

Minutes  
Warm Springs Public Service District  
August 12, 2015

A regular meeting of the Public Service Board of the Warm Springs Public Service District was held at 10:00 a.m. on August 12, 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 August 6, 2015, and a copy was delivered to *The Morgan Messenger*.

Mrs. Altomare called the meeting to order at 10 AM with two members present: 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; Ms. Sabrina Funk from Kesecker Realty; visitors Ron Martin and Rob Campbell.

Mr. Jenkins moved to appoint Mrs. Altomare as temporary chairperson for the meeting. The motion was approved unanimously.

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 July 9, 2015 meeting. Upon a motion by Mrs. Altomare, the minutes from the July 9, 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. Jenkins, the following forty-one invoices, totaling \$31,681.25, were unanimously approved for payment.

1	Advance Auto Parts (Jul;truck ball&mount;pumpwater&oil filters -BS-GC)	\$406.21
2	Joyce Altomare (Jul; Regular & Special Bd Mtg Salary)	\$225.00
3	Apple Valley Waste (Jul; dumpster rental)	\$128.12
4	Apparatus Repr & Eng (Jul;Bridge bearing on basins)	\$514.80
5	Berkeley Properties Online (Jun;final web design payment)	\$250.00
6	Berkeley Club Beverages (Jul; bottled & cases water -BS&GC)	\$26.00
7	BSWW(Jul;fire hydrant&water@WWTP & 1 shutoff;Aug;meterbooks)	\$237.28
8	Brickst Mutual Ins (Aug; Premium 2 of 8 installments)	\$567.00
9	Caldwell Bankers (Jul;Deposit on property 50 Independence	\$1,000.00
10	Capital One Bk (Jun;tubing;filters;hoseclamp;bleach-BS,GC,IP)	\$983.06
11	Commercial Press (Jul;revenue account deposit tickets)	\$90.11
12	Cool Breeze Air Cond.&Refrig(Jul;Window a/c unit for UV bldg-BS)	\$913.00

13	Scott Crunkleton (Jul&Aug;cell phone allowance; mileage reimb-Mrtbg&GC)	\$97.23
14	Dawson's Home Center (Jul;Fuel cap;weed wacker line;key for tank-BS,IP)	\$47.44
15	EFTPS (Jul; SS & Medicare Contribution)	\$1,197.68
16	Fairview Assoc. (Jul; 2015-2016 dues -lot)	\$180.00
17	Guardian-Bethlehem (Jul; disability)	\$32.89
18	Hunters Hardware (Jun;power strip;rod airline;plunger-office;BS:GC)	\$26.58
19	Monty Kerns (Jul&Aug: cell phone allowance;reimb trip Charleston)	\$78.25
20	Kauffelt & Kauffelt (Jul; tariff change;leachate rate fees)	\$127.50
21	Bette Kidwell (Jul;mileage Mtbg retire seminar reimb)	\$36.23
22	Lumos Networks (Jul; phone billing, GC, BS, office)	\$276.57
23	Maryland Pipe & Supp (Jul;PVC; plugs-BS,GC)	\$107.46
24	Motor Protection Elect.(Jun&Jul;bubbler parts repaired;spare parts lift st-BS)	\$1,426.50
25	Miss Utility (Jun; notifications fee)	\$25.20
26	Morgan Messenger (Jun;class I ad for Tariff Changes)	\$57.60
27	Postmaster(Jul/Aug; billing postage & stamps)	\$502.71
28	Potomac Edison(Jul; BS(\$4798.25) & GC (\$885.88) WWTP's&PS's)	\$5,684.13
29	RAM Industrial Ser. (Jun;rings;seals;labor pump rep-BS;GC)	\$6,519.00
30	REIC Lab (Jun/Jul; wastewater analyses-BS, GC)	\$885.00
31	Roy's Service Ctr (Jun; WV Inspection GMC;1982 & 2003 Ford Trucks)	\$37.98
32	Schreiber (Jul;bridge wheel replacement basin-BS)	\$1,227.00
33	Share Corp (Jul; dynasty -BS, GC)	\$926.00
34	Town of Bath (Aug; office rent)	\$750.00
35	UPS (Jun;Bubbler system shipped main-BS)	\$5.95
36	USA Bluebook (Jun&Jul;Air blowerhose;tube;sample;hach-BS,GC,IP)	\$520.85
37	Univar USA (Jul; Alumn Sulfate - BS)	\$1,428.50
38	WEX Bank - (Jun; gasoline)	\$198.81
39	WV PERS (Jul; Retirement Contribution)	\$1,997.83
40	WV PEIA (Jul; Health Insurance )	\$1,613.78
41	WV PEIA (Jul; Retiree Trust Fund)	\$326.00
		\$31,681.25

The Members decided to proceed with item 10 on the agenda so as not to keep Ms. Sabrena Funk longer than necessary. Item 10 involves the discussion and approval of an offer to buy property at 92 North Washington St., Berkeley Springs, West Virginia.

Mr. Jenkins moved to enter executive session under authority granted in West Virginia code 6 – 9A – 4 subsection 9, for the purposes of discussing an offer to purchase property at 92 North Washington St., Berkeley Springs, West Virginia. The motion passed unanimously.

Mr. Jenkins moved to exit executive session and reconvene the public meeting session. The motion was passed unanimously.

Mr. Jenkins moved to offer \$139,900 for the property at 92 North Washington St. contingent upon the following: PSC approval, the contents of the business and garage being removed, approval of financing, land survey, inspections to include business or home inspection, pest, radon, and mold inspections, and closing within 60 days. The motion passed unanimously.

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 Berkeley Springs Water Department has requested that the WSPSD provide a person each month and a vehicle every other month, to deliver door hangers to delinquent customers. (2) A manufacturer rep from Continental blowers will visit the Berkeley Springs plant at the end of August, to assess the condition of our basin blowers at an approximate cost of \$3000. (3) The project to replace the main airlines at the Great Cacapon plant has been completed. (4) The WSPSD offer to purchase property at 50 Independence St. was rejected, and an offer has been accepted from another buyer.

The WSPSD received a quote for \$6595.00 from Ganoë Communications to upgrade, install, and configure the equipment necessary for SCADA communication between the Berkeley Springs and Great Cacapon plants. Mr. Jenkins moved to approve the bid from Ganoë Communications totaling \$6595.00 with the following stipulations: Ganoë Communications guarantees radio communications between the Berkeley Springs plant and the Great Cacapon plant, during all seasons, and for a period of not less than 18 months; and if a Memorandum of Understanding (MOU) with Morgan County is required for the use of their towers, the MOU will be signed before Ganoë Communications can begin their work. The motion was approved unanimously.

The Board members discussed options for the replacement of the backup generator transfer switch at the Berkeley Springs plant. The members agreed to further investigate their options before making a decision on this topic.

The Board members discussed the options for funding the "Emergency Fund", which is now a requirement provided for in Senate bill SB-234. The WSPSD will now be required to fund and maintain an emergency fund equal to 12.5% of the annual operations and maintenance budgets. The Board members agreed to delay any decision until the annual audit is completed, and the auditors can provide the exact dollar amount to be funded.

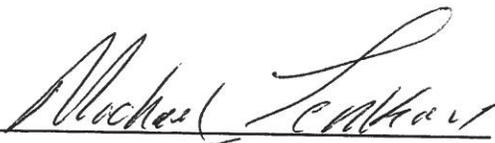
The Board members discussed the as of yet unsigned MOU with Morgan County EDA, for the operation of the Morgan County Industrial Park's water and wastewater plants. The WSPSD board will stand on its ruling in June of this year, which is as follows: "Mr. Jenkins moved to allow the chairman Mr. Zorich, to sign the MOU with the EDA only after the water plant has received an independent certification of completion".

The Board members reviewed the new contract for the lease of office space from the Town of Bath. Mr. Jenkins moved to accept the lease contract with the Town of Bath, pending a recommendation of approval from Kauffelt and Kauffelt. Motion passed unanimously.

Under public comments: (1) Mr. Ron Martin commended the Board for its diligence in the quest for new office space.

The next Board meeting will be held on September 8, 2015, at 10 AM, in the Morgan County Commission meeting room, at the Morgan County Courthouse, Berkeley Springs, West Virginia.

Mrs. Altomare adjourned the meeting at 11:40 AM.

  
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for  
Paul S. Zorich, Chairman

Attest:   
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Monty Kerns, Secretary