



Union Williams
PUBLIC SERVICE DISTRICT

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July 11, 2023

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 13, 2023. 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
June 13, 2023

Roll Call:

Present -

S. L. Nulter, Chairman
G. K. Arnott, Treasurer
D. A. Raines, Secretary

Attended:

Katrina Kratche, Mid-Ohio Valley Regional Council
Fred Hypes, Thrasher 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 the regular board meeting held on May 9, 2023 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.

Fred Hypes, Thrasher-Dunn Engineers, gave an update for the Sewer Renovation Project. Their engineering staff is continuing to work on design, and will have it ready for the District to review the results sometime in August, 2023.

Mr. Hypes, Thrasher-Dunn Engineers, presented Amendment #4 to the Engineering Service Agreement to cover the costs incurred while attending the WV PSC hearing on May 5, 2022. D. A. Raines motioned to approve the amendment. G. K. Arnott second. Unanimous

Mr. Hypes also gave an update of the Fordyce sewer line relocation project. Our attorney, Arden Cogar, has advised us that Mr. Fordyce is refusing to sign the right-of-way in order to allow us to move forward with the line relocation. After discussion, the Board directed Kelley Sanders to reach out to Mr. Cogar and ask if the District would be able to pursue any action that would allow us to recoup the funds from Mr. Fordyce for the work already completed, as well as the interest that we have paid on the loan. This seems reasonable since it was Mr. Fordyce that was demanding the line be moved from its current location.

Kelley Sanders presented drawdown request #4 from Thrasher Group, Inc in the amount of \$15,000.00 for geotechnical services. G.K. Arnott moved to approve the drawdown. D.A. Raines second. Unanimous.

Katrina Kratche, Mid-Ohio Valley Regional Council, presented an updated IJDC Binding Commitment letter in the amount of \$1,200,000 for the Middle Ridge Critical Needs Project to the board for signature. G.K. Arnott moved to approve the updated grant funding. D.A. Raines

MINUTES & TREASURER'S REPORT

APPROVED

BY: Steph L Nulter

DATE: 7/11/2023

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second. Unanimous.

Ms. Kratche presented a contract from Bowles Rice, Attorneys at Law, to provide legal services for the Middle Ridge Critical Needs Project as follows:

- Local Project Attorney services which includes review of construction contracts, providing such opinions and assistance as may be required by bond counsel and funding agencies, \$5,000.
- Lands and rights-of-way services, which includes title research, preparation of deeds, recordation of deeds, issuing of title opinions as required by funding agencies, but excludes negotiating with property owners and filing actions in eminent domain (for which this firm would charge under an addendum to this agreement \$5,000 per action filed), \$10,000.
- Public Service Commission services, which includes seeking a determination from the PSC that no certificate of convenience and necessity is required for this Project (in the unexpected event that the PSC determines a certificate of convenience and necessity is required, this firm would negotiate an addendum to this agreement), \$5,000.

G. K. Arnott moved to accept the Bowles Rice legal services contract for the Middle Ridge Critical Needs Project as written. D. A. Raines second. Unanimous.

Ms. Kratche presented an agreement for Project Coordination and Technical Services from the Mid-Ohio Valley Regional Planning & Development Council in the amount of \$30,000. D.A. Raines moved to accept the contract as presented. G.K. Arnott second. Unanimous.

Mr. Hypes presented the Board with the design documents for the Middle Ridge water line extension for the District's review and comments.

Customer concerns – none

Personnel issues – A new sewer employee started work on May 30, 2023.

This month's District unaccounted for water loss is 12%. Kelley Sanders is currently working with engineers at Thrasher Engineering to breakdown pressure zones which will allow the District to locate and repair leaks more efficiently.

Tetrick and Bartlett submitted the financial audit for FY 21-22 for the Board's approval. After review, G. K. Arnott motioned to accept the audit as presented. D.A. Raines second. Unanimous.

Kelley Sanders presented the Board Meeting Schedule for FY 23-24. D. A. Raines moved to approve. G. K. Arnott second. Unanimous.

The Board of Directors authorized Kelley Sanders to act as Union Williams PSD voting delegate at the 2023 WV Rural Water Association Annual Business Meeting taking place on August 14, 2023. Kristen McGraw was authorized as the alternate delegate in Ms. Sanders absence.

An updated Employee handbook was reviewed by the Board. D. A. Raines motioned to approve the updated employee handbook. G. K. Arnott second. Unanimous.

Date of the next regular board meeting is July 11, 2023, 4:30 PM, at the District office.

Meeting was adjourned at 7:00 PM.