

Minutes
Warm Springs Public Service District
September 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 September 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 September 9, 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. Sabrena Funk from Kesecker Realty; and Mr. David Decker and Mr. Jim Jessee of Decker and Company PLLC.

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 Mr. Jenkins, the agenda was unanimously approved as posted.

The next order of business was the approval of the minutes from the July 23, 2015 special meeting. Upon a motion by Mr. Jenkins, the minutes from the July 23, 2015 special meeting were unanimously approved as presented.

Mr. Decker and Mr. Jessee, from Decker and Company PLLC, presented a detailed review of their recently completed 2015 annual audit of the Warm Springs PSD's financials.

The next order of business was the approval of the minutes from the August 12, 2015 meeting. Upon a motion by Mrs. Altomare, the minutes from the August 12, 2015 meeting were unanimously approved as presented.

The next order of business was the approval for payment of the following forty-three operational invoices received. Upon a motion by Mrs. Altomare, the following forty-three invoices, totaling \$37,203.90, were unanimously approved for payment.

1 Advance Auto Parts (Aug;shop towels-BS)	\$16.99
2 Joyce Altomare (Aug; Regular Bd Mtg Salary)	\$125.00
3 Apple Valley Waste (Aug; dumpster rental)	\$128.12
4 Apparatus Repr & Eng (Aug;Laser alignment motors & blowers)	\$535.00

5	BRIM (Liab & Prop Ins qtr premium 12/31/15)	\$2,527.00
6	Berkeley Club Beverages (Sept; bottled & cases water-BS&GC)	\$31.00
7	BSWW(Aug;fire hydrant&water@WWTP; Sept;meterbooks)	\$202.28
8	Bill's Plumbing (Aug;Looked at well pump; tried to pull-GC)	\$285.00
9	Brickst Mutual Ins (Sept; Premium 3 of 8 installments)	\$563.00
10	Caldwell Bankers (Jul;Deposit returned on property 50 Indendence)	-\$1,000.00
11	Capital One Bk (Jul;postage;maintplant;coperink;bleach-BS,GC IP)	\$456.56
12	Terrance Cross (Sept; mileage WVRWA Conference @ Snowshoe)	\$198.95
13	Scott Crunkleton (Aug; mileage reimb-GC; Keseckers; Winchester)	\$101.77
14	Decker & Co (Progress billing;FY15 FS/PSC Annual Rep)	\$5,000.00
15	Dawson's Home Center (Aug;pipe;coupling;supplies to fix leak-IP)	\$34.29
16	EFTPS (Aug; SS & Medicare Contribution)	\$1,160.06
17	Fastenal Co (Jul;form release sludge-BS)	\$117.20
18	GHS (Jul&Aug;install airlines-GC;case mkg pt;crane pull pump@FairviewPS)	\$1,785.00
19	Glen's Septic Service (Aug; 2 loads out of GC to BS)	\$530.00
20	John Hobday (Aug;Check water pressure & pump - GC)	\$50.00
21	Hunters Hardware (Jul&Aug;Valve;blade;brush & brick tool - BS)	\$51.43
22	Kesecker Realty (Aug;Deposit on property -92 N Washington)	\$1,000.00
23	Kauffelt & Kauffelt (Jul; tariff change;real estate/office purchase fees)	\$229.50
24	Lorretta Lamm (Purchase of Snow Plow)	\$3,200.00
25	Lumos Networks Aug; phone billing, GC, BS, office)	\$274.34
26	Miss Utility (Jul; notifications fee)	\$38.00
27	Northern Safety Co.(Aug;White lightening clr silicone-BS)	\$26.19
28	On the Level (Aug;Inspection w/ mold test 92 N Washington)	\$530.00
29	Postmaster(Aug&Sept; billing postage & stamps)	\$554.66
30	Potomac Edison(Jul; BS(\$4256.83) & GC (\$945.19) WWTP's&PS's)	\$5,202.02
31	REIC Lab (Jul&Aug; wastewater analyses-BS, GC,IP)	\$1,547.39
32	Syna-Flow Tech (Aug;Inspections of 3 blowers;travel;labor-BS)	\$3,199.39
33	Shade Equip (Aug; mount kit for snowplow onto truck)	\$712.95
34	Shives Electric (Aug; Repairs & labor pump controls -GC)	\$937.09
35	Tri-State Radon Spec (Aug; Radon inspection 92 N Washington)	\$140.00
36	Town of Bath (Sept; office rent)	\$750.00
37	USA Bluebook (Jul; Wipes;glass fiber;signal master float-BS,GC)	\$235.05
38	Univar USA (Aug; Alumn Sulfate - BS)	\$1,409.25
39	WEX Bank - (Jul; gasoline)	\$274.47
40	WV PERS (Aug; Retirement Contribution)	\$1,972.20
41	WV PEIA (Aug; Health Insurance)	\$1,118.80
42	WV PEIA (Aug; Retiree Trust Fund)	\$326.00
43	WV Rural Water Assoc.(Aug;2015 membrship dues;Annal Tech Conf-Cross)	\$627.95
		\$37,203.90

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 well has been repaired at the Great Cacapon wastewater treatment plant. (2) A manufacturer rep from Continental blowers has completed service on the 3 Continental blowers at the Berkeley Springs wastewater treatment plant. (3) The Berkeley Springs plant has received 6140 gallons of leachate for the month of August 2015. (4) The WSPSD has purchased a new Western snowplow for use on the 2015 Chevrolet truck.

The Members discussed options for funding the separate reserve account which is now required after the passage of Senate Bill 234. The Warm Springs PSD is now required to maintain this fund at a level not less than 12.5% of the annual operations and maintenance budgets. Currently the Warm Springs PSD will have to fund and maintain a balance of not less than \$62,687, and have the account fully funded in the next 18 months. The Board members agreed that at this time, the WSPSD will attempt to fund this account through monthly installments, and will NOT make application for a rate increase.

The Board members discussed options for the replacement of the backup generator transfer switch at the Berkeley Springs plant. WSPSD has applied for a grant from Homeland Security to replace the existing backup generator and transfer switch, and are waiting for a response.

Mr. Jenkins moved to approve entering into a mortgage agreement with CNB bank for the purchase of property at 92 North Washington St., Berkeley Springs, West Virginia, in accordance with the terms provided by CNB bank on September 3, 2015, pending a recommendation of approval from Kauffelt and Kauffelt. The motion passed unanimously.

The Board members discussed the purchase of some of the office furniture from the current owners of the property at 92 North Washington St., Berkeley Springs, West Virginia.

Public comments: There were no public comments.

The next Board meeting will be held on October 14, 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 12:01 PM.

Jayce H. Altonova
Temporary Chair
Paul S. Zorich, Chairman

Attest: Monty Kerns
Monty Kerns, Secretary