

Minutes Warm Springs Public Service District October 14, 2015

A regular meeting of the Public Service Board of the Warm Springs Public Service District was held at 10:00 a.m. on October 14, 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 October 8, 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; Ms. Sabrena Funk from Kesecker Realty; and Mrs. Rose Zorich.

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 September 15, 2015 meeting. Upon a motion by Mrs. Altomare, the minutes from the September, 2015 meeting were approved as presented, with Mr. Jenkins and Mrs. Altomare voting in favor, and Mr. Zorich abstaining.

The next order of business was the approval for payment of the following thirty-seven operational invoices received. Upon a motion by Mr. Jenkins, the following thirty-seven invoices, totaling \$38,288.17, were unanimously approved for payment.

1 Advance Auto Parts (Sept/Oct;oil;grease;tape-Truck,BS,IP)	\$64.48
2 Joyce Altomare (Sept; Regular Bd Mtg Salary)	\$125.00
3 Bureau for Public Health (Oct;Water bacter testing- IP)	\$20.00
4 BSWW(Sept;fire hydrant&water@WWTP;Install taps @ IP;Oct;meterbks)	\$254.91
5 Brickst Mutual Ins (Oct; Premium 4 of 8 installments)	\$567.00
6 Capital One Bk (Aug/Sept;postage;maintplant;lights;bleach-BS,GC IP)	\$1,428.24
7 Consolidated Plastics (Sept;Round bottles & caps-BS)	\$48.47
8 Terrance Cross (Sept; meals @ Snowshoe;milage to Sheperdstown)	\$151.15
9 Scott Crunkleton (Sept; phone allow;mileage reimb-Mtgbg & Hedges)	\$59.11
10 Decker & Co (Progress/Final billing;FY15 FS/PSC Annual Rep)	\$11,200.00
11 EFTPS (Sept; SS & Medicare Contribution)	\$1,179.64
12 GHS (Sept;hauling sludge; Wilkes St excavating)	\$1,585.00
13 Glen's Septic Service (Sept; 4 loads out of GC to BS)	\$1,060.00
14 Guardian (Sept; short & long term disability)	\$13.23
15 HD Supply (Sept; Supplies - Ind Pk)	\$342.93

16	Hunters Hardware (Sept; pvc;tubing;supplies- BS)	\$99.92
17	Monty Kerns (Sept; cell phone allowance)	\$20.00
18	Randy Kyne Excavating (Sept;roots in line-Harrison;well problem-GC)	\$720.00
19	Lumos Networks (Sept; phone billing, GC, BS, office)	\$279.61
20	Miss Utility (Aug; notifications fee)	\$19.70
21	The Power Connection (Aug; Generators repairs - GC)	\$1,486.41
22	Postmaster(Sept/Oct; billing postage & stamps)	\$551.55
23	Potomac Edison(Aug; BS(\$4314.56) & GC (\$773.94) WWTP's&PS's)	\$5,088.50
24	REIC Lab (Sept; wastewater analyses-BS, GC)	\$788.00
25	RESA V (Oct;Class S registration Cross & McKenzie)	\$170.00
26	Schreiber (Sept; barker actuator - BS)	\$215.00
27	Shives Electric (Sept; Gates 1 & 2 repairs-wire & nuts)	\$411.55
28	Town of Bath (Oct; office rent)	\$750.00
29	USA Bluebook(Sept;Solutions;memran kit;buffers;dipper;sample cells-BS,GC)	\$815.27
30	Univar USA (Sept; Bio-sanitizer & nutrizr -GC)	\$1,739.20
31	Keith Virts (Sept; Install plow mount; wiring; lights-Truck)	\$425.00
32	WEX Bank - (Aug; gasoline)	\$338.81
33	WV Dept of Environmental (2015-WVNPDS permit;sludge;grd prot fees)	\$948.65
34	WV PERS (Sept; Retirement Contribution)	\$2,007.04
35	WV PEIA (Sept; Health Insurance)	\$1,218.80
36	WV PEIA (Sept; Retiree Trust Fund)	\$326.00
37	Winschel Environmental (Aug; polymer)	\$1,770.00
		\$38,288.17

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.

Mr. Terry Cross, Chief operator at the Berkeley Springs plant, provided the Board members with a detailed overview of the problems with the plants SCADA system and a detail of the repairs needed. Bids for the upgrade of the SCADA system were solicited, and 2 companies responded with quotes, Allied Control Systems, and InstraLogic. Allied control systems submitted a bid of \$15,385, and InstraLogic submitted a bid of \$28,000. After a brief discussion, Mrs. Altomare moved to accept the bid from Allied Control Systems (ACS) for the total of \$15,385. Mr. Jenkins seconded the motion and questioned the length of the warranty on the work that would be done by ACS. After discussion, Mrs. Altomare agreed to amend her motion as follows: I move to accept the bid from Allied Control Systems for the total of \$15,385, contingent upon ACS agreeing to a 1 year warranty. The motion passed unanimously.

Ms. Sabrena Funk from Kesecker Realty detailed the process and requirements for the WSPSD's closing on the property at 92 North Washington St., Berkeley Springs, West Virginia, which will occur at 11 AM on October 16, 2015. Ms. Funk will accompany the Board members on a final walk-through of the property prior to closing on Friday morning. The Members engaged in a discussion of the necessary and optional upgrades and or repairs to the property that would be required before the WSPSD office staff could move in.

The Monthly Operational Report:

No discussion on the Monthly Operational Report.

The Board members engaged in discussion on the most prudent way to fund the new "Working Capital Reserve" account, which is now required after the passage of West Virginia Senate bill 234. Mr. Crunkleton offered that the WSPSD could use \$20,000 from the refund of the "94" municipal bond reserves to make an initial payment to the account. Mr. Crunkleton added that since the 94 bond has been satisfied, enough monies have been freed up in the budget that the WSPSD could contribute \$4500 a month to the account until the required level of \$62,687 has been satisfied. The Board members agreed with Mr. Crunkleton's strategy to fund this account.

The Board members along with the Secretary signed the necessary documents to open a separate account at CNB Bank to be designated the "Working Capital Reserve" account.

Mrs. Altomare moved to table any decision on the purchase of a new backup generator transfer switch for the Berkeley Springs plant, until the WSPSD receives a decision on its application for grant monies. The motion passed unanimously.

Greg Ganoe of Ganoe Communications submitted a quote to the WSPSD for the upgrade of the radio communications hardware between the Berkeley Springs plant and the Great Cacapon plant. Mr. Ganoe agreed to upgrade and configure all necessary hardware and guarantee reliable radio communications through June 2016 for the cost of \$6595. Mr. Jenkins moved to approve the bid from Ganoe Communications for the sum of \$6595. The motion passed unanimously.

Future Business: No future business.

Public comments: There were no public comments.

The next Board meeting will be held on November 12, 2015, at 10 AM, in the Morgan County Commission meeting room, at the Morgan County Courthouse, Berkeley Springs, West Virginia.

Mr. Zorich adjourned the meeting at 12:02 PM.



for Paul Zorich

Paul S. Zorich, Chairman

Attest: 

Monty Kerns, Secretary