



Union Williams
PUBLIC SERVICE DISTRICT

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

November 10, 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 October 13, 2020. This meeting was held in the District's office, Waverly, West Virginia.

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

Cordially,

Tracy Orr
Office Supervisor

enclosure

UNION WILLIAMS PUBLIC SERVICE DISTRICT
Regular Board Meeting
October 13, 2020

Roll Call:

Present -

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

Attended:

Wayne Hypes, Engineer, Dunn Engineers
Fred Hypes, Engineer, Dunn Engineers

Location and Time:

4:30 P.M. – District Office

Minutes by:

K. A. Sanders

MINUTES & TREASURER'S REPORT

APPROVED

BY: Steph L Nulter

DATE: 11-10-2020

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

Minutes from board meeting held on September 8, 2020 were read. G. K. Arnott moved to accept the minutes. C. E. Lancaster second. Unanimous.

Minutes from special board meeting held on September 23, 2020 were read. G. K. Arnott moved to accept. S. L. Nulter second. Unanimous.

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

Wayne Hypes and Fred Hypes, of Dunn Engineers, attended the board meeting to give a progress report on the sewer project. We discussed the options available for North Hills, to help control the hydrogen sulfide coming from their system. It would be beneficial for these options to be put into writing, along with cost estimates, to present to North Hills town council.

Fred Hypes agreed to prepare the document, and get it to us for our review next week. We will then need to schedule another in-person meeting with North Hills town council, to discuss it more thoroughly.

Customer complaints – none

Customer Service Concerns over the COVID-19 pandemic –The West Virginia State government created a Utility Services Grant Fund for those current customers with outstanding balancing resulting from services received between March 1, 2020 and July 31, 2020. We do not have anyone that qualifies of these funds. All current customers are up-to-date on their bills for services rendered during those dates.

Reviewed progress of Water Loss Project. District monthly unaccounted for water loss is at 9%. A new station meter was installed at our Waverly PRV station. We should receive another meter this month, and that one will be installed into the altitude vault located on Route 31.

All customer meters are now changed to touch read meters.

Personnel concerns – Dakota Booth resigned his position as sewer operator with us. Christian Boyce has been hired to fill the position.

G. K. Arnott requested the board go into executive session at 6:20 PM. The board returned from executive session at 6:35 PM. G. K. Arnott made a motion to approve the salary increase discussed during the executive session. C. E. Lancaster second. Unanimous.

The audit committee scored the two auditing proposals received from Tetrick and Bartlett, and Perry and Associates. Tetrick and Bartlett scored higher, and it was decided that the committee would offer the auditing contract to them, based on their qualifications. Kelley Sanders will prepare the contract, and submit it to Tetrick and Bartlett for signatures. G. K. Arnott motioned to approve the committee's decision for the audit contract, C. E. Lancaster second, Unanimous.

Kelley Sanders discussed the need for the District to open two more savings accounts for the District; one for water renewal and replacement, and one for sewer renewal and replacement. The board instructed Kelley to collect information on opening a money market account for each with WesBanco, so that we can evaluate our options.

The Pledgee Agreement and FedMail Form submitted by WesBanco for signature was reviewed. G. K. Arnott motioned to accept the agreements as submitted, C. E. Lancaster second, unanimous.

Next Board meeting is November 10, 2020 at the District office.
Meeting was adjourned at 7:15 PM.

UNION WILLIAMS PUBLIC SERVICE DISTRICT

Regular Board Meeting

September 8, 2020

Roll Call:

Present -

S. L. Nulter, Chairman

G. K. Arnott, Treasurer

C. E. Lancaster, Secretary

Attended:

Wayne Hypes, Engineer, Dunn Engineers

Ethan Gartin, Engineer, Dunn Engineers

Location and Time:

4:30 P.M. – District Office

Minutes by:

K. A. Sanders

MINUTES & TREASURER'S REPORT

APPROVED

BY: Steph L. Nulter

DATE: 10-13-2020

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

Minutes from board meeting held on August 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

Customer Service Concerns over the COVID-19 pandemic – none

Reviewed progress of Water Loss Project. District monthly unaccounted for water loss is at 14%. The first station meter was installed at our Ogden location. We should receive another meter this month, and that one will be installed into the altitude vault located on Route 31.

Personnel concerns – none

Wayne Hypes and Ethan Gartin, of Dunn Engineers, attended the board meeting to give a progress report on the sewer project. They discussed the estimated cost of \$7.2M for the project, and what work it covered. Our next step will be to set up a meeting with North Hills town council to discuss what work needs to be completed in North Hills, to help us get control of our hydrogen sulfide issue. Kelley will contact the mayor, and set up a meeting.

The board members reviewed the new process to acquire an auditor for the completion of our annual audits, as governed by the WV State Auditor's Office. A committee was formed, with the members including S. L. Nulter, G. K. Arnott, C. E. Lancaster, and Kelley Sanders. G. K. Arnott motioned to approve committee members, C. E. Lancaster second, Unanimous.

The committee requested that Kelley Sanders contact the three selected accounting firms, and request a proposal. We will review, and score the proposals at next month's board meeting.

Kelley Sanders reviewed the progress of our sewer rate increase with the board members. We have advertised our new rates, and are in a waiting period to allow time for public comment.

Next Board meeting is October 13, 4:30 PM at the District office.
Meeting was adjourned at 6:45 PM.

UNION WILLIAMS PUBLIC SERVICE DISTRICT
Special Board Meeting
September 23, 2020

Roll Call:
Present -
S. L. Nulter, Chairman
G. K. Arnott, Treasurer

Attending:
Wayne Hypes, Dunn Engineers
Fred Hypes, Dunn Engineers
Dale Baumgartner, Mayor, North Hills
Ray Schrader, North Hills resident

Location and Time:
4:30 P.M. at pond pavilion, Town of North Hills, North Hills Drive.

Minutes by:
K. A. Sanders

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

Mr. Wayne Hypes, and Mr. Fred Hypes, both of Dunn Engineers, presented the issues Union Williams PSD sewer system is experiencing due to the high strength waste they are receiving from the Town of North Hills, along with possible solutions.

Mr. Dale Baumgartner, Mayor of North Hills, will review our conversation with the town council at their scheduled meeting on September 24, 2020. He will then get back to Kelley Sanders by email with their response.

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

Meeting adjourned at 6:45 P.M.

MINUTES & TREASURER'S REPORT
APPROVED
BY: S. L. Nulter
DATE: 10-13-2020

**NOTICE
UNION WILLIAMS PSD
WILL HOLD
A SPECIAL
BOARD MEETING
ON WEDNESDAY
SEPTEMBER 23, 2020
AT 4:30 P.M.
AT THE POND PAVILION
LOCATED IN THE TOWN OF
NORTH HILLS, NORTH HILLS
DRIVE.**

**The Purpose of this meeting is to discuss the
upcoming sewer project with the Town of North
Hills City Council.**