

MINUTES
WARM SPRINGS PUBLIC SERVICE DISTRICT
November 9, 2011

A regular meeting of the Public Service Board of the Warm Springs Public Service District was held on Wednesday, November 9, 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 David Decker, Patty Muldoon, and Rodney Hovermale.

The first matter of business was the approval of the Minutes of the October 12, 2011, regular meeting. The Minutes were unanimously approved upon a motion by Mr. Zorich.

The order of business was modified upon a motion by Mr. Zorich. Mr. Decker of Decker and Company PLLC presented the Financial Statements for the year ending June 30, 2011. He reported that the Statements were an unqualified opinion. Total assets are \$20,291,785, which is down from last year by \$614,641 due to depreciation. Accounts receivable increased by \$27,000. Total liabilities decreased by \$408,791 mostly due to bonds being paid down. Total net assets decreased by \$205,850 with a significant portion being a \$51,000 decrease in construction grant revenue. Cash increased this year by \$4,642 compared to a decrease of \$17,513 last year. Bond coverage improved to 108% compared to 101% last year. However, the coverage was still below the required 115%. The Financial Statements were unanimously accepted upon a motion by Mr. Zorich.

The next matter of business was the approval of the invoices received. After discussion, the following thirty-nine operating invoices were unanimously approved for payment upon a motion by Mr. Zorich:

Operating:

1. Apparatus Repair & Engineering (Oct.; BS, GC, IP generator maint.)	\$3,422.18
2. Bank of America (Oct.; Rural Water Conference lodging, earthlink)	865.98
3. Berkeley Club Beverage, Inc. (Oct.; distilled water)	17.50
4. B.S.W.W. (Sep. & Oct. shutoffs; Nov. meter books)	525.00
5. Board of Risk & Ins. Mgmt. (Liab/Auto/Prop for qtr ending 3/12)	3,545.00
6. Chemrx Service, Inc. (Oct.; lab balances service & calibration)	210.00
7. CAN Surety (WV highway bond limit increase thru 4/12))	67.21
8. CNB (interest on loan thru 10/24/11; 337 Swallow Place)	756.16
9. Decker & Co. PLLC (Nov.; final audit billing)	5,300.00
10. Fastenal Company (Oct.; BS filters, V-belts)	168.66
11. Glenn Francis (10/29 & 10/30; GC mileage)	13.20
12. Fibernet (Oct.; phone bill GC, BS, office)	230.30
13. Guardian Life (Oct.; disability insurance admin. fee)	8.00
14. HD Supply Waterworks, LTD (Oct.; pvc pipe)	162.12
15. Hunters Hardware (Oct.; BS tools, sump pump, fan)	244.20
16. Rodney Hovermale (10/3 – 10/30; mileage)	3.00

17. Kappe Associates (Oct.; IP UV system)	150.70
18. Kauffelt & Kauffelt (Sept.; rate case legal fees)	1,558.20
19. Morgan Sanitation (Oct.; dumpster rental)	112.12
20. Northern Safety Co., Inc. (Oct.; disposable gloves)	151.19
21. Penn State University (Oct.; soil analyses)	9.00
22. Pifer Office Supplies (Oct.; diary, calendars & toner)	181.16
23. Postmaster (Oct. 31; billing postage and annual PO Box rental)	349.43
24. Potomac Auto Parts (Oct.; wiper blades, v-belt, solenoid snow plow)	137.24
25. Potomac Edison (Sept.; PS #3; Oct.; GC/BS-wwtp, BS-ps#2)	3,720.66
26. REIC Laboratory, Inc. (Oct.; GC & BS water analyses)	248.02
27. Rick's Welding & Machine (Sept.; flusher truck hose repairs)	167.20
28. Roy's Serv. Ctr. (8/31, 10/14, 10/21, 10/29 & 11/7; gas/diesel)	347.94
29. Schreiber (Oct.; BS annual maintenance)	6,968.00
30. Shives Electric (Oct.; BS PS #1 3 phase surge protectors)	452.84
31. Smith-Nadenbousch Insurance (Oct.; Fidelity Bonds)	125.00
32. Steptoe & Johnson PLLC (Sept.; legal services - PELA)	406.25
33. Town of Bath (Nov.; office rent)	750.00
34. Uline (Oct.; shipping boxes & bubble wrap)	103.69
35. Unifirst (10/3 balance, 10/10, 10/17, 10/24, 10/3 & 11/7; uniforms)	310.45
36. US Cellular (Nov.; service)	45.77
37. UPS (Oct.; BS & GC water sample shipping)	893.67
38. USA Bluebook (Oct.; BS. & GC lab supplies & feeder tubes)	413.24
39. Valley Credit Service, Inc. (Sept. & Oct.; Rohr collection fee)	91.75
	33,232.03

There were no sewer connection requests to be considered. The superintendent for the construction of the new hospital on Fairview Drive will be contacted regarding the commencement of sewer billing.

The monthly financial reports were reviewed.

Ms. Muldoon from CNB bank reviewed various options for the collection of bill payments. There are various web-based options where the PSD could scan checks and develop an electronic deposit. CNB also offers the option of providing the billing and/or scanning function at their facility. The Board was invited to see a demonstration at CNB's main office. Mr. Hovermale noted that City National Bank will be at the PSD's next meeting to make a similar presentation.

Upon a motion by Mr. Jenkins, it was approved unanimously to sell the house at 337 Swallow Place for \$151,000, and Mr. Jurick was authorized to execute the necessary documents. An order from the Public Service Commission approving the sale is expected prior to closing on November 14, 2011.

Mr. Hovermale reported that he had started to draft a vacant house policy, but that the policy must be carefully worded in order to gain approval from the Public Service Commission. Greater Marion PSD's policy was recently denied approval due to possible conflicts in various sections of their policy.

Mr. Zorich moved to rescind the decision made at the October 12 meeting to suspend WSPSD's membership in the Clean Water Coalition for six months. After discussion, including the position that the monthly dues were really payment for legal services previously received, Mr. Zorich withdrew his motion.

Various subjects were discussed including the possible sale of the mobile belt filter press, cost of acquiring coats/sweatshirts for operators, installation of a time clock, and monitoring the quality of the electricity at the Berkeley Springs WWTP. It was unanimously approved to purchase the domain names wpspd.com and wpspd.org for one year.

The meeting was adjourned at 6:05 p.m. upon a motion by Mr. Jenkins.


Andrew B. Jurick, Chairman


Paul S. Zorich, Vice-chairman


Michael Jenkins, Secretary/Treasurer