



Union Williams

PUBLIC SERVICE DISTRICT

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May 15, 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 April 9, 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

UNION WILLIAMS PUBLIC SERVICE DISTRICT

Regular Board Meeting

April 9, 2024

Roll Call:

Present -

S. L. Nulter, Chairman

G. K. Arnott, Treasurer

D. A. Raines, Secretary

MINUTES & TREASURER'S REPORT

APPROVED

Attended:

Ashley Tomko, Thrasher Engineers

Fred Hypes, Thrasher Engineers

Dana Tackett, Mid-Ohio Valley Regional Council

BY: Stephen L. Nulter

DATE: 5-14-2024

Location and Time:

4:30 P.M. – District Office

COPY

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 March 12, 2024 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.

Ashley Tomko, Thrasher Engineers, gave updates for the Middle Ridge Critical Needs Project. The final walkthrough meeting will be held on April 11, 2024 at 10:00 AM to verify substantial completion.

Dana Tackett, MOVRC, presented drawdown request #4 in the amount of \$123,457.28. These proceeds will cover the Thrasher Engineer invoice # 1000131 for \$25,929.18, and the Dunlap contracting, LLC in the amount of \$97,528.10. G.K. Arnott made motion to approve the drawdown. D.A. Raines second. Unanimous.

Ms. Tomko updated the Board on the Sewer Renovations Project. They are still working to satisfy some miscellaneous questions received from the DEP, and hopes to have it ready for resubmission no later than May 14, 2024.

Fred Hypes updated everyone on the mobile home park sewer line relocation project. We are currently working with Pickering Associates to get a right-of-way signed by them. The DEP requirements are met, and we should be able to ask for permission to go to bid soon. Kelley Sanders presented drawdown #4 to the BAN note in the amount of \$4,088.75 to pay invoice #1202065 from Bowles Rice for services rendered. G. K. Arnott moved to approve. D. A. Raines second. Unanimous.

Kelley Sanders presented the water and sewer budgets for FY 24-25. G. K. Arnott moved to

approve, D. A. Raines second. Unanimous.

The board members reviewed the Customer Quarterly Newsletter prepared by Kelley Sanders for mailing April, 2024. D. A. Raines approved. G. K. Arnott second. Unanimous.

The current employee holiday schedule was reviewed. G. K. Arnott motioned to update our schedule to reflect what is currently being offered by state and local PSD's. D. A. Raines second. Unanimous.

Kelley Sanders advised that a sewer operator in training employee resigned his position without notice. An Indeed advertisement has been opened to fill the position.
Ms. Sanders also reported that a former employee returned to the District as a full-time Class I water operator.

Kelley Sanders asked for permission to purchase a used vehicle for the water department with the expectation of spending less than \$25,000. D. A. Raines moved to approve. G. K. Arnott second. Unanimous.

This month's District unaccounted for water loss is 1%.

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

Meeting was adjourned at 6:00 PM.