

Minutes
Warm Springs Public Service District
April 13, 2016

A regular meeting of the Public Service Board of the Warm Springs Public Service District was held at 10:00 a.m. on April 13, 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 April 7, 2016, and a copy was delivered to *The Morgan Messenger*.

Mrs. Altomare called the meeting to order at 10:02 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; and Monty Kerns, WSPSD Operator and PSD Board Secretary.

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 March 10, 2016 board meeting. Upon a motion by Mr. Johnson, the minutes from the March 10, 2016 meeting were unanimously approved as presented.

The next order of business was the approval for payment of the following forty-two operational invoices received. Mr. Jenkins asked the Members to review prior to payment, item 16, the handicap ramp constructed by GHS. Upon review, the members concluded that the ramp was constructed as per the architect's drawings. Upon a motion by Mr. Johnson, the following forty-two operational invoices, totaling \$64,141.12, were approved for payment, with Mr. Johnson and Mrs. Altomare voting in favor, and Mr. Jenkins voting against.

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|----|---|------------|
| 1 | Advance Auto Parts (Feb/Apr;GMC filtr etc;service jack;hdwks rep-BS) | \$332.43 |
| 2 | Joyce Altomare(Mar; Regular Board Meeting Salary) | \$125.00 |
| 3 | Apple Valley Waste (Mar; dumpster rental) | \$126.97 |
| 4 | Berkeley Club Bev (Mar;bottle water - BS & GC) | \$18.00 |
| 5 | BSWW(Mar;fire hydrant&water@WWTP&Office;Apr;meterbks&1shutoff) | \$270.21 |
| 6 | Brickstreet Ins(5/1916-5/19/17 Worker's Comp policy premium) | \$1,137.00 |
| 7 | Capital One Bk (Feb/Mar;Belt&blch;basin blwrs;signs;phones;oil;-Off, BS, IP) | \$2,474.11 |
| 8 | CNB (Apr;mortgage payment) | \$1,050.00 |
| 9 | Comcast Commun(Mar/Apr;install fee,phone - 4118 -office) | \$500.57 |
| 10 | Commercial Press(Mar;Sewer bills;disconnect notices-office) | \$649.45 |
| 11 | Scott Crunkleton (Mar/Apr; mileage to Hgrstn for office;cell phone allowance) | \$117.40 |
| 12 | DTR Business Sys (New server for ASI system) | \$4,177.02 |
| 13 | Dawson's Home Ctr (Mar; filters for weedeater) | \$13.47 |

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|----|---|-------------|
| 14 | EFTPS (Mar; SS & Medicare Contribution) | \$1,793.59 |
| 15 | Fire-X Sales (Mar; New fire ext;annual maint-Office) | \$208.88 |
| 16 | GHS Inc. (Mar;Demo,form,pour,finish,rail ramp-Off;replace sidwlc cust) | \$7,785.00 |
| 17 | HD Supply (Mar; repair collection system - BS) | \$1,258.95 |
| 18 | Hunter Hardware (Feb/Mar;various supplies-Office, BS, GC) | \$346.35 |
| 19 | Charles Johnson (Mar; Regular Board Meeting Salary) | \$125.00 |
| 20 | Monty Kerns (Mar/Apr; cell phone allowance) | \$40.00 |
| 21 | Bette Kidwell (Mar;Cleaning supplies, etc. Office) | \$140.72 |
| 22 | Lumos Networks (Mar; phone billing, GC, BS, office) | \$281.04 |
| 23 | Mike the Computer Guy(Mar;Move,set-up,port swich,install internet- new office) | \$821.36 |
| 24 | Miss Utility (Feb; Notification Service Fees) | \$18.30 |
| 25 | Morgan Messenger (Mar; ad for closing & moving office) | \$22.50 |
| 26 | Northern Safety Co. (Mar;flashlight;battery - BS) | \$67.72 |
| 27 | Postmaster(Mar; billing postage) | \$431.44 |
| 28 | Potomac Edison(Mar; New Off (\$124.94)BS(\$7070.60) & GC (\$1080.66) WWTP's&PS's) | \$8,276.20 |
| 29 | REIC Lab (Mar; wastewater analyses-BS, GC, IP) | \$1,847.50 |
| 30 | Rockwells Moving Co (Mar; move office) | \$877.50 |
| 31 | Sherrards Home Imp(Mar;Renovations;break room,garage window;railg) | \$9,260.00 |
| 32 | Schreiber (Mar; Bearings,axle seals, clarif arm wheel-BS) | \$711.00 |
| 33 | Shives Electric (Mar; Raw pumps/#2 Blower - BS) | \$1,640.39 |
| 34 | Town of Bath (Mar; Qtr for garbage,street & safety- Office) | \$108.00 |
| 35 | USA Bluebook (Mar;Filter paper,lub,Champ Lub-BS,GC,IP) | \$109.59 |
| 36 | Water Environment Federation(Apr;Membership renewal-SC & TC) | \$152.00 |
| 37 | WEX Bank - (Mar; gasoline) | \$328.79 |
| 38 | WV PERS (Mar; Retirement Contribution) | \$3,053.66 |
| 39 | WV PEIA (Mar; Health Insurance) | \$1,063.01 |
| 40 | WV PEIA (Mar; Retiree Trust Fund) | \$326.00 |
| 41 | WVDEP (Violation Penalty-BS GC) | \$7,630.00 |
| 42 | Winschel Environmental(Feb/Mar;polymer-BS) | \$4,425.00 |
| | | \$64,141.12 |

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. Mrs. Altomare asked for clarification on amounts transferred between the Repair and Replacement (R&R) accounts, and the Operation and Maintenance (O&M) accounts. 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) 2 new radio antennas were installed at the Great Cacapon sites. (2) A new office network server has been ordered through Appalachian Software Inc. (ASI). (3) A grant application has been filed with Homeland Security for the replacement of the backup generator and transfer switch at the Berkeley Springs plant.

The Board members reviewed and discussed the policy for WSPSD equipment and labor rates. This rate schedule was proposed by Mr. Crunkleton, to provide a means to recover expenses for WSPSD equipment and man hours, during emergency situations that may require the WSPSD to provide equipment and labor to outside organizations. Upon a motion by Mrs. Altomare, the WSPSD equipment and labor rate policy was unanimously approved as presented.

The Board members engaged in a lengthy discussion on the need and benefits of optional software for the new office server. The software add-ons reviewed by the Board were; and automated phone dialer for customer notifications; and a package which would allow customers to pay their bill through the WSPSD's website.

The Board members discussed the WSPSD policy for bereavement leave. Mrs. Altomare advocated altering the policy from its current form. After further discussion, Mr. Jenkins moved to leave the bereavement policy as it is currently written. The Motion received a 2nd from Mr. Johnson, and passed with Mr. Jenkins and Mr. Johnson voting in favor, and Mrs. Altomare opposed.

Future Business: Chairman Altomare announced that all requests for future meeting agenda content must be forwarded to her.

Public comments: There were no public comments.

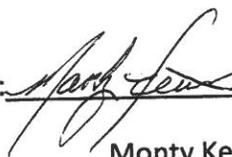
The next Board meeting will be held on May 11, 2016, at 10 AM, in the Morgan County Commission meeting room, at the Morgan County Courthouse, Berkeley Springs, West Virginia.

Mrs. Altomare adjourned the meeting at 11:08 AM.



Joyce Altomare, Chairperson

Attest:



Monty Kerns, Secretary