



Union Williams
PUBLIC SERVICE DISTRICT

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

June 9, 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 May 12, 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

COPY

UNION WILLIAMS PUBLIC SERVICE DISTRICT
Regular Board Meeting
May 12, 2020

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

Location and Time:
4:30 P.M. – District Office
Minutes by:
K. A. Sanders

MINUTES & TREASURER'S REPORT

APPROVED

BY: Stephen L. Nulter

DATE: 6-9-2020

Attendees: James Kelsh and Patrick Timony, Bowles and Rice attorneys, joined by phone at 5:30 PM.

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

Minutes from board meeting held on April 14, 2020, and special board meeting held on April 16, 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

Customer Service Concerns over the COVID-19 pandemic

Board members discussed the effects of the COVID-19 pandemic on collections, and customer service. Delinquency is at an all-time high, and the WV Public Service Commission still has order in place disallowing shutoffs for nonpayment.

Once the office is fully staffed, we will begin allowing customers access to the building by appointment only. This will allow the District to follow the social distancing and sanitizing guidelines set by the Wood County, and WV State health departments. Payments can still be dropped in the drop box, or mailed. Applications for service will still be available in the mailbox by the door, and they can be dropped into the night drop when completed, as we have been doing during our closure.

Reviewed progress of Water Loss Project. District monthly unaccounted for water loss is at 17%. 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 – Personnel scheduling was discussed. Limited staff should continue to follow the guidelines set by the Wood County and WV State health departments for essential businesses.

Sewer Project Update

Board went into executive session at 5:30 PM. Board returned from executive session at 6:10 PM.

The board read the settlement offer submitted to the District by letter (and delivered by email) dated May 7, 2020, by Nathan Atkinson, Partner of RK&K Engineers. Union Williams Board of Directors proposed to offer the following settlement to RK&K Engineers:

1. We agree to the amount set forth by RK&K of \$67,322.15.
2. The District is unable to pay in full, as RK&K requests at this time. The District proposes that they submit monthly payments in the amount of \$1,000 to RK&K, until such time as financing is found for the sewer maintenance project. Union Williams PSD then agrees to pay the balance in full, to RK&K, from the proceeds of that loan.
3. The District states that no interest should be charged on the balance so long as regular monthly payments are submitted.
4. Union Williams PSD agrees to withdraw the termination for default, and convert it to a termination for convenience under this agreement.

G. K. Arnott moved to approve this settlement as stated above. C. E. Lancaster second. Unanimous.

A letter will be prepared, and sent to RK&K Engineers, with these terms.

Next Board meeting is June 9, 2020, 4:30 PM at the District office.

Meeting was adjourned at 6:45 PM.