

Minutes  
Warm Springs Public Service District  
June 10, 2015

A regular meeting of the Public Service Board of the Warm Springs Public Service District was held at 10:00 a.m. on June 10, 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 June 4, 2015, and a copy was delivered to *The Morgan Messenger*.

Mr. Zorich called the meeting to order at 10 AM with all members present: Mr. Paul Zorich, Mrs. Joyce Altomare, and Mr. Mike Jenkins. Also present were Michael Crunkleton, General Manager of the WSPSD; Monty Kerns, WSPSD Operator and PSD Board Secretary; Mr. Brad Close, President of the Morgan County commission; visitors Ron Martin and Rob Campbell.

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 May 13, 2015 meeting. Upon a motion by Mrs. Altomare, the minutes from the May 13, 2015 meeting were approved as presented, with Mr. Zorich and Mrs. Altomare voting in favor, and Mr. Jenkins abstaining.

The next order of business was the approval for payment of the following thirty-four operational invoices received. Mr. Jenkins moved to approve operational invoices 1- 10 and 12- 34, excluding invoice number 11. Mr. Zorich seconded the motion, and the motion carried with Mr. Jenkins and Mr. Zorich voting in favor, and Mrs. Altomare voting against. A discussion was initiated by the members on invoice number 11, which was a new Chevrolet pickup purchased for the PSD. Mr. Jenkins questioned the purchase, which had been previously approved by the board, stating that vehicles were available for less on the West Virginia state purchasing contract. Mrs. Altomare explained that the board approved the purchase from a local dealer, Douglas Chevrolet, due to the proximity to the PSD operations and the availability of local warranty service. Mr. Jenkins contended that the PSD could have purchased the same vehicle under the West Virginia state purchasing contract for \$4000 less. Mr. Crunkleton explained that he and Mr. Kerns had spent countless hours researching vehicles on the West Virginia state purchasing contract and comparing them to local purchase prices, which revealed a savings of less than \$1000 as opposed to buying from a dealer in Charleston or Parkersburg. Mr. Close offered that the Morgan County commission had purchased several vehicles from Douglas Chevrolet and found the prices comparable to the prices listed on the West Virginia

state purchasing contract. Mr. Crunkleton added that we had decided on a GM truck due to the 5 year 100,000 mile drivetrain warranty, and to receive that warranty the PSD had to place an order for a 2015 model as soon as possible, due to the terms of the drivetrain warranty decreasing with the 2016 model. Mr. Jenkins remained confident that the PSD could have made a better decision with respect to vehicle pricing. Mr. Zorich asked for a motion from the floor to approve invoice number 11, to Douglas Chevrolet in the amount of \$29,797.51 Mrs. Altomare moved to pay all thirty-four invoices as listed on the agenda in the amount of \$58,212.02. Mr. Zorich seconded the motion and the motion was unanimously approved.

1	Advance Auto Parts (Jun; Oil filter;wiper blades truck; oil bridge -BS)	\$136.65
2	Joyce Altomare (May; Regular Bd Mtg Salary)	\$125.00
3	Apple Valley Waste (May; dumpster rental)	\$128.64
4	Am Bankers Ins (7/14/15-7/14/16 Flood Ins renewal bidg-GC)	\$1,959.00
5	Bd of Risk & Ins Mgt (Liab & Prop Ins-BS;GC qtr 9/30/15)	\$2,527.00
6	Berkeley Club Beverages (May;bottled water office)	\$10.00
7	BSWW(May;shut-off,fire hydrant&water@WWTP;Jun;meterbooks)	\$237.28
8	Capital One Bk (Apr;cords;env;cleankit;amp;SiloBlwr-BS,office)	\$2,235.46
9	Scott Crunkleton (May;cell phone allowance; mileage reimbursement)	\$35.52
10	Dawson's Home Center (Jun;lime for clean up spill)	\$47.97
11	Douglas Motors (May; 2015 Chevrolet Silverado 2500 ext)	\$29,797.51
12	EFTPS (May; SS & Medicare Contribution)	\$1,031.54
13	GHS (Apr; 2 loads GC to BS; excavatg)	\$1,710.00
14	Guardian-Bethlehem (May; disability)	\$4.82
15	Monty Kerns (May: cell phone allowance)	\$20.00
16	Kauffelt & Kauffelt (Apr; tariff change;memo of Understdg-IP fees)	\$348.40
17	Lines Designs & Auto Tint (Jun; lettering on trucks & trailer)	\$700.00
18	Lumos Networks (May; phone billing, GC, BS, office)	\$261.26
19	Maryland Pipe & Supp (May;adhesive;galv hanger;pipes-GC)	\$271.42
20	Miss Utility (Apr; notifications fee)	\$61.60
21	Postmaster(May/Jun; billing postage & stamps)	\$546.60
22	Potomac Edison(May; BS(\$4438.96) & GC (\$848.57) WWTP's&PS's)	\$5,287.53
23	RAM Industrial Serv (Service agreement pump station maint)	\$2,875.00
24	REIC Lab (Apr/May; wastewater analyses-BS, GC)	\$946.63
25	Schreiber (May;Scraper squeeze;wheels;bolts;bearings;seals)	\$1,408.00
26	Shives Elec (May; #2 blower/control transformer labor)	\$382.50
27	Smith-Nadenbousch Ins (10/16/14-10/16/15 renewal Fidelity Bonds)	\$125.00
28	Town of Bath (Jun; office rent)	\$750.00
29	Univar USA (May; Alumn Sulfate - BS)	\$1,365.25
30	WEX Bank - (Apr; gasoline)	\$184.50
31	WV PERS (May; Retirement Contribution)	\$1,766.16
32	WV PEIA (May; Health Insurance )	\$636.78

33 WV PEIA (May; Retiree Trust Fund)	\$164.00
34 Paul Zorich (Apr;Regular Bd Mtg Salary)	\$125.00
	\$58,212.02

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) Mrs. Altomare question the recent leachate totals and Mr. Crunkleton explained that during the summer months the leachate tank at the Morgan County landfill accumulates very little water on average. (2) The West Virginia PSC has still not rendered a final decision on the commodities charge requested by the WSPSD. (3) The West Virginia PSC has ruled in favor of the Memorandum of Understanding between the Warm Springs PSD and the Morgan County EDA, which allows the WSPSD to continue to operate the water and wastewater plants at the Morgan County Industrial Park. (4) The Warm Springs PSD has hired Andrew Mackenzie as an Operator in Training, to fill the vacant wastewater operator position.

The next item on the agenda is the final approval and signature of the Memorandum of Understanding between the WSPSD and the Morgan County EDA. Mr. Jenkins questioned as to whether the agreement should be signed at this time, pending the final inspection and certification of completion of the water plant upgrades. Mr. Close, Pres. of the Morgan County commission, advised that the project has not as of yet been certified as completed. Mr. Close also advised that a meeting has been scheduled for a final walk-through and to bring the fire pumps online, Mr. Crunkleton will be notified of the time and date this meeting. Mr. Jenkins moved to allow the chairman Mr. Zorich, to sign the MOU with the EDA only after the water plant has received an independent certification of completion. The motion received a 2<sup>nd</sup> by Mrs. Altomare and passed unanimously.

The Board members discussed the prospect of acquiring the parcel of property next to the Town of Bath offices on Wilkes Street, for potentially building a new WSPSD office. Mr. Crunkleton met with a committee from the Town of Bath, which owns the parcel in question. Mr. Crunkleton reported that during this meeting, the committee offered a number of \$18,000 for this property, however any final offer to sell would have to be approved by the Town Council. Mr. Jenkins recommended that the PSD should estimate the size and cost of a structure that this particular parcel could accommodate, in preparation for an offer to sell from

the Town of Bath. The Board agreed that further discussion was unproductive without a final decision from the Town of Bath.

Chairman Zorich addressed the Board members with regard to medical issues that will require Mr. Zorich to undergo surgery and radiation treatment, which may also require an extended absence from the PSD Board. The Members of the Board along with Mr. Brad Close, engaged in a lengthy procedural discussion on how the Board of Directors might best function during an extended absence of Mr. Zorich. During the course of discussion, Mr. Zorich announced that he would step down as Chairman of the Board, but remain solely as a member. In the event of an extended absence by Mr. Zorich, Mr. Jenkins and Mrs. Altomare reviewed the monthly meeting dates for the rest of 2015 and adjusted the schedule as follows: July 9, August 12, September 8, October 14, November 10, and December 9. Mr. Jenkins stated that the board should still be able to function regardless of whether or not Mr. Zorich chose to step down as Chairman. It was at this point Mr. Zorich chose to retract his offer to step down as Chairman of the Board.

Under future business: (1) Mr. Jenkins insisted that the WSPSD should consider it a priority to repair or upgrade the communications capabilities between the Berkeley Springs plant, the Great Cacapon plant, and the individual lift stations.

Under public comments: (1) Mr. Ron Martin suggested that to make the WSPSD owned lot in Fairview subdivision more attractive to potential buyers, the Directors might choose to offer owner financing.

The next Board meeting will be held on July 9, 2015, at 10 AM in the Town of Bath Council meeting room, Town of Bath office Building.

Mr. Zorich adjourned the meeting at 11:25 AM.



Paul S. Zorich, Chairman

Attest:



Monty Kerns, Secretary