

Minutes  
Warm Springs Public Service District  
May 9, 2018

A regular meeting of the Public Service Board of the Warm Springs Public Service District (WSPSD) was held at 10:00 AM on May 9, 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 May 3, 2018, and a copy was delivered to *The Morgan Messenger*.

Mr. Jenkins called the meeting to order at 10:06 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; Steve Buchanan from Thrasher Engineering; Bill Clark from Region 9; Joseph Van Meter from Coolfont Mountainside Association; and Mr. Ron Martin.

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

The next item on the agenda was a request from Laura Whisner to address the Board of Directors concerning the pending sewer line disconnection on her property resulting from a severely delinquent account. Laura Whisner was unable to attend this month's meeting.

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.

The next order of business was the approval of the minutes from the April 17, 2018 special board meeting. Upon a motion by Mr. Johnson, the minutes from the April 17, 2018 special meeting were unanimously approved as presented.

The next order of business was the approval for payment of the following 32 operational invoices received. Upon a motion by Mr. Stinebaugh, the members unanimously approved payment for the 32 invoices received, totaling \$35,677.28.

1	Advance Auto Parts (Apr; Seafoam, brake fluid, battery - BS)	\$65.44
2	Apple Valley Waste (Apr; Dumpster rental)	\$128.12
3	BSWW (Apr/May; meter books, water usage, hydrant - Office, BS)	\$237.54
4	Comcast (Apr phone /internet - Office)	\$147.19
5	Commercial Press (Apr; Termination/Disconnect cards-BS & GC)	\$208.25

6	Cash (Thur May reimbursement-postage, liens removed)	\$26.12
7	Scott Crunkleton (May; cell phone allowance/mileage reimb )	\$60.50
8	Dawson's (Apr; straw bale-Johnsons Mill Rd)	\$5.19
9	GHS (Apr;Mini excavator-BS)	\$390.00
10	Ganoe Enterprises (Apr; checking radios)	\$193.00
11	Hunters Hardware (Apr; Posts, sprayers - BS, GC)	\$74.27
12	Charles Johnson (Apr; Regular & Special Board Mtg Salary)	\$225.00
13	Monty Kerns (May; Cell phone allowance)	\$20.00
14	Klear Water Mgr (Apr; Aluminum sulfate & Polymer - BS)	\$4,423.00
15	Lumos Networks (Apr; phone, internet billing -BS, GC)	\$165.29
16	Andy McKenzie (May; Cell phone allowance)	\$20.00
17	Miss Utility (Mar; Notification service fees)	\$23.90
18	Pace Analy(REIC Lab)(Mar/Apr;Wastewater analysis-BS, GC,CI,IP)	\$2,055.75
19	Postmaster(Apr/May; billing and stamps - BS,GC )	\$490.49
20	Potomac Edison(Apr;Off (\$171.93)BS(\$6440.20) & GC (\$855.90) WWTP&PS)	\$7,468.03
21	Sherrard's Home Imp (Apr; Down payment for garage repair)	\$1,500.00
22	Thomas Stinebaugh (Apr; Regular & Special Board Mtg Salary, Seminar miles)	\$392.86
23	Share Corp (Apr; Dynasty - BS)	\$475.85
24	Thrasher Group (Apr/May; Phase I&I study payments)	\$7,500.00
25	USA Bluebook (Apr;Disconnect valve plunger;body;blower;etc,-BS,GC,IP)	\$2,503.69
26	WEX Bank (Apr; Fuel for vehicles)	\$309.99
27	WSPSD Debit Card(Apr;Office and lab supplies-BS,GC,Off)	\$795.12
28	CNB (May; mortgage payments)	\$700.00
29	EFTPS (Apr; SS & Medicare Contribution)	\$1,357.85
30	WV PERS (Apr; Retirement Contribution)	\$2,003.96
31	WV PEIA (Apr; Health Insurance)	\$1,356.88
32	WV PEIA (Apr; Retiree Trust Fund)	\$354.00
		\$35,677.28

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 Board of Directors agreed to move up the discussion on the I&I project with Thrasher engineering, which was scheduled for later on the agenda. Steve Buchanan from Thrasher engineering provided the Board of Directors with a preliminary project schedule, Thrasher project number 101 – 020 – 1508, which provided a detailed schedule and timeline for the proposed inflow and infiltration and plant upgrade projects. Mr. Buchanan reviewed the preliminary schedule with the Board of Directors, fielded questions from the Board members, and involved Mr. Bill Clark in the discussions.



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. Following discussions between the Board of Directors and Mr. Van Meter, it was agreed that representatives from the WSPSD and Coolfont Mountainside Association would schedule a work session to hopefully move this process forward.

The next item for the Board's consideration was the discussion and approval of the fiscal year 2019 budget. The FY 2019 budget had previously been reviewed by the Board of Directors and tentatively agreed to with the exception of any potential increase in employee salaries. Chairman Jenkins had requested that the secretary, Mr. Kerns, research salary ranges for wastewater utility workers and staff in the surrounding area. Mr. Kerns provided the Board of Directors for their consideration, the results of the salary research which had been compiled over the past several months. Following a lengthy discussion, and on the recommendation of Chairman Jenkins, Mr. Stinebaugh moved to provide a 2.5% salary increase to all WSPSD employees, and provide an additional \$1 per hour increase to all non-salaried employees. The motion passed with Mr. Stinebaugh and Mr. Jenkins voting in favor, and Mr. Johnson voting against the motion. With the final piece of the budget in place, Mr. Steinbaugh moved to approve the fiscal year 2019 budget with the previously approved salary adjustments in place. The motion passed with Mr. Stinebaugh and Mr. Jenkins voting in favor, and Mr. Johnson voting against.

The next item for consideration was to discuss and approve an agreement between Paw Paw, West Virginia and the WSPSD for the temporary operation of the Paw Paw wastewater lagoon. The town of Paw Paw, West Virginia is in need of immediate certified operator coverage for their wastewater treatment until such time as at least one of their operators in training (IOTs) can meet all the certification guidelines for class I wastewater. An agreement drafted by Terry Cross, the current WSPSD chief operator, with input from GM Scott Crunkleton and Chairman Mike Jenkins was presented to the Board of Directors for review. The Board reviewed the terms of the agreement and decided that the time required to fulfill this commitment would not cause undue burden to the WSPSD. Chairman Jenkins moved to approve the agreement with Paw Paw, West Virginia to operate their wastewater lagoon with the provision that either party will have the right to terminate the agreement by providing 45 days prior notice in writing, the motion passed unanimously.

The Board of Directors decided to advertise in the local paper for contractors interested in bidding on replacing the roof shingles on the WSPSD main office at 92 N. Washington St., Berkeley Springs West Virginia.

The next item on the agenda was to review and update the WSPSD's Equipment and Commodity Charge Policy. After some discussion, Chairman Jenkins moved that the policy be updated to reflect that the current rates for WSPSD vehicles will include one operator, and the labor rates be updated to \$45 an hour and \$67.50 an hour for over time, the motion passed unanimously.

The next item for consideration was to discuss and approve WSPSD class I water operators be allowed to obtain class 2 water certification and receive the associated pay increase. The Board of Directors discussed the issue but made no recommendation.

#### The Monthly Operational Report:

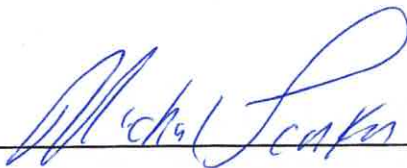
Mr. Crunkleton informed the Board members of the following: (1) The WSPSD received 76,440 gallons of leachate for the month of April 2018 totaling \$6879.60. (2) The Warm Springs PSD sent out 237 Termination of Service notices for the month of April 2018 for past-due payment. (3) On April 24, 2018 the West Virginia Public Service Commission sent 2 representatives to investigate the 6 properties scheduled for termination of sewer service due to a severe account delinquency.

Future Business: No future business.

Public comments: There were no public comments.

The next Board meeting will be held on June 13, 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 12:15 PM.



Michael Jenkins, Chairman

Attest:



Monty Kerns, Secretary