

CHARLESTON SANITARY BOARD

JANUARY 14, 2021 BOARD MEETING – 10:30 A.M.

VIA ZOOM TELECONFERENCE

NOTICE AND AGENDA

For: Members: Chairwoman Mayor Amy Shuler Goodwin and Messrs. Mike Johnson, P.E. and Jack Rossi, CPA, Treasurer.

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

- I. Approval of the December 10, 2020 Minutes (to be e-mailed by 1-11-21).
- II. Public Speakers.
- III. Old Business.
 1. Woodward Drive Sewer Replacement Project.
- IV. New Business.
 - A. Unaudited Financial Reports and Check Registers for the period ended November 30, 2020 (to be e-mailed by 1-11-21).
 - B. Consider for approval and authorize the General Manager, or his designee, to take all actions necessary to effect the \$192,266.07 uncollectible accounts “write off” for the period July 1, 2019, through December 31, 2019 (\$186,466.99 for the same period in 2018).
 - 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 2021 due to the pandemic. The Grease Trap Fee, as approved in the tariff, will still be in effect for future years.
 - D. 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

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Requisition Form #7) in the amount of \$399,577.46 to West Virginia Department of Environmental Protection for its Woodward Branch Sanitary Sewer Replacement and Rehabilitation Project, Phases I and II.

- E. Consider for approval and authorize the CSB General Manager, or his designee, to effect the award of a construction contract to Tribute Contracting and Consultants, LLC of South Point, Ohio, the lowest responsible bidder, for the Danner Hollow Sanitary Sewer Improvements Contract 18-4, in the amount of \$2,279,384.00, plus \$113,969.20 contingency (5% of the contract amount) for use at CSB managerial discretion, for a total of \$2,393,353.20. There was one other bidder, Pro Contracting, Inc. of Lost Creek, WV, with a bid of \$2,913,920.50. CSB FYE21 capital budget for this item is \$2,200,000.00.
- F. Consider for approval the proposed schedule of meetings of the Board at 10:30 a.m. (via Zoom teleconference until further notice) on the second Thursday of every month in 2021, with the exception of November 11, 2021 which is a federal holiday. The November, 2021 meeting will be rescheduled to a mutually convenient date and time, to be announced.
 - A. Other.
- V. Executive Session Matters.
 - A. Personnel matters.
 - B. Legal matters.
 - 1. CSB v. Colonial, et al.
 - 2. Russell Williams vs. CSB
 - 3. Other
- VI. Next Scheduled Meeting: February 11, 2021

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VII. Adjourn.

January 7, 2021 – Copies via e-mail to Board members, advisors and staff and for posting, to the CSB IT Manager and Charleston City Clerk.

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