

Minutes
Warm Springs Public Service District
June 13, 2018

A regular meeting of the Public Service Board of the Warm Springs Public Service District (WSPSD) was held at 10:00 AM on June 13, 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 June 7, 2018, and a copy was delivered to *The Morgan Messenger*.

Mr. Jenkins called the meeting to order at 10:05 AM with 2 members present: Mr. Mike Jenkins – Chairman; and Mr. Charles Johnson – Treasurer. Also present were Michael Crunkleton, General Manager of the WSPSD; Monty Kerns, WSPSD Operator and PSD Board Secretary; Randy Watson from Thrasher Engineering; Jennifer Wishmyer from Region 9; Joseph Van Meter and Jackson Bain from Coolfont Mountainside Association; Carl Cowgill, Isaac Bohrer, and Brenda Hutchinson from Morgan County Senior Life Services .

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 April 11, 2018 board meeting. Upon a motion by Mr. Johnson, the minutes from the April 11, 2018 meeting were unanimously approved as presented.

Representatives from Morgan County Senior Life Services were in attendance to request permission to connect the Senior Center to the Berkeley Springs sanitary sewer system and abandon their failing septic system. The representatives from Senior Life Services outlined the reasoning behind this request for connection to the sanitary sewer system, and Chairman Jenkins and Treasurer Johnson from the WSPSD were both in agreement. Mr. Jenkins moved to approve the request to allow the Senior Center to be connected to the WSPSD's sanitary sewer system. The motion passed unanimously.

Mr. Randy Watson from Thrasher engineering was on hand to update the progress of the proposed I&I (inflow and infiltration) reduction project, as well as the proposed upgrades to the Berkeley Springs plant. The Board of Directors reviewed the contract between Thrasher and Engineering and the Warm Springs Public Service District, which will require the approval of the WSPSD board before the project can proceed. Chairman Jenkins requested that Thrasher engineering identify in writing the specific sections of sewer line and manholes in the system that are targeted for replacement, or repairs. Mr. Watson also provided an update on the progress of a separate project that will be connecting the wastewater from the Coolfont Resort

to the WSPSD's sanitary sewer system, and possibly providing for the future connection of Coolfont Mountainside Association's wastewater flows.

Chairman Jenkins moved to table the approval of the contract with Thrasher Engineering until the contract can be updated with specific details of the project areas. The motion passed unanimously.

Ms. Jen Wishmyer from the Region 9 Planning and Development Council was in attendance to guide the Board of Directors through the IJDC application process for the proposed I&I project. Ms. Wishmyer explained that the Board of Directors must select an accounting firm to work in conjunction with Region 9 and Thrasher engineering to move forward with the IJDC application process. Ms. Wishmyer had previously sent bid proposals to 6 local accounting firms of which 3 firms responded with bids for the project. Ms. Wishmyer detailed the IJDC application process moving forward and stressed the need to select an accounting firm as soon as possible.

The Board of Directors reviewed the proposals received for accounting services from Cox Holliday, Decker and Decker, and Griffith and Associates for the upcoming I&I project. After some discussion, Mr. Johnson moved to accept the proposal from Griffith and Associates to provide accounting services for the I&I project. The motion passed unanimously.

The next order of business was the approval for payment of the following 39 operational invoices received. Upon a motion by Mr. Jenkins, the members unanimously approved payment for the 39 invoices received, totaling \$49,850.55.

1	Advance Auto Parts (May;GMC oil filter))	\$50.47
2	Apple Valley Waste (May; Dumpster rental)	\$128.12
3	Beddows's Septic System (May; Sludge from GC to BS plant)	\$175.00
4	BSWW (May/June; meter books, water usage, hydrant - Office, BS)	\$235.21
5	Comcast (May; phone /internet - Office)	\$220.79
6	Terrance Cross (May; mileage reimb to Paw Paw)	\$56.68
7	Scott Crunkleton (Jun; cell phone allowance)	\$20.00
8	Erie Ins. (5/19/18-5/59/19 Workers Comp First Qtr.)	\$986.50
9	GHS (May; Sludge GC to BS,sidewalk & drop box slab -Office)	\$3,505.00
10	Glen's Septic Service (May; Sludge from GC to BS plant)	\$530.00
11	Hunters Hardware (May; Pine chips - BS)	\$11.30
12	Charles Johnson (May; Regular Board Mtg Salary)	\$125.00
13	Monty Kerns (Jun; Cell phone allowance)	\$20.00
14	Klear Water Mgr (May; Aluminum sulfate & Polymer, bio sanitizer- BS, GC)	\$2,663.68
15	Lumos Networks (May; phone, internet billing -BS, GC)	\$169.27

16	MD Pipe & Supply (May; Ck valve-UV, Press reducer, gasket & supplies-BS)	\$1,070.46
17	Andy McKenzie (Jun; Cell phone allowance)	\$20.00
18	Miss Utility (Apr; Notification service fees)	\$14.00
19	Pace Analy(REIC Lab)(May; Wastewater analysis-BS, GC, CI, IP, CM)	\$1,085.73
20	Poly Coating Solutions (May; Reset manhole/topcoat-Country Inn)	\$1,500.00
21	Postmaster(May/Jun; billing and stamps - BS, GC)	\$576.75
	Potomac Edison(May; Off (\$130.97)BS(\$5168.59) & GC (\$677.31)	
22	WWTP&PS)	\$5,976.87
23	RAM (May; Service agreement PS maintenance)	\$2,875.00
24	Roy's Service Center (2017 & 2018 Vehicle inspections)	\$117.28
25	Sherrard's Home Imp (May; Completion of garage repair and gutters)	\$5,000.00
26	Thomas Stinebaugh (May; Regular Board Mtg Salary)	\$125.00
27	Schreiber (May; Bearings, seals, brushings, etc. - BS)	\$4,747.00
28	Share Corp (May; Dynasty - BS)	\$475.91
29	Thrasher Group (Jun; Phase I&I study payment)	\$3,750.00
30	USA Bluebook (May; Return charge of roots 33 dsl blower-GC)	\$56.91
31	Water Environment Fed (May; Check lost, void/paid with debit card)	-\$160.00
32	WEX Bank (May; Fuel for vehicles)	\$339.46
33	WSPSD Debit Card(May; Office and lab supplies-BS, GC, Off)	\$1,406.08
34	CNB (Jun; mortgage payments)	\$1,050.00
35	EFTPS (May/June; SS & Medicare Contribution)	\$2,053.97
36	WV PERS (May; Retirement Contribution)	\$1,997.37
37	WV PEIA (May; Health Insurance)	\$1,356.88
38	WV PEIA (May; Retiree Trust Fund)	\$354.00
39	Xylem Water Solution (May; UV lamp, insert, ballast -BS)	\$5,164.86
		\$49,850.55

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.

The next item on the agenda was to discuss and approve a pending agreement between the WSPSD and the Coolfont Mountainside Association (CMA), which would ultimately contract the WSPSD to assume operational control of CMA's water treatment facilities and distribution systems. Chairman Jenkins detailed all of the communications back and forth between the WSPSD and our attorney, and Coolfont Mountainside Association and their attorney. The changes to the pending agreement have been fast and furious over the past 7 days, and a final draft was not available at the time of the meeting. Mr. Jenkins moved to approve the agreement with Coolfont Mountainside Association with the addition of the final recommendations from WSPSD attorney. The motion failed with Mr. Johnson voting in favor and Mr. Jenkins voting against. Chairman Jenkins made it clear to the representatives from

Coolfont Mountainside Association that one final attempt be made at the July meeting to approve this agreement.

The Monthly Operational Report:

Mr. Crunkleton informed the Board members of the following: (1) The WSPSD received 111,720 gallons of leachate for the month of April 2018 totaling \$10,054.80. (2) The Warm Springs PSD sent out 258 Termination of Service notices for the month of May 2018 for past-due payment. (3) On June 6, 2018 the WSPSD along with the West Virginia Public Service Commission were in court to present the case for sewer termination for the 6 delinquent customers who were previously filed against. None of the defendants appeared in court and the WSPSD is currently awaiting a decision from the Judge. (4) The agreement for assisting in the wastewater operations for the town of Paw Paw has been submitted to the West Virginia Public Service Commission for review.

Future Business: No future business.

Public comments: There were no public comments.

The next Board meeting will be held on July 11, 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 11:25 AM.



Michael Jenkins, Chairman

Attest:



Monty Kerns, Secretary