

Minutes
Warm Springs Public Service District
January 15, 2015

A regular meeting of the Public Service Board of the Warm Springs Public Service District was held at 10:00 a.m. on January 15, 2015. 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 January 8, 2015, and a copy was delivered to *The Morgan Messenger*.

Members present were Paul Zorich, Joyce Altomare, and Mike Jenkins. Also present were Michael Crunkleton, General Manager of the WSPSD; and Monty Kerns, WSPSD Operator.

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

The next order of business was the election of officers of the WSPSD. Mrs. Altomare moved to allow the officers to remain the same for the upcoming year, Mr. Zorich seconded the motion. After discussion, Mrs. Altomare amended her motion to allow Mr. Zorich to remain as Chairman, Mr. Jenkins to remain as Treasurer, and to elect Mr. Monty Kerns as Secretary for the upcoming year. The motion was approved unanimously.

The next order of business was the approval of the minutes from the December 10, 2014 meeting. Upon a motion by Mr. Jenkins, the minutes from the December 10, 2014 meeting were unanimously approved as presented.

The next order of business was the approval for payment of the following thirty-one operational invoices received. Upon a motion by Mr. Jenkins, the following thirty-one invoices, totaling \$23,499.24, were unanimously approved for payment.

1	Advance Auto Parts (Dec/Jan;Heater hose&clamp;towels & wire ties-BS,GC)	\$123.46
2	Joyce Altomare (Dec; Regular Bd Mtg Salary)	\$125.00
3	Bureau for Public Health (Nov; bacteriological test- IP)	\$20.00
4	BSWW (Dec;fire hydrant & water@WWTP;Jan; meterbooks)	\$202.28
5	Brickstreet Mutual Ins (Workmen's Comp Installment 6 of 8)	\$617.00
6	Capital One Bk(Nov;camera battery;tires;blower-BS, GC)	\$837.51
7	Troy Crone (Dec/Jan; cell phone allowance)	\$40.00
8	Scott Crunkleton(Dec/Jan;cell phone allowance&mileage reimbursement)	\$97.68
9	Dawson's Home Ctr (Dec/Jan;supplies-IP; new chains & file for saw-BS)	\$125.52
10	EFTPS (Dec; SS & Medicare Contribution)	\$1,318.86
11	Guardian-Bethlehem (Dec; disability)	\$13.30
12	HD Supply Waterworks(Dec;two flow controls-IP)	\$1,056.00

13	Hunters Hardware (Nov;PVC pipes;elbow-repairs Hageman St)	\$34.23
14	Monty Kerns (Dec/Jan;cell phone allowance)	\$40.00
15	Kauffelt & Kauffelt (Nov;conference calls;email for Grant)	\$195.50
16	Lumos Networks (Dec; phone billing, GC, BS, office)	\$253.72
17	Miss Utility (Nov; notifications fee)	\$14.30
18	Postmaster (Dec/Jan; billing postage & stamps)	\$585.64
19	Potomac Edison(Oct/Nov; BS(\$4908.09) & GC (\$914.50) WWTP's&PS's)	\$5,822.59
20	REIC Lab (Nov/Dec; wastewater analyses-MCLF, BS & GC)	\$1,730.00
21	Reliance Lab (Dec; Lab testing storage tank - IP)	\$90.00
22	Roy's (12/10, 16, 22, 31 & 1/8 gasoline GMC)	\$344.35
23	Schreiber (Dec; Bridge wheels; rings-repairs-BS)	\$778.00
24	Town of Bath (Jan; office rent)	\$750.00
25	USA Bluebook (Dec; hach;lub;nuzzle-BS & IP)	\$250.53
26	Univar USA (Dec; bio-nutrilizer & sanitizer-GC)	\$1,708.00
27	WV PERS (Dec; Retirement Contribution)	\$2,295.67
28	WV PEIA (Dec; Health Insurance)	\$922.10
29	WV PEIA (Dec; Retiree Trust Fund)	\$328.00
30	Winschel Environmental (Dec; polymer)	\$2,655.00
31	Paul Zorich (Dec; Regular Bd Mtg Salary)	\$125.00
		\$23,499.24

The Board conducted the monthly review of the financial statements which include; the Monthly Budget Comparison Report, the Aged Trial Balance Report, the Cash Account Balance and Accounts Payable, and the Municipal Bond Commission Status of Accounts statement. The Members discussed the way in which the Municipal Bond Commission applied the 5.2 million dollars in grant monies to the WSPSD's current bonds.

Mr. Crunkleton reviewed the Monthly Operational Report with the Board members. Mr. Crunkleton updated the Board members on the decision by the Public Service Commission on the Gladys Whittington case, and the progress of the industrial Park water plant upgrades.

The Board members discussed whether to renew the expired real estate contract with Kesecker Realty, for the sale of the WSPSD property in the Fairview subdivision. Mrs. Altomare moved to sign a new 6 month contract with Kesecker Realty for the sale of the property. The adjusted asking price will be \$19,500, with the lowest accepted price of \$17,000. The motion passed by a vote of two for and one against, with Mr. Zorich and Mrs. Altomare voting in favor, and Mr. Jenkins voting against.

Mrs. Altomare suggested that the WSPSD Board could do a better job of meeting preparation in order to reduce the instances that business decisions have to be tabled until the

following month. Examples cited were stalled work on the employee handbook and the Board's Rules of Procedure.

The Board members discussed paying off the loan on the Fairview subdivision property, which is held by CNB Bank. Mr. Jenkins moved to pay off the Fairview subdivision loan, held by CNB Bank, in the amount of \$18,831.99. The motion passed unanimously.

The Board members discussed the need for a tariff modification, to enable the WSPSD's Berkeley Springs plant, to receive commodities such as leachate and septic sludge. The modification may also include a new Memorandum of Understanding with the Morgan County EDA, for the WSPSD's operation of the Morgan County Industrial Park's water and sewer plants. Mr. Jenkins moved to retain attorney Mark Kauffelt to submit the tariff modifications for the commodities charge, and review the MOU with the Morgan County EDA. The motion passed unanimously.

The Board members discussed the options for the 78 sewer bond. Mr. Jenkins moved to allow the general manager, Mr. Crunkleton, to decide the disposition of the 78 sewer bond, based on the Municipal Bond Commission rates versus the rates at CNB Bank. The motion passed unanimously.

The Board members reviewed and discussed the Memorandum of Understanding, along with the proposed modifications, between the WSPSD and the Morgan County EDA.

Under future business: No future business.

There were no public comments.

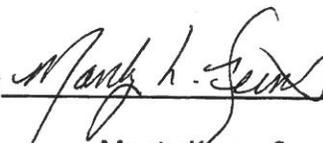
The next Board meeting will be held on February 11, 2015, at 10 AM in the Morgan County Commission meeting room, at the Morgan County Courthouse.

Mr. Zorich adjourned the meeting at 11:50 AM.



Paul S. Zorich, Chairman

Attest:



Monty Kerns, Secretary