

Minutes
Warm Springs Public Service District
November 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 November 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 November 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; Mr. Ron Martin, and Mr. David Williams.

The first order of business was to appoint a temporary chairperson for the meeting. Mrs. Altomare moved to appoint Mr. Jenkins as temporary chairperson. The motion passed unanimously.

The next order of business was the approval of the agenda. Upon a motion by Mrs. Altomare, the agenda was unanimously approved as presented.

The 3rd order of business was the approval of the minutes from the October 14, 2015 meeting. Upon a motion by Mrs. Altomare, the minutes from the October 14, 2015 Board meeting were unanimously approved as presented.

The next order of business was to approve the minutes from the special meeting on October 28, 2015. Upon a motion by Mrs. Altomare, the minutes from the special meeting held on October 28, 2015 were unanimously approved as presented.

The next order of business was the approval for payment of the following thirty-five operational invoices received. Upon a motion by Mrs. Altomare, the following thirty-five invoices, totaling \$28,855.06, were unanimously approved for payment.

1	Advance Auto Parts (Oct;oil;blower belt,hand clnr-BS,GC)	\$114.14
2	Joyce Altomare (Oct; Regular & Special Bd Mtg Salary)	\$225.00
3	Angus & Ale Restaurant (Oct; training room rental)	\$475.00
4	Apple Valley Waste (Sept/Oct; dumpster rental)	\$256.24
5	Bureau for Public Health (Oct; water bacter test-Mt. View)	\$20.00
6	BSWW(Oct;fire hydrant&water@WWTP;Nov;meterbks)	\$202.28
7	Brickst Mutual Ins (Nov; Premium 5 of 8 installments)	\$567.00
8	Capital One Bk (Sept;boxs;papr;ink;bleach-BS,GC IP)	\$827.52

9	CNB (Oct/Nov;mortgage payment)	\$1,050.00
10	Cash (Oct; reim PC postage)	\$24.71
11	Scott Crunkleton (Oct; phone allow;mileage reimb-Smithbg)	\$73.48
12	EFTPS (Oct; SS & Medicare Contribution)	\$1,745.93
13	Estate T Ryan (Oct;purchase desk;table;chairs;chelves;safe;copier)	\$1,600.00
14	GHS (Oct;Trump&Trump excavating;pipe)	\$523.00
15	Guardian (Oct; short & long term disability)	\$35.96
16	H & H Well Drilling (Sept; pull & repair pump-GC)	\$4,350.00
17	Hunters Hardware (Oct;pvc;light bulbs new office- BS)	\$169.19
18	Monty Kerns (Oct; cell phone allowance)	\$20.00
19	Lumos Networks (Oct; phone billing, GC, BS, office)	\$274.06
20	Miss Utility (Sept; notifications fee)	\$28.10
21	Needmore Wastewater Treatment (Oct;Hach DR 900 Colorimeter)	\$800.00
22	Northern Safety Co (Oct; latex gloves-BS)	\$151.35
23	Postmaster(Oct/Nov; billing postage & stamps)	\$552.49
24	Potomac Edison(Aug; BS(\$4106.03) & GC (\$789.58) WWTP's&PS's)	\$4,895.61
25	REIC Lab (Sept/Oct; wastewater analyses-BS, GC)	\$1,426.00
26	Selective Ins (Oct; flood insurance new office)	\$2,006.00
27	South Morgan Repair (Oct; replace elbow tee;valves on air line-IP)	\$238.50
28	Share Corp (Oct; dynasty-BS)	\$462.91
29	Town of Bath (Nov;office rent;new office safety/street fee;Oct;Bldg permit)	\$802.00
30	USA Bluebook(Oct; Jacket for Andy)	\$120.21
31	WEX Bank - (Sept; gasoline)	\$229.36
32	WV PERS (Oct; Retirement Contribution)	\$2,973.46
33	WV PEIA (Oct; Health Insurance)	\$1,064.56
34	WV PEIA (Oct; Retiree Trust Fund)	\$326.00
35	Paul Zorich (Oct; Regular & Special Bd Mtg Salary)	\$225.00
		\$28,855.06

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 Board members of the following: (1) The WSPSD received 66,690 gallons of leachate for the month of October totaling \$6002.10 (2) 22 people attended the S wastewater certification class hosted by the Warm Springs (3) Mr. Crunkleton has signed the contract with Gano communications for the plant radio upgrades (4) Mr. Crunkleton has met with Matt Breakey of Thrasher Engineering to get a bid for design work on the new office

at 92 N. Washington St., Berkeley Springs West Virginia No discussion on the Monthly Operational Report. (5) The WSPSD has placed an order with Allied Control Service (ACS) for the upgrades to the SCADA system.

The Board members discussed several different styles of handicap ramps that were provided by Thrasher engineering. The WSPSD received a quote from Scott Merki for installing heat pumps in the new office building.

There was no discussion about the generator transfer switch for the Berkeley Springs plant.

The next item on the agenda was the discussion on end of the year salary supplements for the WSPSD employees. Mr. Crunkleton stated that salary supplements for all WSPSD employees would total \$2565.00. Mr. Jenkins moved to allow salary supplements to be paid to the Warm Springs PSD employees, providing the total cost would not exceed \$2565.00, and the WSPSD Auditor would be consulted prior to payment. The motion passed unanimously.

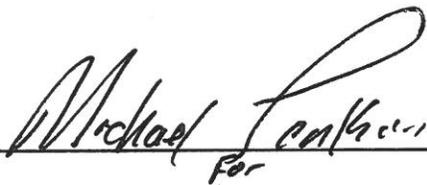
Mr. Jenkins suggested, and the Board agreed that the PSD should shop insurance companies, and be prepared to make changes if needed by April 1, 2016.

Future Business: No future business.

Public comments: (1) Mr. Ron Martin commended the WSPSD on the purchase of a new office building (2) Mr. David Williams urged the Board members to thoroughly investigate insurance options.

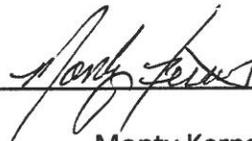
The next Board meeting will be held on December 9, 2015, at 10 AM, in the Morgan County Commission meeting room, at the Morgan County Courthouse, Berkeley Springs, West Virginia.

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



Paul S. Zorich, Chairman

Attest: _____



Monty Kerns, Secretary