

**Minutes**  
**Warm Springs Public Service District**  
**March 10, 2016**

A regular meeting of the Public Service Board of the Warm Springs Public Service District was held at 10:00 a.m. on March 10, 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 March 3, 2016, and a copy was delivered to *The Morgan Messenger*.

Mrs. Altomare called the meeting to order at 10:00 AM with all members present: Mrs. Joyce Altomare, 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; Bette Kidwell, WSPSD Office Manager; and Mr. Walter Frazier from Appalachian Software Inc.

The first 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 February 17, 2016 board meeting. Upon a motion by Mr. Jenkins, the minutes from the February 17, 2016 meeting were approved as presented, with Mr. Jenkins and Mr. Johnson voting in favor, and Mrs. Altomare abstaining.

Mr. Walter Frazier from Appalachian Software Incorporated was in attendance to propose a new office server and software to replace the aging server currently in use. Mr. Frazier gave a short history of ASI's relationship with WSPSD, and the progression of their software over time. Mr. Frazier gave an in depth and detailed review of their proposal including all proposed options and upgrades.

The next order of business was the approval for payment of the following thirty-one operational invoices received. Upon a motion by Mr. Johnson, the following thirty-one invoices, totaling \$35,407.54, were approved for payment, with Mr. Johnson and Mrs. Altomare voting in favor, and Mr. Jenkins voting against.

1	Apple Valley Waste (Feb; dumpster rental)	\$126.97
2	Am Bankers Ins.(Flood Ins-WWTP-BS-4/6/16-4/6/17)	\$2,157.00
3	Bureau for Public Health(Feb;Wtr Bactr test-Resteeel-IN PK)	\$20.00
4	BSWW(Feb;fire hydrant&water@WWTP&Office;Mar;meterbks)	\$235.21
5	Capital One Bk (Jan/Feb;Bleach;diesel fuel;snow blower;supplies-Off, BS, IP)	\$3,163.92
6	CAN Surety (WV Highway Permit 4/16/16-4/16/17)	\$250.00
7	CNB (Mar;mortgage payment)	\$700.00

8	Cash (12/28/15-3/4/16 Reimb postage; office supplies)	\$36.27
9	Chemrx Service (Lab balances, services&calibration-2015)	\$287.50
10	Scott Crunkleton (Feb; mileage to Romney for DEP hearing)	\$78.36
11	EFTPS (Feb; SS & Medicare Contribution)	\$1,217.45
12	Fastenal Co (Feb; belts maintenance - BS)	\$222.30
13	Ganoe Enterprises (Feb;Replace,ream antenna, protect-BS; new repeater; equip accommodate -GC)	\$4,097.50
14	Griffith Energy Ser (Feb;Fuel oil for new office)	\$634.06
15	Glen's Sepic Service (Feb;Hauling sludge 3 loads out of GC to BS)	\$795.00
16	Charles Johnson (Feb; Regular Board Meeting Salary)	\$125.00
17	Lumos Networks (Feb; phone billing, GC, BS, office)	\$274.52
18	Maryland Pipe & Supply (Feb;collection system inventory)	529.45
19	Mike the Computer Guy (Feb;Labor run cat cable new office)	\$628.00
20	Morgan Messenger (Self inking address stamp new office)	\$25.26
21	Postmaster(Feb/Mar; billing postage & stamps)	\$549.45
22	Potomac Edison(Jan; New Off (\$136.40)BS(\$7981.80) & GC (\$1391.71) WWTP's&PS's)	\$9,509.91
23	REIC Lab (Feb; wastewater analyses-BS, GC, IP)	\$586.00
24	Share Corp (Feb; veg cnrl -BS)	\$240.46
25	Shives Electric (Feb; Blower power supp/garages heaters - BS)	\$359.94
26	Town of Bath (Mar; office rent)	\$750.00
27	WEX Bank - (Feb; gasoline)	\$222.25
28	WV PERS (Feb; Retirement Contribution)	\$2,087.41
29	WV PEIA (Feb; Health Insurance)	\$1,219.10
30	WV PEIA (Feb; Retiree Trust Fund)	\$326.00
31	Xylem Water Solutions (Jan; UV system filter; lamps-BS)	<u>\$3,953.25</u>
		\$35,407.54

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. Upon a motion by Mr. Johnson, the financial statements were approved as presented, with Mr. Johnson and Mrs. Altomare voting in favor, and Mr. Jenkins opposed.

#### The Monthly Operational Report:

Mr. Crunkleton informed the Board members of the following: (1) The WSPSD sent out 209 termination notices for the month of March. (2) Allied Control Services has not yet completed the upgrades to the SCADA system. (3) Construction at the new office at 92 North

Washington St is under way and on schedule to be completed on time. (4) WSPSD received 263,310 gallons of leachate for the month of February, totaling \$23,697.90.

The Board discussed the proposal from Appalachian Software Incorporated. Mrs. Altomare moved to purchase a new office server, operating system, software and printer. Mr. Jenkins seconded the motion for the purposes of discussion. The members agreed to purchase only the essential equipment and software at this time, and will decide on any optional software packages at a later date. Mrs. Altomare amended her motion to purchase only the following items for a total of \$13,014.55.

1. Server hardware from DTR business systems for \$4120.00 plus \$99.00 shipping
2. Server operating system software for \$2100.00
3. Software initial licenses for up to 2000 customers are \$5655.55
4. On-site Training and installation for a total of \$1040.00

The motion passed with Mrs. Altomare and Mr. Johnson voting in favor, and Mr. Jenkins voting against.

The Board members agreed to table discussion on the insurance quote from Smallwood and Small, and the WSPSD equipment and labor charges

Future Business: No future business.

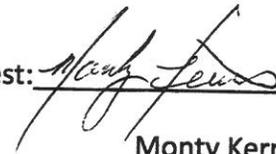
Public comments: There were no public comments.

The next Board meeting will be held on April 13, 2016, 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 12:20 PM.

  
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Joyce Altomare, Chairperson

Attest:   
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Monty Kerns, Secretary