

**MINUTES**  
**WARM SPRINGS PUBLIC SERVICE DISTRICT**  
 January 11, 2012

A regular meeting of the Public Service Board of the Warm Springs Public Service District was held on Wednesday, January 11, 2012, 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 Jim Fisher and Steve McBee representing Arndt-McBee Insurance Agency, Brenda Hutchinson, and Rodney Hovermale.

The first matter of business was the election of officers for the new year. Upon a motion by Mr. Zorich, the following officers were elected on a 2-0 vote with Mr. Jenkins abstaining: Paul Zorich – Chairman, Andy Jurick – Vice-chairman, and Mike Jenkins – Secretary/Treasurer.

The next matter of business was the approval of the Minutes of the December 14, 2011, regular meeting. The Minutes were unanimously approved upon a motion by Mr. Jurick.

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

**Operating:**

1. Bank of America (Dec.; earthlink, data tapes, domain registration)	\$73.29
2. David Beale (Jan.; lime for biosolids land application)	425.00
3. B.S.W.W. (Jan.; meter books; Dec.; water @ BS wwtp)	356.84
4. Kevin Boles (Dec.; install spyware and pc maintenance)	35.00
5. Brickstreet Mutual (4 <sup>th</sup> qtr W/C premium 5/18/11-5/19/12)	1,499.50
6. C&S Wet Tapping & Core Ser (Oct.; tap at football field)	350.00
7. CSX Transportation (2/23/12-2/22/13 permit)	128.41
8. Scott Crunkleton (Jan.; cell phone allowance)	20.00
9. Glenn Francis (Jan.; cell phone allowance)	20.00
10. Guardian-Bethlehem (Dec.; disability insurance admin. fee)	8.00
11. Rodney Hovermale (12/12/11 & 1/5/12 mileage)	2.25
12. Hunters Hardware (Dec.; glue, battery, & tape)	16.53
13. Kauffelt&Kauffelt(Dec;rate case,house sale,vacant policy&Graham)	841.40
14. LaFarage (Dec.; stone for parking lot @ Hunter's; lateral repair	37.12
15. Lumos Networks (Dec.; phone billing, GC, BS, office)	232.36
16. Miss Utility of WV (Nov.; notifications)	11.25
17. Morgan County Clerk (Jan.; Tritapoe lien)	11.00
18. Morgan Sanitation (Dec.; dumpster rental)	122.12
19. Postmaster (Dec. 31; billing postage & stamps)	510.13
20. Potomac Auto Parts (Dec.; oil for push mower)	15.87
21. Potomac Edison (Nov.; PS#3; Dec.; GC/BS-wwtp, BS-ps#2)	8,326.56
22. REIC Lab (Dec.; IP, GC, BS water analyses)	337.38

23. Rick's Welding & Machine (Dec.; IP adaptor)	45.00
24. Roto-Rooter (Dec.; clean lateral, portals @ 33 Fairfax Street)	338.50
25. Roy's Serv. Ctr. (12/16,12/21, 12/30, 1/6 gas)	267.00
26. Shives Electric (Dec.; GC capacitors, hoist repairs UV lift)	457.78
27. Tacoma Soy (Dec.; 148 N. Wash. St. reimburse for service line exp.)	352.00
28. Town of Bath (Jan.; office rent)	750.00
29. UPS (Dec.; water sample shipping)	90.87
30. USA Bluebook (Dec.; GC & BS dippers)	302.16
31. Unifirst (12/19, 12/26, 12/30, & 1/9; uniforms)	235.96
32. US Cellular (Jan.; service)	45.77
33. Univar USA (Dec.; disinfecting/neutralizer tablets)	1,155.19
34. Valley Credit Service, Inc. (Dec.; Steve Ryan court cost)	32.09
35. WV Division of Motor Vehicles (Dec.; employee Id's)	20.00
36. Winschel Environmental (Dec.; polymer)	1,770.00
	19,242.33

There were no sewer connection requests to be considered.

The meeting was turned over to Mr. Fisher to present a proposal from Cincinnati Insurance for a program utility policy. The annual cost would be \$12,169, and includes coverage for equipment breakdown (\$500 deductible), pollution, and employee benefits liability, in addition to the traditional casualty and liability coverage. This policy would not cover officer and director's liability. Mr. Fisher recommended looking at the worker's compensation coverage sixty-days prior to policy renewal with Brickstreet.

The billing/payment/collection proposals have not yet been received from CNB or City National Bank. Presentations were made by both banks at the last couple of meetings. Berkeley County PSSD will be contacted about their website payment options.

Mr. Hovermale reported that the PSC still has not responded to the exceptions filed in the PSD's 2010 rate case. However, Vivian Graham has filed a motion to reopen her complaint case. She is still not satisfied with the corner marker that was replaced by the PSD, in addition to other complaints that were previously dismissed by the PSC.

The draft Billing Policy including vacant houses was discussed. It was forwarded to attorney Mark Kauffelt for review prior to submission to the Public Service Commission, but his comments have not yet been received.

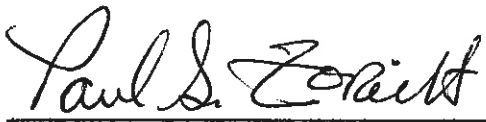
Sewer service billing for the new hospital on Fairview Drive as discussed. The hospital has been under construction for well over a year, and completion is anticipated for this spring. There has been no billing for sewer service even though a sewer service line has been connected to the PSD's lines for quite a while. According to Water Department records, several hundreds of thousands of gallons of water have gone through the meter since September 2011. An inspection of the connection point in October revealed no evidence of the sewer line being used, and the contractor confirmed that the lines were not supposed to be in use. Application for sewer service has been made by Valley Health, but not by the contractor, who is the customer of record with the Water Department. Upon a motion by Mr. Jenkins, it was unanimously agreed to start billing the

contractor for sewer service beginning with the September 2011 meter reading.

A proposed General Manager employment contract with Rodney Hovermale was discussed. There has not previously been a contract, but it was agreed by everyone that this was a good idea. Upon a motion by Mr. Jenkins, it was unanimously agreed to continue working on a contract with a rough draft anticipated by March.

The monthly financial reports were reviewed.

The meeting was adjourned at 4:50 p.m. upon a motion by Mr. Jenkins.



Paul S. Zorich, Chairman



Andrew B. Jurick, Vice Chairman



Michael Jenkins, Secretary/Treasurer