



# Union Williams

PUBLIC SERVICE DISTRICT

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March 13, 2024

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 February 8, 2024. 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

**COPY**

**UNION WILLIAMS PUBLIC SERVICE DISTRICT**  
Regular Board Meeting  
February 8, 2024

Roll Call:

Present -

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

Attended:

Ashley Tomko, Thrasher Engineers  
Dana Tackett, Mid-Ohio Valley Regional Council  
Zack Dobbins, JD Utility Services, LLC

Location and Time:

3:00 P.M. – District Office

Minutes by:

K. A. Sanders

S. L. Nulter called the meeting to order at 3:00 P.M.

Minutes from the regular board meeting held on January 9, 2024 were read. G. K. Arnott moved to accept the minutes. D. A. Raines second. Unanimous.

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

Ashley Tomko, Thrasher Engineers, gave updates for the Middle Ridge Critical Needs Project. Construction was delayed due to weather and started on February 5. The first Construction Meeting was held at the District office February 8 at 2:00 PM to review the progress. Dana Tackett, MOVRC, presented drawdown request #2 in the amount of \$64,720.39. These proceeds will cover administration invoices #6 & #7 for \$1,651.20, engineer invoice # 1000116 for \$8,931.51, and the contractors current work in the amount of \$54,137.68. G.K. Arnott made motion to approve the drawdown. D.A. Raines second. Unanimous.

Ms. Tomko advised the Board that the Sewer Renovation Project design has been completed, and it has been submitted to the DEP for review.

Mr. Zack Dobbins of JD Utility Services, LLC presented a contract to work in the administrator capacity for our Sewer Renovation Project. After review, G.K. Arnott moved to approve the contract for the administrative services in the amount not to exceed \$87,000. D.A. Raines second. Unanimous.

Kelley Sanders gave an update on the mobile home park sewer line relocation project. Our representing attorney, Dave Cook (McCorkle Lavender), quit his job on Monday, January 29. The firm did not advise Union Williams PSD, or BRIM, of this, even though a meeting was scheduled for February 9 with the plaintiff, his attorney, and his engineer. After hearing this information through rumor, K. Sanders phoned BRIM to request a new attorney. Jason

**MINUTES & TREASURER'S REPORT**

**APPROVED**

BY: Stephen L. Nulter

DATE: 3-8-2024

Hammond of Bailey and Wyant agreed to take the case.

The mobile home park owner was sent a copy of the design and had some generalized complaints. A meeting is scheduled for February 9 at 10:00 AM to address Mr. Fordyce's concerns.

The project is still in the hands of the WV Department of Environmental Protection, and approval is expected in the next couple of days.

This month's District unaccounted for water loss is 6%.

The next Board meeting will be March 12, 2024, at the District office, 4:30 PM.

Meeting was adjourned at 5:10 PM.