

MINUTES
WARM SPRINGS PUBLIC SERVICE DISTRICT
June 8, 2011

A regular meeting of the Public Service Board of the Warm Springs Public Service District was held on Wednesday, June 8, 2011, at the Morgan County Commission meeting room in the Morgan County Courthouse, Berkeley Springs, West Virginia, at 3.30 p.m.

Members present were Andrew Jurick, Paul Zorich, and Mike Jenkins. Also in attendance was Rodney Hovermale.

The first matter of business was the approval of the Minutes of the May 11, 2011, regular meeting and the May 25, 2011, special meeting. The Minutes of the May 11 and May 25 meetings were approved upon motions by Mr. Zorich and Mr. Jenkins respectively.

The next matter of business was the approval of the invoices received. The following thirty operating invoices were approved for payment upon a motion by Mr. Jenkins:

Operating

1. Bank of America (May; lab supplies, earthlink)	\$47.68
2. Berkeley Club Beverages (May, lab water)	17.50
3. B.S.W.W. (June; meter books)	125.00
4. CNB (interest on loan thru 5/24/11; 337 Swallow Place)	764.38
5. CoxHollida, LLP (Apr.; utility rate analysis)	2,685.00
6. Dawson's Home Center (June; BS bulbs, filters, plugs & rod)	51.92
7. Fairway Laboratories (May; BS sludge analyses for land application)	450.00
8. Fastenal Company (May.; BS paper towels, hanging bins)	88.52
9. Fibernet (May; phone bill GC, BS, office)	228.12
10. G.H.S. (May; sludge hauling)	1,125.00
11. Glenn's Septic Service (May; sludge hauling from GC to BS)	600.00
12. Guardian Life (May; disability insurance admin. fee)	8.00
13. Rodney Hovermale (5/2 - 5/29; mileage)	76.23
14. Kauffelt & Kauffelt (Apr.; rate case legal fees)	806.50
15. Morgan Sanitation, Inc. (May; dumpster rental)	122.12
16. Postmaster (May 31, billing postage)	299.52
17. Potomac Edison (May; GC; Apr.; PS #3 & 337 Swallow Pl.)	996.37
18. REIC Laboratory (May; GC & BS sludge/water analyses)	1,007.55
19. Roy's Serv. Ctr. (5/13, 5/18, 5/20, 5/27, 6/1 gas/diesel)	483.27
20. State Auto Mutual (May.; 3 rd quarter auto & commercial insurance)	6,296.28
21. Town of Bath (June; office rent)	750.00
22. UPS (5/3; water sample shipping)	172.07
23. Unifirst (5/16, 5/23, 5/30, 6/6; uniforms)	252.32
24. US Cellular (May 24 - June 23; service)	45.72
25. Univar USA Inc. (May; Delpac flocculent)	1,220.00
26. WV Clean Water Coalition (June; legal fees)	1,000.00
27. WV Division of Highways (Dec.; gas)	127.50
28. Waste Management (May; landfill)	3,680.45
29. Winschel Environmental LLC (Jan., Apr., May; polymer)	5,310.00
30. Xerox (May; copier fee)	59.48
	28,896.50

There were no sewer connection requests to be considered. The Water Department has yet to receive an active request for a water connection since the moratorium was partially lifted in March.

The monthly financial reports were reviewed.

Mr. Hovermale reviewed the status of the Rule 19A rate case that was filed with the PSC on November 19, 2010. The hearing is scheduled for June 15 with a decision expected by July 25.

Mr. Hovermale reported that the PSD's copier lease agreement with Xerox had expired in October 2010. Several new proposals have been received from two different firms, but there are some missing details. The option to purchase a machine versus leasing was discussed.

Proposals for the PSD's annual audit were discussed. CoxHollidaPrice submitted a one year proposal at a total cost of \$22,845 for the audit, PSC report, and accounting assistance. Decker & Company submitted a three year proposal to do the same work at an annual cost of \$13,500. Mr. Zorich made a motion to accept the proposal from Decker & Company. After some more discussion, Mr. Zorich withdrew his motion. Mr. Hovermale will check to see if a three year proposal presents a conflict with the PSD's spending limit of \$25,000 without soliciting bids. He will also check back with CoxHollidaPrice for a three year proposal, and check with Tom Close to see if his firm would be interested in doing the audit.

A proposal to sign up for electronic transfer of funds for the PSD's payments to the Municipal Bond Commission (MBC) was discussed. All of the monthly bond payments except direct payments to Rural Utilities Service and all of the bond reserve payments go to the MBC. Upon a motion by Mr. Zorich, Mr. Jurick was authorized to sign on behalf of the PSD the necessary documents to allow electronic transfer of funds.

The possibility of providing direct deposit for payroll checks was discussed. Mr. Jenkins reported that CNB would provide the service for the PSD's six employees for free.

The meeting was adjourned at 4:45 p.m. upon a motion by Mr. Zorich.


Andrew B. Jurick, Chairman


Paul S. Zorich, Vice-chairman


Michael Jenkins, Secretary/Treasurer