



Union Williams

PUBLIC SERVICE DISTRICT

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June 9, 2021

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 11, 2021, 2021. 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
May 11, 2021

 COPY

Roll Call:
Present -
S. L. Nulter, Chairman
G. K. Arnott, Treasurer
D. A. Raines, Secretary

MINUTES & TREASURER'S REPORT

APPROVED

Attended: Mr. Cam Siegrist, Bowles & Rice Attorney, by phone

BY: 

Location and Time:
4:30 P.M. – District Office

DATE: 6-8-2021

Minutes by:
K. A. Sanders

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

Minutes from board meeting held on April 13, 2021 were read. G. K. Arnott moved to accept the minutes. D. A. Raines second. Unanimous.

Reviewed monthly financial statements. G. K. Arnott moved to approve the financial statements. D. A. Raines second. Unanimous.

Kelley Sanders gave an update on the sewer project. The project was submitted to the Infrastructure and Jobs Development Council on May 5, 2021. It is expected that the IJDC will review the project during their May 25, 2021 meeting, will act on it during their June 25, 2021 meeting, and will approve it during their July 7, 2021 meeting.

Customer complaints – none

Mr. Cam Siegrist, attorney with Bowles & Rice, joined the meeting by phone to review the bids received for our 2013 and 2015 water bond refunding. After discussing, it was decided that BB&T Company terms offered the most benefit to the District. G.K. Arnott motioned for the District to pursue refunding the water bonds through BB&T Company. D. A. Raines second. Unanimous.

Mr. Siegrist advised the Board that the next step would be to prepare the Bond Resolutions for signature at the June 8 board meeting. D. A. Raines moved to approve this work be completed by Mr. Siegrist. G. K. Arnott second. Unanimous.

G. K. Arnott made motion that Mr. Siegrist should send out a Conditional Notice of Redemption to the holder of the 2013 water bond, dated no later than May 18, 2021, to start our 30-day required notification. D. A. Raines second. Unanimous.

Hopefully these steps will allow for the closing documents to be signed and processed by June 18, 2021.

Personnel issues

Kelley Sanders did annual performance reviews with employees during the month of May. One employee concern was that the uniform pay of \$300 annually did not cover the cost of boots needed for the job throughout the year. After discussion, G. K. Arnott motioned to increase the amount of employee uniform pay to \$400 annually. D. A. Raines second. Unanimous.

G.K. Arnott requested the Board go into executive session at 5:15 PM. The Board returned from executive session at 5:35 PM. D. A. Raines motioned to approve the pay increase discussed during the executive session. G. K. Arnott, second. Unanimous.

This month's District unaccounted for water loss shows is -12%, which reflects several main line leak repairs, and a long-term billing issue. The annual month-to-date water loss is 7%. Wayne Hypes of Dunn Engineers, has developed a plan to place 35 small meters, and 5 large meters, throughout the system to help track water loss. Fred Hypes, Dunn Engineers, is preparing a letter addressed to the Wood County Commission, requesting funding of \$135,000 from COVID-19 Relief Funds, to finance this project. He is also going to include a request of an additional \$6,000 to help pay for the fencing, and graveling of the wellfield. G. K. Arnott motioned to approve the creation of this letter. D. A. Raines second. Unanimous.

Kelley Sanders presented the Water and Sewer budgets for FY 21-22. G.K. Arnott moved to accept as presented. D. A. Raines second. Unanimous.

Next Board meeting is June 8, 2021, 4:30 PM, at the District office.

Meeting was adjourned at 6:30 PM.