Minutes
Warm Springs Public Service District
December 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 December 9, 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 December 3, 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. Sean Forney of CBIZ Insurance.

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.

Mr. Sean Forney of CBIZ Insurance Services, Inc., reviewed a proposal from Glatfelter Public Practice, to insure the whole of the Warm Springs PSD's assets. The total annual premium for this policy would be $22,097.00 plus applicable taxes, fees, and surcharges, which are estimated at $121.55 annually. The WSPSD will be soliciting other insurance companies for quotes before a final determination is made.

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

The next order of business was to approve the minutes from the Board meeting on November 12, 2015. Upon a motion by Mrs. Altomare, the minutes from the Board meeting held on November 12, 2015 were unanimously approved as presented.

The next order of business was the approval for payment of the following thirty-two operational invoices received. Upon a motion by Mrs. Altomare, the following thirty-two invoices, totaling $25,913.99, were unanimously approved for payment.

1	Advance Auto Parts (Oct/Nov; belts,tools-BS,GC)	$287.65
2	Joyce Altomare (Nov; Regular Board Meeting Salary)	$125.00

3	Apple Valley Waste (Nov; dumpster rental)	$128.12
4	Appalachian Software (2016 Installation support)	$3,040.00
5	Board of Risk (Liab/prop ins premium qtr 3/31/16)	$3,038.00
6	Berkeley Club Bev (Nov;bottle water - BS GC plant)	$18.00
7	BSWW(Nov;fire hydrant&water@WWTP&Office;Dec;meterbks)	$230.82
8	Brickst Mutual Ins (Nov; Premium 6 of 8 installments)	$567.00
9	Capital One Bk (Oct;oil;oil&clng new off;bleach-BS, IP)	$922.43
10	CNB (Nov;mortgage payment)	$700.00
11	Commercial Press (Nov; Deferred Payment Agreement forms- Office)	$88.25
12	Cool Breeze Air Cond (Nov;Furnace check & repairs-new office)	$258.50
13	Scott Crunkleton (Nov; phone allow;Mtbg & Frvw sub line prob mileage reimb)	$39.55
14	Dawson's Home Ctr (Nov; pump station supplies - GC)	$11.96
15	EFTPS (Nov; SS & Medicare Contribution)	$1,180.80
16	Guardian (Nov; short & long term disability)	$2.76
17	Monty Kerns (Nov; cell phone allowance)	$20.00
18	Lumos Networks (Nov; phone billing, GC, BS, office)	$273.39
19	Maryland Pipe & Supply (Nov;PVC pipes,couplg;bends;adptr-coll repair-BS)	$260.83
20	Mike the Computer Guy (Nov;mtg onsite networking - new office)	$75.00
21	Miss Utility (Oct; notifications fee)	$31.00
22	Postmaster(Nov/Dec; billing postage & stamps)	$502.68
23	Potomac Edison(Nov; New Off ($52.21)BS($4684.89) & GC ($908.56) WWTP's&PS's)	$5,645.66
24	REIC Lab (Nov; wastewater analyses-BS, GC)	$968.00
25	Lyle Shifflet (Oct;pulley repair for lift station-GC)	$75.00
26	Town of Bath (Dec;office rent)	$750.00
27	WEX Bank - (Oct; gasoline)	$263.43
28	WV PERS (Nov; Retirement Contribution)	$2,010.36
29	WV PEIA (Nov; Health Insurance)	$1,218.80
30	WV PEIA (Nov; Retiree Trust Fund)	$326.00
31	WVBPH (Nov; Class-S certificates-T Cross & A McKenzie)	$200.00
32	Winschel Environmental (Nov;Polymer - BS)	$2,655.00
		$25,913.99

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 11,800 gallons of leachate for the month of October totaling $1062.00 (2) Ganoe

Communications completed the upgrades to the radio communications between the Berkeley Springs and Great Cacapon plants, work was completed on December 2, 2015 (3) The SCADA system upgrades have not yet been scheduled by Allied Control Service (4) The WSPSD had a pump rebuilt for Berkeley Springs lift station #3, at a cost of $5729.00.

The Board members discussed options for the hiring of an architect firm to design the improvements for the new WSPSD office. After some discussion, Mr. Jenkins moved to enter into agreement with J. F. Jochum Architects, LLC, to design the improvements for the new office at 92 West Washington St., according to the scope of work provided by WSPSD, and for an amount not to exceed $2000.00. Mr. Jenkins also provided in this motion that the General Manager of Warm Springs PSD may approve additional funds if required. The motion received a 2nd from Mrs. Altomare, and passed unanimously.

Mr. Crunkleton reported that he has met with several contractors to gauge interest in submitting bids for the new office improvements. Mr. Crunkleton has met with Greg Unger and Williams Custom Carpentry. The Members discussed a tentative proposal from Chris Williams of Williams Custom Carpentry, which is subject to change when the final architect drawings are received.

Future Business: No future business.

Public comments: There were no public comments.

The next Board meeting will be held on January 13, 2016, 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 11:03 AM.

Joyce H. Altomare

Paul S. Zorich, Chairman

Attest: Monty Kerns

Monty Kerns, Secretary