

UNION WILLIAMS PUBLIC SERVICE DISTRICT

Regular Board Meeting

July 8, 2025

**COPY**

Roll Call:

Present -

S. L. Nulter, Chairman

G. K. Arnott, Treasurer

D. A. Raines, Secretary

Attended:

Ashley Tomko, Thrasher Engineers

Chase Campbell, WTAP News

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 June 10, 2025 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 provided updates for the Sewer Renovations Project.

Ms. Tomko found that the wrong information was given to her concerning the property transfer approval from the Department of Highways. The meeting on 5/31/25, in which the transfer was supposed to have been approved, was cancelled. Our request will now be on the agenda for the meeting scheduled 7/31/25. The WV DEP does not want to give us permission to advertise for bids until that transfer has been completed.

The WV DEP has approved our permit modification request for the project changes.

A conference call is scheduled with the WV Public Service Commission tomorrow, 7/9/25, to discuss the audit and rate approval timeline for the emergency rates already in place, and the project rate increase.

The mobile home park sewer line relocation project was discussed. The right-of-way has been signed. We have reached out the Kathy Emery of the WV DEP to gain approval to bid this project separately from the whole project, since we are under court order to get this done quickly. A conference call should be scheduled soon.

This month's District unaccounted for water loss is 4%.

Tetrick & Barlett presented the financial audit for FY 23-24 for approval. G.K. Arnott moved to approve as prepared, D.A. Raines second. Unanimous

Bennet & Dobbins presented a scope of service contract to complete the FY 24-25 annual

MINUTES & TREASURER'S REPORT

**APPROVED**

BY: *S. L. Nulter*

DATE: 8-12-2025

financial reports for \$3,500 plus travel costs. D.A. Raines motioned to approve. G.K. Arnott second. Unanimous.

K.A. Sanders gave an update on the creation of a District website. The domain name unionwilliamspsd.com was purchased for \$207. The WV State Treasurers Office is working with the District to develop the site. Their fee will be \$200-\$300. They will also charge a \$15 month maintenance fee.

K.A. Sanders reviewed the hiring plan she developed. After review the board members approved the following actions:

1. Hire two new employees for the sewer department (maintain a staff of four)
2. Sewer employees should report to the District office in the morning and evening.

G.K. Arnott moved to approve these changes. D.A. Raines second. Unanimous.

The WV Rural Water Association annual conference will be held in Wheeling August 17-20, 2025. G.K. Arnott made motion to authorize K.A. Sanders as the voting delegate representing the District. D.A. Raines second. Unanimous.

Meeting was adjourned at 6:15 PM.



# 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

August 13, 2025

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 July 8, 2025.  
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