

MINUTES  
 WARM SPRINGS PUBLIC SERVICE DISTRICT  
 April 16, 2013

A regular meeting of the Public Service Board of the Warm Springs Public Service District was held on Wednesday, April 16, 2013, at the Morgan County Commission meeting room in the Morgan County Courthouse, Berkeley Springs, West Virginia, at 3:30 p.m. The meeting had been postponed from the regular meeting date of April 10 due to a quorum not being available.

Members present were Paul Zorich, Mike Jenkins, and Joyce Altomare. Also in attendance was Rodney Hovermale. County Commissioner Stacey Dugan and Economic Development Director Bill Clark were in attendance through the Rail Trail Project discussion.

The first matter of business was the approval of the Minutes of the March 13, 2013, regular meeting. Upon a motion by Mrs. Altomare, the Minutes were approved on a vote of 2-0, with Mr. Jenkins abstaining.

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

1. Joyce Altomare (Mar 13 regular board meeting salary)	100.00
2. Apple Valley Waste (Feb & Mar; dumpster rental)	244.24
3. Bank of America (Mar; earthlink, ink cart, deipac pump parts)	351.69
4. BSWW (Mar; water & fire hydrant WWTP; Apr; meter books)	202.28
5. Cash (12/17/12 thru 3/12/13 postage & supplies)	26.26
6. Scott Crunkleton (Apr; cell phone allow)	20.00
7. Dawson's Home Cir (Mar; lumber for fan press improvements)	17.48
8. Douglas Motors (Mar; GMC handle)	5.70
9. EFTPS (Mar; SS & Medicare Contribution)	1,023.10
10. Fastenal Co. (Mar; sludge silo-belts; form release)	286.00
11. GHS (3/12 hauling sludge; 3/28 excavating @ Foutz)	1,306.00
12. Glen's Septic Service (3/27; 3 loads out of GC to BS)	795.00
13. Guardian-Bethlehem (Mar; disability insurance admin. fee)	6.00
14. Harmison & Assoc. (Mar; legal services-easement agreements)	1,566.00
15. John Hobday (Mar; locate line @ Garden Mkt; open sewer @ Biser St.)	225.00
16. Hoffman Construction (Mar; check & calibrate BS & GC flow meters)	458.30
17. Rodney Hovermale (3/12 mileage; Mar; cell phone allow)	22.26
18. Hunters Hardware (Mar; Garden Mkt. & Foutz's jobs; supplies)	527.31
19. Mommy Kerns (Mar; A/C adapter; Apr; per diem & mileage & cell phone allow)	465.68
20. Lumos Networks (Mar; phone billing, GC, BS, office)	219.90
21. Miss Utility of WV (Feb; notifications)	10.40
22. Postmaster (Mar; billing postage & stamps)	487.15
23. Potomac Edison (Feb-Mar; BS & GC WWTP's & PS's)	6,946.11

24. Power Beck & Maizureff (Mar; legal fees Youngblood complaint)	631.63
25. REIC Lab (Mar; BS & GC water analyses)	263.70
26. Roy's (3/8, 15, 22, 29, 4/4 fuel GMC; 3/15 diesel for backhoe & tractor)	411.00
27. Shives Electric (Feb; repairs for blower @WWTP; VFD@PS#3; pumps @ IP)	2,546.67
28. Steptoe & Johnson (Feb; NPDES permit renewal consultation&response)	2,737.50
29. Town of Bath (Apr; office rent)	750.00
30. UPS (Mar; water sample shipping BS & GC)	127.04
31. Water Environment Federation (2013 membership dues)	100.00
32. WV Dept of Health & Human Ser (Feb; bacteriological test IP)	20.00
33. WV PERS (Mar; Retirement Contribution)	1,920.63
34. WV PEIA (Mar; Health Insurance)	877.96
35. WV PEIA (Mar; Retiree Trust Fund)	356.00
36. Waste Management (Feb; 3 trips; Mar; 2 trips sludge removal)	3,886.68
37. Winschel Environmental (Feb & Mar; polymer)	3,540.00
38. Paul S. Zorich (Mar 13 regular board meeting salary)	100.00
	33,580.67

An agreement granting the Morgan County Commission an easement for the North Berkeley Rail Trail Project was discussed. Just as this meeting started, a revised agreement was delivered to the PSD for consideration. The two changes were the addition of a liability sentence and the designation of Mr. Zorich as the PSD's signer of the document. Commissioner Dugan stated that US Silica had approved this easement agreement with the liability clause. She also informed everyone that there is a walking tour of a portion of the project site in two days (Thursday, April 18) at 4 p.m. Upon a motion by Mr. Jenkins, the agreement was unanimously approved and Mr. Zorich was authorized to sign on behalf of the PSD.

The Board considered the refinancing of the USDA loans. An analysis prepared by Steptoe & Johnson showed that the PSD could save approximately \$11,000 per by refinancing the 1978 and 1989 bond issues. The third USDA loan, the 1998 bond issue, was not deemed to be a good refinancing candidate due to the length of the term still remaining. The expenses of the refinancing, including bond counsel fees of \$7,500 for each issue, would be rolled into the loan package. This bond counsel fee would also include the legal expenses for acquiring Public Service Commission approval of the refinance. A motion by Mr. Jenkins authorizing Steptoe & Johnson to proceed with the refinancing project was approved 2-0, with Mrs. Altomare abstaining.

The next item on the agenda was the approval of the CNB Resolutions for signature authorization on the PSD's bank accounts. The new Resolutions were prepared by CNB because of Mrs. Altomare's request to have her name removed from the current documents. Mr. Zorich asked the Board to also consider amending the PSD's Rules of Procedure to require that all Board members have signature authority for bank accounts. Mrs. Altomare asked that any proposed changes be submitted to the Ethics Commission for comment. Mr. Jenkins felt that no changes were needed at this time. There was no motion to approve the new Resolutions.

Mr. Hovermale reported that he had spoken to the Unifirst District Manager, Bobby Myers, regarding the PSD's desire to reach a fair settlement of Unifirst's final bill dated November 5, 2012. It was agreed that an even split of the requested \$281.38 would resolve the issue, and the

PSD's check in the amount of \$36 would be returned or voided. A motion by Mr. Jenkins to approve the expenditure of \$140.69 as final payment to Unifirst was unanimously approved.

The financial statements were reviewed. Mr. Jenkins noted that the Municipal Bond Commission Reserve Accounts are improving.

The Board reviewed its expectations for the performance of the General Manager. Mrs. Altomare felt that the PSD is antiquated in the area of human resources: job descriptions have not been distributed and employees do not feel appreciated without annual evaluations. Mr. Jenkins noted that there were several seminars sponsored by the Public Service Commission later this year that might be appropriate to attend. A list of these seminars will be posted at the treatment plant.

Upon a motion by Mr. Jenkins, the meeting was adjourned at 4:15 p.m.

  
Paul S. Zorich, Chairman

Attest:   
Mike Jenkins, Secretary