

**Minutes**  
**Warm Springs Public Service District**  
**June 7, 2016**

A regular meeting of the Public Service Board of the Warm Springs Public Service District was held at 10:00 a.m. on June 7, 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 June 2, 2016, and a copy was delivered to *The Morgan Messenger*.

Mrs. Altomare called the meeting to order at 10:00 AM with two members present: Mrs. Joyce Altomare, and Mr. Charles Johnson, Mr. Jenkins was absent from the meeting. Also present were Michael Crunkleton, General Manager of the WSPSD; and Monty Kerns, WSPSD Operator and PSD Board Secretary; and Mr. Kevin Groves of Smallwood and Small Insurance.

The first order of business was the approval of the agenda. Upon a motion by Mr. Johnson, the agenda was unanimously approved as presented.

The next order of business was the approval of the minutes from the May 11, 2016 board meeting. Upon a motion by Mrs. Altomare, the minutes from the May 11, 2016 meeting were unanimously approved as presented.

Mr. Kevin Groves of Smallwood and Small Insurance was in attendance to present and review a proposed insurance policy for the Warm Springs PSD. Mr. Groves proposed a policy through Erie Insurance, which included coverages for all WSPSD equipment and facilities, vehicles, directors insurance, crime, and BCL. Mr. Groves reviewed the proposed policy in depth and answered questions from the Board members. The proposed policy premium would be \$20,972.98 annually.

The next order of business was the approval for payment of the following 39 operational invoices received. Upon a motion by Mrs. Altomare, the Board members unanimously approved payment for 38 of the 39 invoices received, totaling \$51,981.67. Payment to Excelsior Blower Systems for \$4573.00 was not approved at this time.

1	Advance Auto Parts (May/Jun;grease gun;airlines;sealer-BS,GC)	\$130.22
2	Joyce Altomare(May; Regular Board Meeting Salary)	\$125.00
3	Allied Control Services (HMI System&Catlyst Dialer Upgrade)	\$15,385.00
4	American Bankers Ins (Flood renewal 7/16-7/17 - GC)	\$2,051.00
5	Appalachian Software (New software callfire&onlinepay;training; - Office)	\$10,582.03
6	BSWW(May;fire hydrant&water@WWTP&Office;Jun;meterbks)	\$235.21
7	Bob's Tire Service (May; rotation of GMC tires)	\$8.00

8	Capital One Bk (Apr;Bdtraining;shirts;barcode;flights-Off, BS)	\$2,364.39
9	CNB (Jun;mortgage payment)	\$700.00
10	Comcast Communications(May; phone; internet -office)	\$178.48
11	Scott Crunkleton (May; Cell phone allowance)	\$20.00
12	EFTPS (May; SS & Medicare Contribution)	\$1,171.98
13	Excelsior Blower System (May;New silo blower -BS)	\$4,573.00
14	Fastenal Co (Apr/May;basin blowers;omala - BS)	\$385.62
15	GHS (Apr/May;Loading/hauling sludge;install handrail bk door-BS,Office)	\$1,856.50
16	Hunters Hardware ( Apr; hammer;grinding wheel;twine-BS)	\$47.92
17	Charles Johnson (May;Regular Board Mtg Salary)	\$125.00
18	Monty Kerns (May; cell phone allowance)	\$20.00
19	Bette Kidwell (May; reimb for wooden stand in lobby-office)	\$15.00
20	Lumos Networks (May; phone billing, GC, BS)	\$124.17
21	MD Pipe & Supply (Apr-Jun; PVC pipe;silo bushing;etc - BS)	\$197.58
22	Mike the Computer Guy(Apr;Onsite correct computer problem-Office)	\$75.00
23	Miss Utility (Apr; Notification Service Fees)	\$23.90
24	Morgan County Clerk (release two leins-Office)	\$22.00
25	Northern Safety (May; gloves - BS)	\$145.16
26	Postmaster(May/Jun; billing & postage )	\$535.77
	Potomac Edison(Mar; New Off (\$69.07)BS(\$4778.58) & GC (\$916.16)	
27	WWTP's&PS's)	\$5,763.81
28	REIC Lab (May; wastewater analyses-BS, GC)	\$968.00
29	RESA V (Jun; Class A wastewater training-Andy McKenzie)	\$125.00
30	Shives Electric (Apr; labor leak detector circuit pump station)	\$180.00
31	UPS (May; pick up -BS)	\$42.31
32	Univar USA (May; almin sulfate -BS)	\$1,533.00
33	Valley Cr Service (Apr; Fee collections-D Vangosen )	\$188.26
34	WV Dept of H&H (May; Lab testing water bacteriol-Ind Pk)	\$20.00
35	WV BPH (Class II lic renewal-TCross&ScottC;WW Certificate-AndyM)	\$425.00
36	Winschel Environmental (May; Polymer)	\$2,655.00
37	WV PERS (May; Retirement Contribution)	\$2,011.26
38	WV PEIA (May; Health Insurance)	\$1,219.10
39	WV PEIA (May; Retiree Trust Fund)	\$326.00
		\$56,554.67

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.

Next order of business was the selection of an insurance company to provide insurance coverage for the Warm Springs PSD and all of its assets and Directors for the coming fiscal year. The 3 insurance quotes received by the WSPSD are as follows: Smallwood and Small Insurance, (Erie Ins.) \$20,972.98 annually; West Virginia Board of Risk and Insurance Management, \$21,612.00 annually; and Glatfelter Public Practice, a division of Glatfelter Insurance Group, \$22,097.00 annually. After a short discussion, Mrs. Altomare moved to sign with Smallwood and Small insurance to provide insurance coverage for the Warm Springs PSD, all of its assets and Directors, beginning with the fiscal year 2017. The motion passed unanimously.

The Monthly Operational Report:

Mr. Crunkleton informed the Board members of the following: (1) 71,090 gallons of leachate were received for the month of May totaling \$6398.10. (2) The pump for Berkeley Springs lift station 2 has been rebuilt and installed for a total cost of \$5901.00. (3) The Warm Springs PSD is now accepting credit card payments through the WSPSD website. (4) The WSPSD was notified that the grant application, filed with Homeland Security for a new generator at the Berkeley Springs plant, has been denied.

Future Business: The Board will consider for payment, invoices from Gano communications and Excelsior blower systems.

Public comments: There were no public comments.

The next Board meeting will be held on July 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 11:33 AM.



Joyce Altomare, Chairperson

Attest: 

Monty Kerns, Secretary