



**Union Williams**  
PUBLIC SERVICE DISTRICT

P.O. Box 243 ■ Waverly, WV 26184 ■ 304-464-5121 ■ Fax 304-464-4793

March 12, 2019

Wood County Commissioners  
No. 1 Court Square, Suite 203  
Parkersburg, WV 26101

Re: Minutes of Board Meeting

Dear Commissioners:

Enclosed is a copy of the minutes of our Regular Board Meeting held on February 12, 2019. This meeting was held in the District's office, Waverly, West Virginia.

Should you have any questions, please give me a call.

Cordially,

Chrissy Winans  
Office Supervisor

enclosure

**9c COPY**

**UNION WILLIAMS PUBLIC SERVICE DISTRICT**  
Regular Board Meeting  
February 12, 2019

Roll Call:

Present -

S. L. Nulter, Chairman

G. K. Arnott, Treasurer

C. E. Lancaster, Secretary

**MINUTES & TREASURER'S REPORT**

**APPROVED**

Attending: Zack Dobbins, Bennett and Dobbins PLLC

BY: *S. L. Nulter*

Location and Time:

5:30 P.M. District Office

DATE: 3-12-2019

Minutes by:

K. A. Sanders

S. L. Nulter called the meeting to order at 5:30 P.M.

Zack Dobbins, Bennett and Dobbins PLLC, attended the meeting to review the financial and payroll analysis prepared by his office.

G. K. Arnott moved to accept the minutes of the regular board meeting from January 8, 2018, and the Special Board meeting held January 17, 2019. C. E. Lancaster second. Unanimous.

Discussed monthly financial statements. G. K. Arnott moved to approve the financial statements. C. E. Lancaster second. Unanimous.

Customer complaints – none.

Discussed progress of Water Loss Project.

Reviewed status of sewer project.

Reviewed the 2017-2018 financial statements prepared for the District by Bennett and Dobbins, PLLC. G. K. Arnott moved to approve the year-end financial statements as presented. C.E. Lancaster second. Unanimous.

Reviewed field employee safety issues

1. Reading meters in hard to access areas. It was decided that we should purchase radio reads for these areas so that employees are not put at risk when manually reading these meters.
2. Dealing with customers that have been shutoff for nonpayment. We need to make every effort to deal with the customer in the office or by phone instead of the field employee dealing with them in a face to face situation. This means that we should have a release of liability forms signed at every opportunity, and, if there is a question about a possible leak (usage indicator will not stop moving), have the office contact the customer by phone to discuss the situation.

If the customer becomes confrontational or angry, simply walk away, get in your vehicle, and leave.

Next regular meeting: March 12, 2019, 5:30 PM at the district office.

Meeting adjourned at 7:10 P.M.