



Union Williams

PUBLIC SERVICE DISTRICT

This Institution is an equal opportunity provider and employer
P.O. Box 243 ■ Waverly, WV 26184 ■ 304-464-5121 ■ Fax 304-464-4793

September 11, 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 August 13, 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

August 13, 2024

Roll Call:

Present -

S. L. Nulter, Chairman

G. K. Arnott, Treasurer

D. A. Raines, Secretary

Attended:

Ashley Tomko, Thrasher Engineers

Location and Time:

4:30 P.M. – District Office

Minutes by:

K. A. Sanders

MINUTES & TREASURER'S REPORT

APPROVED

BY: S. L. Nulter

DATE: 9/10/2024

COPY

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

Minutes from the regular board meeting held on July 9, 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.

Ms. Ashley Tomko updated the Board on the Sewer Renovations Project. Contract I has been submitted to the WV DEP for review. No word has been received from the DEP on contract 2.

The mobile home park sewer line relocation project was discussed. Our attorney, Jason Hammond, had a conference call with Marvin Masters (attorney for Mr. Fordyce). Mr. Masters stated that he was looking at an incorrect right-of-way document when he was objecting to his client signing. He stated that he would forward the right-of-way to Mr. and Mrs. Fordyce to sign and return it us. Nothing more has been heard since that meeting over a month ago.

Bennett and Dobbins presented a contract in the amount of \$5,000 to complete the financial statements for FY 23-24. G. K. Arnott moved to approve as the contract presented. D. A. Raines second. Unanimous.

A revised employee handbook was reviewed. The update contained the addition of pre-employment drug testing requirements, along with requirements that drug testing be administered when accidents occur while on the job, or reasonable suspicion of drug/alcohol use for current employees. G. K. Arnott moved to approve the revision. D. A. Raines second. Unanimous.

An Informational and Operational Technology Acceptable Use Policy was presented for approval. D. A. Raines motioned to approve the policy. G. K. Arnott second. Unanimous.

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

The next Board meeting will be September 10, at the District office, 4:30 PM.

Meeting was adjourned at 5:45 PM.