

MINUTES
WARM SPRINGS PUBLIC SERVICE DISTRICT
January 9, 2013

A regular meeting of the Public Service Board of the Warm Springs Public Service District was held on Wednesday, January 9, 2013, 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, Andy Jurick, Kate Lehman, and Rodney Hovermale.

This being the first meeting of the new calendar year, the election of officers was the first matter of business. Mr. Jenkins nominated Mr. Zorich for chairman, and Mr. Zorich seconded the nomination. The motion was then amended keep the same officers as last, i.e. Mr. Zorich as chairman and Mr. Jenkins as Secretary/Treasurer. The motion passed 2-1 with Mrs. Altomare dissenting. Citing the PSD's Rules of Procedure, Mrs. Altomare felt that the positions of Secretary and Treasurer should be held by two different people.

The next matter of business was the approval of the Minutes of the December 12, 2012, regular meeting and the December 5, 2012, special meeting. Mrs. Altomare asked that the December 12 Minutes include that Mr. Jenkins suggested a recess instead of the abrupt adjournment at 4:15 P.M. Upon a motion by Mr. Jenkins, the December 12 Minutes were approved with this addition on a vote of 2-0 with Mrs. Altomare abstaining. The December 5 Minutes, including the statement that the meeting was recessed for five minutes to allow a copy of the Water Development Authority letter to be made for Mr. Abner, were approved 2-0 upon a motion by Mr. Zorich. Mr. Jenkins abstained because he was not able to attend that meeting.

The next matter of business was the approval of the thirty-six invoices received. Mrs. Altomare asked why the WV PERS and WV PEIA invoices are now on the list, but were not included prior to December 2012. Mr. Hovermale replied that in his review of the invoice report in response to the request to add the monthly CNB loan payment, he realized that a case could be made to include these two payroll related expenses. However, he still felt that the CNB loan payment was already pre-approved with the loan approval, just the same as all the long-term loans from Rural Development, Clean Water SRF, and WV IJDC. After discussion, the following thirty-six operating invoices were unanimously approved upon a motion by Mr. Jenkins:

1. Joyce Altomare (Dec 12 regular board meeting salary)	100.00
2. Applde Valley Waste (Nov; dumpster rental)	122.12
3. Bank of America (Dec; earthlink, domain name, ink cart; supplies)	140.40
4. BSWW (Dec; 2 shut-off fees, water & fire hydrant wwtp; Jan; meter books)	272.28
5. Brickstreet Mutual Ins. (5/19/12-5/19/13 8 th installment of 8)	586.00
6. CSX Transportation (2/23/13-2/23/14 annual permit fee)	131.25
7. Cash (Dec; 9/28-12/14/12 postage; small calculators)	30.62
8. Scott Crunkleton (Jan; cell phone allow; ink - plant copier)	32.04

9. Dawson's Home Ctr(Dec;shovel;vinyl tube;cable ties;bolts,elect tape for GC)	59.04
10. EFTPS (Dec; SS & Medicare Contribution)	942.26
11. Environmental Express (Dec; Mfc broth lab)	224.00
12. Fastenal Company (Dec; form release for sludge transport)	126.46
13. GHS (11/30 & 12/6 hauling sludge)	960.00
14. Glen's Septic Service (12/5 & 1/7; 3 loads out of GC to BS)	880.00
15. Guardian-Bethlehem (Dec; disability insurance admin. fee)	6.00
16. Hilltop Electric (Nov & Dec; replace fan; air handler; coil BS A/C Unit)	2,024.00
17. Rodney Hovermale (Jan; cell phone allow; 12/17 mileage)	22.21
18. Monty Kerns (Jan; cell phone allowance)	20.00
19. Bette Kidwell (Jan; reimbursement 2012 W-2's & 1099 forms)	74.98
20. Lumos Networks (Dec; phone billing, GC, BS, office)	221.27
21. Miss Utility of WV (Nov; notifications)	24.70
22. Postmaster (Dec; billing postage & stamps)	485.48
23. Potomac Auto Parts (Dec; bulb; fluids for trucks, snow plow; ice melt)	95.91
24. Potomac Edison (Nov - Dec; BS & GC WWTP's & PS's)	9,323.64
25. Power Beck & Matzreff (Dec; legal fees Youngblood complaint)	124.70
26. REIC Lab (Dec; BS & GC water analyses)	248.02
27. Roy's (12/1; 12/24; 12/31; 1/4 fuel GMC)	266.00
28. Town of Bath (Jan; office rent)	750.00
29. UPS (Dec; water sample shipping BS & GC)	128.91
30. USA BlueBook (Dec; De-icer)	156.39
31. Valley Credit Service (Dec; Gaither collection fee)	57.93
32. Winschel Environmental (Dec; polymer)	1,770.00
33. WV PERS (Dec; Retirement Contribution)	1,628.52
34. WV PEIA (Dec; Health Insurance)	113.38
35. WV PEIA (Dec; Retiree Trust Fund)	375.40
36. Paul S. Zorich (Dec 12 regular meeting salary)	100.00
	\$22,623.91

The Board reconsidered Mrs. Harmison's request for an adjustment on her sewer bill for water used in cleaning up her basement from flash flooding in September 2012. Mrs. Harmison, who normally has a minimum monthly bill, used approximately 47,000 gallons more than normal, resulting in a sewer charge of \$498.69. Mrs. Altomare felt that since Mrs. Harmison has been a long-time customer, her sewer bill should be adjusted by \$460.47 so that her bill would reflect her normal charge. Due to the unusual circumstances, Mr. Jenkins made a motion to allow one half of the adjustment (\$230.23 for sewer plus the same percentage of the tax and surcharge fees). Mr. Zorich seconded the motion, and it was passed 2-1, with Mrs. Altomare dissenting. She felt it wasn't right to grant Pete Moss an adjustment for his water leak, but not give the full adjustment to Mrs. Harmison. Mr. Jenkins asked that future adjustment requests be presented 'blind' so the identity of the customer will not be known.

The credit card policy was reviewed. Mrs. Altomare felt there should be another authorized user of the PSD's credit card in addition to Mr. Hovermale. Mr. Jenkins made a motion

authorizing Mr. Hovermale to investigate credit card companies and report on the options at the next meeting. Mr. Zorich seconded the motion, and it passed 2-1 with Mrs. Altomare dissenting.

The Board discussed the letter from the Water Development Authority's attorney regarding the continued delinquency of the PSD's bond and reserve account payments. Mr. Hovermale noted that he had responded to the WDA's concerns, and that each Board member had received a copy of that response. He felt that the WDA would sit pat for several months, and then reevaluate the situation.

The financial statements were reviewed, and several questions regarding the November final budget comparison report were answered.

A year-end employee appreciation gesture was considered. Mr. Jenkins felt that any 'bonus' was prohibited as per the West Virginia State Auditor's Office. Mrs. Altomare felt that a \$25 payment could be made. There was concern that any monetary award could reflect badly in a future PSC rate case. Certification increases for the treatment plant operators was also discussed. Mr. Zorich will research the options.

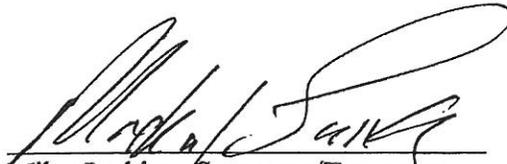
Mr. Jenkins reported that the Ethics Commission stated that a meeting with the Board and the Manager would need to be done as part of an advertised regular or special meeting. It was felt that a special meeting was not necessary, but could be taken up at the next regular meeting.

Mr. Abner asked about the status of the Vacant House Policy. Mr. Hovermale replied that the PSC had approved the Uninhabitable Property Policy, which will now be included in the PSD's tariff.

Upon a motion by Mr. Jenkins, the meeting was adjourned at 4:30 p.m.



Paul S. Zorich, Chairman


Mike Jenkins, Secretary/Treasurer