

Minutes
Warm Springs Public Service District
March 24, 2017

A special meeting of the Public Service Board of the Warm Springs Public Service District was held at 10:00 a.m. on March 24, 2017. 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 March 20, 2017, and a copy was delivered to *The Morgan Messenger*.

Mr. Johnson called the special meeting to order at 10 AM with all members present: Mr. Charles Johnson - Chairman, Mr. Eric Lyda - Treasurer, and Mr. Mike Jenkins. Also present were Michael Crunkleton, General Manager of the WSPSD; Monty Kerns, WSPSD Operator and PSD Board Secretary; Mr. Bill Clark, the Executive Director of the Eastern Panhandle Regional Planning and Development Council, and Mr. Matthew Pennington.

Upon a motion by Mr. Jenkins, the meeting agenda was unanimously approved as presented.

The first item on the agenda was the opening of the Request for Qualifications (RFQ) packets submitted to the WSPSD by 6 interested engineering firms. Each of the 6 engineering firm's submitted 5 copies of their RFQ's to the board. A copy of the RFQ packet from each of the Engineering firms was handed to each of the 3 Board members, a copy to the General Manager, and a copy to Mr. Bill Clark. Mr. Clark and Mr. Pennington assisted the Board with the guidelines for scoring or rating these Engineering firms from the most to the least desirable for our needs. Mr. Clark provided the Board members with a scoring sheet, with which the Board then identified the categories that would be used to score each Engineering firm fairly. It was decided that the RFQ's from each firm will be scored by each of the 3 Board members, the General Manager, the PSD board Sec., and Mr. Clark. Mr. Clark agreed to compile the results of the scoring and requested that all the score sheets be returned by April 7, 2017. The top 3 highest scoring firms will be selected at the April 11, 2017 meeting.

The next order of business was to consider and approve an expenditure for repairs to the UV system at the Berkeley Springs plant. The quote from WEDECO's service department for the requested maintenance and repairs totaled \$8455.90. Included in the quote was \$1280 for travel to and from the job site, \$4320 for on-site service, \$1950 for travel expenses including hotel and meals, and \$906 for parts. Each of the Board members voiced their opinions on what appeared to be an excessive price tag. Mr. Jenkins questioned the General Manager as to why only one provider was contacted for a quote. Mr. Lyda moved to deny approval for the service

quote from WEDECO until such time as additional service providers could be contacted. The motion passed unanimously.

Future business: Mr. Crunkleton informed the Board that a 200 foot section of sewer line on Pendle drive in Berkeley Springs is in need of replacement.

Mr. Johnson adjourned the meeting at 11:19 AM.



Charles Johnson, Chairman

Attest:  _____
Monty Kerns, Secretary