

Minutes  
Warm Springs Public Service District  
May 11, 2016

A regular meeting of the Public Service Board of the Warm Springs Public Service District was held at 10:00 a.m. on May 11, 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 May 5, 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; 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 April 13, 2016 board meeting. Upon a motion by Mr. Jenkins, the minutes from the April 13, 2016 meeting were unanimously approved as presented.

The next order of business was the approval for payment of the following 27 operational invoices received. Upon a motion by Mrs. Altomare, the following 27 operational invoices, totaling \$26,183.12, were unanimously approved for payment.

1	Advance Auto Parts (Apr;blade for GMC; bulbs trailer-BS)	\$45.98
2	Joyce Altomare(Apr; Regular Board Meeting Salary)	\$125.00
3	Apple Valley Waste (Apr; dumpster rental)	\$126.97
4	Berkeley Prop Online (Apr; Web consulting & updates)	\$240.00
5	Berkeley Club Bever (Apr; gallon & case bottle water - Office & BS)	\$29.00
6	BSWW(Apr;fire hydrant&water@WWTP&Office;May;meterbks)	\$235.21
7	Capital One Bk (Mar;supplies;Bdtraining;Permit Mod-Off, BS)	\$2,861.84
8	CNB (May;mortgage payment)	\$700.00
9	Cash (Increase cash drawer to \$200.)	\$100.00
10	Commercial Press(Apr; Doorhangers-office)	\$239.50
11	Dawson's Home Ctr (Apr; bulbs - BS & GC)	\$10.76
12	EFTPS (Apr; SS & Medicare Contribution)	\$1,197.54
13	Glen's Septic Service (Apr; 5 loads out of GC-BS)	\$1,325.00
14	Charles Johnson (Apr;Regular Bd Mtg Salary&reimb Morgantown traing)	\$395.06

15	Lumos Networks (Apr; phone billing, GC, BS)	\$127.46
16	MD Pipe & Supply (Apr; PVC pipe;tee;coupling;cap; etc - BS)	\$1,307.42
17	Miss Utility (Mar; Notification Service Fees)	\$15.40
18	Postmaster(Apr/May; billing & postage )	\$667.01
	Potomac Edison(Mar; New Off (\$95.78)BS(\$6212.36) & GC (\$1040.41)	
19	WWTP's&PS's)	\$7,348.55
20	REIC Lab (Mar/Apr; wastewater analyses-BS, GC)	\$3,045.00
21	Univar USA (Apr; almin sulfate -BS)	\$1,689.75
22	Valley Cr Service (Fee collections-D Vangosen \$849.06)	\$424.53
23	Western MD Outdoor (Apr; Handheld Blower - Office,BS,GC)	\$180.94
24	WEX Bank - (Apr; gasoline)	\$172.31
25	WV PERS (Apr; Retirement Contribution)	\$2,027.79
26	WV PEIA (Apr; Health Insurance)	\$1,219.10
27	WV PEIA (Apr; Retiree Trust Fund)	\$326.00
		\$26,183.12

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. Upon a motion by Mrs. Altomare, the financial statements were unanimously approved as presented.

The Board members reviewed and discussed the proposed fiscal year 2017 annual budget. Mr. Jenkins moved to approve the fiscal year 2017 annual budget as presented, and Mr. Johnson offered a 2<sup>nd</sup> to the motion. The Board members engaged in a lengthy review of the proposed budget. Following discussion, Mrs. Altomare called for a vote, and the fiscal year 2017 annual budget was unanimously approved as presented.

The Monthly Operational Report:

Mr. Crunkleton informed the Board members of the following: (1) 8850 gallons of leachate were received for the month of April totaling \$796.50. (2) Appalachian software Inc. has completed the installation of the new office network server. (3) A new rotary blower has been ordered for the aeration of the Silo at the Berkeley Springs plant, for a total price of \$4573.00.

The next item on the agenda was to discuss and approve a spending cap for the General Manager, under which board approval was not required. Mr. Jenkins moved to allow the General Manager to spend up to \$5000.00 without prior Board approval. Following a short discussion Mr. Jenkins chose to withdraw his motion. Mrs. Altomare then moved to allow the General Manager of Warm Springs PSD to spend up to \$5000.00 without prior board approval

during nonemergency situations, and whatever amount is necessary to resolve an emergency situation. Mr. Johnson offered a 2<sup>nd</sup> to the motion, and the motion carried with Mr. Johnson and Mrs. Altomare voting in favor, and Mr. Jenkins voting in opposition.

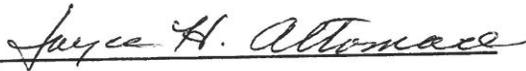
The Board members discussed installing a customer drop box in the alley behind the WSPSD office at 92 North Washington St. Upon a motion by Mrs. Altomare, the Board unanimously approved allowing the General Manager to install a secure customer drop box in the alley behind the WSPSD office at 92 North Washington St.

Future Business: No future business.

Public comments: There were no public comments.

The next Board meeting will be held on June 7th, 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 11:30 AM.



Joyce Altomare, Chairperson

Attest:



Monty Kerns, Secretary