

Minutes
Warm Springs Public Service District
August 10, 2016

A regular meeting of the Public Service Board of the Warm Springs Public Service District was held at 10:06 a.m. on August 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 August 4, 2016, and a copy was delivered to *The Morgan Messenger*.

Mr. Johnson called the meeting to order at 10:00 AM with all members present: Mr. Charles Johnson, Mr. Eric Lyda, and Mr. Mike Jenkins. 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 approved as presented, with Mr. Johnson and Mr. Jenkins in favor, and Mr. Lyda abstaining.

The next order of business was the approval of the minutes from the July 13, 2016 board meeting. Upon a motion by Mr. Jenkins, the minutes from the July 13, 2016 meeting were approved as presented, with Mr. Jenkins and Mr. Johnson voting in favor, and Mr. Lyda abstaining.

The next order of business was the approval of the minutes from the July 18, 2016 Special board meeting. Mr. Johnson moved to approve the minutes from the July 18, 2016 Special meeting. Mr. Jenkins gave a 2nd to the motion, however the motion failed, with Mr. Johnson voting in favor, and Mr. Jenkins and Mr. Lyda abstaining.

The next item for consideration was the appointment of a new Treasurer for the Warm Springs PSD Board. Mr. Johnson moved to appoint Mr. Eric Lyda as the WSPSD Board Treasurer, to serve as such until the next annual election of officers. The motion passed unanimously.

The next order of business was the approval for payment of the following 31 operational invoices received. Upon a motion by Mr. Johnson, the members unanimously approved payment for the 31 invoices received, totaling \$29,854.18.

1 Advance Auto Parts (Jul; oil - BS)	\$264.60
2 Joyce Altomare(Jul; Regular & Special Board Meeting Salary)	\$225.00
3 Apple Valley Waste (Jul; dumpster rental - BS)	\$126.55
4 Apparatus Repair & Eng (Jul;Pump repair new bearings, seals, oil-GC)	\$3,553.00
5 Berkeley Club Beverage (Jul; Gal jugs;cases of water-BS)	\$21.50

6	BSWW(Jul;4Shutoff fees&fire hydrant&water@WWTP&Office;Aug;meterbks)	\$375.21
7	Brickstreet Mutual Ins. (Jul; 2 of 8 installments)	\$569.00
8	Capital One Bk (Jun/Jul; toner;mat;tri-folds;supplies- BS,Off,GC)	\$571.32
9	CNB (Jul;mortgage payment)	\$700.00
10	Comcast Communications (Jul; phone; internet -office)	\$179.23
11	EFTPS (Jul; SS & Medicare Contribution)	\$1,248.92
12	Excelsior Blower System(Jul;preventive maint -blowers-BS)	\$1,959.00
13	Ganoe Enterprises (Jun;Final payment new repeater;update modem-GC)	\$2,897.50
14	Hoffman Const Serv (Jun; Annual calibration flowmeters-BS & GC)	\$329.60
15	Hunters Hardware(Jun;hooks;screws;brackets;supplies-BS)	\$68.56
16	Charles Johnson (Jul;Regular & Special Board Mtg Salary)	\$225.00
17	Lumos Networks (Jul; phone billing, GC, BS)	\$124.20
18	MD Pipe & Supply (Jul;valves; adaptor;supplies;maint - GC)	\$237.08
19	Miss Utility (Jun; Notification Service Fees)	\$30.90
20	Morgan Messenger (Jul; Public notice changing shutoff proc)	\$26.25
21	Postmaster(Jul/Aug; billing & postage)	\$571.69
	Potomac Edison(Jun; New Off (\$84.44)BS(\$4848.98) & GC (\$637.92)	
22	WWTP's&PS's)	\$5,571.34
23	REIC Lab (Jul; wastewater analyses-BS, GC, IndPk)	\$1,085.00
24	Schreiber (Jul; diffuser sleeves & clamps basin - BS)	\$3,104.00
25	Sheriff of Morgan Cty (2016 fire fees- office)	\$61.42
26	Univar USA (Jul; almin sulfate -BS)	\$1,280.00
27	Valley Credit Ser (Jun;collection fee #82007002)	\$376.52
28	WEX Bank (Jul; Fuel for trucks)	\$206.14
29	WV PERS (Jul; Retirement Contribution)	\$1,892.57
30	WV PEIA (Jul; Health Insurance & Annual fee)	\$1,581.08
31	WV PEIA (Jul; Retiree Trust Fund)	\$392.00
		\$29,854.18

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.

The Board members reviewed a recent offer of \$2500.00 by Mr. Delash, to purchase the 2 acres of property in Fairview Subdivision, owned by the WSPSD. Mr. Jenkins moved to have the General Manager, Mr. Crunkleton, counter Mr. Delash's offer with a price of \$10,000.00. The motion passed unanimously. The Board also directed the GM to contact Edwards Auction Service to inquire about property auction procedures and fees.

The Board members discussed the pending request from Caperton Furnitureworks, to assume ownership of the Valley Dale wastewater treatment plant. Mr. Crunkleton detailed the

list of repairs and upgrades that would have to be completed by Caperton Furnitureworks, prior to any agreement to transfer ownership to the WSPSD. Mr. Jenkins inquired as to the rate for sewer service that would be imposed on the Valley Dale customers, if the WSPSD assumed ownership. Mr. Crunkleton explained that the West Virginia Public Service Commission will have the final say as to billing rates and practices. Caperton Furnitureworks has tentatively agreed to perform the repairs and upgrades to the wastewater plant providing that the WSPSD agrees to assume ownership. Mr. Crunkleton explained that the next step will be to contact the West Virginia Public Service Commission, so that they may rule on the transfer of ownership and the sewer rate structure.

The next item on the agenda was to set and approve a rate for which the Warm Springs PSD would assume daily operation of the wastewater lagoon and wetlands at Coolfont Mountainside Association (CMA). Mr. Crunkleton has been working with CMA to draft an agreement by which the WSPSD would takeover daily operations of the wastewater lagoon, wetlands, and pump station. After extensive discussion by the Members, it was agreed that the WSPSD would need a minimum of \$500.00 a month to provide for the operation of CMA's wastewater facilities. Mr. Jenkins moved to set a monthly rate of \$500.00 to provide for the operation of CMA's wastewater facilities. The motion received a 2nd from Mr. Lyda and passed with Mr. Jenkins and Mr. Lyda in favor, and Mr. Johnson opposed.

The Monthly Operational Report:

Mr. Crunkleton informed the Board members of the following: (1) The WSPSD received no leachate the month of July. (2) The DEP still has not ruled on the WSPSD's request for a permit modification concerning the effluent copper levels at the Berkeley Springs plant. (3) The WSPSD will be adding an 80 foot line extension, to provide sewer service to a customer at 179 Rockford Rd, Great Cacapon, West Virginia. (4) The General Manager, Mr. Crunkleton, has set up a bi-weekly repayment schedule for the mortgage on the new WSPSD office at 92 N. Washington St., Berkeley Springs West Virginia.

Future Business: Continue discussions on the sale of the WSPSD's Fairview subdivision property.

Public comments: There were no public comments.

The next Board meeting will be held on September 14, 2016, at 10 AM, in the Morgan County Commission meeting room, at the Morgan County Courthouse, Berkeley Springs, West Virginia.

Mr. Johnson adjourned the meeting at 11:28 AM.



Charles Johnson, Chairman

Attest: 

Monty Kerns, Secretary