

Minutes
Warm Springs Public Service District
March 14, 2018

A regular meeting of the Public Service Board of the Warm Springs Public Service District (WSPSD) was held at 2:00 PM on March 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 March 8, 2018, and a copy was delivered to *The Morgan Messenger*.

Mr. Jenkins called the meeting to order at 2:04 PM with all members present: Mr. Mike Jenkins – Chairman; Mr. Charles Johnson; and Mr. Thomas Stinebaugh. Also present were Michael Crunkleton, General Manager of the WSPSD; Monty Kerns, WSPSD Operator and PSD Board Secretary; and Mr. Tom Zahnow, a current customer from Berkeley Springs.

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

Mr. Tom Zahnow was granted a request to address the Board members concerning property markers on his recently purchased property on Fairview drive. Mr. Zahnow asserted that during the excavation for the Fairview Drive sewer expansion project, the excavators removed 2 corner pins on his property while excavating for the sewer main crossing his property. Mr. Zahnow requested that the WSPSD reimburse him for \$187.50 which amounted to 50% of the cost of a re-survey of the property. The Board members discussed the request with Mr. Zahnow, but explained to him that since he did not own the property at the time of the sewer expansion and the project was 10 years ago, it was not reasonable to assume that the WSPSD was responsible for the removal of any survey markers. Mr. Johnson moved to deny Mr. Zahnow his request for reimbursement, the motion passed unanimously.

The next order of business was to appoint a treasurer for the Board of Directors who would serve as the WSPSD treasurer for the 2018 calendar year. Mr. Steinbaugh moved to appoint Mr. Charlie Johnson as Treasurer, the motion passed unanimously.

The next order of business was the approval for payment of the following 34 operational invoices received. Upon a motion by Mr. Johnson, the members unanimously approved payment for the 34 invoices received, totaling \$35,012.67.

1	Advance Auto Parts (Feb;Trailer adapter-GMC)	\$10.39
2	Apple Valley Waste (Feb; Dumpster rental)	\$128.12
3	BSWW (Feb/Mar; meter books, water usage, hydrant - Office, BS)	\$238.71
4	Capital One (Feb; Laptop -BS, GC)	\$655.56
5	CNA Surety (Feb; WV Highway permit renewal 4/16/18-4/16/19)	\$250.00
6	Comcast (Feb phone /internet - Office)	\$189.46
7	Cash (Jan; Postage, supplies - BS, GC)	\$33.82
8	Scott Crunkleton (Mar; cell phone allowance)	\$20.00
9	GHS (Feb; Snowplow solenoid, man lift rental-BS, GC)	\$316.00
10	Hunters Hardware (Jan/Feb;Ladder, salt, pipe, PVC supplies -BS, GC, Off)	\$535.83
11	Charles Johnson (Feb; Regular Board Mtg Salary)	\$125.00
12	Monty Kerns (Mar; Cell phone allowance)	\$20.00
13	Klear Water Mgt (Feb; Biosanitizer/dechlorination tabs - GC)	\$1,980.48
14	Lumos Networks (Feb; phone, internet billing -BS, GC)	\$154.35
15	Andy McKenzie (Mar; Cell phone allowance)	\$20.00
16	Mike the Computer Guy (Feb;Onsite troubleshooting - Office)	\$93.75
17	Miss Utility (Jan; Notification service fees)	\$28.10
18	Morgan Messenger (Feb; Public notice-Permit L-15-18-BS)	\$169.20
19	Postmaster(Feb/Mar; billing and stamps - BS,GC)	\$528.36
	Potomac Edison(Feb;Off (\$203.64)BS(\$7517.93) & GC (\$1091.94)	
20	WWTP&PS)	\$8,813.51
	Pace Analy(REIC Lab)(Feb;Wastewater analysis, outfall annual rept-BS,	
21	GC,CI,IP)	\$3,104.69
22	Thomas Stinebaugh (Feb; Regular Board Mtg Salary)	\$125.00
23	Superior PQL (Jan; Wallpack, bypass - BS)	\$639.78
24	Share Corp (Feb; Vegetation Control - GC)	\$252.91
25	Shives Electric (Jan;Conduit,coupling,labor-pump controls-GC)	\$1,481.95
26	Thrasher Group (Feb/Mar; Scope of Work-Phase 1 I&I Study)	\$7,500.00
27	USA Bluebook (Feb; d-ice tank walls,thermometer,sampler-BS)	\$566.45
28	WEX Bank (Feb; Fuel for vehicles)	\$325.25
29	WSPSD Debit Card(Feb;Office and lab supplies-BS,GC,Off)	\$548.63
30	CNB (Mar; mortgage payments)	\$1,050.00
31	EFTPS (Feb/Mar; SS & Medicare Contribution)	\$1,369.68
32	WV PERS (Feb; Retirement Contribution)	\$2,026.81
33	WV PEIA (Feb; Health Insurance)	\$1,356.88
34	WV PEIA (Feb; Retiree Trust Fund)	\$354.00

\$35,012.67

The Board 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 discussed the initial draft of the WSPSD fiscal year 2019 budget which was prepared for the Board members by the General Manager (GM) and the office staff. Upon review and discussion, Chairman Jenkins requested that the GM prepare projections for a 2.5%, 5%, and a 7% increase in salary for the WSPSD employees. The discussion on the proposed FY 2019 budget will resume at the April 2018 meeting.

The next item for the Board's consideration was to discuss and approve moving forward with the proposed I&I (inflow and infiltration) project. Thrasher engineering has projected that replacement or rehabilitation of approximately 5000 feet of main sewer line and rehab of several dozen manholes will greatly reduce the amount of groundwater entering the collection system and provide capacity for future expansion. Following a lengthy discussion, Mr. Jenkins moved to have Thrasher Engineering proceed to the next phase of the proposed I&I reduction project valued at an estimated \$820,000, the motion passed unanimously.

The next item on the agenda was to discuss and approve moving forward with the proposed Berkeley Springs plant upgrades. Thrasher engineering provided cost projections of \$290,000 to provide replacement of the 38-year-old standby generator at the Berkeley Springs plant. The project would include installation a new 600 KW diesel generator and a new 1200 amp automatic transfer switch. The project would also include heat trace cable being installed in the concrete walls of the 2 aeration basins and the 2 clarifiers at the Berkeley Springs plant to reduce or eliminate the instances where employees would have to clear snow or ice from the top of the concrete walls. Following discussion, Chairman Jenkins moved to have Thrasher engineering proceed to the next phase of the proposed Berkeley Springs plant upgrade project valued at an estimated \$290,000, the motion passed unanimously.

The Board of Directors discussed the progress of the current negotiations with Coolfont Mountainside Association (CMA) with regards to the Warm Springs PSD assuming operations of CMA's 2 community water systems.

The Board discussed the disposition of the garage at the rear of the WSPSD office at 92 North Washington St.. The options discussed were repair of the damaged concrete walls and the leaking roof, demolition of the structure, or the sale of the lot on which the garage sits. Following a brief discussion, Mr. Johnson moved to appropriate \$8000 to repair the structure for WSPSD use, the motion passed unanimously.

The Board discussed approving funds to install security cameras at the WSPSD main office. Following a short discussion, Mr. Jenkins moved to appropriate \$1000 for the purchase and installation of 3 security cameras at the main office, the motion passed unanimously.

The Monthly Operational Report:

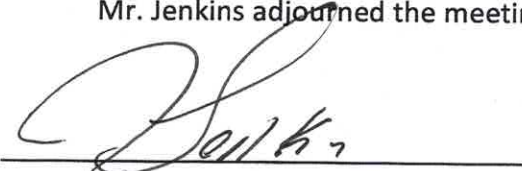
Mr. Crunkleton informed the Board members of the following: (1) The WSPSD received 68 loads of leachate for the month of February 2018 totaling \$17,992.80. (2) The Warm Springs PSD sent out 307 Termination of Service notices for the month of February 2018 for past-due payment. (3) On February 28, 2018, the West Virginia DEP was on site to perform a 2 day compliance inspection.

Future Business: Employee Handbook; Proposed line extension to Coolfont Resort.


Public comments: There were no public comments.

The next Board meeting will be held on April 11, 2018, at 10 AM, in the Morgan County Commission meeting room, at the Morgan County Courthouse, Berkeley Springs, West Virginia.

Mr. Jenkins adjourned the meeting at 4:10 pm.



Michael Jenkins, Chairman

Attest:  _____
Monty Kerns, Secretary