

MINUTES
WARM SPRINGS PUBLIC SERVICE DISTRICT
December 14, 2011

A regular meeting of the Public Service Board of the Warm Springs Public Service District was held on Wednesday, December 14, 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 Ian Gingold, Jeff Bishop, Elaine Hill and Laura Chalupka representing City National Bank, and Rodney Hovermale.

The first matter of business was the approval of the Minutes of the November 9, 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. After discussion, the following forty-five operating invoices were unanimously approved for payment upon a motion by Mr. Zorich:

Operating:

1. Appalachian Software, Inc. (2012 annual software support)	\$2,940.00
2. AR&E (Nov.; grease screw motor; Dec.; GC PS#2, pump #1 repairs)	1,205.43
3. Bank of America (Nov.; earthlink, GC & IP supplies)	45.79
4. Berkeley Club Beverage, Inc. (Nov.; distilled water)	17.50
5. B.S.W.W. (Dec.; meter books)	125.00
6. Bill's Plumbing (Dec.; 87 S. Mercer Street lateral replacement)	430.00
7. Cash (Oct. & Nov.; postage and supplies)	32.77
8. Commonwealth of Pennsylvania (Feb. 2012 biosolids training class)	60.00
9. Terry Cross (11/17 & 12/1; mileage; Martinsburg, radio sites)	38.94
10. Scott Crunkleton (Nov. & Dec.; cell phone allowance)	40.00
11. Dawson's Home Center (Dec.; IP adaptor, bushing)	4.27
12. Environmental Express (Nov.; BS 50 pk broth, petri dishes/pads)	299.96
13. Fibernet (Nov.; phone bill GC, BS, office)	241.72
14. Glenn Francis (Nov. & Dec.; cell phone allowance)	40.00
15. Jim Fredo (Nov.; 87 S. Mercer St. lateral replacement)	381.60
16. G.H.S. (Oct.; 2 taps; school & Cornelius; Nov.; haul sludge)	1,838.00
17. Glen's Septic Service (Nov.; 3 loads GC; Dec.; 2 loads GC/1 load IP)	1,200.00
18. Guardian-Bethlehem (Nov.; disability insurance admin. fee)	8.00
19. HD Supply Waterworks (Nov.; sewer cleanouts, mechanical plug)	153.00
20. Hach Company (Nov.; IP lab supplies)	66.74
21. Hunters Hardware (Nov.; BS headworks repairs; GC pump lift repair)	55.20
22. Kappe Associates (Nov.; IP 4 pack uv bulbs)	180.15
23. Kauffelt & Kauffelt (Oct.; rate case and house sale legal fees)	410.50
24. Miss Utility of WV (Oct.; notifications)	22.50
25. Morgan Sanitation (Nov.; dumpster rental)	132.12
26. Pifer Office Supplies (Nov.; paper, envelopes, paper towels, etc.)	100.88

27. Postmaster (Nov. 30; billing postage, stamps & bulk rate permit)	663.28
28. Potomac Auto Parts (Nov.; Coolant, anti-freeze for pickup)	15.49
29. Potomac Edison (Oct.; PS#3; Nov.; GC/BS-wwtp, BS-ps#2)	6,811.44
30. Prime Solution (Nov.; polymer mixer pump)	895.81
31. REIC Lab (Nov.; BS toxicity, appendix J, sludge; GC water analyses)	4,585.20
32. Rick's Welding & Machine (Oct.; new flusher truck hose; brackets)	1,886.00
33. Roto-Rooter (Nov.; Community Market service lateral cleaned)	448.00
34. Roy's Serv. Ctr. (11/10,11/17,11/23,11/28,12/2,12/7,12/9; gas/diesel)	485.00
35. Schreiber (Nov.; proximity switch)	316.00
36. Shives Electric (Nov.; 3 starter contact kits)	1,311.24
37. Steptoe & Johnson PLLC (Oct.; legal services – land application)	161.25
38. Town of Bath (Dec.; office rent)	750.00
39. UPS (Nov.; water sample shipping)	200.79
40. USA Bluebk (Nov.; BS/GC dessicant-- control panel, BS lab reagent)	288.96
41. Greg Unger (Nov.; excavator/saw for lateral repair at 87 S. Mercer)	692.50
42. Unifirst (11/14, 11/21, 11/28, 12/5, 12/12; uniforms)	294.95
43. US Cellular (Dec.; service)	45.77
44. Valley Credit Service, Inc. (Nov.; Rohr collection fee)	44.88
45. Waste Management (Nov.; landfill)	1,290.20
	31,256.83

The meeting was turned over to the representatives of City National Bank to discuss payment collection options and services. Mr. Gingold with the billing option where City would prepare and distribute monthly bills, and payments would be sent to City for processing. Receipts would be credited the day of receipt. Another option would be auto withdrawal up to a maximum amount each month. Customers would authorize withdrawal from their account on a form City would provide. There would be a transaction fee of approximately \$0.25. WSPSD would submit an ACH file request one day, and the funds would be available the next day. Customers currently utilizing City's services include Charles Town Utility and Jefferson County Schools. City will submit a written proposal in January.

There were no sewer connection requests to be considered.

Upon a motion by Mr. Jenkins, it was unanimously approved to enter into a loan agreement with CNB for the amount of \$42,000 to be paid off in monthly installments over 5 years at 5% interest. This is the principal amount remaining once the house sale proceeds were applied to the loan used to purchase the house and vacant lot at 337 Swallow Place. The vacant lot valued at approximately \$30,000 still remains to be sold.

Mr. Hovermale reported that there has been no action in the PSD's rate case. We are still waiting for a response from the PSC regarding the exceptions filed in response to the August Order disapproving an increase.

The draft Billing Policy including vacant houses was discussed. It was agreed to forward the Policy to attorney Mark Kauffeit for review prior to submission to the Public Service Commission.

The Board discussed an agreement drafted by Steptoe & Johnson that would require the

Clean Water Coalition members to recover accumulated legal fees as part of an UDC nutrient reduction project.

Mr. Hovermale reported on the status of effort to land apply sludge to farmland in Pennsylvania. The 30-day notice has been submitted, but there were 3 deficiencies including 2 items where the landowner needed to supply information. An agronomic loading rate needs to be calculated by the PSD. If the weather cooperates, the first loads of sludge could be going to the farm in January.

The monthly financial reports were reviewed.

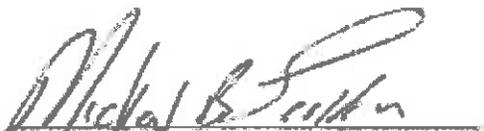
A price is being requested from Shives Electric to monitor the electrical supply at the Berkeley Springs treatment plant.

It was unanimously approved, upon a motion by Mr. Jenkins, to give the employees a half day off on Friday, December 23. This would be in lieu of any extra compensation for Christmas/year end.

The meeting was adjourned at 5:15 p.m. upon a motion by Mr. Jenkins.


Andrew B. Jurick, Chairman


Paul S. Zorich, Vice-chairman


Michael Jenkins, Secretary/Treasurer