

Minutes
Warm Springs Public Service District
August 7, 2018

A regular meeting of the Public Service Board of the Warm Springs Public Service District (WSPSD) was held at 10:00 AM on August 7, 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 August 1, 2018, and a copy was delivered to *The Morgan Messenger*.

Mr. Jenkins called the meeting to order at 10:02 AM with all members present: Mr. Mike Jenkins – Chairman; and 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; and Steve Buchanan from Thrasher Engineering.

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 July 11, 2018 board meeting. Upon a motion by Mr. Johnson, the minutes from the July 11, 2018 meeting were unanimously approved as presented.

The next order of business was the approval for payment of the following 43 operational invoices received for June 2018. Upon a motion by Mr. Jenkins, the members unanimously approved payment for the 43 invoices received, totaling \$50,701.69.

1	Advance Auto Parts (June; Lawn mower repair)	\$15.27
2	Am Bankers Ins (July; Renewal flood Ins 7/14/18-7/14/19 - GC)	\$2,124.00
3	AR&E (June; Packing ,pump, labor, mileage - BS)	\$905.17
4	Berkeley Club Bev (June; gal waters - BS)	\$15.00
5	BSWW (June/July; meter books, water usage, hydrant - Office, BS)	\$236.38
6	Comcast (June; phone /internet - Office)	\$220.96
7	Commercial Press (June; Laser bills)	\$546.25
8	Cash (June; reimburse PC, postage, supplies)	\$18.67
9	Scott Crunkleton (June/July; cell phone allowance; miles reimburse CMA&CI)	\$35.66
10	Dawson's Home Ctr (June; Weed wacker head;adapter,etc-BS;CMA)	\$38.73
11	Erie Ins. (First Qtr. Auto&Catastrophe;Ultraflex7/1/18-7/1/19)	\$5,040.80
12	Fairview Assoc (2018-2019 HOA Fee for lot)	\$240.00
13	Fastenal Co (June; Power ace belts - BS)	\$194.61

14	Fire-X (June; Annual fire extinguisher maintenance)	\$93.94
15	Hunters Hardware (June; bug spray - BS)	\$9.75
16	Charles Johnson (June; Regular Board Mtg Salary)	\$125.00
17	Monty Kerns (June/July; Cell phone allowance; shoe reimbursement)	\$120.00
18	Klear Water Mgr. (June; Aluminum sulfate & Polymer, bio sanitizer- BS, GC)	\$2,512.94
19	Lumos Networks (June; phone, internet billing -BS, GC)	\$169.37
20	MD Pipe & Supply (June; Fernco Coup; gaskets; supplies-BS)	\$268.00
21	Andy McKenzie (July; Cell phone allowance)	\$20.00
22	Miss Utility (May; Notification service fees)	\$23.80
23	Morgan Messenger (June; ad to bid on porch roofs & siding - Office)	\$40.95
24	Pace Analy(REIC Lab)(June; Wastewater analysis-BS, GC,CI,IP,CM)	\$837.21
25	Postmaster(June/July; billing and stamps - BS,GC)	\$576.05
	Potomac Edison(June; Off (\$82.66)BS(\$5567.72) & GC (\$709.86)	
26	WWTP&PS)	\$6,360.24
27	RAM (June; Pump repair, parts, labor - BS)	\$9,864.00
	William Rohrbaugh (Legal Services \$5628.10 Terminations;\$822.50 Paw	
28	Paw;\$612.50 CMA)	\$7,063.10
29	South Morgan Repair (June; Build & Install crane for fan Press- BS)	\$1,500.00
30	Shives Electric (June; Labor - BS, GC)	\$360.00
31	Town of Bath (Sept qtr.; garbage, safety & street fee)	\$108.00
32	USA Bluebook (June; Injection check, mech float switch-GC IP)	\$438.73
33	WEX Bank (June; Fuel for vehicles)	\$381.13
34	WV PSC (Intrastate Revenue Assessment - 2018)	\$3,012.13
35	WV Rural Water Assoc (June; Class cancellation fee)	\$100.00
36	WVBPH (June; Wastewater Class II recertification-T Cross & S Crunkleton)	\$300.00
37	State of WV (June; 2018 Unclaimed Property Security Deposits)	\$25.92
38	WSPSD Debit Card(June; Office and lab supplies-BS,GC,Off)	\$1,506.43
39	CNB (July; mortgage payments)	\$350.00
40	EFTPS (June/July; SS & Medicare Contribution)	\$1,359.45
41	WV PERS (June; Retirement Contribution)	\$1,833.17
42	WV PEIA (June; Health Insurance)	\$1,356.88
43	WV PEIA (June; Retiree Trust Fund)	\$354.00
		\$50,701.69

The next order of business was the approval for payment of the following 29 operational invoices received for July 2018. Upon a motion by Mr. Jenkins, the members unanimously approved payment for the 29 invoices received, totaling \$31,330.11.

1	Apple Valley Waste (June; Dumpster rental-BS)	\$129.11
2	BSWW (July/Aug; meter books, water usage, hydrant - Office, BS)	\$235.21
3	Comcast (July; phone /internet - Office)	\$220.53
4	Scott Crunkleton (July/Aug; cell phone allowance; miles reimburse CMA)	\$51.32
5	GHS (June; Pull pump, drop box, materials, labor-BS, Off)	\$410.00
6	Glen's Septic Ser (July; Sludge 5 loads out GC to BS)	\$1,325.00
7	Charles Johnson (July; Regular Board Mtg Salary)	\$125.00
8	Monty Kerns (Aug; Cell phone allowance)	\$20.00
9	Klear Water Mgr. (July; Aluminum sulfate & Polymer, bio sanitizer- BS)	\$3,507.24
10	Lumos Networks (July; phone, internet -BS, GC)	\$166.01
11	MD Pipe & Supply (July; Plug valve; gaskets; supplies-BS)	\$1,348.97
12	Andy McKenzie (July/Aug; Cell phone allowance & shoe reimbursement)	\$120.00
13	Miss Utility (June; Notification service fees)	\$42.00
14	Morgan Messenger (July; ad Class 1 water operator or train)	\$144.00
15	Pace Analy(REIC Lab)(July; Wastewater analysis-BS, IP)	\$869.17
16	Philadelphia Ins (FY19 renewal directors)	\$2,001.95
17	Postmaster(July/Aug; billing and stamps - BS,GC) Potomac Edison(July; Off (\$110.32)BS(\$5138.25) & GC (\$597.34)	\$543.22
18	WWTP&PS)	\$5,845.91
19	RAM (July; Replace impeller/insert ring for pump - BS)	\$4,335.00
20	Thomas Stinebaugh (July; Regular Board Mtg Salary)	\$125.00
21	Share Corporation (July; Vegetation control - BS)	\$260.53
22	UPS (June; Ship back to Xylem - BS)	\$52.93
23	Uline (July; Shop towels, jugs, cords, etc. - BS, GC)	\$291.12
24	WSPSD Debit Card(July; Office and lab supplies-BS,GC,Off)	\$2,756.95
25	CNB (Aug; mortgage payments)	\$1,050.00
26	EFTPS (July/Aug; SS & Medicare Contribution)	\$1,448.52
27	WV PERS (July; Retirement Contribution)	\$1,894.54
28	WV PEIA (July; Health Insurance & Admin Fees)	\$1,644.88
29	WV PEIA (July; Retiree Trust Fund)	<u>\$366.00</u>
		<u>\$31,330.11</u>

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.

Mr. Steve Buchanan from Thrasher Engineering fielded questions from the Board members on the proposed I&I project. The goal of this potential project is to significantly reduce the amount of groundwater entering the Berkeley Springs wastewater collection system. Chairman Jenkins requested that a more thorough assessment of the existing collection system be performed before proceeding with a project. Mr. Buchanan stated that he would familiarize himself with the work that has been previously completed and return at the next Board of Directors meeting to further discuss this project.

The Board of Directors along with Mr. Steve Buchanan from Thrasher engineering discussed the "Alternate Main Line Extension" agreement which will allow wastewater flows from Coolfont Resort be pumped into the Berkeley Springs collection system. Mr. Buchanan highlighted a few changes to the final draft of the agreement which was prepared by Mr. William Rohrbaugh, the WSPSD attorney of record. The changes to the agreement include a few grammatical alterations and revising the length of the line that will be owned by the WSPSD to a length of 1200 feet. Mr. Jenkins moved to approve the Alternate Main Line Extension agreement to include the changes indicated by Mr. Buchanan, the motion passed unanimously.

The next item on the agenda was to discuss and approve the purchase of a new pickup truck for the Warm Springs PSD. Mr. Crunkleton provided 2 quotes for a new 3/4 ton extended cab pickup, a quote from Douglas Chevrolet for \$30,205, and a quote from Parsons Ford for \$29,095. Mr. Stinebaugh moved to obtain another quote from a Chevrolet dealer before considering the purchase, the motion passed unanimously.

The next item on the agenda was to discuss and approve hiring a contractor to replace the roof and vinyl siding on the WSPSD office at 92 N. Washington St.. Chairman Jenkins read and detailed each of the 4 bids received. After some discussion, Mr. Johnson moved to approve the bid from Bills Roofing for \$8275 contingent on receiving a positive reference, the motion passed unanimously.

The Board of Directors tabled the approval of an agreement for accounting services between the WSPSD and Griffith and Associates.

The Board of Directors tabled the approval for the purchase of a new flow proportional sampler at the Berkeley Springs plant.

The Monthly Operational Report:

Mr. Crunkleton informed the Board members of the following: (1) The WSPSD received no leachate for the month of July 2018. (2) The Warm Springs PSD sent out 286 Termination of Service notices for the month of July 2018 for past-due payment. (3) On June 27, 2018 the West Virginia Public Service Commission granted approval for the WSPSD to proceed in the disconnection of sewer service for Clifton Whisner, Kathy Fowler, and Caroline Maley. (4) The agreement for assisting in the wastewater operations for the town of Paw Paw has been approved by the West Virginia Public Service Commission.

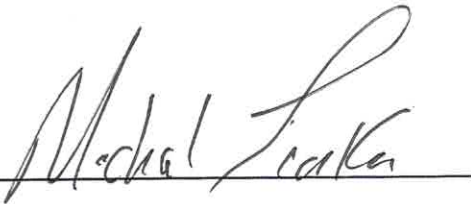
Future Business: Consider the purchase of a new sewer jetter.

Proceed with interviews for an additional WSPSD employee/operator.

Public comments: There were no public comments.

The next Board meeting will be held on September 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 11:58 AM.



Michael Jenkins, Chairman

Attest:



Monty Kerns, Secretary