

UNION WILLIAMS PUBLIC SERVICE DISTRICT
Regular Board Meeting
October 10, 2023

COPY

Roll Call:

Present -

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

MINUTES & TREASURER'S REPORT

APPROVED

Attended:

Fred Hypes, Thrasher Dunn Engineers
Ashley Tomko, Thrasher Dunn Engineers
Jason Graser, Edward Jones Financial
Katrina Kratche, Mid-Ohio Valley Regional Council

BY: Steph L Nulter

DATE: 11-14-2023

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 September 5, 2023 and the special board meeting held September 28, 2023, were read. G.K. Arnott moved to accept the minutes. S.L. Nulter second. Unanimous.

Reviewed monthly financial statements. G.K. Arnott moved to approve the financial statements. S.L. Nulter second. Unanimous.

Ashley Tomko, Thrasher-Dunn Engineers, gave an update for the Sewer Renovation Project. Final project notes were made concerning changes to the project. After discussion, Ms. Tomko stated she would review the changes needed, and have the final design ready to review at the board meeting scheduled on November 14, 2023.

Katrina Kratche presented drawdown request #6 in the amount of \$303.67 to cover the Mid-Ohio Valley Regional Council's fees to date. G.K. Arnott motioned to approve. D.A. Raines second. Unanimous.

Fred Hypes reviewed the Mobile Home sewer line relocation project with the Board. An electronic copy of the signed right-of-way from Mr. and Mrs. Fordyce has been received, but the District has not yet received the original copy for recording. Thrasher Engineers is currently working on the design, and it should be ready to review at the board meeting scheduled on November 14, 2023.

Ms. Tomko gave an update on the Middle Ridge Critical Needs Project. The advertisement for bidding has been run twice, and the pre-bid meeting will be held on October 18, 2023, 2:00 PM, at the District office. Bids are scheduled to be opened on November 2, 2023, 2:00 PM, at the District office. A copy of the final design work was left at the District office for employee and

Board review.

Customer concerns – none

Personnel issues – A new sewer employee has been hired.

This month's District unaccounted for water loss is 2%.

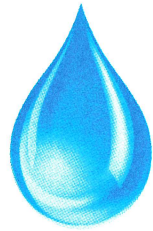
Ashley Tomko presented a task agreement to the Board for the completion of this work. The District will be charged on an hourly basis, not to exceed \$7,500. D.A. Raines moved to approve the agreement. G.K. Arnott second. Unanimous.

Jason Graser, Edward Jones Financial adviser, spoke to the board about different options the District can utilize to invest money, other than savings accounts, that would increase the interest we earn. Further investigation will be completed on this subject; no decision was made concerning these opportunities.

The Audit Procurement Committee, which is comprised of S.L. Nulter, G.K. Arnott, D.A. Raines, and K.A. Sanders, reviewed the proposals received for our next three-year auditing contract. The District mailed a request to three accounting firms, but only received a proposal from one. Tetrick and Bartlett, PLLC submitted a bid amount of \$30,250 which will cover our auditing expenses over the next three years. After discussion, G.K. Arnott motioned to enter a three-year contract with Tetrick and Bartlett to have them perform our auditing services as required. D.A. Raines second. Unanimous.

The next Board meeting will be November 14, at the District office, 4:30 PM.

Meeting was adjourned at 6:30 PM.



Union Williams

PUBLIC SERVICE DISTRICT

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

November 15, 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 October 10, 2023. The 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