

Minutes
Warm Springs Public Service District
July 11, 2018

A regular meeting of the Public Service Board of the Warm Springs Public Service District (WSPSD) was held at 10:00 AM on July 11, 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 July 5, 2018, and a copy was delivered to *The Morgan Messenger*.

Mr. 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; Joseph Van Meter from Coolfont Mountainside Association; and Rich Weigand from the West Virginia Environmental Training Center.

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 May 9, 2018 board meeting. Upon a motion by Mr. Stinebaugh, the minutes from the May 9, 2018 meeting were unanimously approved as presented.

The next order of business was the approval of the minutes from the June 13, 2018 board meeting. Upon a motion by Mr. Johnson, the minutes from June 13, 2018 meeting were unanimously approved as presented.

Mr. Rich Weigand from West Virginia Environmental Training Center was in attendance to present an award, namely the **Hatfield** award, which is a national award recognizing outstanding performance in the wastewater industry. Mr. Weigand, who was instrumental in promoting the WSPSD for consideration, detailed the history of this award and followed by presenting the **Hatfield** award to the general manager Mr. Scott Crunkleton.

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) Potomac Edison(May; Off (\$130.97)BS(\$5168.59) & GC (\$677.31)	\$576.75
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 the final draft of the agreement between the WSPSD and Coolfont Mountainside Association (CMA), which would ultimately contract the WSPSD to assume operational control of CMA's water treatment facilities and distribution systems. Following a short discussion, Mr. Stinebaugh moved to approve the agreement between the WSPSD and CMA to assume operational control of CMA's water treatment facilities and distribution systems. The motion passed unanimously.

The next item for consideration was to discuss and approve the hiring of a new water/wastewater operator, due to the additional workload that will result from the approval of the contract with CMA. Chairman Jenkins moved to have the general manager run an ad in the Morgan Messenger and the Hancock News for a new operator position, the motion passed unanimously.

The next item on the agenda was to review the bids received for the replacement of the roof and siding at the WSPSD office. The Board of Directors reviewed the bid submitted by Sherrard's Home Improvements, but agreed to have the GM solicit additional quotes prior to the August meeting.

The Monthly Operational Report:

Mr. Crunkleton informed the Board members of the following: (1) The WSPSD received 120,540 gallons of leachate for the month of June 2018 totaling \$10,848.50. (2) The Warm Springs PSD sent out 212 Termination of Service notices for the month of May 2018 for past-due payment. (3) On July 6, 2018 the West Virginia Public Service Commission ruled to allow the disconnection of service for the residences of Kathy Fowler, Clifton Whisner, and Caroline Maley, due to severely delinquent accounts. (4) The WSPSD has installed a drop box at the rear of the office at 92 North Washington St. which will allow customers to drop off payments without exiting their vehicle.

Future Business:

- (1) Discuss the pending contract with Thrasher Engineering
- (2) Discuss the connection for Larry Omps and the Coolfont resort
- (3) Discuss the purchase of a new company vehicle
- (4) Discuss the options for heating the basin walls at the Berkeley Springs plant

Public comments: There were no public comments.

The next Board meeting will be held on August 7, 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 10:55 AM.



Michael Jenkins, Chairman

Attest:



Monty Kerns, Secretary