

MINUTES
WARM SPRINGS PUBLIC SERVICE DISTRICT
March 13, 2013

A regular meeting of the Public Service Board of the Warm Springs Public Service District was held on Wednesday, March 13, 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 and Joyce Altomare. Mr. Jenkins was unable to attend. Also in attendance was Rodney Hovermale.

The first matter of business was the approval of the Minutes of the February 13, 2013, regular meeting. Mrs. Altomare wanted the last paragraph to contain the statement that she had been held up prior to the meeting due to a conversation with Deputy Barney about the outside door to the Courthouse being propped open. With this addition, 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 and a question about notification of legal matters related to #17 (Mr. Hovermale's expenses for travel to Barry Beck's office), the following forty-three operating invoices were unanimously approved upon a motion by Mrs. Altomare:

1. Joyce Altomare (Feb 13 regular board meeting salary)	100.00
2. Apple Valley Waste (Jan; dumpster rental)	122.12
3. American Bankers Ins. (4/6/12-4/6/13 flood renewal-BS)	1,605.00
4. Bank of America (Feb;earthlink,new windows final;air compressors#3)	1,727.90
5. Berkeley Club Beverages (Mar; lab distilled water)	18.25
6. BSWW (Feb; water & fire hydrant WWTP; Mar; meter books)	202.28
7. Bob's Tire Service (Mar; tires for GMC pickup)	659.60
8. CAN Surety (4/16/13-4/16/14 WV highway permit bond)	250.00
9. Scott Crunkleton (Feb; switch for lab autoclave; Mar; cell phone allow)	29.95
10. Dawson's Home Ctr (Feb; headworks bridge repair)	50.35
11. Douglas Motors (Feb; GMC oil, brakes, flush)	1,282.60
12. EFTPS (Feb; SS & Medicare Contribution)	1,011.33
13. Environmental Express (Feb; Lab-Mfc broth freight)	11.83
14. GHS (2/8 & 2/11 hauling sludge)	795.00
15. Glen's Septic Service (3/4; 3 loads out of GC to BS)	795.00
16. Guardian-Bethlehem (Feb; disability insurance admin. fee)	6.00
17. Rodney Hovermale (Feb 25&26 mileage to Mtbg-Beck;Mar;cell phone allow)	76.50
18. Hunters Hardware (Jan & Feb; fan press;UV system;BS;GC;IP supplies)	149.47
19. imf etector (Feb; proximity sensor)	417.33
20. Monty Kerns (Mar; cell phone allowance)	20.00
21. Lumos Networks (Feb; phone billing, GC, BS, office)	224.07
22. Miss Utility of WV (Jan; notifications)	15.60

23. Napa Auto Parts (Feb&Mar;wiper blades;bulbs truck;lights flush truck)	61.36
24. Northern Safety Co. (Feb; safety glasses; 1 st aid & maintenance items)	202.28
25. Pifer Office Supply (Feb; envelopes; copy paper; cartridges; towels)	363.48
26. Postmaster (Feb; billing postage & stamps)	489.89
27. Potomac Edison (Jan-Feb; BS & GC WWTP's & PS's)	7,312.37
28. Power Beck & Matzuff (Feb; legal fees Youngblood complaint)	897.03
29. REIC Lab (Feb; BS & GC water analyses; BS sludge analyses)	667.52
30. Reliance Lab (Feb; Ind Park & BS lab)	50.00
31. Roto-Rooter (Feb; clean/tv lines @ Hunters Hardware)	440.00
32. Roy's (2/15 & 3/1 fuel GMC, 3 truck inspections)	211.98
33. Schreiber (Feb; repair parts BS headworks)	760.00
34. Share Corp. (Mar; degreaser)	1,020.76
35. Town of Bath (Mar; office rent)	750.00
36. UPS (Feb; water sample shipping BS & GC)	214.19
37. USA Bluebook (Feb; screen; pump; filters; lab/safety supplies)	1,316.41
38. Univar (Feb; delpac)	2,120.40
39. WV PERS (Feb; Retirement Contribution)	1,898.62
40. WV PEIA (Feb; Health Insurance)	881.32
41. WV PEIA (Feb; Retiree Trust Fund)	356.00
42. Xylem Water Solutions (Feb; UV brushes; Mar; UV lamp & ballast)	3,575.68
43. Paul S. Zorich (Feb 13 regular board meeting salary)	100.00
	\$33,259.47

The next item on the agenda was the approval of CNB Resolutions for signature authorization on the PSD's bank accounts. Mr. Zorich noted that the situation has recently come up where it was difficult to get two signatures for checks when needed. Mrs. Altomare reiterated that she will not sign checks or contracts or loan documents.

The North Berkeley Rail Trail project and its route using PSD property were discussed. The County now wants more than a letter of support for the project. Upon a motion by Mrs. Altomare, attorney Bill Harmison was authorized to expeditiously draft an agreement between the County and PSD that will protect the PSD's interests.

Mr. Hovermale reported on credit card options. The local representative for the State Auditor's Office confirmed over the phone that PSD's are not eligible to use the State purchasing card program. However, he was unable to supply a reason for the ineligibility, and promised a written response from a supervisor. After discussing commercial options, including multiple cards and signers, a motion by Mrs. Altomare was approved authorizing Mr. Hovermale to apply for two Capital One Spark Cash Select for Business cards with multiple signers. This card has no annual fee and there is a 1.5% rebate on all purchases.

The Unifirst billing issue was discussed. Mrs. Altomare noted that the PSD's first letter of complaint dated November 28, 2011, was six months after the first problem with Unifirst delivering all the uniform parts. She also was not happy with Mr. Hovermale's response to the delivery driver. Her review of the cancelled checks for Unifirst invoices indicated that several

were issued prior to approval at a PSD Board meeting, which is not conducting business properly. She has not been in contact with Unifirst as authorized at the last meeting, so Mr. Hovermale was authorized to ask Unifirst for a settlement of the disputed billing.

The financial statements were reviewed, and Mrs. Altomare asked about petty cash and dual control procedures.

The refinancing of the PSD's USDA loans was considered. Katy Mallory with Steptoe & Johnson had prepared an analysis of the three loans, and determined that the 1978 and 1989 issues were good candidates to refinance, but not the 1998 issue due to its longer term. It was estimated that there would be \$10,932 in annual savings for the five years remaining on the 1978 issue. An additional \$1,392 could be saved annually on the 1989 issue. However, the actual savings would be dependent on interest rates that could be obtained at the time of closing. There would be refinancing expenses from a bond counsel, plus expenses to get approval from the Public Service Commission.

Changing the PSD Board meeting date, time, and/or place were considered. The Morgan County Commission sent a letter saying the PSD could no longer meet at the courthouse on Wednesday afternoon. Upon a motion by Mrs. Altomare, it was agreed to continue meeting on the second Wednesday at the courthouse, but at 10 a.m. instead of 3:30 p.m.

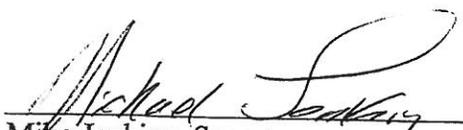
Mrs. Altomare stated that she was being kept out of the loop regarding PSD business, while Mr. Hovermale was communicating with the other two Board members. She requested that she be provided copies of letters from lawyers and other professionals. There was no second to a motion by Mrs. Altomare mandating Mr. Hovermale to inform Board members within seven days of the receipt of legal and contractual issues related to special services.

Mrs. Altomare reported that she would not be able to attend the March 29 PSC seminar for which she had registered. Mr. Hovermale will cancel the reservations since no one else is available to attend.

Discussion of the expectations of the General Manager was tabled to the next meeting.

Upon a motion by Mrs. Altomare, the meeting was adjourned at 5:15 p.m.


Paul S. Zorich, Chairman

Attest: 
Mike Jenkins, Secretary