

MINUTES
WARM SPRINGS PUBLIC SERVICE DISTRICT
September 12, 2012

A regular meeting of the Public Service Board of the Warm Springs Public Service District was held on Wednesday, September 12, 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. Mike Jenkins was unable to attend. Several attempts to reach him by phone were unsuccessful. Others in attendance were David Abner, Robert and Mary Barney, Mayor Susan Webster, Andy Swaim, Debra Peck, and Rodney Hovermale.

The first matter of business was the approval of the Minutes of the August 8, 2012, regular meeting. Mrs. Altomare wanted the Minutes to reflect that Mr. Jenkins was supposed to have provided her with the internet link for the OSHA regulations regarding an employer providing laundry facilities when employees purchase their own uniforms. Upon a motion by Mrs. Altomare, the Minutes, with the addition, were approved.

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

1. Joyce Altomare (Aug 8 regular board meeting salary)	100.00
2. AR&E(Aug;motor vibration analyses;basin wheel bearing;silo blower maint)	1,676.63
3. Bank of America (Aug; earthlink, printer ink; diesel fuel; filters)	776.69
4. Berkeley Club Beverages (Aug; distilled water for lab)	19.75
5. B.S.W.W. (Aug; 2 shut-off fees; Sept; meter books)	175.00
6. Brickstreet Mutual Ins. (5/19/12-5/19/13 4 th installment of 8)	586.00
7. Scott Crunkleton (Sept; cell phone allowance)	20.00
8. Dawson's Home Center (Aug;tractor repair; Sept;grass trimmer repair)	1,162.22
9. Douglas Motors Inc. (Aug; GMC lube, oil & filter)	29.87
10. Decker & Co. (Aug; 6/30/12 Audit 1 st installment)	4,500.00
11. Environment Express (Aug;Lab petri dishes w/pads; polyseed;MFC broth)	268.64
12. Fastenal Co. (Aug; Lab-Gojo; V-belt headworks blowers)	67.63
13. Guardian-Bethlehem (Aug; disability insurance admin. fee)	8.00
14. Rodney Hovermale (Aug ; 8/17 & 8/27 mileage; Sept; cell phone allowance)	23.33
15. Hunters Hardware (Aug; supplies;9 padlocks;elec outlet;no-trespassg sign)	135.96
16. Lumos Networks (Aug; phone billing, GC, BS, office)	225.71
17. Miss Utility of WV (July; notifications)	13.00
18. Morgan Messenger (Aug; Operator in Training ad)	91.00
19. Morgan Sanitation (Aug; dumpster rental)	122.12
20. Pifer Office Supplies (Aug; towels; clipbds; desk pads; binders; pens)	194.89
21. Postmaster (Aug; billing postage & stamps)	521.68

22. Potomac Edison (Aug; GC/BS-wwtp, BS/GC PS#2; July; BS PS #3)	4,700.63
23. Power Beck & Matzuffeff (Aug; legal fees Youngblood complaint)	264.10
24. REIC Lab (Aug; GC & BS water, BS sludge, IP drinking water analyses)	832.01
25. Roy's (8/9,8/15,8/17,8/24,9/8,9/11 gas GMC/cans; 8/30 diesel dump trk)	522.00
26. Share Corporation (Aug; degreaser)	188.06
27. Shives Electric (Aug;GC PLC & program,flygt controllers,trips & labor)	2,890.37
28. Thomas Scientific (Aug; lab oven)	1,582.00
29. Town of Bath (Sept; office rent)	750.00
30. UPS (Aug; REIC sampling BS & GC & IP & MC Landfill)	173.31
31. Unifirst (8/6, 8/13, 8/20, 8/27, 9/3, 9/10 uniforms)	331.44
32. Univar USA Inc. (Aug & Sept; Delpac-BS)	3,167.85
33. USA Bluebook (Aug; Lab supplies; valves; lube; delpac feed pump)	1,626.67
34. Valley Credit Service (Aug; Gaither collection fee)	54.79
35. WV Dept of Health & Human Ser (Aug; IP water bacteriological test)	20.00
36. WV Dept of Environmental Prot (Sept; WV/NPDES permit renewal)	2,125.00
37. Paul S. Zorich (Aug 8 regular board meeting salary)	100.00
	\$30,046.35

The proposed WSPSD-Owned Vehicle Policy was discussed. Mrs. Altomare made a motion to adopt the Policy as drafted by the safety committee. There was no second to the motion. It was agreed that the Board members and Manager will submit comments and refer the Policy back to the committee.

The proposed Uninhabitable Property Policy (UPP) was discussed. Attorney Mark Kauffelt drafted this as an alternative to the Billing Policy that has been discussed for several meetings. The UPP contains PSC-approved language from another case. Mrs. Barney still felt that billing vacant property is theft. Mayor Webster noted that the WV State Code uses the work 'may' as opposed to 'shall'. Mr. Hovermale reported that he has compiled a list of 217 properties that received a sewer bill at one time, but are not receiving one as of August 8, 2012. The list still needs to be verified in the field, but with properties that are now vacant lots and others that may go back on water service prior to implementation of the UPP, there should be approximately 170 properties that will ultimately be affected. Mr. Barney said that he will be 'fined' by the sewer fee when he has a tenant leave his apartment. Mr. Zorich suggested that a fee lower than the current flat rate amount be established for vacant properties. The Uninhabitable Property Policy was approved in definition upon a motion by Mrs. Altomare. The Policy will now be forwarded to the Public Service Commission.

As per the agreement in settling the Hans Peter Moss PSC complaint regarding the denial of a second request for an adjustment for a water leak within a twelve month period, the revised WSPSD Leak Adjustment Policy was approved upon a motion by Mr. Zorich. The only change was the removal of the following sentence: "The District will grant a leak adjustment for only one occurrence in a twelve month period."

Upon a motion by Mr. Zorich, the Sexual Harassment Policy, as proposed by attorney Barry

Beck, was adopted. This Policy will replace the one adopted in January 2004.

The monthly financial reports were reviewed and discussed. Mrs. Altomare requested that the Municipal Bond Commission deficiency report be included in the future. Mr. Hovermale noted he has no control over the timing of the MBC report, but that the PSD normally receives this report sometime during the second week of each month. However, it has not yet been received.

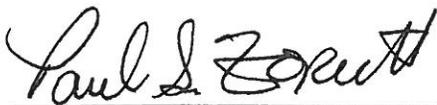
The next matter for consideration was the use of the \$21,000 proceeds from the sale of the portable belt filter press. A fourteen item prioritized list prepared by Mr. Hovermale was discussed. He also noted that only two months into the new fiscal year, almost three times the total annual amount of \$6,252 budgeted for capital expenses has already been spent. Mrs. Altomare was in favor of approving the first three items (heat pump, SCADA system repairs, and replacement windows) plus a portable Dissolved Oxygen meter for Great Cacapon for a total of approximately \$11,000. Mr. Zorich felt that all of the proceeds should be applied to the \$42,000 five year loan at CNB. Mr. Hovermale suggested a compromise of applying \$12,000 to the loan and spending the remainder on the first three priority items. At Mrs. Altomare's suggestion, this item, along with the next two items on the agenda (which were also items on the prioritized list), were tabled until the next meeting when Mr. Jenkins can participate in the decision.

The Board discussed the employee uniform service currently provided by Unifirst. Other uniform companies are submitting proposals.

Because of the problems encountered finalizing a printable logo for the magnetic signs for the PSD vehicles, Mrs. Altomare made a motion to purchase the signs with just the PSD name. The motion was approved.

Mr. Abner, writer for the *Morgan Messenger*, asked how the Berkeley Springs treatment plant handled all the rain over the Labor Day Weekend. The town had water flowing in the streets from up to 6 inches of rain over several hours. Mr. Hovermale responded that the plant was able to handle the wastewater flow which averaged about 3 million gallons per day over a two day period.

The September 12, 2012, meeting was adjourned at 5:00 p.m. upon a motion by Mrs. Altomare.



Paul S. Zorich, Chairman



Joyce Altomare, Member