

**Minutes**  
**Warm Springs Public Service District**  
**December 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 December 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 December 6, 2018, and a copy was delivered to *The Morgan Messenger*.

Chairman 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; and Steve Buchanan from Thrasher Engineering.

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 November 14, 2018 board meeting. Upon a motion by Mr. Johnson, the minutes from the November 14, 2018 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. Johnson, the members unanimously approved payment for the 32 invoices received, totaling \$81,284.93.

1	Allegheny Ag (Nov; Spreader rental for Qualls)	\$495.00
2	Am Pride Distributors (Nov; Final payment Jetter)	\$18,919.50
3	AR&E (Nov; Fan for frame motors-BS)	\$45.78
4	BSWW (Nov/Dec; meter books, water usage, hydrant - Office, BS)	\$242.21
5	Comcast (Nov; phone /internet - Office)	\$221.07
6	Cash (Nov/Dec; reimburse petty cash for postage & supplies - Office)	\$45.54
7	Core & Main (Dec; Meters, boxes, tubing, pvc, covers-BS, Ind Pk)	\$371.76
8	Scott Crunkleton (Dec; cell phone allowance, boots & fees)	\$58.51
9	Dawson's Home Ctr (Nov; Toggle switch & covers - GC)	\$18.27
10	Douglas Motors (Dec; 2019 Chevrolet Silverado)	\$30,225.75
11	Fastenal Co. (Nov; Powerace Cogg - BS)	\$50.60
12	G H S (Nov; Haul sludge, Fairview S/D, Laurel - BS, GC)	\$2,505.00
13	Hoffman Construction (Nov; Refrigerated heated poly sampler 5gal-BS)	\$9,514.00
14	Hunter's Hardware (Nov; plumbing, electrical, hardware - BS)	\$39.45
15	Charles Johnson (Nov; Regular Board Mtg Salary)	\$125.00

16	Monty Kerns (Dec; cell phone allowance)	\$25.00
17	Lumos Networks (Nov; phone, internet -BS, GC)	\$166.93
18	MD Pipe & Supply (Dec; PVC plug, female adapter - GC)	\$20.75
19	Andy McKenzie (Dec; Cell phone allowance)	\$25.00
20	Miss Utility (Oct; Notification service fees)	\$30.90
21	Pace Analy(Nov/Dec; Wastewater analysis, outfall report-BS,GC,CI,IndPk)	\$1,036.60
22	Postmaster (Nov/Dec; billing and stamps - BS, GC) Potomac Edison (Nov; Off (\$133.06) BS (\$5573.26) & GC (\$735.92)	\$840.60
23	WWTP&PS)	\$6,442.24
24	South Morgan Repair (Oct; Fabricate new lifting crane pump/pole)	\$950.00
25	Thomas Stinebaugh (Nov; Regular Board Mtg Salary)	\$125.00
26	WEX (Nov; Fuel for trucks)	\$322.07
27	WSPSD Debit Card(Nov;Office and plant supplies-BS, GC,Off)	\$2,161.98
28	CNB (Dec; mortgage payments)	\$700.00
29	EFTPS (Nov/Dec; SS & Medicare Contribution)	\$1,645.42
30	WV PERS (Nov; Retirement Contribution)	\$2,147.44
31	WV PEIA (Nov; Health Insurance)	\$1,401.56
32	WV PEIA (Nov; Retiree Trust Fund)	\$366.00
		\$81,284.93

The Board of Directors (BOD) 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 monthly financial statements were unanimously approved as presented.

The next item on the agenda was to discuss and approve the employee personal day policy. The GM, Mr. Crunkleton, submitted a draft policy for the employee use of personal days. Following some discussion, Chairman Jenkins recommended some changes to the policy which will be reviewed and approved at the January 2019 board meeting.

The next item for consideration was to discuss and approve paying the remaining balance due to Thrasher Engineering of \$22,500. Steve Buchanan joined the meeting to answer questions regarding the remaining balance owed to Thrasher engineering and to provide direction on the next steps in identifying system I&I. Chairman Jenkins asked for clarification regarding recent phone conversations with Thrasher engineering as to whether Thrasher was inclined to forgive the remaining \$22,500. Mr. Buchanan stated that it was not his understanding that Thrasher was willing to forgive the debt, but instead to defer the debt until such a time that a project for the reduction of inflow and infiltration (I&I) was underway. Chairman Jenkins made it a point to say that he felt that the work provided by Thrasher engineering to this point did not provide the overall assessment of our collection system that



we had hoped. Mr. Buchanan offered that Thrasher engineering could provide 10 flowmeters for 90 days each placed at connection points throughout the system to more accurately pinpoint the problem areas. The 10 flowmeters would remain in place for 90 days and the collected data and analysis provided by Thrasher engineering would be an additional cost to Warm Springs PSD of \$17,500. The Board of Directors discussed this proposal at length but made no decision at this meeting.

#### The Monthly Operational Report:

Mr. Crunkleton informed the Board members of the following: (1) The WSPSD received 211,680 gallons of leachate for the month of November 2018 totaling \$19,057.20. (2) The Warm Springs PSD sent out 328 Termination of Service notices for the month of November 2018 for past-due payment. (3) The WSPSD has received the new 2019 Chevy pickup with the snow blade installed. (4) The WSPSD has received final approval from West Virginia Public Service Commission for the agreement with Coolfont Mountainside Association to assume water operations.

#### Future Business:

- (A) Meet with CMA to finalize a list of contractors for emergency repairs.
- (B) Approve personal day policy.

Public comments: There were no public comments.

The next Board meeting will be held on January 9, 2019, 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 12:00 PM.



Michael Jenkins, Chairman

Attest:  \_\_\_\_\_  
Monty Kerns, Secretary