



**Union Williams**  
PUBLIC SERVICE DISTRICT

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

April 15, 2020

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 March 10, 2020. 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

UNION WILLIAMS PUBLIC SERVICE DISTRICT  
Regular Board Meeting  
March 10, 2020

COPY

Roll Call:

Present -

S. L. Nulter, Chairman  
G. K. Arnott, Treasurer  
C. E. Lancaster, Secretary

Location and Time:

5:30 P.M. District Office

Minutes by:

K. A. Sanders

Attendees:

S. L. Nulter called the meeting to order at 4:30 P.M.

Minutes from board meeting held on February 11, 2020 were read. G. K. Arnott moved to accept the minutes. C. E. Lancaster second. Unanimous.

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

Customer complaints – none

Reviewed progress of Water Loss Project. District monthly unaccounted for water loss is at 11%. Westbrook water tank was found to be routinely overflowing due to loss in telemetry communication, causing a large water loss for that area. Plans have been made to complete that repair.

Plans are put into place to replace the meters in non-working water stations to help locate leaks and control water loss. Meters will be available in June.

Motion was made to approve the purchase of these meters by G.K. Arnott. C. E. Lancaster second. Unanimous

Personnel concerns – Austin Stutler pulled a chest muscle while moving a grinder on March 4, 2020. He was treated and released at Camden Clark Medical Center. They released him to return to work with a limit on lifting set at 10 lbs. until March 12, 2020.

Kelley Sanders provided an update on the request from the Pleasants County Commission to extend water service to six customers on Homestead drive and Steele Farm Road. The estimate submitted by Dunn Engineers for this line extension was \$780,000. The Commission stated that they would not be able to pay for the extension, and they would not pursue the request any further.

The Board reviewed the Single Source Feasibility Study submitted by Potesta Engineers as part of our Source Water Protection Plan. Potesta Engineers recommended Union Williams PSD build a secondary wellfield situated away from the river. These wells could then be used if our

MINUTES & TREASURER'S REPORT

APPROVED

BY: Steph L. Nulter

DATE: 4-14-2020

current wellfield became contaminated by a spill.

It was discussed, and concluded, that building the secondary wellfield was just too expensive for the District to pursue at this time. The District would be willing to look at it again if grant money became available, and the new wellfield could be built without the District providing the funding. G. K. Arnott moved to accept this decision. C. E. Lancaster second. Unanimous.

Sewer project update:

Dunn Engineers provided their review of RK&K's completed work for the sewer project. The board reviewed their finding, and discussed the meeting scheduled with RK&K on March 30, 2020. A scheduling conflict has been discovered, and the meeting will need to be rescheduled. Kelley Sanders will reach out to the all parties to see what dates are available in April.

The board discussed the Employee policies the district currently has in place. It was decided that no changes are necessary at this time. G. K. Arnott motioned to approve. C. E. Lancaster second. Unanimous.

Next Board meeting is April 14, 2020, 4:30 PM at the District office.

Meeting was adjourned at 6:35 PM.