

Minutes

Warm Springs Public Service District

November 14, 2018

A regular meeting of the Public Service Board of the Warm Springs Public Service District (WSPSD) was held at 10:00 AM on November 14, 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 November 8, 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; and Monty Kerns, WSPSD Operator and PSD Board Secretary.

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 October 10, 2018 board meeting. Upon a motion by Mr. Stinebaugh, the minutes from the October 10, 2018 meeting were unanimously approved as presented.

The next order of business was the approval for payment of the following 40 operational invoices received. Upon a motion by Mr. Johnson, the members unanimously approved payment for the 40 invoices received, totaling \$61,700.73.

1	Advance Auto Parts (Oct/Nov; Oil, filters, plugs, headlight truck, battery tractor-BS)	\$245.64
2	Apple Valley (Sept/Oct; Dumpster rental - BS)	\$258.22
3	Am Pride Distributors (Oct; Down payment Jetter)	\$18,919.50
4	Berkeley Club Bev (Oct; gallons water -BS)	\$10.00
5	BSWW (Oct/Nov; meter books, water usage, hydrant - Office, BS)	\$239.87
6	Comcast (Oct; phone /internet - Office)	\$221.18
7	Commercial Press (Oct; Checks & Disconnect notices - Office)	\$440.22
8	Cash (Jul-Oct; reimburse petty cash for postage & supplies - Office)	\$38.92
9	Core & Main (Nov; Meters, boxes, tubing, pvc, covers-BS, Ind Pk) Scott Crunkleton (Oct/Nov; mileage class in Martinsburg, cell phone allowance)	\$1,276.97
10		\$53.24
11	Decker & Co (Sept; FY18 Audit, PSC Report-Final billing)	\$6,525.00
12	Dawson's Home Ctr (Oct; Smoke detector batteries-Office)	\$11.98
13	Douglas Motors (Nov; Snow Plow installed)	\$4,000.00
14	Erie Ins Group (Nov; Worker's Comp 3rd qtr.)	\$1,037.53
15	G H S (Oct; Backhoe excavation repair cleanout - BS)	\$675.00

16	Joshua Graham (Oct; reimbursement boots, pants)	\$178.66
17	Hunter's Hardware (Oct; plumbing; pumps supplies-BS, GC)	\$250.88
18	Charles Johnson (Oct; Regular Board Mtg Salary)	\$125.00
19	Monty Kerns (Oct/Nov; Plant computer anti-virus renewal, cell phone allowance)	\$49.99
20	Klear Water Mgt (Oct; Bio sanitizer, max, polymer - BS, GC)	\$7,398.22
21	Lumos Networks (Oct; phone, internet -BS, GC)	\$166.66
22	MD Pipe & Supply (Oct; Cement, purple primer, cap, PVC - GC)	\$50.85
23	Andy McKenzie (Nov; Cell phone allowance)	\$20.00
24	Morgan County Magistrate Court (Oct; release judgement P Hofe)	\$85.00
25	Miss Utility (Sept; Notification service fees)	\$40.60
26	Pace Analy(Sept/Oct/NOV; Wastewater analysis, outfall report-BS, GC, CM)	\$3,632.74
27	Poly Coating Solutions (Oct; Manhole rehab in stream John St- BS)	\$1,600.00
28	Postmaster (Oct/Nov; billing and stamps - BS, GC)	\$496.93
29	Potomac Edison (Oct; Off (\$75.69)BS(\$4619.07) & GC (\$592.82) WWTP&PS)	\$5,287.58
30	Thomas Stinebaugh (Oct; Regular Board Mtg Salary)	\$125.00
31	Total SP LLC (Oct; Lab balances, services & calibration -2018)	\$220.00
32	USA Bluebook (Oct; Gaskets, hose couplings, adapters-BS)	\$222.52
33	WEX (Oct; Fuel for trucks)	\$483.58
34	WV Dept of Health Human Ser (Oct; Bacterial test - Ind Pk)	\$20.00
35	WSPSD Debit Card(Oct;Office and plant supplies-BS,GC,Off)	\$1,839.04
36	CNB (Nov; mortgage payments)	\$700.00
37	EFTPS (Oct/Nov; SS & Medicare Contribution)	\$2,258.61
38	WV PERS (Oct; Retirement Contribution)	\$779.24
39	WV PEIA (Oct; Health Insurance)	\$1,350.36
40	WV PEIA (Oct; Retiree Trust Fund)	\$366.00
		\$61,700.73

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.

The next item on the agenda was to discuss and approve changes to the employee benefits, specifically considering adding additional paid holidays and or personal days. The BOD discussed adding 2 fixed holidays and 2 personal days to the 10 annual holidays currently authorized by the WSPSD. The Board's discussion favored personal days over fixed holidays to manage the overtime costs. Following a lengthy discussion, Chairman Jenkins moved to add the day after Thanksgiving (Friday) as a fixed annual holiday and adding 3 personal days annually for each employee, effective as of January 1, 2019, the motion passed unanimously.

The next item for the Board's consideration was to discuss and approve granting the day after Thanksgiving, Friday November 23, 2018 as an employee holiday. Due to the day after the Thanksgiving being previously added as an annual holiday beginning in 2019, Chairman Jenkins moved to designate November 23rd, 2018 as a paid holiday for WSPSD employees, the motion passed unanimously.

The next item on the agenda was to discuss and approve a possible increase in the monthly cell phone allowance granted to field personnel for using personal cell phones for WSPSD business. The General Manager Mr. Crunkleton, proposed an increase in the allowance from the current \$20 a month to \$30 a month. Following a short discussion, the BOD compromised and Chairman Jenkins moved to raise the monthly cell phone allowance to \$25 a month, the motion passed unanimously.

The Monthly Operational Report:

Mr. Crunkleton informed the Board members of the following: (1) The WSPSD received 73,500 gallons of leachate for the month of October 2018 totaling \$6,615.00. (2) The Warm Springs PSD sent out 223 Termination of Service notices for the month of October 2018 for past-due payment. (3) The WSPSD disconnected sewer service to the residence of Clifton Whisner on October 31, 2018 as authorized by the PSC. (4) The PSC has approved the alternate mainline extension agreement between Coolfont Resort and the WSPSD.

Future Business: No future business.

Public comments: There were no public comments.

The next Board meeting will be held on December 12, 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 11:15 AM.



Michael Jenkins, Chairman

Attest: 

Monty Kerns, Secretary