

# Minutes Warm Springs Public Service District October 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 October 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 October 5, 2016, and a copy was delivered to *The Morgan Messenger*.

Mr. Johnson called the meeting to order at 10:04 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; and Mr. Randy Watson of Thrasher Engineering.

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 September 14, 2016 board meeting. Upon a motion by Mr. Jenkins, the minutes from the September 14, 2016 meeting were unanimously approved as presented.

The next order of business was the approval for payment of the following 39 operational invoices received. Upon a motion by Mr. Jenkins, the members unanimously approved payment for the 39 invoices received, totaling \$42,664.26.

1 Advance Auto Parts (Sept; oil - BS)	\$8.16
2 Apple Valley Waste (Sept; dumpster rental - BS)	\$126.55
3 Appalachian Software, Inc. (install/training on Call Fire)	\$120.00
4 BSWW(Sept;fire hydrant&water@WWTP&Office;Oct;meterbks)	\$236.38
5 Brickstreet Mutual Ins. (Sept; 4 of 8 installments)	\$569.00
6 Capital One Bk (Sept;bleach;inkcart;supplies- BS,GC,IndPk)	\$1,217.92
7 CNB (Oct;mortgage payments)	\$700.00
8 Scott Crunkleton(Sept/Oct;phone allowance,reimb Petersbg mileage/meals)	\$196.38
9 Decker & Co (Sept; Audit& PSC Annual report FY 16)	\$7,000.00
10 EFTPS (Sept; SS & Medicare Contribution)	\$1,850.96
11 Erie Insurance Group (Liab/Prop Ins - 2nd Qtr)	\$4,946.51
12 GHS Inc (Sept; hauling sludge,excav Market St,supp-BS)	\$1,799.00
13 Ganoe Enterprise(Sept;Checking SCADA,antennas,telemetry-GC)	\$3,119.55
14 Glen's Septic Serv (Aug; 1 loads out of GC to BS)	\$265.00

15	Hunters Hardware(Aug;steel;brushes,handle,sponge,supplies-BS)	\$65.17
16	Charles Johnson (Sept;Regular Board Mtg Salary)	\$125.00
17	Monty Kerns (Sept/Oct; phone allowance, reimb WtrClss meals)	\$63.00
18	Klear Water Mgt (Sept; BioSanitizer Tablets-GC)	\$534.60
19	Eric Lyda (Sept; Regular Board Mtg Salary)	\$125.00
20	Lumos Networks (Sept; phone billing, GC, BS)	\$136.21
21	MD Pipe & Supply (Sept; valve, adaptor - GC)	\$209.27
22	Andy McKenzie (Sept/Oct; phone allowance)	\$40.00
23	Miss Utility (Aug; Notification Service Fees)	\$25.40
24	Poly Coating Solutions (Sept; Patch&concrete coating clarify tank - GC)	\$1,200.00
25	Postmaster(Sept/Oct; billing & postage - BS,GC ) Potomac Edison(Sep;New Off (\$100.37)BS(\$5343.36) & GC (\$727.87)	\$571.58
26	WWTP's&PS's)	\$6,168.60
27	REIC Lab (Sept; wastewater analyses-BS, GC)	\$1,077.00
28	RW Excavating (Sept; Line extension Rockford Rd-GC)	\$1,330.00
29	Gerald Smith (Sept; repair & caulk flashing on window)	\$35.00
30	Share Corporation (Sept; dynasty - BS)	\$471.24
31	Shives Electric (Sept;UV Gates wiring electric -BS)	\$1,239.10
32	Town of Bath (Jul-Sept Garbage,PS Street Fee -Off)	\$108.00
33	USA Bluebook (Sept;manhole;skimming net, pole-GC,BS)	\$295.18
34	Univar USA (Sept; almin sulfate -BS)	\$1,280.00
35	WEX Bank (Sept; Fuel for trucks)	\$275.06
36	WV Dept of Environmental (Sept;WVNPDES Permit grdwtr,sldg fee)	\$896.95
37	WV PERS (Sept; Retirement Contribution)	\$2,828.75
38	WV PEIA (Sept; Health Insurance)	\$1,016.74
39	WV PEIA (Sept; Retiree Trust Fund)	\$392.00
		\$42,664.26

Since the WSPSD has been interested in finding solutions to alleviate the heavy flow of groundwater that finds its way into the sanitary sewer collection system during heavy rains, Mr. Randy Watson of Thrasher Engineering was in attendance by request of the WSPSD, to explain the type of services and solutions offered by Thrasher Engineering. Mr. Watson explained that through the use of tools such as smoke testing and camera inspections, Thrasher's crews could pinpoint problem areas, at which point Thrasher's engineers could recommend the best course of action. Mr. Watson also went into detail and fielded questions from the Board members regarding funding solutions such as the State Revolving Fund (SRF), and what factors would qualify the WSPSD for State or Federal grant money. The Board members agreed to contract Thrasher engineering for one 40 hour week of smoke testing and line inspections, and review the results upon completion.

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. After review, and upon a motion by Mr. Jenkins, the financial statements were unanimously approved as presented.

Mr. Crunkleton read a letter to the Board from the West Virginia Department of Environmental Protection, which in short, denied the WSPSD's request for a permit modification to lessen the current restrictions on Effluent copper levels at the Berkeley Springs plant. Mr. Jenkins recommended that we monitor the copper levels, particularly from the Valley Health Systems Hospital on Fairview Drive, through February 2017 before taking additional action.

In April 2013, the WSPSD granted the Morgan County Commission (MCC) a 15 foot right-of-way to use for construction of the North Berkeley Rail Trail. Mr. Joel Tuttle of the MCC sent a letter dated September 2016 to the WSPSD, requesting an amendment to the original agreement. Mr. Tuttle explained in his letter that since the West Virginia Department of Highways is providing the majority of funding for the Rail Trail, the MCC must adhere to state guidelines regarding Rail Trail construction. According to Mr. Tuttle, the state guidelines require a minimum of a 20 foot wide right-of-way for the North Berkeley Rail Trail. The MCC is requesting that the WSPSD amend its previous agreement and grant the MCC a minimum 20 foot wide right-of-way. The Board members discussed this request at length, but determined that more information would be required before responding to such a request. Mr. Jenkins posed the question that since a main sewer line will run beneath the Rail Trail, who will be responsible for Trail resurfacing if the sewer line has to be excavated. The Board provided Mr. Crunkleton with a list of additional information necessary to act upon this request. Mr. Jenkins moved to table any decision until the November 2016 meeting. Mr. Lyda offered a 2<sup>nd</sup> to the motion, and the motion passed unanimously.

The Board members considered a request from Mr. Larry Omps of Cacapon Investments LLC, that the WSPSD consider entering into an agreement to operate the wastewater treatment plant at the Exxon station on 522 S. of Berkeley Springs. The Board members questioned Mr. Crunkleton as to the plant design/specifications, and the number of man hours that would be required to operate the plant in question. After discussion, Mr. Jenkins moved to direct the General Manager, Mr. Crunkleton, to draft an operation and maintenance agreement between the WSPSD and Cacapon investments LLC, and place it on the November agenda for consideration. The motion passed unanimously.

The Monthly Operational Report:

Mr. Crunkleton informed the Board members of the following: (1) The WSPSD received no leachate for the month of September. (2) The DEP has issued a denial for the WSPSD's request for a permit modification concerning the effluent copper levels at the Berkeley Springs plant. (3) The WSPSD has invoiced Coolfont Mountainside Association in the amount of \$525.00 for assisting in the operations of their wastewater lagoon. (4) Talks have been suspended between WSPSD and Caperton Furnitureworks for the operation of the Valley Dale wastewater treatment plant.

Future Business: Consider options for the safe removal of snow from the basin walls at the Berkeley Springs plant.

Public comments: There were no public comments.

The next Board meeting will be held on November 9, 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 12:18 PM.



Charles Johnson, Chairman

Attest:



Monty Kerns, Secretary