

Minutes
Warm Springs Public Service District
May 13, 2015

A regular meeting of the Public Service Board of the Warm Springs Public Service District was held at 10:00 a.m. on May 13, 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 May 7, 2015, and a copy was delivered to *The Morgan Messenger*.

Mr. Zorich called the meeting to order at 10 AM with 2 members present: Mr. Paul Zorich and Mrs. Joyce Altomare. Also present were Michael Crunkleton, General Manager of the WSPSD; and Monty Kerns, WSPSD Operator and PSD Board Secretary.

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

The next order of business was the approval of the minutes from the April 8, 2015 meeting. Upon a motion by Mr. Zorich, the minutes from the April 8, 2015 meeting were unanimously approved as presented.

The next order of business was the approval for payment of the following forty-one operational invoices received. Upon a motion by Mr. Zorich, the following forty-one invoices, totaling \$27,871.52, were unanimously approved for payment.

1	Advance Auto Parts (Mar; fan press oil & thread lock)	\$37.97
1	Advance Auto Parts (Apr; supplies to clean silo -BS)	\$24.87
2	Joyce Altomare (Apr; Regular Bd Mtg Salary)	\$125.00
3	Apple Valley Waste (Feb thru Apr dumpster rental)	\$391.18
4	Berkeley Prop Online (Website-proposal second payment)	\$200.00
5	Berkeley Club Beverages (May;bottled water GC plant)	\$14.00
6	BSWW(Apr;fire hydrant&water@WWTP;May;meterbooks)	\$202.28
7	Brickstreet Ins (5/19/15-5/19/16;Deposit Premium)	\$1,134.00
8	Capital One Bk (Mar;bleach;website;Bd mtg-BS,office)	\$1,118.64
9	Troy Crone (Apr; cell phone allowance)	\$20.00
10	Scott Crunkleton (Apr;cell phone allowance; mileage reimbursement)	\$53.93
11	Mark Dawson (Apr; Purchase enclosed trailer for camera equip)	\$1,500.00
12	Dawson's Home Center (Apr; bulb & lumber for trailer)	\$33.76
13	EFTPS (Apr; SS & Medicare Contribution)	\$1,665.53
14	Glen's Septic Ser (Apr; 2 loads of sludge out of GC to BS)	\$530.00
15	Guardian-Bethlehem (Apr; disability)	-\$24.18

16	Hoffman Construction Services (Annual calibration flow mtrs-BS, GC)	\$449.50
17	Hunters Hardware (Apr;supplies for JohnsonMillRd;Hypo feed-BS)	\$46.94
18	Monty Kerns (Apr: cell phone allowance)	\$20.00
19	Kauffelt & Kauffelt (Mar; tariff change;memo of Understdg-IP fees)	\$1,059.70
20	Lumos Networks (Apr; phone billing, GC, BS, office)	\$262.42
21	Maryland Pipe & Supp (Apr;pipes;valves;etc replace airlines-GC)	\$999.67
22	Mike the Computer Guy (Apr;onsite work computer-office)	\$112.50
23	Miss Utility (Mar; notifications fee)	\$19.60
24	Morgan Messenger (Apr; operator in training plant position ad)	\$97.50
25	Northern Safety (Apr; gloves; measuring tapes -BS)	\$178.18
26	Personnel Concepts (Apr;WV & Fed labor law posters-plant & office)	\$45.85
27	Postmaster(Apr/May; billing postage & stamps)	\$546.36
28	Potomac Edison(Apr; BS(\$5478.38) & GC (\$919.46) WWTP's&PS's)	\$6,397.84
29	REIC Lab (Mar/Apr; wastewater analyses-BS, GC)	\$1,077.56
30	Share Corp (Apr;veg control - BS, GC)	\$475.62
31	Shives Elec (Apr; 3 pole breaker;lugs;pump repair-GC)	\$748.96
32	Town of Bath (May; office rent)	\$750.00
33	USA Bluebook (Apr; tubing;green paint-BS)	\$246.89
34	Univar USA (Mar/Apr; Poly; Alumn Sulfate - BS)	\$2,292.00
35	Western MD Outdoor Power (Apr; Lawn mower parts-BS)	\$67.48
36	WEX Bank - (Mar; gasoline)	\$34.75
37	WV PERS (Apr; Retirement Contribution)	\$2,894.15
38	WV PEIA (Apr; Health Insurance)	\$807.94
39	WV PEIA (Apr; Retiree Trust Fund)	\$328.00
40	Earl Yost (Apr; replaced gutters at WWTP)	\$798.10
41	Paul Zorich (Apr;Regular Bd Mtg Salary)	\$125.00
		\$27,871.52

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.

The Monthly Operational Report:

Mr. Crunkleton informed the Members of the following: (1) RAM has performed the initial maintenance on all of Warm Springs PSD's pump stations. RAM will issue a report to the PSD of their assessment and any further recommended maintenance or repairs required. (2) The PSC has recently ruled in our favor on the tariff change request related to the WSPSD's commodities charge pricing. (3) Mr. Crunkleton will attend the Bath town council meeting on May 19th, to inquire about the availability of a parcel of property on Wilkes Street. (4) The

Warm Springs PSD has hired Michelle Smith to fill the part-time office position. (5) The Warm Springs PSD has purchased and enclosed trailer for the price of \$1500, for use on the collection system maintenance.

The next item on the agenda is the approval of the 2016 annual budget. The 2016 annual budget was prepared by Mr. Crunkleton and Mrs. Kidwell and submitted to each Board member prior to the meeting for their review. Upon a motion by Mrs. Altomare, the 2016 annual budget was unanimously approved as presented.

Mr. Zorich asked that the board consider increasing the Warm Springs PSD's salaried employees work week, from the current 37.5 hours to a standard 40 hour work week, with salaries adjusted accordingly. After a short discussion, Mr. Zorich moved to increase the WSPSD's salaried employees work week to 40 hours, and that just salaries. The motion received a 2nd from Mrs. Altomare, and was unanimously approved.

Mrs. Altomare asked the board consider adding the office manager, Mrs. Bette Kidwell, as an authorized signature on the Warm Springs PSD's bank accounts. Mr. Zorich explained that since the WSPSD bank accounts require 2 signatures on each check written, and the General Manager was already authorized to sign, it would be an unwise practice not to require at least one board member's signature on each check. The Members agreed that they would take no further action on the subject.

Under future business: (1) Continue the search for new office space. (2) Discuss future sewer line extensions. (3) Reschedule the November 2015 board meeting, which currently would fall on November 11th, 2015, Veterans Day.

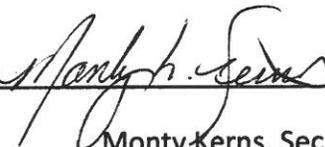
There were no public comments.

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

Mr. Zorich adjourned the meeting at 11:16 AM.



Paul S. Zorich, Chairman

Attest: 

Monty Kerns, Secretary