

Minutes
Warm Springs Public Service District
May 26, 2017

A special meeting of the Public Service Board of the Warm Springs Public Service District was held at 10:00 a.m. on May 26, 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 23, 2017, and a copy was delivered to *The Morgan Messenger*.

Mr. Johnson called the special meeting to order at 10:03 AM with all members present: Mr. Charles Johnson - Chairman, Mr. Eric Lyda - Treasurer, and Mr. Mike Jenkins. Also present was Michael Crunkleton, General Manager of the WSPSD; and Monty Kerns, WSPSD operator and PSD Board Secretary.

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

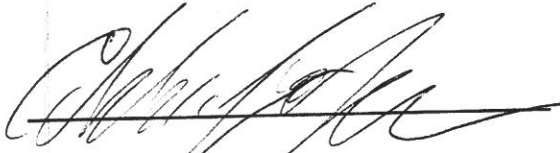
The first item on the agenda was to discuss and approve moving forward with an engineering firm for a possible WSPSD project. The three candidates interviewed for consideration were GHD, RK &K Engineers, and Thrasher Engineering. Thrasher engineering was ranked the highest following the completion of interviews, RK&K engineers was ranked 2nd and GHD was ranked 3rd. Mr. Jenkins and Mr. Lyda offered a motion to select Thrasher Engineering for planning and preliminary design work for the WSPSD. The motion was unanimously approved.

The next item for discussion was the fiscal year 2018 budget. The members discussed at length the topics of payroll and raises, the addition of a 2nd full-time office person, and liability insurance coverage. The members requested that the General manager and Office manager provide further justification for the addition of a 2nd full-time person in the WSPSD office before considering final approval of the budget.


The next item on the agenda was the discussion of revisions to the WSPSD employee handbook. Mr. Jenkins moved to enter an executive session at 10:26 AM to in discuss the employee handbook, the motion passed unanimously. The board members exited the executive session at 10:57 AM after a 31 minute discussion.

Mr. Jenkins informed the Members in regards to a trip to ITI Trailers and Truck Bodies Inc. in Myers Dale, Pennsylvania, to investigate the purchase of a new custom flush unit for sewer line maintenance.

Mr. Johnson adjourned the meeting at 10:59 AM.



Charles Johnson, Chairman

Attest:  _____

Monty Kerns, Secretary