

Minutes
Warm Springs Public Service District
July 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 July 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 July 7, 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. Charles Johnson, and Mr. Mike Jenkins. Also present were Michael Crunkleton, General Manager of the WSPSD; and Monty Kerns, WSPSD Operator and PSD Board Secretary; and Mr. Ron Martin, a WSPSD customer.

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 June 7, 2016 board meeting. Upon a motion by Mrs. Altomare, the minutes from the June 7, 2016 meeting were approved as presented, with Mrs. Altomare and Mr. Johnson voting in favor, and Mr. Jenkins abstaining.

The next order of business was the approval for payment of the following 49 operational invoices received. Upon a motion by Mrs. Altomare, the Board members unanimously approved payment for the 49 invoices received, totaling \$49,885.56.

1	Advance Auto Parts (Jun; seafoam;carb cleaner-BS,GC)	\$22.47
2	Joyce Altomare(Jun; Regular Board Meeting Salary)	\$125.00
3	Apple Valley Waste (May/Jun; dumpster rental - BS)	\$255.09
4	Appalachian Software (Jul;Phone notification&WEB Interface fee - Office)	\$163.33
5	Berkeley Club Beverage (Jun; Gal jugs;cases of water-BS,GC.Office)	\$47.00
6	BSWW(Jun;fire hydrant&water@WWTP&Office;Jul;meterbks)	\$235.21
7	Brickstreet Mutual Ins. (Jun; July installment plus audit adj)	\$1,981.00
8	Capital One Bk (May; Shirts;batteries;bleach;pic;a/c- BS,Off,IP)	\$1,089.26
9	CNB (Jun;mortgage payment)	\$700.00
10	Comcast Communications (Jun; phone; internet -office)	\$178.45
11	Cool Breeze Air Cond (Checked a/c at plant-BS)	\$211.50
12	Cash (Mar-Jun; (postage;keys- reimburse pc-Office)	\$30.82
13	Scott Crunkleton (Jun/Jul; Cell phone allowance;mileage reimburse)	\$332.84
14	EFTPS (Jun; SS & Medicare Contribution)	\$1,199.20
15	Erie Ins (Jul; FY17 Liab & Prop Ins - Vechicle,BS,GC,Office)	\$4,786.00

16	Fairview Assoc (Jul; FY17 HOA fees for lot)	\$200.00
17	GHS (Jun; Loading/hauling sludge-BS)	\$735.00
18	Glen's Septic Service (May; 2 loads out of GC to BS)	\$530.00
19	Hunters Hardware(May;fuses;level;bks;brush;bolts;washrs;bit&hole saw-BS,GC)	\$167.22
20	Charles Johnson (Jun;Regular Board Mtg Salary)	\$125.00
21	Monty Kerns (Jun/Jul; cell phone allowance;Schreiber training-Per diem)	\$128.50
22	Klear Water Mgt (Jun; Sulfite&Calcium tablets -GC)	\$1,553.70
23	Bette Kidwell (Jun; reimb for table & 4 chairs in breakroom-office)	\$160.47
24	Lumos Networks (Jun; phone billing, GC, BS)	\$123.91
25	MD Pipe & Supply (May; adaptor;supplies;maint - GC)	\$109.01
26	Mike the Computer Guy(Jun;Onsite correct printer/network connection-Office)	\$75.00
27	Morgan County Magis (Jun;Court cost on B Gregory balance paid-Office)	\$115.00
28	Miss Utility (May; Notification Service Fees)	\$18.20
29	Philadelphia Ins (Jul; FY17 D & O Annual Ins)	1842.08
30	Postmaster(Jun/Jul; billing & postage)	\$535.26
31	Potomac Edison(Jun; New Off (\$79.52)BS(\$4700.34) & GC (\$696.30) WWTP's&PS's)	\$5,476.16
32	Prime Solution (Jun; Radial seals replaced - BS)	\$8,700.10
33	RAM (Jun;Repair pump rings seals bearings)	\$5,961.00
34	REIC Lab (May/Jun; wastewater analyses-BS, GC)	\$1,017.00
35	Roy's Service Ctr (May; WV Inspections - 4 Trucks)	\$50.64
36	Lyle Shifflet (Jun; work done at lift Station - CG)	\$100.00
37	Gerald Smith (Jun; Front of office & door prep/painting)	\$400.00
38	South Morgan Repair (Jun; Help remove blower;cut;weld oioc-BS)	\$150.00
39	Share Corp (May; Dynasty - BS)	\$462.86
40	Town of Bath (Jun; Garbage; Publis Safety;Street Fees - Office)	\$108.00
41	USA Bluebook (Jun; float;lead tube;grease;paint - BS, GC)	\$459.12
42	ULINE (Jun; shop towels & storage boxes - BS)	\$78.03
43	Univar USA (Jun; almin sulfate -BS)	\$1,280.00
44	WEX Bank (May/Jun; Fuel for trucks)	\$563.95
45	WV PSC (FY16 Intrastate Revenue Assessment)	\$3,617.42
46	State of WV (Jun; cks void-refunds-Unclaimed Property-WV)	\$75.24
47	WV PERS (Jun; Retirement Contribution)	\$2,057.42
48	WV PEIA (Jun; Health Insurance)	\$1,227.10
49	WV PEIA (Jun; Retiree Trust Fund)	\$326.00
		\$49,885.56

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 discussed options for selling the 2 acres of WSPSD property in Fairview subdivision. Mr. Jenkins suggested dropping the asking price for the property to \$10,000. After further discussion, Mr. Johnson moved to set the asking price for the aforementioned property to \$10,000. The motion was approved unanimously. Mr. Jenkins then followed up with a motion to allow the General Manager to investigate other avenues to market the property. The Motion passed unanimously.

The Warm Springs PSD was approached by a representative of Caperton Furnitureworks, to operate and possibly assume ownership of the Valley Dale wastewater treatment plant and collection system. The General Manager, Scott Crunkleton, has met with representatives of Caperton Furnitureworks, reviewed the 10,000 gallon per day plant drawings, and inspected the current plant condition. Mr. Crunkleton reviewed all the information that has been gathered to this point with the Board members. The Board members expressed their various concerns and requested that Mr. Crunkleton gather some more specifics as to the actual plant ownership and condition of the collection system before any decision to move forward.

The Warm Springs PSD has also recently been approached by the Coolfont Mountainside Association, to solicit the interest of the WSPSD to contractually operate or possibly assume ownership of the Coolfont Mountainside Association water and sewer facilities. The Board members, during a lengthy discussion, expressed limited interest in this request with the limited amount of information available. The Board members did however agree to have future discussions on the request as more information becomes available.

The Monthly Operational Report:

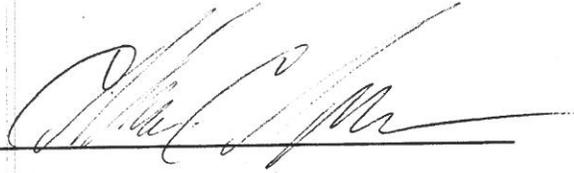
Mr. Crunkleton informed the Board members of the following: (1) The WSPSD sent out 242 termination notices for the month of June. (2) The radio communications issues between the Berkeley Springs and the Great Cacapon plants seem to be resolved. (3) Prime Solutions has completed maintenance on the fan press at the Berkeley Springs plant. (4) A lift station pump from the Great Cacapon plant is currently at AR&E for repairs, with an estimated cost of \$3475.00.

Future Business: Continue discussions with Caperton Furnitureworks and Coolfont Mountainside Association.

Public comments: There were no public comments.

The next Board meeting will be held on August 10th, 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 11:36 AM.



Chairperson

Attest: 

Monty Kerns, Secretary