

Minutes
Warm Springs Public Service District
February 17, 2016

A regular meeting of the Public Service Board of the Warm Springs Public Service District was held at 10:00 a.m. on February 17, 2016. 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 February 11, 2016, and a copy was delivered to *The Morgan Messenger*.

Mr. Jenkins called the meeting to order at 10:04 AM with two members present: Mr. Mike Jenkins, and Mr. Charles Johnson. Also present were Michael Crunkleton, General Manager of the WSPSD; Monty Kerns, WSPSD Operator and PSD Board Secretary; and Mr. Ron Martin.

The first order of business was to appoint a temporary chairperson for the meeting. Mr. Johnson 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 Mr. Jenkins, the agenda was unanimously approved as presented.

The next order of business was the approval of the minutes from the January 13, 2016 board meeting. Upon a motion by Mr. Johnson, the minutes from the January 13, 2016 meeting were approved as presented.

The next order of business was the approval for payment of the following forty-four operational invoices received. Upon a motion by Mr. Jenkins, the following forty-four invoices, totaling \$48,855.31, were unanimously approved for payment.

1	Advance Auto Parts (Dec; fuel filter, charger generator-BS)	\$76.00
1	Advance Auto Parts (Jan/Feb; snow brooms;portble diesel tank;truck prts-BS)	\$48.54
2	All Shred (Feb;shredding old documents@WWTP)	\$270.92
3	Joyce Altomare (Jan; Regular Board Meeting Salary)	\$125.00
4	Apple Valley Waste (Jan; dumpster rental)	\$126.97
5	Bd of Risk & Ins Mgt (Liab & Prop Qtr 6/30/16-BS, GC)	\$3,038.00
6	BSWW(Jan;fire hydrant&water@WWTP&Office;Feb;meterbks)	\$235.21
7	Brickst Mutual Ins (Jan; Premium 8 of 8 installments)	\$568.00
8	Capital One Bk (Dec;Bleach;blowers;aircomp;supplies-Off, BS, IP)	\$652.34
9	CNB (Feb;mortgage payment)	\$700.00
10	Scott Crunkleton (Jan/Feb; phone allow;milage to IP)	\$32.96
11	Dawson's Home Ctr (Jan/Feb; lumber & ramp kit;uv cleaning supp-BS,IP)	\$68.03

12	EFTPS (Jan; SS & Medicare Contribution)	\$1,186.75
13	Fire-X Sales & Service (Jan;fire extinguisher-material handling for truck)	\$2.10
14	GHS (Jan;excavation - Keyacres S/D)	\$240.00
15	Glen's Sepic Service (Feb; clean out clarifier - IP)	\$300.00
16	Hunters Hdwr (Jan;htr PS3, canisters;screws;snow shevels; salt-BS, GC)	\$377.11
17	J F Jochum Architects (Jan;design for interior office & ramp)	\$1,624.00
18	Charles Johnson (Jan; Regular Board Meeting Salary)	\$125.00
19	Monty Kerns (Jan/Feb; cell phone allowance, milage wtr class fallg Wtrs)	\$105.32
20	Kauffelt&Kauffelt (Aug-Nov; conf calls;esmt;tariff;realest;lease)	\$1,037.00
21	Randy Kyne Excavating(Feb;Clean out roots in line-Greenway Dr)	\$650.00
22	Lumos Networks (Jan; phone billing, GC, BS, office)	\$271.79
23	Maryland Pipe & Supply (Feb;gasketed pipe- Inventory)	\$209.16
24	Andy McKenzie (Feb;Class I Wastwtr traing March perdiem meals)	\$280.50
25	Miss Utility (Dec/Jan; notifications fee)	\$29.70
26	Morgan Awards (Jan;Plaque of recognition-P Zorich)	\$60.00
27	Morgan Messenger (Feb; newspaper subscription)	\$34.98
28	Northern Safety (Jan;various gloves;measuring tapes -BS)	\$218.47
29	Postmaster(Jan/Feb; billing postage & stamps)	\$583.51
	Potomac Edison(Jan; New Off (\$94.40)BS(\$7101.57) & GC (\$1190.68)	
30	WWTP's&PS's)	\$8,386.65
31	REIC Lab (Dec/Jan/Feb; wastewater analyses-BS, GC)	\$1,691.00
32	RESA V (Feb;Class I Wastwtr traing in March -A McKenzie)	\$85.00
33	Sherrard's Home Imp (Jan/Feb;1st & 2nd drawdown renova new office)	\$16,000.00
34	South Morgan Repair (Feb;built electric panel rack-Basin-BS)	\$360.00
35	Schreiber (Jan; idler axle hub with lug bolts & nuts-BS)	\$1,034.00
36	Share Corp (Jan Dynasty -BS)	\$492.94
37	Town of Bath (Feb; office rent)	\$750.00
38	UPS (Feb; Alpha shipping drawing on 522 project)	\$10.89
39	Univar USA (Jan; bio-sanitizer & neutralizer - GC)	\$2,690.80
40	Valley Credit Service (Jan;court cost D Vangosen)	\$33.24
41	WEX Bank - (Dec/Jan; gasoline)	\$538.96
42	WV PERS (Jan; Retirement Contribution)	\$2,035.37
43	WV PEIA (Jan; Health Insurance)	\$1,219.10
44	WV PEIA (Jan; Retiree Trust Fund)	\$326.00
		\$48,855.31

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 Board members decided to proceed with the bid process for the construction of a wheelchair ramp at the new office at 92 North Washington St. The Board instructed Mr. Crunkleton to contact the contractors who previously bid on the wheelchair ramp, and receive current quotes for the construction.

The Monthly Operational Report:

Mr. Crunkleton informed the Board members of the following: (1) Sherrard's Home Improvement, whose bid was \$20,550, was awarded the contract for the renovations at the new office at 92 North Washington St., and renovations are currently underway. There have been several unforeseen changes to the original contract, which will add \$2,350 to the original bid. (2) Gano communications has installed the new radios in 2 of the vehicles, and the WSPSD has received 4 handheld radios. (3) The WSPSD received 73,720 gallons of leachate for the month of January totaling \$6,634.

The Board discussed the options, including size and layout, for a WSPSD sign in front of the new office at 92 N. Washington St. The Board also discussed the possibility of installing a drive up drop box in the alleyway behind the new office.

Future Business: Mr. Crunkleton suggested that Board consider replacing the aging network server at the WSPSD office.

Public comments: There were no public comments.

The next Board meeting will be held on March 10, 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 11:09 AM.



Joyce Altomare, Chairperson

Attest: 

Monty Kerns, Secretary