

WARM SPRINGS PUBLIC SERVICE DISTRICT

271 Wilkes Street
P.O. Box 456
Berkeley Springs, WV 25411

MICHAEL JENKINS
Secretary/Treasurer

PAUL S. ZORICH
Chairman

JOYCE ALTOMARE
Member

304-258-4118
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RODNEY D. HOVERMALE
Manager

July 5, 2012

Morgan County Commission
77 Fairfax Street, Room 101
Berkeley Springs, WV 25411

Re: Minutes of Meetings

Ladies and Gentleman:

Enclosed are copies of the PSD's approved Board Meeting Minutes for the months of April and May 2012. Please contact me if you have any questions or need additional information.

Sincerely,



Rodney D. Hovermale

MINUTES
WARM SPRINGS PUBLIC SERVICE DISTRICT
May 9, 2012

A regular meeting of the Public Service Board of the Warm Springs Public Service District was held on Wednesday, May 9, 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 Paul Zorich, Mike Jenkins, and Joyce Altomare. Also in attendance were Tom Altomare, Brenda Hutchinson, and Rodney Hovermale.

The first matter of business was the approval of the Minutes of the April 11, 2012, regular meeting. The Minutes were approved, with Mr. Jenkins abstaining, upon a motion by Mrs. Altomare.

The next matter of business was the approval of the thirty-six invoices received. After discussion, the following thirty-five operating invoices, with #36 for Paul Zorich in the amount of \$4,425 being excluded, were approved, with Mr. Zorich abstaining, for payment upon a motion by Mr. Jenkins:

1. Apparatus Repair&Engineering (Apr; pump maint BS&GC/gen radiator)	4,160.10
2. Joyce Altomare (Apr 11 regular board meeting)	100.00
3. Bank of America (Apr; earthlink, BS plant supplies, Terry Cross airfare)	205.36
4. B.S.W.W. (May; meter books)	125.00
5. Bob's Tire Service (Apr; repair backhoe tire)	89.95
6. Brickstreet Mutual Ins (May; Worker's Comp 20% 5/19/12-5/19/13)	1,171.00
7. Scott Crunkleton (Apr; Moorefield, WV class expenses)	102.23
8. Environmental Express (Apr; lab0mfc broth & petri dishes)	312.49
9. Fastenal Co. (Apr; BS gear oil)	124.41
10. G. H. S. Inc. (3/19 haul sludge; Apr; replace lateral 95 Harrison Ave.)	1,850.50
11. Glen's Septic Service (Apr; 3 loads GC to BS; 1 load out of IP)	980.00
12. Guardian-Bethlehem (Apr; disability insurance admin. fee)	8.00
13. Hach Co. (Apr; BS, GC, & IP testing supplies)	113.32
14. Rodney Hovermale (Apr 2 thru Apr 29 mileage)	8.67
15. Hunters Hardware (Apr; supplies lateral repairs: Mercer, Duane, Harrison)	267.35
16. Kauffelt & Kauffelt (Mar; Graham complaint)	43.00
17. Lumos Networks (Apr; phone billing, GC, BS, office)	236.57
18. Miss Utility of WV (Mar; notifications)	15.60
19. Morgan Sanitation (Apr; dumpster rental)	122.12
20. Power Beck & Matzuff (Apr; legal fees Youngblood complaint)	792.35
21. Postmaster (Apr 30; billing postage & stamps)	478.92
22. Potomac Auto Parts (Apr; bulb for GMC, antifreeze for GC generator)	58.73
23. Potomac Edison (Mar; PS#3, Apr; GC/BS-wwtp, BS-ps#2)	5,508.45
24. REIC Lab (Apr; GC & BS water analyses)	433.44
25. Roto-Rooter (Apr; Duane Lane roots)	244.50
26. Roy's (3/23,4/13,4/19, 4/26 & 5/4 gas for GMC; 4/19 diesel & 2 5-gal cans)	532.80
27. Shive's Electric (Mar; BS ps; Apr; ext lighting BS&GC;alarm battery GC)	1,540.61

28. The Garage (Apr; diagnostic scan; oil change; valve & sensor dump truck)	910.91
29. Town of Bath (May; office rent)	750.00
30. UPS (Apr; REIC sampling BS & GC)	426.05
31. USA Bluebook (Apr; eye dropper; reagent; mag stirrer; screen; lube)	367.90
32. Uline (Apr; shipping supplies)	70.48
33. Unifirst (1/16, 2/20; Apr 9 th , 16 th , 23 rd , & 30th; May 7th uniforms)	412.93
34. Valley Credit Service (9/2011-2/2012 Gaither collection fees)	235.91
35. Winschel Environment (Apr; polymer for fan press)	1,770.00
	24,569.65

The Board then discussed invoice #36 after Mr. Zorich recused himself and left the room. The invoice amount of \$4,425 represented the recently approved Board member salary of \$100 per regular meeting and \$75 per special meeting from the time of Mr. Zorich's reappointment in February 2008 through the April 11, 2012, meeting. A list of meeting attendance was not provided. There were concerns about going back over four years to pay the salary. A motion by Mr. Jenkins was approved tabling the invoice until the June meeting and requesting a list of the meetings attended. Mr. Zorich returned to the room where there continued to be discussion about the invoice and how far back in time it would be practical to consider.

There were no sewer connection requests to be considered.

There has been no recent action at the Public Service Commission on the Hans Peter Moss complaint regarding the denial of a second request for an adjustment for a water leak. Mayor Susan Webster was in the office today to go through the list of sewer bill adjustments for calendar year 2011 as per her FOIA request. She got about half way through the year and marked the pages that she would like to have copied.

Billing/payment/collection options from CNB and City National Bank were discussed. Mrs. Altomare made a motion to notify both banks that the PSD is not interested in these services at this time. There was no second to the motion. Berkeley County PSSD will be contacted to get an idea of the number of their customers that use online payments and automatic fund transfers. Upon a motion by Mrs. Altomare, it was unanimously agreed to provide in the office a customer survey on these bank services.

The pending litigation with Joyce Youngblood on post-retirement benefits was discussed. Her attorney has until May 14 to respond to the PSD's motion to dismiss the case for failure to exhaust remedies.

The Board discussed forming a safety committee. Goals for the committee could be established at a special meeting. A motion by Mr. Zorich that Mrs. Altomare represent the Board on the committee, Mr. Hovermale get a member of the plant staff and also an office representative for a three member safety committee was approved on a vote of 2-1 with Mr. Jenkins dissenting.


The monthly financial reports were reviewed and discussed.

A property and liability insurance proposal from Cincinnati Insurance was discussed. The Cincinnati proposal as presented by Jim Fisher of Arndt-McBee Insurance was a little cheaper than the BRIM policy that the PSD just acquired in September 2011. The proposed policy also included equipment breakdown and had lower deductibles than the current policy. Upon a motion by Mrs. Altomare, it was unanimously decided that the PSD will stick with the BRIM policy for the coming year.

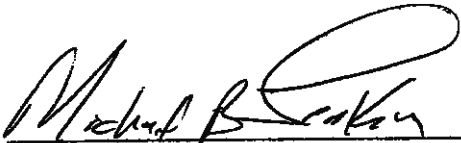
The proposed Travel Reimbursement Policy was discussed, but Mr. Jenkins was no longer comfortable with some of the terms in his original draft. After discussion, it was agreed that he will present the Policy at the June meeting.

The FY2013 O&M Budget proposal in the amount of \$1,090,440 was discussed. The amount is almost \$56,000 less than the budget for the current year. The budget discussion will continue at the June 13 meeting.

The meeting was adjourned at 5:10 p.m. upon a motion by Mrs. Altomare.



Paul S. Zorich, Chairman



Mike Jenkins, Secretary/Treasurer



Joyce Altomare, Member

MINUTES
WARM SPRINGS PUBLIC SERVICE DISTRICT
April 11, 2012

A regular meeting of the Public Service Board of the Warm Springs Public Service District was held on Wednesday, April 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 Paul Zorich and Joyce Altomare. Mr. Jenkins was unable to attend due to a subpoena as a witness in a court case in Fairfax, Virginia. Several attempts to reach him by telephone were unsuccessful. Also in attendance were Tom Altomare, Brenda Hutchinson, Susan Webster, Barry Beck, and Rodney Hovermale.

The first matter of business was the approval of the Minutes of the March 14, 2012, regular meeting. The Minutes were unanimously approved upon a motion by Mrs. Altomare.

The next matter of business was the approval of the invoices received. After discussion, the following thirty-four operating invoices, with #2 being reduced from \$250 to \$100, were unanimously approved for payment upon a motion by Mr. Zorich:

Operating:

1. Apparatus Repair & Engineering (Mar; Capacitors GC PS)	41.62
2. Joyce Altomare (Mar; Board meeting salary)	100.00
3. Bank of America (Mar; earthlink, BS, GC plant & IP supplies)	52.08
4. Berkeley Club Beverages (Mar; BS distilled water)	24.00
5. B.S.W.W. (Apr; meter books; Mar; shut offs & water @ WWTP)	431.84
6. Cash (Mar; petty cash 11/30/11 thru 3/26/12 for postage & supplies)	22.99
7. Scott Crunkleton (Apr; cell phone allowance; Mar; PA sludge class)	253.67
8. Fastenal Co.(Mar; ½" hammer drill; Apr; form release for sludge)	157.05
9. Fire-X Sales & Service Corp. (Mar; fire extinguisher annual maint.)	69.22
10. Glenn Francis (Apr; cell phone allowance)	20.00
11. Glen's Septic Service (Mar; 1 load GC to BS)	235.00
12. Guardian-Bethlehem (Mar; disability insurance admin. fee)	8.00
13. Rodney Hovermale (Mar 5 thru Apr 1 mileage)	7.61
14. Hunters Hardware (Mar; exterior light bulbs BS)	42.80
15. Innovative Business Products (Mar; A/P laser checks)	212.83
16. Kauffelt & Kauffelt (Mar; PSC legal fees Graham complaint)	161.50
17. Lumos Networks (Mar; phone billing, GC, BS, office)	235.42
18. Miss Utility of WV (Feb; notifications)	10.00
19. Morgan Sanitation (Mar; dumpster rental)	122.12
20. Power Beck & Matzuff (Mar; legal fees Youngblood complaint)	2,240.80
21. Pifer Office Supply, Inc. (Mar; office & plant supplies)	18.08
22. Postmaster (Mar 30; billing postage & stamps)	524.00
23. Potomac Edison (Feb; PS#3, Mar; GC/BS-wwtp, BS-ps#2)	4,897.40
24. Prime Solution (Mar; parts for fan press)	233.60
25. REIC Lab (Mar; GC & BS water analyses)	250.47

26. Roto-Rooter (Apr; 95 Harrison Ave. roots)	244.50
27. Roy's Service Ctr (3/16, 3/30 & 4/6 gas for GMC)	254.00
28. Town of Bath (Apr; office rent)	750.00
29. UPS (Mar; REIC sampling BS & GC)	80.24
30. USA Bluebook (Mar; root-x, hose shutoff valve, reagent BS)	161.58
31. Unifirst (Mar; 19 th , 26 th & Apr; 2nd uniforms)	176.97
32. US Cellular (Apr; service)	46.26
33. Univar (Mar; delpac)	2,490.50
34. Water Environment Federation (Mar; membership renewal)	100.00
	14,676.15

There were no sewer connection requests to be considered.

Mayor Susan Webster was present to ask the Board to reconsider the denial of a leak adjustment request for her husband Hans Peter Moss' property at 292 North Washington Street. The PSD's Leak Adjustment Policy, like many throughout the state, limits the frequency of adjustments to one occurrence per twelve month period. An adjustment for a water leak between the meter and the building was granted for the quarter ending June 7, 2011. The denied request was for a similar leak during the quarter ending December 6, 2011, which was well within the twelve month period. Mayor Webster felt that the PSD had the right to make an exception since the water leak did not go into the sewer system. She said that the Water Department gave an adjustment back to a normal bill. Mr. Zorich suggested that she contact the Public Service Commission. A motion by Mrs. Altomare was approved reaffirming the denial of the leak adjustment request.

Billing/payment/collection options from CNB and City National Bank were discussed. Upon a motion by Mrs. Altomare, it was agreed to not enter into any agreements with either bank at this time.

Mr. Beck (Power Beck & Matzuff) was present to discuss the pending litigation with Joyce Youngblood. The Board went into executive session upon a motion by Mrs. Altomare. Mr. Zorich cited §6-9A-4(12) of the West Virginia Code as the authorization for the executive session (to discuss a matter which is not considered a public record). The Board returned from executive session at 4:35 p.m. with no action being taken.

Telephone service providers were discussed. Lumos has offered a three year contract that is a little cheaper than they currently provide for the PSD's five lines. The price is also less than Frontier can offer. A motion by Mr. Zorich was passed approving the Lumos contract at a rate of \$209.09 for the five lines including DSL service at the office.

The monthly financial reports were reviewed, and the budget comparison reports were discussed. March was a good month with cash increased over the previous month and liabilities decreased.

The PSD's membership status with the Clean Water Coalition was reviewed. The financial

health of the PSD has not improved significantly since the decision to suspend membership in the Coalition last October. Upon a motion by Mr. Zorich, it was agreed to revisit the Coalition membership status again in October. A proposed agreement between Steptoe & Johnson and the five original Coalition members (Martinsburg, Charles Town, Ranson, Berkeley County PSSD, and Warm Springs PSD) was discussed. The agreement would divide the accumulated legal fees of Steptoe & Johnson among the five Coalition members based on a percentage of the estimated capital expenditures required for each entity to meet Chesapeake Bay standards at their wastewater treatment plants. Warm Springs PSD's share of the \$500,000 fee would be 2%, or \$10,000. This fee would only be acknowledged as part of the administrative costs of a Bay compliance project funded through the Infrastructure and Jobs Development Council.

Upon a motion by Mr. Zorich, action on the proposed Travel Reimbursement Policy was tabled until the next meeting.

Board member compensation was discussed. WV Code §16-13A-4(b)(2) allows a salary of up to \$100 per attendance at regular monthly meetings and \$75 per attendance at additional special meetings. It was agreed that payment will be made with the Board member considered a vendor, and not as an employee. Mrs. Altomare indicated it was her desire to receive the salary starting in March. Mr. Zorich indicated that he may like payment to begin at the beginning of appointment to the Board.

Upon a motion by Mr. Zorich, travel expenses estimated at \$300 were approved for Terry Cross to attend the Schreiber training seminar in Birmingham, Alabama on May 3 to 5. Schreiber will pay for the lodging and meals at the training. Information learned at the seminar should help reduce future maintenance costs for the Schreiber equipment at the Berkeley Springs WWTP.

Mrs. Altomare will pursue a relationship with the Berkeley Springs High School science department with the goal of introducing students to the field of wastewater treatment. One of these students may be interested in shadowing Terry at the plant during the summer break.

The meeting was adjourned at 5:15 p.m. upon a motion by Mrs. Altomare.


Paul S. Zorich, Chairman


Joyce Altomare, Member