Consider for approval and authorize the General Manager, or his designee, to take all actions necessary to effect the award of a construction contract for the Angel Terrace and Ferry Branch Lift Station

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Improvements Project, Contract 18-1, to the low responsible bidder, Pipe Plus, Inc., in the total amount of \$1,377,930.00, plus \$50,000 contingency for use at CSB managerial discretion, for a total of \$1,427,930.00. CSB FYE19 Capital Budget for this project is \$1,500,000.00.

- D. Consider for approval and authorize the General Manager, or his designee, to take all actions necessary to effect the award of a material purchase order for fifty (50) VHF radios and appurtenances to The C.I. Thornburg Co., Inc., the only qualified responsible bidder, in the total amount of \$62,350.00. [The only other Bidder, TESSCO, did not follow CSB bid requirements and their bid was rejected.] These radios will replace the current radios which are obsolete and unsupported in CSB's pump station radio telemetry control system. CSB FYE 19 Capital Budget for these materials is \$65,000.00.
- E. Consider for approval and authorize the General Manager, or his designee, to take all actions necessary to effect the award of a material purchase order for miscellaneous circuit breakers in CSB's Waste Water Treatment Plant electrical switchgear to West Virginia Electric Supply Company, the lowest responsible bidder, in the total amount of \$61,811.21. [These are spare breakers for critical power feeds throughout CSB's WWTP.] CSB FYE 19 Capital Budget for these materials is \$130,000.00.
- F. Consider for approval, and authorize the General Manager, or his designee, to take all actions necessary to effect the award of a material purchase order for two (2) equipment hauling tilt trailers [one (1) 24,000-lbs and one (1) 50,000-lbs capacity], to Walker Cat the only qualified responsible bidder, for the CSB specified trailers, in the total amount of

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\$52,500. [The only other bidder was West Virginia Tractor Company, in the total amount of \$45,980. The trailers proposed by West Virginia Tractor Company did not meet the required CSB specifications and are not considered equal or greater than the CSB specified trailers.] CSB FYE 19 Capital Budget for these trailers is \$50,000.00.

- G. Consider for approval, and authorize the General Manager, or his designee, to take all actions necessary to effect the award of a material purchase order for a magnesium hydroxide odor control feed system to be installed at CSB's Southridge Pump Station to Engineered Lubrication of Bangor, PA, the lowest responsible bidder, in the amount of \$50,215.00. CSB FYE 19 Capital Budget for these materials is \$50,000.00.
- H. Consider for approval, and authorize the General Manager, or his designee, to take all actions necessary to effect Task Order No. 6, in the amount of \$62,400.00, under the July 17, 2017, Agreement for Engineering Services with Burgess and Niple, Inc. for the construction phase services of the Ferry Branch and Angel Terrace Pump Station Improvements Project. CSB FYE19 Capital Budget for this work is \$100,000.00.
- I. Consider for approval, and authorize the General Manager, or his designee, to take all actions necessary to effect Task Order No. 7, in the amount of \$48,600.00, under the July 17, 2017, Agreement for Engineering Services with Burgess and Niple, Inc. for the design and bid phase services for the Sherwood Forest Force Main Replacement Project. CSB FYE 19 Capital Budget for this work is \$60,000.00.
- J. Consider for approval, and authorize the General Manager, or his designee, to take all actions necessary to effect Task Order No. 8, in the

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amount of \$102,200.00, under the July 17, 2017, Agreement for Engineering Services with Burgess and Niple, Inc. for the design, bid and construction phase services for CSB's annual Sanitary Sewer Rehabilitation Project for FYE19. CSB FYE 19 Capital Budget for this work is \$75,000.00.

- K. Consider for approval, and authorize the General Manager, or his designee, to take all actions necessary to effect Amendment No. 5 to Task Order No. 31, in the amount of \$842,700.00, under the July 17, 2017, Agreement for Engineering Services with Burgess and Niple, Inc. for construction administration and resident project engineer phase services for the Porters Hollow Sanitary Sewer Improvements Project Contracts 15-1 and 15-2.
- L. Consider for approval and authorize the General Manager, or his designee, to take all actions necessary to effect the award of a material purchase order for new furniture for the General Manager's office. CSB FYE 19 Capital Budget for this is \$15,000.00.
- M. Consider for approval and authorize the General Manager, or his designee, to take all actions necessary to effect the award of a construction contract for the Board's Core Facility Fiber Upgrade Project, to the low responsible qualified bidder, CRCS, Inc. of Blairsville, PA, in the total amount of \$60,588.00, plus \$6,000 contingency for use at CSB managerial discretion, for a total of \$66,588.00. CSB FYE19 Capital Budget for this fiber phase of the \$200,000.00 project is \$80,000.00.
- N. Consider for approval, and authorize the General Manager, or his designee, to take all actions necessary to effect the award of a purchase order to remove and replace two (2) dump beds on single axle dump trucks, to Conley Fabrication, LLC the only responsible bidder, in the

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total amount of \$32,300.00. The new dump beds will be fabricated of stainless steel and replace the existing, corroded mild steel dump beds.

CSB FYE 19 Capital Budget for these dump beds is \$40,000.00.

- VI. Other matters for information and discussion.
 - A. Capital Projects Schedule.
 - B. CSB NPDES Permit renewal.
 - C. Other.
- VII. Executive session matters.
 - A. Personnel Matters.
 - B. Legal Matters.
 - 1. CSB v Colonial Surety Company.
 - 2. CSB v EPA.
 - 3. O'Dell/Holsclaw v CSB.
 - 4. J. F. Allen Construction Company (Business Court).
 - 5. PSC – Jamestown IV.
 - 6. Other.
- VIII. Next Scheduled Meeting - Thursday, October 12, 2018.
- IX. Adjourn.

August 2, 2018 – Copies *via* e-mail to Board Members, Advisors and Staff and, for posting, to CSB IT Manager and Charleston City Clerk.