

Minutes
Warm Springs Public Service District
December 13, 2017

A regular meeting of the Public Service Board of the Warm Springs Public Service District was held at 10:00 AM on December 13, 2017. The meeting was held in the Morgan County Commission meeting room, at the Morgan County Courthouse, Berkeley Springs, West Virginia. The meeting agenda was posted on December 7, 2017, and a copy was delivered to *The Morgan Messenger*.

Mr. Johnson called the meeting to order at 10:00 AM with all members attending: Mr. Charles Johnson – Chairman; and Mr. Mike Jenkins were present at the meeting; Mr. Eric Lyda – Treasurer, joined the meeting by phone. Also present were Michael Crunkleton, General Manager of the WSPSD; Monty Kerns, WSPSD Operator and PSD Board Secretary; and Mr. Robert Hebb from Thrasher Engineering.

The first order of business was the approval of the agenda. Upon a motion by Mr. Jenkins, the agenda was unanimously approved as presented.

The next order of business was the approval of the minutes from the November 8, 2017 board meeting. Upon a motion by Mr. Lyda, the minutes from the November 8, 2017 meeting were unanimously approved as presented.

The next order of business was the approval for payment of the following 37 operational invoices received. Upon a motion by Mr. Jenkins, the members unanimously approved payment for the 37 invoices received, totaling \$35,705.56.

1 Advance Auto Parts (Nov; Tire gauge, antifreeze - BS)	\$13.00
2 Apple Valley Waste (Oct/Nov; Dumpster rental - BS)	\$254.36
3 Berkeley Club Bev (Dec; Gallons & bottled, distilled water-BS, GC)	\$23.50
4 BSWW (Oct/Nov/Dec; meter books, water usage, hydrant - Office, BS)	\$351.25
5 Capital One (Oct; Camera, bleach, office supplies -BS, GC, IP)	\$2,424.81
6 Comcast (Nov; phone /internet - Office)	\$186.52
7 Commercial Press (Nov; printing of laser bills)	\$497.50
8 Scott Crunkleton (Nov/Dec; cell phone allowance & mileage Mtg reimb)	\$71.32

9	Dawson's Home Ctr (Nov; Couplings, concrete mix, wheel mandrel, blades - BS,GC)	\$229.87
10	Erie Ins Group (Workers Comp Installment)	\$1,156.28
11	Eddie's Tire Service (Nov; Tires for 2009 GMC Truck)	\$612.52
12	GHS (Nov; Hauling sludge & sand GC to BS)	\$750.00
13	John Hobday (Nov; opening lines at Whisner Ave. & Market St.)	\$300.00
14	Hunters Hardware (Oct; Supplies plumbing, blades-BS)	\$184.71
15	Charles Johnson (Nov; Regular Board Mtg Salary)	\$125.00
16	Monty Kerns (Nov/Dec; Cell phone allowance)	\$40.00
17	Klear Water Mgt (Nov;Polymer-BS;Calcium, bisulfite tablets-GC)	\$5,107.28
18	Eric Lyda (Nov; Regular Board Mtg Salary)	\$125.00
19	Lumos Networks (Nov; phone billing - GC, BS)	\$149.90
20	Maryland Pipe & Supp (Nov; PVC pipes, couplings, plugs, etc. -BS, GC)	\$670.01
21	Andy McKenzie (Nov/Dec; Cell phone allowance)	\$40.00
22	Mike the Computer Guy (Nov;On and offsite repair SC computer)	\$92.50
23	Miss Utility (Oct; Notification service fees)	\$26.80
24	Poly Coating Solutions (Oct/Nov; Sealing pipe & manhole)	\$1,500.00
25	Postmaster(Nov/Dec/Jan; presort permit fee, billing and stamps - BS,GC)	\$801.58
26	Potomac Edison(Nov;Off (\$93.18)BS(\$5880.51) & GC (\$796.77) WWTP&PS)	\$6,770.46
27	REIC Lab (Nov; Wastewater analyses-BS, GC, CI, INDPK)	\$1,413.27
28	Share Corp (Nov; Dynasty - BS)	\$474.49
29	Spartan Tool (Nov; Portable root cutting machine)	\$3,393.85
30	The Garage (Nov; Oil,air,fuel filter, LF Hub Assy - 09 GMC & 02 Ford)	\$589.88
31	USA Bluebook (Nov; sample hach, dropper, shears - BS, GC, IP)	\$153.40
32	WEX Bank (Oct/Nov; Fuel for vehicles & generators)	\$603.39
33	CNB (Dec; mortgage payments)	\$700.00
34	EFTPS (Nov/Dec; SS & Medicare Contribution)	\$2,099.45
35	WV PERS (Nov; Retirement Contribution)	\$2,062.78
36	WV PEIA (Nov; Health Insurance)	\$1,356.88
37	WV PEIA (Nov; Retiree Trust Fund)	\$354.00
		\$35,705.56

The Board conducted the monthly review of the financial statements which include: the Monthly Budget Comparison Report, the Cash Account Balance, and the Municipal Bond Commission Status of Accounts statement. Upon a motion by Mr. Lyda, the financial statements were unanimously approved as presented.

The Monthly Operational Report:

Mr. Crunkleton informed the Board members of the following: (1) The WSPSD received 44,160 gallons of leachate for the month of November 2017 totaling \$3,974.40. (2) The Warm Springs PSD sent out 256 Termination of Service notices for the month of November 2017 for past-due payment. (3) The WSPSD incurred power outages on November 11, 2017 at the Berkeley Springs plant and on November 24, 2017 at the Great Cacapon Plant which caused extensive damage to Surge Protection equipment, Power and control systems, Heating equipment, and Radio communications equipment, repairs are still in progress.

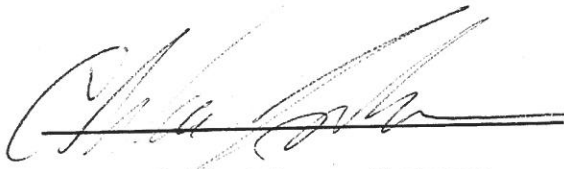
Mr. Robert Hebb reviewed a preliminary report on the results of the recent smoke testing and camera work performed on the WSPSD collection system by Thrasher Engineering. Mr. Hebb fielded questions from the Board members and explained that a more comprehensive report should be completed and available for the Board's review at the January 2018 meeting.

Future Business: No future business.

Public comments: There were no public comments.

The next Board meeting will be held on January 10, 2018, at 10 AM, in the Morgan County Commission meeting room, at the Morgan County Courthouse, Berkeley Springs, West Virginia.

Mr. Johnson adjourned the meeting at 10:51 AM.



Charles Johnson, Chairman

Attest:



Monty Kerns, Secretary