

Minutes  
Warm Springs Public Service District  
September 12, 2018

A regular meeting of the Public Service Board of the Warm Springs Public Service District (WSPSD) was held at 10:00 AM on September 12, 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 September 6, 2018, and a copy was delivered to *The Morgan Messenger*.

Mr. Jenkins called the meeting to order at 10:00 AM with all members present: Mr. Mike Jenkins – Chairman; Mr. Charles Johnson – Treasurer; and Mr. Thomas Stinebaugh. Also present were Michael Crunkleton, General Manager of the WSPSD; Monty Kerns, WSPSD Operator and PSD Board Secretary; Terry Cross, WSPSD Chief plant operator; Steve Buchanan from Thrasher Engineering; Bill Clark and Matthew Pennington from Region 9 EDA; Daryl Cowles, WV House of Delegates; and Trish Rudder from the Morgan Messenger.

The first order of business was the approval of the agenda. Upon a motion by Mr. Johnson, the agenda was unanimously approved as presented.

The next order of business was the approval of the minutes from the August 7, 2018 board meeting. Upon a motion by Mr. Johnson, the minutes from the August 7, 2018 meeting were unanimously approved as presented.

The next order of business was the approval for payment of the following 33 operational invoices received. Upon a motion by Mr. Johnson, the members unanimously approved payment for the 33 invoices received, totaling \$38,901.91.

1	Advance Auto (Aug;Supplies, tools, oil-BS)	\$90.21
2	Apple Valley Waste (July/Aug;Dumpster rental-BS)	\$258.22
3	AR&E (Aug;Hazmat, replace shaft, mileage-BS)	\$2,995.12
4	BSWW (Aug/Sept; meter books, water usage, hydrant - Office, BS)	\$236.38
5	Comcast (Aug; phone /internet - Office)	\$220.91
6	Scott Crunkleton (Sept; cell phone allowance)	\$20.00
7	Decker & Co (Aug; FY18 Audit, PSC Report-Progress billing)	\$5,000.00
8	Dawson's Home Ctr (Aug; Wasp & hornet foam-IP)	\$3.99
9	Erie Ins Group (July; Worker's Comp 2nd qtr.)	\$1,197.53
10	GHS (Sept; Set pump, haul sludge-BS, GC)	\$425.00
11	Griffith Energy Ser (Aug; Heating fuel oil - Off)	\$835.02
12	Hunter's Hardware (July/Aug; Silo supplies, conduits-BS, GC)	\$43.69

13	Charles Johnson (Aug; Regular Board Mtg Salary)	\$125.00
14	Monty Kerns (Sept; Cell phone allowance)	\$20.00
15	Klear Water Mgr. (Aug/Sept; Aluminum sulfate & Polymer, bio sanitizer-BS,GC)	\$4,896.72
16	Lumos Networks (Aug; phone, internet -BS, GC)	\$165.62
17	MD Pipe & Supply (Aug;M3 gear kits sludge silo repair-BS)	\$824.97
18	Andy McKenzie (Sept; Cell phone allowance)	\$20.00
19	Miss Utility (July; Notification service fees)	\$21.00
20	Pace Analy(REIC Lab)(July/Aug;Wastewater analysis-BS, GC, CM, CI, IP)	\$1,744.16
21	Poly Coating Solutions (Aug; Seal holes in basement - OFF)	\$100.00
22	Postmaster(Aug; billing and stamps - BS,GC )	\$425.25
23	Potomac Edison(Aug;Off (\$105.06)BS(\$4619.76) & GC (\$661.60) WWTP&PS)	\$5,386.42
24	Thomas Stinebaugh (Aug; Regular Board Mtg Salary)	\$125.00
25	Share Corporation (Aug; Dynasty - BS,GC)	\$967.22
26	USA Bluebook (July;Buffers,solution,diffuser-BS, GC)	\$376.45
27	WEX (July&Aug; Fuel for trucks)	\$778.96
28	WSPSD Debit Card(Aug;Office and lab supplies-BS,GC,Off)	\$5,054.11
29	CNB (Sept; mortgage payments)	\$700.00
30	EFTPS (Aug; SS & Medicare Contribution)	\$1,450.51
31	WV PERS (Aug; Retirement Contribution)	\$2,901.14
32	WV PEIA (Aug; Health Insurance & Admin Fees)	\$1,127.31
33	WV PEIA (Aug; Retiree Trust Fund)	\$366.00
		\$38,901.91

The Board of Directors 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. Johnson, the financial statements were unanimously approved as presented.

The next item on the agenda was to discuss and approve the proposed sanitary sewer improvement project. Steve Buchanan from Thrasher engineering reviewed the data collected by Thrasher personnel through smoke testing and camera work on the Berkeley Springs collection system. Terry Cross commented on the daily average plant flows, and the peak flows following rain events at the Berkeley Springs plant. Terry calculated that the Thrasher proposal for system repairs would only account for a maximum of 30% of the total Inflow and Infiltration (I&I) in the Berkeley Springs collection system. Steve Buchanan agreed that more investigation and testing should be performed before finalizing a project. Steve Buchanan will report back to the Board of Directors as to how much of the initial fee of \$45,000 has been spent by Thrasher on collection system testing and preliminary engineering. Mr. Buchanan will also deliver a quote to the Board of Directors for additional flow testing on the collection system. Delegate

Cowles, Mr. Clark, and Mr. Pennington joined the discussion which evolved into which projects should be a priority for the WSPSD and what would potentially be the funding options.

Next on the agenda was to discuss and approve an agreement with the West Virginia State Police to provide off-duty officers on site while the WSPSD excavated and disconnected sewer service of customers who have severely delinquent past-due accounts. The West Virginia State Police agree to provide 2 officers onsite for the fee of \$100 per hour with a 4 hour minimum. The West Virginia PSC has granted authorization to the WSPSD to disconnect service for a total of 2 residences at this time. Upon a motion by Mr. Stinebaugh, the agreement with the West Virginia State Police was unanimously approved as presented.

Terry Cross reviewed the WSPSD's five-year spending plan with the Board of Directors which projects how much money will be required to replace aging equipment over the next 5 fiscal years. Terry explained that the R&R account is continuously funded by the WSPSD to account for the projected funding required to meet the goals of the five-year plan.

The next item on the agenda was to discuss and approve the purchase of a new 3/4 ton extended cab pickup truck for the WSPSD. Mr. Crunkleton provided the Board of Directors with the additional quotes requested at the last meeting for new pickup truck and 2 quotes for a new snowplow. Chairman Jenkins moved to allow up to \$35,800 for the purchase of a new pickup truck and snowplow, the motion passed unanimously.

The next item on the agenda was to discuss and approve a pay scale for the hiring of a new plant employee. Scott Crunkleton provided the Board of Directors with a range of starting salaries and the projected total costs to the WSPSD with benefits included. The Board members agreed with the GM that the WSPSD would offer \$12 per hour to a potential new hire who has no water or wastewater certifications. Chairman Jenkins urged the GM to move ahead with the hiring process.

#### The Monthly Operational Report:

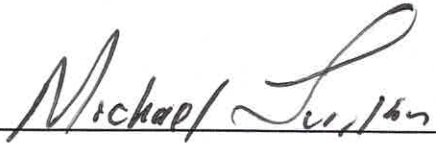
Mr. Crunkleton informed the Board members of the following: (1) The WSPSD received 135,240 gallons of leachate for the month of August 2018 totaling \$12,171.60. (2) The Warm Springs PSD sent out 294 Termination of Service notices for the month of August 2018 for past-due payment. (3) The perimeter fence at the Berkeley Springs plant which was damaged by a falling tree has been repaired. (4) The radio communications with lift station 2 at Great Cacapon have been repaired.

Future Business: Continue the process to replace the existing Jeter truck.

Public comments: There were no public comments.

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

Chairman Jenkins adjourned the meeting at 12:12 PM.



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Michael Jenkins, Chairman

Attest:  \_\_\_\_\_

Monty Kerns, Secretary