

Minutes  
Warm Springs Public Service District  
September 14, 2016

A regular meeting of the Public Service Board of the Warm Springs Public Service District was held at 10:00 a.m. on September 14, 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 September 8, 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; Monty Kerns, WSPSD Operator and PSD Board Secretary; Mr. Tom Hall, representing Caperton Furnitureworks; Cynthia Van Meter, Joseph Van Meter, Cathy Levey, and Craig Deane, representing Coolfont Mountainside Association (CMA).

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

Next item on the agenda was the discussion concerning the request from Caperton Furnitureworks, to transfer ownership of the Valley Dale wastewater treatment plant to the Warm Springs PSD. Mr. Tom Hall, representing Caperton Furnitureworks, detailed the progress of negotiations between the WSPSD and Caperton Furnitureworks. According to Mr. Hall, Mr. Caperton stated during an earlier meeting that the Valley Dale wastewater treatment plant was built in 1997, and the collection system is constructed of ductal iron pipe. Mr. Jenkins asked about the current procedures for addressing delinquent customers. Mr. Hall did not have details on the billing and collection procedures. Mr. Hall discussed the list of upgrades that have been negotiated, and would have to be completed by Caperton Furnitureworks before transfer of ownership. Mr. Hall also explained that the current sewer fees billed to the Valley Dale customers were \$30 per month, which are the same as the rates established in 1997. Mr. Jenkins moved to draft a Memorandum of Understanding (MOU) with Caperton Furnitureworks, for the temporary operation of the Valley Dale wastewater treatment plant. The motion passed unanimously.

The next order of business was the approval for payment of the following 38 operational invoices received. Upon a motion by Mr. Jenkins, the members unanimously approved payment for the 38 invoices received, totaling \$29,977.37.

1	1st Place Lawn Service (Jul; cut brush along road at GC plant)	\$375.00
2	Advance Auto Parts (Aug; oil,fluid tractor,rubber gloves - BS,GC,IndPk)	\$205.95
3	Apple Valley Waste (Aug; dumpster rental - BS)	\$126.55
4	Berkeley Club Beverage (Aug/Sept; Gal jugs;cases of water-BS,GC,Off)	\$56.00
5	BSWW(Aug;fire hydrant&water@WWTP&Office;Sept;meterbks)	\$235.21
6	Brickstreet Mutual Ins. (Aug; 3 of 8 installments)	\$569.00
7	Capital One Bk (Jul;wwclass;bleach;paper;supplies- BS,GC,Off,IndPk)	\$1,315.03
8	CNB (Sept;mortgage payments)	\$1,050.00
9	Comcast Communications (Aug/Sept; phone; internet -office)	\$357.04
10	Cash (Jul/Sept;Bleach-BS,GC,IndPk;Postage-Reimburse Petty Cash)	\$43.65
11	Scott Crunkleton (Aug; phone allowance,used washer/dryer plant;mileage)	\$162.12
12	Decker & Co (Aug; Audit& PSC Annual report FY 16)	\$5,000.00
13	EFTPS (Aug; SS & Medicare Contribution)	\$1,266.88
14	Erie Insurance Group (Additional Ultraflex Terrorism Ins thru 7/17)	\$373.78
15	Fastenal Co (Jul; filters - BS)	\$262.95
16	Gates Auto (Sept;Brake pads, rotors on GMC 09)	\$305.57
17	Glen's Septic Serv (Aug; 3 loads out of GC to BS)	\$795.00
18	Hunters Hardware(Jul;bits;flashlight,rope,ties,wax,supplies-BS)	\$162.13
19	Charles Johnson (Aug;Regular Board Mtg Salary)	\$125.00
20	Monty Kerns (Aug; phone allowance)	\$20.00
21	Klear Water Mgt (Aug; polymer - BS)	\$1,712.00
22	Eric Lyda (Aug; Regular Board Mtg Salary)	\$125.00
23	Lumos Networks (Aug; phone billing, GC, BS)	\$135.62
24	MD Pipe & Supply (Aug;gasketed/pvc pipes,lube,etc - BS,GC)	\$633.26
25	Andy McKenzie (Aug/Sept;phone allowance;Class I drkg wtr per diem)	\$300.50
26	Miss Utility (Jul; Notification Service Fees)	\$28.00
27	Postmaster(Aug/Sept; billing & postage - BS,GC )	\$571.52
28	Potomac Edison(Jun; New Off (\$98.92)BS(\$4580.40) & GC (\$696.09)	\$5,375.41
28	WWTP's&PS's)	\$1,974.50
29	REIC Lab (Aug; wastewater analyses-BS, GC, IndPk)	\$251.30
30	USA Bluebook (Aug; wipes,sample cell&hach;tube-BS,GC,IndPk)	\$1,541.25
31	Univar USA (Aug; almin sulfate -BS)	\$188.26
32	Valley Credit Ser (Jul;collection fee #82007002)	\$280.56
33	WEX Bank (Aug; Fuel for trucks)	\$20.00
34	WV Dept Health&Human Ser (Aug;water bacter test - Ind Pk)	\$1,922.95
35	WV PERS (Aug; Retirement Contribution)	\$1,225.58
36	WV PEIA (Aug; Health Insurance)	

37	WV PEIA (Aug; Retiree Trust Fund)	\$392.00
38	WV Rural Water Assoc (2016 Voting Membership Dues)	\$492.80
		\$29,977.37

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 counter offer from Mr. Donald De Lash dated August 20, 2016, to purchase the 2 acres of property in Fairview Subdivision, which is currently owned by the WSPSD. Mr. De Lash offered the WSPSD \$5000 with the following stipulations: the WSPSD will pay all closing costs relative to the purchase, and the WSPSD will suspend the collection of Mr. De Lash's sewer fee of \$56.11, for a period of 5 years from the date of settlement. Mr. Jenkins moved to end negotiations with Mr. De Lash, as consideration of his offer would not be in the best interests of the WSPSD. The motion passed unanimously.

The Board members, after brief consideration, decided not to pursue the auctioning of the WSPSD property in Fairview subdivision.

The next item on the agenda was the negotiation of the terms of a Memorandum of Understanding (MOU), for which the Warm Springs PSD would assume daily operation of the wastewater lagoon and wetlands at Coolfont Mountainside Association (CMA). The PSD Board, and the attendees representing CMA, worked to resolve and clarify any and all concerns, working towards what would hopefully be the final draft of the MOU.

#### The Monthly Operational Report:

Mr. Crunkleton informed the Board members of the following: (1) The WSPSD received 6,500 gallons of leachate for the month of August. (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) Scott Crunkleton, the WSPSD GM, has been and will continue to work with Keith Beddow, the Maintenance Supervisor of Valley Health Systems Hospital of Berkeley Springs, to understand and hopefully reduce the excessive copper levels in the Hospital effluent. (4) Andy McKenzie, the most recent WSPSD operator, will be attending Class 1 water certification training on September 23<sup>rd</sup>, 2016.

The Members discussed an application from Mr. Larry Omps, for a sewer allocation of up to 50,000 gallons per day, originating from the former Coolfont Resort, and connecting to the Berkeley Springs collection system at or near the new Tractor Supply property. After a brief

discussion, Mr. Jenkins moved to table this request until more information is available on the capacity of the current collection system. The motion passed unanimously.

Future Business: No future business.

Public comments: There were no public comments.

The next Board meeting will be held on October 11, 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 11:42 AM.



Charles Johnson, Chairman

Attest:  \_\_\_\_\_  
Monty Kerns, Secretary