

MINUTES  
WARM SPRINGS PUBLIC SERVICE DISTRICT  
October 12, 2011

A regular meeting of the Public Service Board of the Warm Springs Public Service District was held on Wednesday, October 12, 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 were Curtis Keller, Will Rohrbaugh, Brenda Hutchinson, Connie Perry, and Rodney Hovermale.

The first matter of business was the approval of the Minutes of the September 7, 2011, regular meeting. The Minutes were unanimously approved upon a motion by Mr. Zorich.

The next matter of business was the approval of the invoices received. Mr. Jenkins asked if the equipment included in the Schreiber invoice (#30) had been priced by more than this one vendor. Mr. Hovermale replied that other options were not considered since this was basically a proprietary situation. Prices for comparable equipment will be presented at the next meeting. The following thirty-eight operating invoices were unanimously approved for payment upon a motion by Mr. Zorich:

**Operating:**

1. Apparatus Repair & Engineering (Sept.; align 3 blower motors)	683.00
2. Bank of America (Sept.; earthlink)	21.95
3. B.S.W.W. (Oct.; meter books, Aug. shutoffs, Sept. water @ wwtp)	431.87
4. Brickstreet Mutual Ins. (5/19/11-5/19/12 3 <sup>rd</sup> qtr.; worker's comp)	1,499.50
5. Board of Risk & Ins. Management (9/11-9/12 1 <sup>st</sup> qtr.Liab/Auto/Prop)	3,206.00
6. CNB (interest on loan thru 9/24/11; 337 Swallow Place)	781.37
7. CoxHollidaPrice LLP (Sept.; accounting fees rate case)	575.00
8. Scott Crunkleton (Sept. & Oct.; cell phone allowance)	40.00
9. Dawson's Home Center (Aug. & Sept.; BS & GC supplies)	22.46
10. Decker & Co. PLLC (Sept. & Oct.; audit billing, 1 <sup>st</sup> & 2 <sup>nd</sup> install.)	8,200.00
11. Glenn Francis (Sept. & Oct.; cell phone allowance)	40.00
12. Fibernet (Sept.; phone bill GC, BS, office)	233.97
13. Glenn's Septic Service (Aug.; sludge hauling from GC to BS)	600.00
14. Guardian Life (Sept.; disability insurance admin. fee)	8.00
15. Hunters Hardware (Sept. & Oct.; BS & IP supplies)	130.32
16. Rodney Hovermale (8/22 - 10/2; mileage)	4.50
17. Kauffelt & Kauffelt (Aug.; rate case legal fees)	1,066.50
18. Innovative Business Products (Sept.; notices/bills)	765.81
19. Miss Utility (Aug. & Sept.; notifications)	26.25
20. Morgan Sanitation (Aug. & Sept.; dumpster rental)	244.24
21. Pifer Office Supplies (Sept.; supplies)	63.64
22. Postmaster (Sept. 30; billing postage and stamps)	462.04
23. Potomac Auto Parts (Sept. & Oct.; headlamp, oil, belts)	154.87
24. P. E. (Aug. & Sep.;GC/BS-wwtp,BS-ps#2;Aug.;BS-ps#3;Sep.GC#2)	10,512.79
25. REIC Lab (Sept.; GC & BS water analyses; Aug.; IP analyses)	1,599.55
26. Roy's Serv. Ctr. (8/31, 9/1, 9/9, 9/19, 9/23, 9/30, 10/7; gas)	568.00

27. Roto-Rooter (Oct.; Harmison lateral)	240.50
28. Shives Electric (Sept.; fuses, power supplies)	1590.98
29. Share Corporation (Sept.; BS Dynasty 300)	496.18
30. Schreiber (Sept.; BS diffuser connectors, LDO system)	12,070.00
31. Town of Bath (Oct.; office rent)	750.00
32. UPS (9/13; BS & GC water sample shipping)	61.38
33. USA Bluebook (Sept.; BS, IP & GC lab supplies & filters)	766.76
34. Unifirst (9/5, 9/12, 9/19, 9/26, 10/3; uniforms)	292.95
35. US Cellular (Aug. & Sept.; service)	91.32
36. WV Clean Water Coalition (Oct.; legal fee)	1,000.00
37. WV DEP (Oct.; annual wvnpdes/groundwater fees)	600.00
38. Winschel Environmental (Aug. & Sept.; BS polymer)	3,540.00
	<b>\$3,441.70</b>

There were no sewer connection requests to be considered.

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 PSC staff filed a response asking that the WDA's September 16 motion to intervene be denied. A ruling from the Commission has not yet been received.

Continued membership in the Clean Water Coalition was the next topic of discussion. Messrs. Keller and Rhorbaugh were present representing the Berkeley County Public Service Sewer District and the Coalition. Current members of the Coalition are BCPSSD, Ranson, Charles Town, Martinsburg, and WSPSD. Coalition president Keller reviewed some of the accomplishments including the passage of two key pieces of legislation that will help the members meet the challenges presented by the Chesapeake Bay Initiative. SB245 will provide \$6 million from excess lottery funds over thirty years to fund some of the upgrades necessary to reduce nutrients in wastewater plant discharges. Challenges remain for the Coalition members (and other sewer utilities in the Chesapeake Bay watershed) such as finalizing a trading program and funding disbursement. Membership cost is based on the number of customers, with the monthly fee for WSPSD being \$1,000. After deliberations, Mr. Jenkins made a motion, seconded by Mr. Zorich, to suspend WSPSD's membership in the Coalition for six months, and then review the financial situation. The motion passed 2-1 with Mr. Jurick dissenting.

Connie Perry presented an addendum to sales contract for the PSD's house at 337 Swallow Place. The addendum reduces the sale price from \$154,000 to \$151,000, which matches the value just obtained in the appraisal report. After discussion, Mr. Zorich made a motion, seconded by Mr. Jurick, to approve the addendum setting the new price at \$151,000. The motion passed 2-1 with Mr. Jenkins dissenting.

The Board considered adopting a policy to bill all premises for monthly sewer service regardless of the occupancy status. A motion by Mr. Zorich authorizing the drafting of a vacant house policy was unanimously approved. The policy will be submitted to the PSC for approval.

Mr. Hovermale reported on credit card fees that would be incurred if the PSD started accepting credit card payments. Estimates ranged from \$750 per year at City National to \$1,800 per year at CNB assuming 5% of payments would be made with credit cards. The Board

requested Mr. Hovermale to arrange for a representative from CNB to attend the next meeting to go over all possible payment options.

The policy for water service termination for non-payment of the monthly sewer bills was discussed. The bills are dated the last day of each month and considered due on the first. On the 21<sup>st</sup> of each month, an unpaid bill becomes delinquent and is then eligible for a 10 day termination notice. However, the PSD allows a greater grace period by waiting until approximately the 5<sup>th</sup> of the following month before mailing the termination notice.

The Board discussed putting PSD information such as meeting agendas and minutes, etc. on Morgan County's web site that contains a page for the WSPSD.

Mr. Jenkins will contact Vivian Graham to see if the PSD needs to make improvements to the corner marker that was replaced on her property in Martin Terrace.

The meeting was adjourned at 5:10 p.m. upon a motion by Mr. Jenkins.



Andrew B. Jurick, Chairman



Paul S. Zorich, Vice-chairman



Michael Jenkins, Secretary/Treasurer