

**Minutes**  
**Warm Springs Public Service District**  
**February 12, 2018**

A regular meeting of the Public Service Board of the Warm Springs Public Service District was held at 10:00 AM on February 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 February 7, 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; and Mr. Thomas Stinebaugh. Also present were Michael Crunkleton, General Manager of the WSPSD; Monty Kerns, WSPSD Operator and PSD Board Secretary; and Mr. Ron Martin, a current customer from Great Cacapon.

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

The next order of business was the approval for payment of the following 35 operational invoices received. Upon a motion by Mr. Johnson, the members unanimously approved payment for the 35 invoices received, totaling \$32,161.49.

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|----|---|------------|
| 1  | Apple Valley Waste (Dec/Jan; Dumpster rental)                           | \$256.24   |
| 2  | Am Bankers Ins (Renewal flood ins lab&plant bldg. 4/6/19)               | \$2,233.00 |
| 3  | Berkeley Club Bev (Jan; gallon & bottled water -BS & GC)                | \$18.00    |
| 4  | BSWW (Jan/Feb; meter books, water usage, hydrant - Office, BS)          | \$235.21   |
| 5  | Capital One (Dec; Battery, square D,term block, member -BS, GC, Office) | \$1,176.90 |
| 6  | Comcast (Jan phone /internet - Office)                                  | \$189.46   |
| 7  | Scott Crunkleton (Feb; cell phone allowance )                           | \$20.00    |
| 8  | Dawson's Home Ctr (Jan;PVC coupling, bushing plastic - GC)              | \$6.28     |
| 9  | Douglas Motors (Feb; Lube, oil, filter, tire rotate -Silverado 2015)    | \$51.31    |
| 10 | Erie Ins (Workers Comp final qtr. thru 5/19/18)                         | \$1,156.28 |
| 11 | Fastenal Co (Dec; Filters & belts maintenance-BS)                       | \$261.15   |
| 12 | Griffith Energy Serv (Jan; Heating fuel - Office)                       | \$1,031.70 |
| 13 | Hunters Hardware (Dec; Concrete, snow shovels, toggles, epoxy -BS)      | \$79.08    |
| 14 | Charles Johnson (Jan; Regular Board Mtg Salary)                         | \$125.00   |
| 15 | Monty Kerns (Feb; Cell phone allowance)                                 | \$20.00    |
| 16 | Eric Lyda (Jan; Regular Board Mtg Salary)                               | \$125.00   |

|    |   |             |
|----|---|-------------|
| 17 | Lumos Networks (Jan; phone, internet billing -BS, GC)                     | \$148.58    |
| 18 | Andy McKenzie (Feb; Cell phone allowance)                                 | \$20.00     |
| 19 | Miss Utility (Dec; Notification service fees)                             | \$19.60     |
| 20 | Morgan Messenger (Year subscription - Office)                             | \$36.04     |
| 21 | Postmaster(Jan/Feb; billing and stamps - BS,GC )                          | \$542.52    |
|    | Potomac Edison(Jan;Off (\$162.88)BS(\$8625.58) & GC (\$1280.92)           |             |
| 22 | WWTP&PS)  | \$10,069.38 |
| 23 | REIC Lab (Jan; Wastewater analyses-BS, GC)                                | \$1,285.55  |
| 24 | Superior PQL (Jan; Mounts & lighting for outside - BS)                    | \$510.59    |
| 25 | Schreiber (Jan; Diffuser & clamps sleeves - BS)                           | \$2,171.50  |
|    | Shives Electric (Jan; pump processor supply, control transf,TVSS replace- |             |
| 26 | BS,GC)  | \$1,520.30  |
| 27 | USA Bluebook (Jan; Sampler battery, electronics - GC)                     | \$713.14    |
| 28 | Water Environ Fed (Membership renewals-S Crunkleton & T Cross)            | \$160.00    |
| 29 | WEX Bank (Jan; Fuel for vehicles)   | \$344.39    |
|    | WSPSD Debit Card(Jan; Surge protectors,bleach,UV,gloves-                  |             |
| 30 | BS,GC,CI,CMA,IP)  | \$1,821.30  |
| 31 | CNB (Feb; mortgage payments)  | \$700.00    |
| 32 | EFTPS (Jan/Feb; SS & Medicare Contribution)                               | \$1,380.43  |
| 33 | WV PERS (Jan; Retirement Contribution)                                    | \$2,022.68  |
| 34 | WV PEIA (Jan; Health Insurance)   | \$1,356.88  |
| 35 | WV PEIA (Jan; Retiree Trust Fund)   | \$354.00    |
|    |   | \$32,161.49 |

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. Upon a motion by Mr. Johnson, the financial statements were unanimously approved as presented.

The next item on the agenda was to discuss the Thrasher Engineering report concerning the proposed water and sewer line extensions, Berkeley Springs plant upgrades, and I&I (Inflow and Infiltration) reduction proposals for the collection system. The Board members discussed at length all aspects of the proposal which included the proposed water and sewer line extensions and the processes involved with initiating such project. The Members discussed the pros and cons of reducing the I&I in the collection system and how it would affect copper totals in the Berkeley Springs plant effluent, along with how this project could reduce the flow in the collection system to enable future expansion.

The next order of business was to discuss a request from Mr. Larry Omps to allow a line extension that would connect the Coolfont Resort to the Berkeley Springs wastewater collection system. Mr. Omps is requesting an initial discharge into the Berkeley Springs

collection system of 10,000 gallons per day with a maximum discharge of 25,000 gallons per day in 5 years. The requested extension would connect to the Berkeley Springs collection system south of town near the Tractor Supply property. The Members discussed this request at length, referencing the Thrasher Engineering report for guidance when considering adding additional flows. Mr. Jenkins indicated that he would prefer that this type of request would be contingent on the WSPSD pursuing an I&I reduction project.

The next item on the agenda was to discuss revising the new employee handbook to address employee concerns. Mr. Jenkins indicated that he would prefer to have comparison data from other Public Service Districts before making any decisions. Mr. Stinebaugh moved to table discussion on this issue until more data was available, the motion passed unanimously.

The next item on the agenda was to discuss and approve a quote from GHS for the replacement of some of the existing concrete sidewalk, and the addition of new concrete sidewalk at the front of the WSPSD office at 92 North Washington St.. Mr. Stinebaugh excused himself from the meeting for the next 2 agenda items due to his association with GHS excavating as a part-time employee. The remaining members discussed the quote from GHS at length. The members decided to investigate the possibility of installing a concrete sidewalk between the Morgan County library and the WSPSD office building in lieu of repairing and extending the existing sidewalk between the WSPSD office and the building to the north side of the office. Mr. Jenkins moved to approve repair to the existing sidewalk which serves as an entrance to the rear of the office, and install a concrete pad for a night drop box. The motion passed unanimously.

The Board members discussed what would be the best course of action to take with the concrete block garage, which is part of the WSPSD main office property, and which sustained damage to the South wall by as yet an unreported vehicle collision. The options discussed ranged from repairing the damage to tearing down the garage for parking, or even the possibility of offering the garage for sale. The Members also discussed the possibility of replacing and rerouting the rain gutters on the North Side of the WSPSD office to eliminate ice from forming on the concrete walkways. These decisions will be made at a future meeting.

Mr. Stinebaugh rejoined the meeting.

The next item on the agenda was to discuss and approve paying hourly employees overtime for hours worked when the main office is closed due to inclement weather. Following a short discussion, Mr. Johnson moved to pay hourly employees time and a half for hours worked on days where the main office is closed due to inclement weather. The motion passed unanimously.

The Monthly Operational Report:

Mr. Crunkleton informed the Board members of the following: (1) The WSPSD received no leachate for the month of January 2018. (2) The Warm Springs PSD sent out 262 Termination of Service notices for the month of January 2018 for past-due payment. (3) On February 2, 2018, the WSPSD sent out letters to 6 customers in Berkeley Springs and Great Cacapon informing them that we are filing with the West Virginia Public Service Commission for remedy against them for nonpayment of sewer bills.

Future Business: Employee Handbook; Office garage resolution.

Chairman Jenkins questioned Mr. Ron Martin who represents Morgan Broadband, a local internet service provider, on the availability and pricing of high speed internet and phone services for which Morgan Broadband has already installed equipment on the WSPSD main office building. Mr. Martin could not give an exact timeframe for the availability of service. Mr. Martin agreed to deliver a written offer letter to the WSPSD with service and pricing.


Public comments: There were no public comments.

The next Board meeting will be held on March 14, 2018, at 2 PM, in the Morgan County Commission meeting room, at the Morgan County Courthouse, Berkeley Springs, West Virginia.

Mr. Jenkins adjourned the meeting at 11:27 am.

  
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Michael Jenkins, Chairman

Attest:   
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Monty Kerns, Secretary