

Minutes
Warm Springs Public Service District
July 9, 2015

A regular meeting of the Public Service Board of the Warm Springs Public Service District was held at 10:00 a.m. on July 9, 2015. The meeting was held in the Town of Bath council meeting room, at the Town of Bath offices, Berkeley Springs, West Virginia. The meeting agenda was posted on July 6, 2015, and a copy was delivered to *The Morgan Messenger*.

Present at the meeting where PSD Board members Mrs. Joyce Altomare, and Mr. Mike Jenkins, Chairman Paul Zorich was absent. Also present were Michael Crunkleton, General Manager of the WSPSD; Monty Kerns, WSPSD Operator and PSD Board Secretary; Sean Forney of CBIZ Insurance Services, Inc.; and visitor Ron Martin.

The first order of business was the appointment of a temporary Chairperson for the meeting. Mr. Jenkins moved to appoint Mrs. Joyce Altomare as temporary Chairperson for the meeting. The motion was seconded by Mrs. Altomare and unanimously approved.

Mr. Jenkins moved to approve the agenda as posted. The motion was seconded by Mrs. Altomare and unanimously approved.

The next order of business was the approval for payment of the following forty-two operational invoices received. Upon a motion by Mr. Jenkins, the following forty-two invoices, totaling \$31,156.81, were unanimously approved for payment.

1	Advance Auto Parts (Jun; Oil for dump truck -BS)	\$12.38
2	Joyce Altomare (June; Regular Bd Mtg Salary)	\$125.00
3	Apple Valley Waste (June; dumpster rental)	\$128.64
4	Bureau for Public Health (June;Bacteriol Test Lab-Ind Park)	\$20.00
5	Berkeley Club Beverages (Jun; bottled water plant)	\$10.00
6	BSWW(Jun;fire hydrant&water@WWTP;Jul;meterbooks)	\$202.28
7	Bob's Tire Service(Jun ;tire rotation-GMC)	\$8.00
8	Brickst Mutual Ins (Jul; Premium 1 of 8 installments)	\$567.00
9	Capital One Bk (May;office;plant;bobblr;headwks;bleach-BS,GC IP)	\$3,387.03
10	Commercial Press (Jul;sewer bills & payable checks)	\$570.25
11	Cash (Feb-Jun; Postage; Office keys)	\$23.04
12	Scott Crunkleton (Jun;cell phone allowance; mileage reimbursement)	\$402.90
13	Dawson's Home Center (Jun;Ring,seal,bulb,oils, filter-tractr;lock-IP)	\$247.52
14	EFTPS (Jun; SS & Medicare Contribution)	\$1,121.46
15	Guardian-Bethlehem (Jun; disability)	\$16.80
16	Monty Kerns (Jun: cell phone allowance)	\$20.00

17	Kauffelt & Kauffelt (May; tariff change;memo of Understdg-IP fees)	\$646.00
18	R Kyne Excavatg (May;roots in line-Wilkes St)	\$1,075.00
19	Lumos Networks (Jun; phone billing, GC, BS, office)	\$264.33
20	Maryland Pipe & Supp (Jun;galv hanger;pipes;couplg airline repr-GC)	\$139.48
21	Morgan Cty Magistrate(Jun;court fees L Horton & D Jordan)	\$150.00
22	Miss Utility (May; notifications fee)	\$40.60
23	Northern Safety (Jun;harness;gloves;rainsuits;glasses-BS)	\$379.42
24	Personnel Concepts (Jun; current WV FED Labor Law posters-Off,BS)	\$470.37
25	Poly Coating Solutions (Jun;Bed liner Chevy truck)	\$400.00
26	Postmaster(Jun/Jul; billing postage & stamps)	\$551.06
27	Potomac Edison(Jun; BS(\$4012.44) & GC (\$871.57) WWTP's&PS's)	\$4,884.01
28	REIC Lab (May/Jun; wastewater analyses-BS, GC, IP)	\$1,017.00
29	Roy's Service Ctr (Jun; WV Inspection Chevy Truck)	\$12.66
30	Shives Elec (Jun; bubbler/surge protector labor-BS)	\$1,052.20
31	Gerald Taylor (May;Vac truck for 5/26 spill-BS)	\$769.50
32	Town of Bath (Jul; office rent)	\$750.00
33	UPS (Jun;Bubbler system shipped back-BS)	\$307.67
34	Univar USA (Jun; Alumn Sulfate;Bio nutrizr/Sanitizr - BS;GC)	\$2,560.20
35	WEX Bank - (May; gasoline)	\$196.13
36	WV PERS (Jun; Retirement Contribution)	\$1,963.37
37	WV PEIA (Jun; Health Insurance)	\$636.78
38	WV PEIA (Jun; Retiree Trust Fund)	\$164.00
39	WV Public Ser Comm (Intrastate Rev Assess-FY 6/15)	\$3,703.35
40	WV State-WVSTO (Unclaimed property o/s refund checks-FY6/15)	\$266.38
41	Winschel Environmental (May Polymer)	\$1,770.00
42	Paul Zorich (Jun;Regular Bd Mtg Salary)	\$125.00
		\$31,156.81

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) The Leachate revenue for the month of June was \$1,080.00 and July's revenue should surpass the June total. (2) The West Virginia PSC has rendered their final decision in favor of the commodities charge of 9 cents per gallon requested by the WSPSD. (3) The West Virginia Senate bill SB-234 requires Public Service Districts such as the WSPSD, to carry cash reserves in an amount equal to 12.5% of the annual operations and maintenance budgets.

The Board members decided not to renew the contract with Kesecker Realty for the sale of the lot in the Fairview subdivision.

The board members along with the Mr. Crunkleton discussed the progress of the actions currently underway to repair and/or upgrade the SCADA communications with the Great Cacapon plant and the Berkeley Springs lift stations. Mr. Jenkins updated the Board members as to the cost of the SIRN radios. According to Mr. Jenkins, the negotiated price would be \$954.00 each for the radios, and \$110.24 for each extra battery.

Mr. Sean Forney of CBI Z Insurance Services, Incorporated, gave a presentation to the Board detailing CBI Z Insurance Services and the advantages of having a local agent to serve the needs of the WSPSD. Mr. Forney, a local resident, asks that the WSPSD authorize him to be the "Agent of Record", which would allow him to access and evaluate our current insurance coverages and possible future needs. As the Members agreed, Mr. Jenkins will sign the authorization to allow Mr. Forney to become the WSPSD's Agent of Record.

The Board members discussed sites for future office space. Mr. Jenkins will visit the property for sale on John Street on Friday, July 10, 2015.

Public Comment: Mr. Ron Martin commented on the possible need for licensed water operators in the town of Paw Paw. He also commented on the need for a public water system in the town of Great Cacapon. Mr. Martin also detailed future possibilities for our communication needs which might be offered by Morgan Broadband of Berkeley Springs West Virginia.

The next Board meeting will be held on August 12, 2015, at 10 AM in the Morgan County Commission meeting room, at the Morgan County Courthouse.

Mrs. Altomare adjourned the meeting at 11:44 AM.



Paul S. Zorich, Chairman

Michael Seaberg, Treasurer

Attest:



Monty Kerns, Secretary