

Minutes
Warm Springs Public Service District
January 10, 2018

A regular meeting of the Public Service Board of the Warm Springs Public Service District was held at 10:00 AM on January 10, 2018. 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 January 4, 2018, and a copy was delivered to *The Morgan Messenger*.

Mr. Johnson called the meeting to order at 10:03 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; Monty Kerns, WSPSD Operator and PSD Board Secretary; and Mr. Randy Watson from Thrasher Engineering.

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 annual election of officers of the Warm Springs PSD Board of Directors. Mr. Lyda moved to appoint Mr. Jenkins as board Chairman, Mr. Johnson as board Treasurer, and Mr. Kerns as board Secretary. The motion failed with Mr. Lyda in favor, Mr. Jenkins and Mr. Johnson against. Mr. Jenkins then moved to appoint Mr. Eric Lyda as board Treasurer, the motion passed unanimously. Mr. Eric Lyda moved to appoint Mr. Jenkins as board Chairman, the motion passed unanimously. Mr. Lyda then moved to appoint Mr. Kerns as board Secretary, the motion passed unanimously.

Mr. Randy Watson from Thrasher engineering gave a detailed presentation of the project costs, and fielded questions in regards to the proposed utility upgrades and the proposed water and sewer extension project. The project costs include estimates of \$290,000 for existing plant upgrades, \$820,000 for the rehabilitation of the existing collection system, and \$3.8 million for water and sewer extensions. Mr. Watson and the Board members discussed the Warm Springs PSD sewer rates and how they relate to project funding options.

The next order of business was the approval of the minutes from the December 13, 2017 board meeting. Upon a motion by Mr. Jenkins, the minutes from the December 13, 2017 meeting were unanimously approved as presented.

The next order of business was the approval for payment of the following 36 operational invoices received. Upon a motion by Mr. Jenkins, the members unanimously approved payment for the 36 invoices received, totaling \$42,379.06.

1	Advance Auto (Dec; wiper blades, bulb, brush, tape, wire, etc-BS, GC, Trucks)	\$195.83
2	Allegheny Ag(Dec; Spreader rental for Qualls - BS)	\$750.00
3	Appalachian Software (ASI -2018 Installation support)	\$3,345.00
4	BSWW (Dec/Jan; meter books, water usage, hydrant - Office, BS)	\$235.21
5	Capital One (Nov; Battery, basin, UV, bleach, office supplies -BS, GC, IP)	\$3,541.25
6	Comcast (Dec phone /internet - Office)	\$186.13
7	CSX (Annual fee crossing 2/23/18-2/22/19)	\$138.50
8	Cash (9/21-12/11&12/12-1/3/18 CC filing, postage reimbursement)	\$87.09
9	Scott Crunkleton (Jan; cell phone allowance)	\$20.00
10	Dawson's Home Ctr (Dec; Keys & rings - BS)	\$16.09
11	Erie Ins (3rd Qtr Catastrophe Liab/Comm Auto, Ultraflex - BS, GC)	\$4,984.27
12	Glen's Septic Serv (4 loads out of GC to BS)	\$1,060.00
13	Hunters Hardware (Nov; Supplies, pvc plumbing -BS, GC)	\$871.42
14	Charles Johnson (Dec; Regular Board Mtg Salary)	\$125.00
15	Monty Kerns (Jan; Cell phone allowance)	\$20.00
16	Kappe Assoc. (CME2- board scada repair - GC)	\$1,204.72
17	Randy Kyne Excavating (Dig trench for conduit - GC)	\$3,475.00
18	Eric Lyda (Dec; Regular Board Mtg Salary)	\$125.00
19	Lumos Networks (Dec; phone billing - GC)	\$152.60
20	Andy McKenzie (Jan; Cell phone allowance)	\$20.00
21	Mike the Computer Guy (Dec; Desktop computer, transfer files SC-Office)	\$1,035.00
22	Miss Utility (Nov; Notification service fees)	\$22.60
23	Postmaster(Dec/Jan; billing and stamps - BS, GC)	\$576.80
	Potomac Edison(Dec; Off (\$116.31)BS(\$7112.17) & GC (\$997.43)	
24	WWTP&PS)	\$8,225.91
25	REIC Lab (Nov/Dec; Wastewater analyses-BS, GC, CI, INDPK)	\$806.94
26	Share Corp (Dec; Dynasty - BS)	\$447.50
27	The Thrasher Group (Phase 1 - I & I Study)	\$3,750.00
28	Town of Bath (Qtr. 3/31/18 Garbage, Safety & St fees - Office)	\$108.00
29	USA Bluebook (Dec; lubricant for UV - BS)	\$66.86
30	WEX Bank (Dec; Fuel for vehicles & generators)	\$417.66
31	Xylem Water Solution (Dec; lamp insert UV protection -BS)	\$584.19
32	CNB (Jan; mortgage payments)	\$700.00
33	EFTPS (Dec/Jan; SS & Medicare Contribution)	\$1,360.35
34	WV PERS (Dec; Retirement Contribution)	\$2,013.26
35	WV PEIA (Dec; Health Insurance)	\$1,356.88
36	WV PEIA (Dec; Retiree Trust Fund)	\$354.00
		\$42,379.06

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. Jenkins, the financial statements were unanimously approved as presented.

The next order of business was to discuss and approve the 2018 meeting schedule for the monthly WSPSD board meetings. Mr. Jenkins moved to table the approval of the 2018 meeting schedule, 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 December 2017. (2) The Warm Springs PSD sent out 215 Termination of Service notices for the month of November 2017 for past-due payment. (3) Repairs have been completed to the damaged equipment which resulted from power outages on November 11, 2017 at the Berkeley Springs plant and on November 24, 2017 at the Great Cacapon Plant. (4) The WSPSD has submitted the necessary paperwork to the West Virginia DEP for permit renewal. (5) Mr. Crunkleton and Mrs. Kidwell met with Martinsburg attorney Mr. William Rohrbaugh to handle the X-case filings with the West Virginia PSC, which will result in the termination of sewer service for customers with extreme delinquencies.

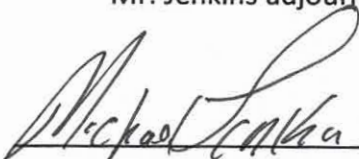
The final order of business was to discuss and approve actions to be taken against Mountain View Solar and Wind for non-payment of water and sewer service. After some discussion, Mr. Jenkins moved to have the general manager Mr. Crunkleton, contact the Morgan County administrator and request reimbursement for the past due payments which were unable to be collected from Mountain View solar and wind. The motion passed unanimously.

Future Business: No future business.

Public comments: There were no public comments.

The next Board meeting will be held on February 12, 2018, at 10 AM, in the Morgan County Commission meeting room, at the Morgan County Courthouse, Berkeley Springs, West Virginia.

Mr. Jenkins adjourned the meeting at 12:16 PM.



Michael Jenkins, Chairman

Attest: 

Monty Kerns, Secretary