



**Union Williams**  
PUBLIC SERVICE DISTRICT

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

December 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 November 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,

Tracy Orr  
Office Supervisor

enclosure

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

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

Attended:  
Fred Hypes, Engineer, Dunn Engineers

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 October 13, 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.

Fred Hypes, of Dunn Engineers, attended the board meeting to review the report prepared by Dunn Engineers, for the town of North Hills, concerning their options for controlling the septicity problems. All board members agreed with the information contained in the report, and requested that Kelley Sanders forward a copy of the report to Dale Baumgartner, Mayor of North Hills. G. K. Arnott moved to take this action, C. E. Lancaster second, unanimous.

Customer complaints – none

Reviewed progress of Water Loss Project. District monthly unaccounted for water loss is at 10%. A new station meter will be installed into the altitude vault located on Route 31 this month. We are awaiting delivery.

Personnel concerns – Christina Winans resigned her Office Supervisor position with Union Williams PSD, stating family and emotional issues.

G. K. Arnott requested the board go into executive session at 5:45 PM. The board returned from executive session at 6:25 PM. G. K. Arnott made a motion to approve the promotion to Office Supervisor, and the salary increase, for Tracy Orr, discussed during the executive session. C. E. Lancaster second. Unanimous.

The Board reviewed, and signed, the paperwork for the WesBanco savings accounts, in which 2.5% of water revenues and 2.5% of sewer revenues would be deposited, and used for

**COPY**

**MINUTES & TREASURER'S REPORT**

**APPROVED**

BY: *S. L. Nulter*

DATE: 12-8-2020

maintenance. G. K. Arnott motioned to open accounts, which are required by WV Public Service Commission. C. E. Lancaster second. Unanimous.

Kelley Sanders was chosen to represent Union Williams PSD as a voting delegate for WV Rural Water Association. Matt Valentine will be the alternate voting delegate. G. K. Arnott moved to approve, C. E. Lancaster second, unanimous.

C. E. Lancaster submitted his resignation to the board, effective December 1, 2020, since he will be moving away from the District.

Next Board meeting is December 8, 2020 at the District office.  
Meeting was adjourned at 6:45 PM.