



Union Williams
PUBLIC SERVICE DISTRICT

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

November 12, 2019

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

Re: Minutes of Board Meetings

Dear Commissioners:

Enclosed are copies of the minutes from our Regular Board Meeting held on April 14, 2020 and the Special Board Meeting that was held on April 16, 2019. These meetings were 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
Special Board Meeting
April 16, 2020

COPIES

MINUTES & TREASURER'S REPORT
APPROVED

Roll Call:

Present -

S. L. Nulter, Chairman

G. K. Arnott, Treasurer

C. E. Lancaster, Secretary

BY: Step L Nulter

DATE: 5-12-2020

Attending:

Melinda Peters

Nathan Atkinson

Location and Time:

3:30 P.M. by conference call (due to COVID-19 pandemic)

Minutes by:

K. A. Sanders

S. L. Nulter called the meeting to order at 3:30 P.M.

All parties participated to discuss the terms by which our relationship will be permanently terminated.

Next regular meeting: May 12, 2020, 4:30 PM at the district office.

Meeting adjourned at 4:15 P.M.

NOTICE

**UNION WILLIAMS
P.S.D.**

**WILL HOLD A SPECIAL
BOARD MEETING April
16, 2020 AT 3:30 PM
HERE AT THE
DISTRICT OFFICE TO
DISCUSS
TERMINATION
NEGOTIATIONS WITH
RK&K ENGINEERS**

COPY

UNION WILLIAMS PUBLIC SERVICE DISTRICT
Regular Board Meeting
April 14, 2020

Roll Call:
Present -
S. L. Nulter, Chairman
G. K. Arnott, Treasurer
C. E. Lancaster, Secretary

MINUTES & TREASURER'S REPORT
APPROVED

Location and Time:
4:30 P.M. by phone (due to COVID-19 pandemic)
Minutes by:
K. A. Sanders

BY: Steph L Nulter
DATE: 5-12-2020

Attendees:

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

Minutes from board meeting held on March 10, 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 28%. We discussed the need to get the stations up and running, so that tracking water loss in areas would be easier. The meters we need to purchase will be available in June from Core and Main. Two have been ordered. We will take delivery of one in June, and one in July,

Personnel concerns – none.

COVID-19 update. Our staff has been able to accomplish the needed work, even with cutting to a minimum staff daily, to help protect each of them from the spread of the virus. We are set to run through the end of the month as of now. We will continue to listen for State updates on when things can start returning to normal.

The collection of payments have been slow, which may cause an issue with cash flow. The WV Public Service Commission made it policy that no shut offs for nonpayment can happen during this pandemic. Our customers will take advantage of the situation. Hopefully they will start paying when they receive their stimulus money this week.

Kelley had a discussion with Zack Dobbins, Bennett and Dobbins, concerning our projected raises this year. Zack stated that our budget should be able to allow for the adjustments in payroll. He also recommended that we fill out a 19A form for the WV PSC, so that we could raise our sewer rates, and start rebuilding our Senate Bill 234 money. G. K. Arnott motioned to approve. C. E. Lancaster second. Unanimous.

Sewer project update:

Dunn Engineers proposed contract to complete our sewer project was reviewed. G. K. Arnott moved to accept as presented. C. E. Lancaster second. Unanimous.

We had a discussion concerning Nathan Atkinson's response to our letter to RK&K (RK&K partner). Nathan stated that our offer was basically considered a "non-offer", and he didn't see a reason to have the meeting scheduled on April 16 if that was the board's position. Kelley will follow-up with him to see if he wishes to discuss, or cancel.

The Department of Highways has sent paperwork and offer to purchase the property in front of the office for the relocation of Rt. 31. The offer is \$3,400. They state they will not take any parking areas, just the grassy area up to the parking abutments. G. K. Arnott motioned to accept offer. C. E. Lancaster second. Unanimous.

Special board meeting scheduled for April 16, 3:30 PM by phone.
Next Board meeting is May 12, 2020, 4:30 PM at the District office.

Meeting was adjourned at 5:45 PM.