

Minutes
Warm Springs Public Service District
October 10, 2018

A regular meeting of the Public Service Board of the Warm Springs Public Service District (WSPSD) was held at 10:00 AM on October 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 October 4, 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; David Decker and Jim Jessee from Decker and Company PLLC; and Terry Cross, WSPSD chief plant operator.

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 September 12, 2018 board meeting. Upon a motion by Mr. Johnson, the minutes from the September 12, 2018 meeting were unanimously approved as presented.

Mr. David Decker and Mr. Jim Jessee from Decker and Company PLLC presented the Board of Directors with and in depth review of the Warm Springs PSD's annual audit.

Mr. Randy Watson and Mr. Steve Buchanan from Thrasher Engineering joined the meeting via conference call and responded to questions and concerns posed by Chairman Jenkins and the Directors, regarding Thrasher Engineering's billing practices. Mr. Watson and the Board of Directors also engaged in discussion with the goal of defining a clear path forward with regards to addressing the WSPSD's I&I concerns. Chairman Jenkins requested that Thrasher Engineering provide a quote to perform an in depth flow meter assessment of the WSPSD's collection system. The discussion also touched on the progress of the alternate main line extension to the Coolfont Resort.

The next order of business was the approval for payment of the following 37 operational invoices received. Upon a motion by Mr. Johnson, the members unanimously approved payment for the 37 invoices received, totaling \$44,382.17.

1	Am Bankers Ins (Sept; Renewal Flood Ins - Office)	\$2,931.00
2	AR&E (Sept; Hazmat, replace shaft, mileage-BS)	\$1,051.11
3	BSWW (Sept/Oct; meter books, water usage, hydrant - Office, BS)	\$306.62
4	Comcast (Sept; phone /internet - Office)	\$221.43
5	Scott Crunkleton (Oct; cell phone allowance)	\$20.00
6	Decker & Co (Sept; FY18 Audit, PSC Report-Progress billing)	\$5,000.00
7	Dawson's Home Ctr (Oct; Toilet tank repair; trowel-BS)	\$21.48
8	Douglas Motors (Sept; Oil & filter change; tire rotate-2015)	\$49.10
9	Erie Ins Group (Sept; Worker's Comp 2nd qtr.)	\$5,050.89
10	Ganoe Enterprise (Sept; Evaluate/repair radio router & labor- BS, GC)	\$2,412.50
11	Hunter's Hardware (Sept; plumbing; pumps supplies-BS, GC, CMA)	\$71.77
12	Charles Johnson (Sept; Regular Board Mtg Salary)	\$125.00
13	Monty Kerns (Oct; Cell phone allowance)	\$20.00
14	Kappe Associates (Sept; UV Lamp - Ind Pk)	\$199.00
15	Long Fence (Sept; Final payment fence repairs at plant - BS)	\$1,170.00
16	Lumos Networks (Sept; phone, internet -BS, GC)	\$168.28
17	MD Pipe & Supply (Sept; Basin supplies, SS reducer-BS)	\$21.79
18	Andy McKenzie (Oct; Cell phone allowance)	\$20.00
19	Miss Utility (Aug; Notification service fees)	\$16.80
20	Pace Analy(Sept; Wastewater analysis-BS)	\$345.70
21	Poly Coating Solutions (Oct; Seal leaks in manholes - BS)	\$500.00
22	Postmaster(Sept/Oct; billing and stamps - BS,GC)	\$687.49
	Potomac Edison(Sept; Off (\$122.05)BS(\$4696.92) & GC (\$612.84)	
23	WWTP&PS)	\$5,431.81
24	South Morgan Repair (Sept; cut off bolts, drill out wheels-BS)	\$235.00
25	Thomas Stinebaugh (Sept; Regular Board Mtg Salary)	\$125.00
26	Schreiber (Sept; Replace seals, bearings, inspect & labor-BS)	\$7,136.00
27	Shives Electric (Sept; Labor- BS)	\$990.00
28	Town of Bath (Sept; Garbage, safety, & street fee-qtr. 12/18 - BS)	\$108.00
29	USA Bluebook (Sept;Supplies, diffusers -BS, GC)	\$1,233.90
30	WEX (Sept; Fuel for trucks)	\$257.61
	WV Dept. of Environmental (Sept; Groundwater Protect, Sludge Appl, Annual	
31	Fee)	\$1,137.20
32	WSPSD Debit Card(Sept; Office and lab supplies-BS,GC,Off)	\$1,480.93
33	CNB (Oct; mortgage payments)	\$700.00
34	EFTPS (Sept; SS & Medicare Contribution)	\$1,463.73
35	WV PERS (Sept; Retirement Contribution)	\$1,956.67
36	WV PEIA (Sept; Health Insurance & Admin Fees)	\$1,350.36
37	WV PEIA (Sept; Retiree Trust Fund)	\$366.00
		\$44,382.17

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 the purchase of a new Sewer Jetter to replace the current 1982 model. Following years of research and numerous quotes from different manufacturers, Mr. Crunkleton, Mr. Kerns, and the operators of the WSPSD decided on a suitable replacement for the Board's consideration. The proposed unit is an American Jetter 51T series 1740 model Trailer Jetter with available hot water jetting. This unit is capable of jetting up to 400 feet of sewer line with either hot or cold water, generating up to 17 gallons per minute at 4000 psi, and a total capacity of 600 gallons of water stored on board. The price for this unit including the requested accessories would be \$37,839.00. Mr. Kerns also provided the Board of Directors with a quote for a new water powered root saw which would be compatible with the new Jetter, adding approximately \$1000 to the price tag. After some discussion and review, Mr. Jenkins moved to approve \$39,000 for the purchase of a new sewer jetter and accessories. The motion passed with Mr. Jenkins and Mr. Stinebaugh voting in favor, and Mr. Johnson abstaining.

The Monthly Operational Report:


Mr. Crunkleton informed the Board members of the following: (1) The WSPSD received 199,920 gallons of leachate for the month of September 2018 totaling \$17,992.80. (2) The Warm Springs PSD sent out 236 Termination of Service notices for the month of September 2018 for past-due payment. (3) The agreement between the WSPSD and CMA to provide for the operation of CMA's 2 water plants is currently under review by the PSC's Division of Administrative Law. (4) The WSPSD has completed the interview process and has hired Josh Graham as an operator in training (OIT) with a start date of October 22, 2018.

Future Business: No future business.

Public comments: There were no public comments.

The next Board meeting will be held on November 14, 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 12:10 PM.



Michael Jenkins, Chairman

Attest: 

Monty Kerns, Secretary