

Minutes
Warm Springs Public Service District
May 10, 2017

A regular meeting of the Public Service Board of the Warm Springs Public Service District was held at 10 AM on May 10, 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 May 4, 2017, and a copy was delivered to *The Morgan Messenger*.

Mr. Johnson called the meeting to order at 10:19 AM with all members present: Mr. Charles Johnson - Chairman, Mr. Mike Jenkins, and Mr. Eric Lyda - Treasurer. 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. Lyda, the agenda was unanimously approved as presented.

The next order of business was the approval of the minutes from the April 12, 2017 board meeting. Upon a motion by Mr. Jenkins, the minutes from the April 12, 2017 meeting were unanimously approved as presented.

The next order of business was the approval for payment of the following 32 operational invoices received. Upon a motion by Mr. Lyda, the members unanimously approved payment for the 32 invoices received, totaling \$24,897.36.

1	Advance Auto Parts (Apr;sandpaper rtv-truck GC)	\$8.89
2	Apple Valley Waste (Apr; dumpster rental - BS)	\$127.18
3	Berkeley Club Beverage (Apr;gallons & bottled water -BS/GC)	\$31.00
4	BSWW(Apr;fire hydrant&water@WWTP&Office;May;meterbks)	\$238.71
5	Capital One Bk (Mar;supplies-Off/BS,Gloves-IP,collect-Moon)	\$806.99
6	Comcast (Apr; phone /internet - Office)	\$180.94
7	Commercial Press (Apr;Laser bills)	\$477.50
8	Scott Crunkleton (Apr; cell phone allowance)	\$20.00
9	Dawson's Home Ctr (Apr;screw driver, adapter Off/BS)	\$19.98
10	Charles Johnson (Apr;Regular Board Mtg Salary)	\$125.00
11	Monty Kerns (Apr; cell phone allowance)	\$20.00
12	Klear Water Mgt (Apr;polymer - BS)	\$4,333.50
13	Eric Lyda (Apr; Regular Board Mtg Salary&reimb training-Bridgeport)	\$419.19
14	Lumos Networks (Apr; phone billing, GC, BS)	\$150.51
15	Maryland Pipe & Supply (Apr;PVC adapters, gasketed pipe, cleanout plug - BS)	\$496.52

16	Andy McKenzie (Apr; cell phone allowance)	\$20.00
17	Miss Utility (Mar; Notification Service Fees)	\$29.40
18	Postmaster(Apr; billing - BS,GC)	\$422.35
19	Potomac Edison(Apr;New Off (\$96.10)BS(\$5823.69) & GC (\$904.08)	\$6,808.80
20	WWTP's&PS's)	\$322.84
21	Prime Solution (Apr;Steel pump housing press-BS)	\$2,937.02
22	REIC Lab (Mar/Apr; wastewater analyses-BS, GC)	\$296.22
23	Rootx (Apr;Grease-X Bio-Cacapon Inv to reimb)	\$252.24
24	Share Corp (Apr;Vegt Control - GC)	\$45.59
25	UPS (Apr;return UV bulbs to NC-BS)	\$416.49
26	USA BlueBk(Apr;Silicone tubg,filter paper,block-BSGCIP)	\$200.49
27	Valley Credit Ser (Mar;collection fee-D VanGosen)	\$246.82
28	WEX (Apr; fuel for trucks)	\$700.00
29	CNB (May;mortgage payments)	\$1,237.81
30	EFTPS (Apr; SS & Medicare Contribution)	\$1,887.80
31	WV PERS (Apr; Retirement Contribution)	\$1,347.58
32	WV PEIA (Apr; Health Insurance)	\$270.00
	WV PEIA (Apr; Retiree Trust Fund)	
		\$24,897.36

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 Mr. Lyda, the financial statements were unanimously approved as presented.

The Board members discussed the option of paying off the series 78 USDA bond, loan number 92 – 01. After a brief discussion Mr. Jenkins moved to pay off the series 78 bond, loan number 92 – 01 as soon as possible. The motion passed unanimously.

The Board members discussed the upcoming fiscal year 2018 WSPSD annual budget. The members engaged in a lengthy discussion which mainly centered on the payroll and benefits portion of the budget. Mr. Lyda moved to table further discussion on the budget until the May 26, 2017 special meeting. The motion passed unanimously.

The Board members, Mr. Lyda in particular, have been reviewing and revising the WSPSD employee handbook. The board members discussed potential revisions to the handbook. Mr. Jenkins moved to table further discussion on the employee handbook until the May 26, 2017 special meeting. The motion passed unanimously.

The Monthly Operational Report:

Mr. Crunkleton informed the Board members of the following: (1) The WSPSD received 8910 gallons of leachate for the month of April 2017 totaling \$801.90. (2) The Warm Springs PSD sent out 238 termination of service notices for the month of April 2017. (3) The West Virginia Public Service Commission has granted final approval for the Operation and Maintenance agreement between the WSPSD and Coolfont Mountainside Association for wastewater operations. (4) The WSPSD has contracted GHS excavating to replace 120 feet of clay sewer line on Pendle Drive.


Upon the request of Coolfont Mountainside Association (CMA), the Members discussed the possibility and logistics of assuming responsibility for the operation of the 2 potable water systems at CMA. Further discussion will be scheduled for a later date.

Future Business: A special meeting will be held on May 26, 2017 for fiscal year 2018 budget consideration and selection of an Engineering firm.


Public comments: There were no public comments.

The next Board meeting will be held on May 26, 2017, 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 12:53 PM.



Charles Johnson, Chairman

Attest: 

Monty Kerns, Secretary