



# Union Williams

PUBLIC SERVICE DISTRICT

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

July 14, 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 June 9, 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  
June 9, 2020

COPY

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

**MINUTES & TREASURER'S REPORT**

**APPROVED**

BY: S. L. Nulter

DATE: 7-14-2020

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

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

Minutes from board meeting held on May 12, 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

**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. It is decided that the District should pursue collections of any accounts that are two or months behind on their payments for their water/sewer bill. We will make calls, and offer payment plans to those who cannot afford to pay the total past due all at once. If they do not respond, we will discontinue service, and request the full balance be paid before service is reestablished. G. K. Arnott moved to approve. C. E. Lancaster second. Unanimous.

The Board discussed what Union Williams 'new normal' procedures should look like, in light of the fact that COVID-19 is here to stay for some time. They approved changes in staff scheduling, services, and procedures, to protect the welfare of the employees, as well as the interests of the District. G. K. Arnott moved to accept changes. C. E. Lancaster second. Unanimous.

Reviewed progress of Water Loss Project. District monthly unaccounted for water loss is at 27%. The meters we need to purchase will be available in June from Core and Main. We should receive one this month.

Personnel concerns -- Owen Gage gave notice that his last day of employment would be June 12. Kristen McGraw was interested in going back to a full-time meter reader position. Kristen was hired back full-time, starting June 12, 2020.

G. K. Arnott motioned that the board go into executive session at 5:20 PM.

Board returned from executive session at 5:50 PM. Motion was made by G. K. Arnett to approve the pay increases that were discussed while in executive session. C. E. Lancaster second. Unanimous.

The board reviewed the settlement agreement prepared by RK&K's legal representative, along with Jim Kelsh's suggestions for changes. Each felt more changes were necessary, and directed Kelley Sanders to contact Mr. Kelsh to communicate the additional changes needed.

Kelley Sanders advised the board that Dunn Engineers were planning on getting back on the road to start work, even with the COVID-19 pandemic still looming. We expect them to visit the district in the next few weeks. They have been working on our facilities plan during the time that they were unable to travel.

Members of the Board reviewed, and approved the proposal from Bennett and Dobbins to complete our financial statements for FY 20-21 for the amount of \$5,600. G. K. Arnett first. C. E. Lancaster second. Unanimous.

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

Meeting was adjourned at 6:30 PM.