

MINUTES
WARM SPRINGS PUBLIC SERVICE DISTRICT
November 14, 2012

A regular meeting of the Public Service Board of the Warm Springs Public Service District was held on Wednesday, November 14, 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, David Decker, and Rodney Hovermale.

The first matter of business was the approval of the Minutes of the October 10, 2012, regular meeting. Mrs. Altomare asked that the Minutes include the statement that Mr. Zorich was going to look at Mr. Hovermale's notes of the meeting regarding Mr. Hovermale's statement regarding a Municipal Bond Commission report. Upon a motion by Mr. Jenkins, the Minutes were approved as presented on a vote of 2-1, with Mrs. Altomare dissenting.

The next matter of business was the approval of the thirty-four invoices received. After discussion, the following thirty-three operating invoices, with invoice #26 for Trump & Trump in the amount of \$426.65 being removed, were unanimously approved upon a motion by Mr. Jenkins:

1. Joyce Altomare (Oct 10 regular board meeting salary)	100.00
2. AR&E (Oct; Annual inspection & service – 4 generators)	1,928.20
3. Bank of America (Oct; earthlink, annual fee)	66.90
4. BSWW (Oct; 1 shut-off fee, water & fire hydrant wwtp; Nov; meter books)	227.28
5. Brickstreet Mutual Ins. (5/19/12-5/19/13 6 th installment of 8)	586.00
6. Chemrx Service, Inc (Oct; lab balances: service & calibration)	255.00
7. Dawson's Home Ctr (Oct; bleach for IP, extension cord for printer)	24.45
8. Decker & Company (Oct; 2 nd billing & final billing for audit FY2012)	9,000.00
9. GHS (Oct; 10/25 hauling sludge)	535.00
10. Guardian-Bethlehem (Oct; disability insurance admin. fee)	6.00
11. John Hobday (Sept; open sewer line Pratt St.)	145.00
12. Rodney Hovermale (Oct; 10/4 & 10/26 mileage)	4.44
13. Hunter's Hardware (Sept/Oct; fernco & O ring; tubing; tapcons)	49.85
14. Kaufelt & Kaufelt (Oct; Vacant House Policy & 2010 19A rate increase)	637.50
15. Lumos Networks (Oct; phone billing, GC, BS, office)	221.17
16. Miss Utility of WV (Sept; notifications)	14.30
17. Morgan Sanitation (Oct; dumpster rental)	122.12
18. Postmaster (Oct; billing postage & stamps; Nov; annual box rental)	576.88
19. Potomac Edison (Oct; GC/BS-wwtp, GC/BS PS#2; Sept; BS PS #2)	5,011.63
20. Power Beck & Matzuffeff (Oct; legal fees Youngblood complaint)	53.65
21. REIC Lab (Sept; GC, BS toxicity water, Oct; BS GC water analyses)	2,534.70
22. Roy's (10/4, 10/8, 13, 19,25, 11/1, 7 fuel p/u & dump; 10/30 diesel generators)	981.50

23. Shives Electric (Oct; PS repairs GC)	1,907.61
24. Smith-Nadenbousch Ins (10/16/12-10/16/13 renewal Fidelity Bonds)	125.00
25. Town of Bath (Nov; office rent)	750.00
26. (T&T - not approved)	0.00
27. UPS (Oct; water sample shipping BS & GC)	81.16
28. USA BlueBook (Oct; sample supplies BS & GC; pole/net GC)	519.79
29. Uline (Oct; shipping supplies for lab samples)	109.29
30. Unifirst (10/8, 10/15, 10/22, 10/29, 11/05 uniforms)	249.52
31. Univar USA (Oct; Bio-Sanitizer GC & Delpac BS)	3,002.40
32. WVDEP (WVNPDES annual permit/ground water)	600.00
33. WV Rural Water Assoc. (2012 voting membership dues)	358.25
34. Paul S. Zorich (Oct 10 regular board meeting salary)	100.00
	\$30,884.59

David Decker reviewed the Financial Statements for the fiscal year ending June 30, 2012. He noted that this was an unqualified audit report. The first section contains the Management Discussion and Analysis which was prepared by the PSD. The highlights of this year's report included: total assets of \$19,519,833 decreased due to depreciation and the sale of the house and portable belt press; total liabilities of \$14,675,104 decreased due to paying down the debt; the Income Statement shows a net loss of \$195,005, which includes \$646,540 for depreciation; income was down \$28,372 while expenses decreased by \$68,513. Net Cash increased by \$52,379. There were six Findings of which three have already been corrected.

The Board considered a request for an adjustment to a monthly sewer bill. Betty Harmison used an unusually large amount of water in early September to clean up from the flash flood. There was no motion to grant an adjustment.

The Board discussed the letter dated November 13, 2012, from attorney Barry Beck detailing the PSD's options in the lawsuit filed by retired employee Joyce Youngblood. Mr. Beck noted that her settlement offer was basically everything she would be entitled to if she prevailed in the case. After considering potential counter-offers, Mr. Beck was authorized, upon a motion by Mr. Jenkins, to proceed to file a motion for summary judgment. The motion passed 2-1 with Mrs. Altomare dissenting.

A letter of partnership with the Warm Springs Watershed Association was considered. The partnership letter drafted by Mr. Hovermale was unanimously approved upon a motion by Mr. Jenkins.

The financial statements were reviewed.

Once again, the disposition of the \$21,000 proceeds from the sale of the portable belt filter press was discussed. Mrs. Altomare felt that this money should continue to be held in reserve pending a settlement of the Joyce Youngblood lawsuit. She made a motion to this effect, but

there was no second.

The twenty-four responses to the on-line payment survey were reviewed. As expected, these respondents tended to favor on-line payments whereas the respondents to the in-office survey favored payments made in the office. It was noted that four of the twenty-four responses favored an automatic checking account withdrawal initiated by the PSD.

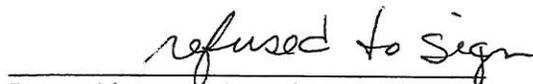
Mrs. Altomare reported that the Safety Committee reviewed Mr. Hovermale's re-write of the proposed WSPSD-Owned Vehicle Policy. The Committee felt that several items needed to be included. The amended Policy was unanimously approved upon a motion by Mr. Jenkins.

The Board discussed the employee uniform service policy. Mrs. Altomare felt that the PSD should provide for the operators the following clothing items: six to seven t-shirts, two to three sweatshirts, pants, a coat, and work boots. Mr. Jenkins reported that he had found a nice custom t-shirt for \$14 each. It was discussed whether the PSD should purchase the items or employees would be reimbursed for their own purchases. Mr. Jenkins made a motion to authorize Mr. Hovermale to purchase uniforms for the plant operators and himself, with a \$500 ceiling per employee. The motion passed 2-1 with Mrs. Altomare dissenting.

The meeting was adjourned at 6 p.m. upon a motion by Mr. Jenkins.


Paul S. Zorich, Chairman


Mike Jenkins, Secretary/Treasurer


Joyce Altomare, Member