

WARM SPRINGS PUBLIC SERVICE DISTRICT

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

PAUL S. ZORICH
Chairman

MICHAEL JENKINS
Secretary/Treasurer

JOYCE ALTOMARE
Member

304-258-4118
fax: 304-258-7984

RODNEY D. HOVERMALE
Manager

August 20, 2012

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

Re: Minutes of Meetings

Ladies and Gentleman:

Enclosed is a copy of the PSD's approved Board Meeting Minutes for July 11, 2012. Please contact me if you have any questions or need additional information.

Sincerely,



Rodney D. Hovermale

MINUTES
WARM SPRINGS PUBLIC SERVICE DISTRICT
July 11, 2012

A regular meeting of the Public Service Board of the Warm Springs Public Service District was held on Wednesday, July 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, Mike Jenkins, and Joyce Altomare. Also in attendance were David Abner, Marvin Keener, Susan Webster, Robert and Mary Barney, Dean Maxwell, Antonia Bayer-Fox, Andy Swaim, Tim Seims, Debra Peck, and Rodney Hovermale.

The first matter of business was the approval of the Minutes of the June 13, 2012, regular meeting, and June 23 and 28 special meetings. The Minutes for all three meetings were unanimously approved upon a motion by Mr. Jenkins.

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

1. Joyce Altomare (June 13 regular board meeting)	100.00
2. American Bankers Ins. (Flood Renewal GC 7/14/12-7/14/13)	1,432.00
3. Apparatus Repair & Engineering (June; block heater generator GC)	205.26
4. Bank of America (June; earthlink, copier toner, printer ink)	202.54
5. Berkeley Club Beverages, Inc. (June; distilled water)	19.75
6. B.S.W.W. (July: meter books, 2 nd qtr water & fire hydrant @ WWTP)	356.84
7. Brickstreet Mutual Ins. (5/19/12-5/19/13 2 nd installment of 8)	586.00
8. Cash (4/3-6/22; postage and ice)	26.55
9. Scott Crunkleton (July; cell phone allowance)	20.00
10. Dawson's Home Center (June; tractor cylinder repair)	176.76
11. Decker & Co. (June; assist with WVPSC account numbers)	175.00
12. Environmental Resource Assoc. (June; lab QA/QC samples)	502.16
13. Fastenal Co. (June; BS basin blower filters)	92.47
14. Glenn Francis (July; cell phone allowance)	20.00
15. G. H. S. Inc. (6/13 haul sludge)	535.00
16. Glen's Septic Service (June; 6 loads out of GC to BS)	1,590.00
17. Guardian-Bethlehem (June; disability insurance admin. fee)	8.00
18. Hoffman Construction Ser (June; install/repl flowmeter&sensors BS)	3,365.00
19. Rodney Hovermale (June 27 mileage; July cell phone allowance)	22.20
20. Hunters Hardware (June; mail box ltr; round-up; clamps; straps)	59.89
21. Innovative Business Prod. (June; laser sewer bills)	516.36
22. Kauffelt & Kauffelt (May; 2010 19A rate case/MC Landfill Agreement)	327.10
23. Lumos Networks (June; phone billing, GC, BS, office)	225.29
24. Miss Utility of WV (May; notifications)	10.00
25. Morgan Messenger (June; billing policy notice)	42.00
26. Morgan Sanitation (June; dumpster rental)	122.12

27. Northern Safety Co. (June; safety items & plant maintenance)	513.61
28. Power Beck & Matzuff (June; legal fees Youngblood complaint)	693.85
29. Postmaster (June 30; billing postage & stamps)	480.60
30. Potomac Auto Parts (June; hydraulic fluid; oil; lubricant)	71.21
31. Potomac Edison (June; GC/BS-wwtp, GC ps#2)	4,700.67
32. REIC Lab (June; GC & BS & IP water/sludge analyses; Appendix J)	1,062.22
33. Roy's (6/11,6/22,7/2 gas GMC;6/11, 6/21 diesel cans backhoe & tractor)	313.35
34. Town of Bath (July; office rent)	750.00
35. UPS (June; REIC sampling BS & GC & IP & MC Landfill)	162.58
36. USA Bluebook (June; Boric acid; IP reagent; BS pump parts)	221.45
37. Unifirst (6/11, 6/18, 6/25, 7/2 uniforms)	235.96
38. Univar USA Inc. (June; Delpac-BS; Sanitizer & Neutralizer-GC)	2,976.20
39. Valley Credit Service (May; Gaither collection fee)	107.55
40. WV Public Service Comm. (Annual Revenue Assessment 20125)	3,418.52
41. Paul S. Zorich (June 13 regular; June 23 & 28 special board meetings)	250.00
	26,696.06

Since adopting the Billing Policy at the June 13 regular meeting, there have been three formal complaints filed with the Public Service Commission. The complainants are the Town of Bath, Robert and Mary Barney, and Marvin Keener. The Policy was also a topic of discussion at the June 28 special meeting, where the implementation of the Policy was suspended pending further review. After the Policy was read out loud by Mrs. Altomare, Mayor Webster again asked the Board to rescind the Policy. Mr. Keener asked the Board for an exemption for his forty-two year old storage trailer in Great Cacapon. Since all utilities, including the sewer line, have been disconnected for several years, Mr. Jenkins noted that this property would probably be exempt. Mayor Webster did not want to see the Policy use electrical service as a standard for sewer billing. Mr. Maxwell asked about the number and type of properties that would be affected by the vacant house portion of the Policy, and how much additional revenue was the policy expected to generate. The PSD is estimating that eighty properties may be affected, with the potential for more than \$50,000 to be generated per year. It was suggested that a special rate could be approved by the PSC for vacant houses. Mayor Webster suggested bond refinancing as a potential source of money. Mr. Jenkins said that the PSD's customer base as decreased from the test year used to establish the current rates. Without an additional source of revenue that would affect relatively few people, a general rate increase for all customers may be necessary. Mr. Maxwell suggested forming a working group to offer recommendations for Policy modifications. Mr. Seims felt that there should be a fee to cover the PSD's fixed costs, and he would be happy to pay that fee just to have a sewer connection available. Mr. Barney asked why he should have to pay the PSD's expenses when he is receiving no income from a vacant rental property. Mayor Webster said that no sewer service is going to be used if water service is discontinued. Mr. Jenkins replied that discontinuance of public water service is no guarantee that sewer service will not be used. This Policy will allow the PSD to collect additional revenue to help pay off the bonds that were used to finance the infrastructure that provides sewer service availability to each property, regardless of occupancy. Mr. Zorich suggested that the Policy be revised to make it more clear about what can and cannot be done, and to spell out the appeal process. Mr. Jenkins made a motion to table a

decision on the Policy until the next regular meeting. The motion passed 2-1 with Mrs. Altomare dissenting. She suggested that those in attendance provide written suggestions to Mr. Hovermale.

The status of the Hans Peter Moss PSC complaint regarding the denial of a second request for an adjustment for a water leak was reviewed. There has been no new action at the PSC. Mr. Hovermale asked Mayor Webster if she intended to finish her review of the PSD's leak adjustment documents. She replied that she still intends to complete her review.

The pending litigation with Joyce Youngblood on post-retirement benefits was discussed. Judge Frye denied the PSD's motion to dismiss the case for failure to exhaust remedies. Mrs. Youngblood's attorney has submitted plaintiff's first interrogatories and a request for the production of documents. Answers are due by July 30.

The Board discussed the results of the bill payment survey that was recently conducted in the PSD office. Upon a motion by Mr. Jenkins, Mr. Hovermale was unanimously directed to develop for review at the next regular meeting a survey to be used on-line.

The monthly financial reports were reviewed and discussed.

The next matter for consideration was the use of the proceeds from the sale of the portable belt filter press. A motion by Mr. Jenkins to table this item until the next meeting was unanimously approved.

Tabled from the last meeting was the consideration of separating the Secretary and Treasurer positions currently held by Mr. Jenkins. Mr. Zorich suggested that this subject be taken up at the January meeting when the annual election of officers is conducted.

The Board discussed providing internet service at the Berkeley Springs Wastewater Treatment Plant. Mr. Hovermale reported that dsl service would cost \$30 per month, but we will not know if service is available until an order is placed. The address for the WWTP does not show up in Frontier's system. Cable internet would cost \$60 per month. Mr. Jenkins noted that the purchase of a computer would be required because the existing computer with the telemetry programs should not be exposed to the internet. There is also the concern that service could be misused. Mr. Maxwell offered the possibility of using a smart phone instead of a wired connection. Mrs. Altomare thought that the internet would be very useful for the operators, and she will have Terry Cross provide the computer requirements at the next safety committee meeting.

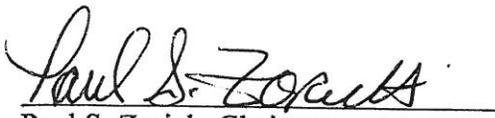
The troubleshooting report from Alex MacDonald on the radio telemetry system was discussed. It was agreed to contact Mr. MacDonald for upgrade recommendations once the PSD completes the next troubleshooting phase which involves the use of program that needs to be downloaded from the internet.

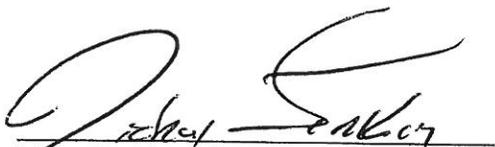
The acquisition of signs for the sides of the PSD trucks was discussed. Mrs. Altomare noted that the public cannot identify PSD vehicles. Mr. Hovermale is comparing four companies for vinyl and magnetic signs. He will also contact the Morgan Messenger about making magnetic signs. Mr. Zorich wondered if a sign could be placed at the Berkeley Springs WWTP.

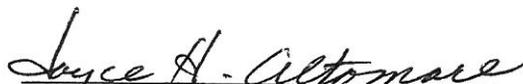
The Board discussed the employee uniform service currently provided by Unifirst. Mrs. Altomare indicated that she and the plant operators do not like the gray t-shirts. The pros and cons of a commercial uniform service versus having a uniform allowance for the operators to purchase their own uniforms were considered. Mrs. Altomare felt that the staff is interested in a clothing allowance. Mr. Jenkins will check on OSHA regulations to see if the PSD would be required to provide a washer, dryer, and associated supplies if the clothing allowance option was implemented. The requirements for items like steel-toe boots will need to be researched for inclusion in a draft policy. The current uniform contract expires in October.

There were no further comments from those in attendance.

The meeting was adjourned at 6:10 p.m. upon a motion by Mrs. Altomare.


Paul S. Zorich, Chairman


Mike Jenkins, Secretary/Treasurer


Joyce Altomare, Member