

Minutes
Warm Springs Public Service District
August 9, 2017

A regular meeting of the Public Service Board of the Warm Springs Public Service District was held at 10 AM on August 9, 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 August 3, 2017, and a copy was delivered to *The Morgan Messenger*.

Mr. Johnson called the meeting to order at 10: 14 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; 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 May 15, 2017 special board meeting. Upon a motion by Mr. Lyda, the minutes from the May 15, 2017 special meeting were unanimously approved as presented.

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

The next item on the agenda was to review and approve the contract for engineering services between Thrasher Engineering and Warm Springs PSD. Mr. Robert Hebb from Thrasher Engineering was on the phone to field questions from the board members concerning the Engineering Services Agreement. Following an extensive review of the agreement, Mr. Jenkins moved to approve the Engineering Services Agreement with Thrasher Engineering, the motion passed unanimously.

The next order of business was the approval for payment of the following 30 operational invoices received. Upon a motion by Mr. Lyda, the members unanimously approved payment for the 30 invoices received, totaling \$29,915.33.

1	Advance Auto (July; Oil filters, gloves-BS,GC,CI,CMA)	\$320.36
2	Apple Valley Waste (July; dumpster rental - BS)	\$127.18
3	Appalachian Software (ASI Training 7/13/17 -A Hixon)	\$425.43
4	BSWW(Jul;fire hydrant&water@WWTP&Office;Aug;meterbks)	\$235.21
5	Capital One (Jun/Jul;postage;supplies;bleach;Uvsys;Lifts-BS,GC,IP,OFF)	\$1,343.00
6	Comcast (July; phone /internet - Office)	\$181.05

7	Scott Crunkleton (Aug; cell phone allowance)	\$20.00
8	Fire X Sales&Ser (Jun;Annual fire extigusher maint & replace-BS,GC,OFF)	\$443.16
9	Hunters Hardware (Jun; sprayer, rope - BS)	\$46.59
10	Charles Johnson (July; Regular Board Mtg Salary)	\$125.00
11	Monty Kerns (Aug; cell phone allowance)	\$20.00
12	Klear Water Mgt (July; Alumin Sulfate-GC)	\$1,863.00
13	Randy Kyne Excavating (July; Sewer tap & line-Ewing St.-BS)	\$3,810.00
14	Eric Lyda (July; Regular Board Mtg Salary)	\$125.00
15	Lumos Networks (July; phone billing, GC, BS)	\$151.39
16	Maryland Pipe & Supply (July;PVC coupling, hub, tee - BS)	\$171.77
17	Andy McKenzie (Aug; cell phone allowance)	\$20.00
18	Miss Utility (June; Notification Service Fees)	\$33.60
19	Philadelphia Ins (FY18 Renewal Directors Ins.)	\$1,894.36
20	Postmaster(July/Aug; billing & postage - BS,GC)	\$578.51
21	Potomac Edison(Jul;Off (\$108.62)BS(\$5088.39) & GC (\$687.82) WWTP&PS)	\$5,884.83
22	REIC Lab (July; wastewater analyses-BS, GC)	\$1,844.53
23	UPS (July; ship back to BOB elect)	\$16.18
24	USA Bluebook (Jul:Hach DPD,tube-IP;brush,valves,nozzle-BS, GC)	\$329.51
25	Xylem Water Solution (July; Labor & travel onsite repair UV-BS)	\$4,098.00
26	CNB (Aug; mortgage payments)	\$700.00
27	EFTPS (Jul/Aug; SS & Medicare Contribution)	\$1,313.05
28	WV PERS (July; Retirement Contribution)	\$1,801.04
29	WV PEIA (July; Health Insurance&Admin fees)	\$1,639.58
30	WV PEIA (July; Retiree Trust Fund)	\$354.00
		\$29,915.33

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 next item on the agenda was to consider a request for reimbursement from Mr. Boyd Hirth, Truman St., Berkeley Springs West Virginia, for damages resulting from a sewer smell entering his house due to a backed up sewer line. Mr. Hirth stated in a letter to the board that he was requesting \$140 in damages resulting from the smell permeating the clothing and carpets in his home. After a short discussion, Mr. Jenkins moved to deny the reimbursement of damages to Mr. Boyd Hirth. The motion passed with Mr. Jenkins and Mr. Johnson voting in favor, and Mr. Lyda voting against.

The Monthly Operational Report:

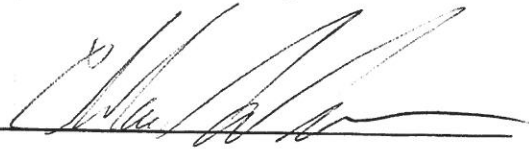
Mr. Crunkleton informed the Board members of the following: (1) The WSPSD received 8700 gallons of leachate for the month of July 2017 totaling \$745.20. (2) The Warm Springs PSD sent out 249 Termination of Service notices for the month of July 2017 for past-due payment. (3) Randy Kyne along with employees from the WSPSD set a new tap and ran a new connection for the Susan Berger property on Fairfax Street. (4) GHS excavating has completed the replacement of 140 feet of 6 inch sewer main running along Pendle drive.

Future Business: The Board asked the General Manager for a report on the progress of delinquent account collections.

Public comments: There were no public comments.

The next Board meeting will be held on September 13, 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 11:51 AM.



Charles Johnson, Chairman

Attest:



Monty Kerns, Secretary