

Minutes

Warm Springs Public Service District

August 14, 2019

A regular meeting of the Public Service Board of the Warm Springs Public Service District (WSPSD) was held at 10:00 AM on August 14, 2019. 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 8, 2019, 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; 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; Cathy Leavy from CMA; Randy Waugh; Chris Strovel representing Shelley Moore Capito; REP Darrell Cowles; Joel Tuttle and Sean Forney from the MCC; and SEN Charles Trump.

The first order of business was to approve the agenda. Mr. Johnson moved to approve the agenda as posted, the motion passed unanimously.

The next order of business was to approve the minutes from the June 28, 2019 special BOD meeting. Upon a motion by Dir. Johnson, the minutes from the June 28, 2019 special Board of Directors meeting were unanimously approved as presented.

The next order of business was to approve the minutes from the July 9, 2019 BOD meeting. Upon a motion by Mr. Johnson, the Board of Directors unanimously approved the minutes from the July 9, 2019 meeting 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 \$37,876.73.

1	Apple Valley Waste (Jun/Jul; Dumpster rental)	\$258.22
2	BSWW (Jul/Aug; meter books, water usage, hydrant - Office, BS)	\$245.70
3	Comcast (Jul; phone /internet - Office)	\$227.79
4	Cash (Jul; postage, liens - office)	\$43.93
5	Scott Crunkleton (Aug; cell phone allowance)	\$25.00
6	Douglas Motors (Jul; Oil change, tire rotation -19 & 20 Truck)	\$65.10
7	Erie Ins. Group (FY19 audit & FY20 final payment Worker's Comp Insurance)	\$1,833.78
8	Fastenal Co (Jul; power ace coggs, duraflex - BS)	\$280.15
9	Joshua Graham (Aug; cell phone allowance)	\$25.00
10	GHS (Jul; Haul sludge GC to BS, manlift rental, rugs & rags- Office, BS)	\$1,070.00

11	Hunter's Hardware (Jul; Nipples & valves-BS)	\$16.98
12	Charles Johnson (Jul; Special & Regular Board Mtg Salary)	\$125.00
13	Monty Kerns (Aug; cell phone allowance)	\$25.00
14	Klear Water Mgt (Jul; Klearaid, emulsion Polymer -BS)	\$6,236.98
15	Lumos Networks (Jul; phone, internet -BS, GC)	\$181.30
16	Maryland Pipe (Jul; return breaker, PVC, adapter - BS)	-\$87.45
17	Andy McKenzie (Aug; cell phone allowance)	\$25.00
18	Miss Utility (Jun; Notification service fees)	\$18.20
19	Pace Analy(Jul; Wastewater analysis, soil analysis-BS, GC)	\$1,310.22
20	Postmaster (Jul/Aug; billing and stamps - BS, GC)	\$502.88
	Potomac Edison (Jul; Off (\$113.49), BS (\$4060.72) & GC (\$561.66)	
21	WWTP&PS)	\$4,735.87
22	Prime Solution (Jul; Touch panel - BS)	\$1,811.56
23	South Morgan Repair (Jul; Service new pump truck)	\$1,674.99
24	Thomas Stinebaugh (Jul; Special & Regular Board Mtg Salary)	\$125.00
25	Schreiber (Jun/Jul; Axle, bearings, seals, bridge wheels, freight -BS)	\$4,816.00
26	USA Bluebook (Jul; Sampling kit, diffusers -BS)	\$1,908.84
27	VISA (Jul; Supplies, bleach- BS, GC, Off, IP)	\$2,386.59
28	Western Maryland Outdoor Power (Jul; Mower blades - BS)	\$53.49
29	WEX Bank (Jul; Fuel for trucks)	\$540.31
30	Xylem Water Solutions (Jul; Filter mat for UV - BS)	\$260.79
31	CNB (Jul; mortgage payments)	\$1,050.00
32	EFTPS (Jul; SS & Medicare Contribution)	\$1,740.91
33	WV PERS (Jul; Retirement Contribution)	\$2,275.64
34	WV PEIA (Jul; Health Insurance & annual admin. fees)	\$1,731.96
35	WV PEIA (Jul; Retiree Trust Fund)	\$336.00
		\$37,876.73

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 implementing a grease trap policy for the WSPSD. Mr. Johnson moved to table the discussion until the September meeting, the motion passed unanimously.

Item 7 on the agenda was to discuss the much talked about I&I project and the potential line extension. GM Crunkleton gave a report on the progress of the collection system flow study, which is still underway. Sen. Charles Trump informed the members that the engineering for the 522/Berkeley Springs bypass should be complete and available at the department of highways. Chairman Jenkins suggested contacting the department of highways engineers to

gauge the impact that the 522 bypass may have on our collection system. The BOD and legislators in attendance engaged in a wide ranging and lengthy discussion on the I&I project, the capacity of the existing collection system to accommodate future expansion, potential sources of grant funding and finance, and timelines.

The next item on the agenda was to discuss and approve installing a catwalk around the outside of the aeration tanks at the Berkeley Springs plant. Chairman Jenkins moved to table this discussion until the September meeting, motion passed unanimously.

The next item for the Board's consideration was to discuss and approve hiring a new plant employee/operator. Following a short discussion, Mr. Johnson moved to proceed with hiring a new plant employee/operator, with the provision that any new hire must successfully pass a drug screen. The motion to hire a new employee passed with directors Johnson and Stinebaugh voting in favor, and Chairman Jenkins abstaining.

The Monthly Operational Report:

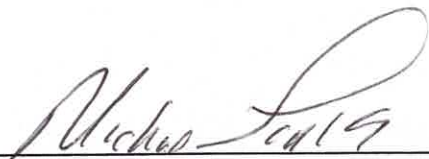
Mr. Crunkleton informed the Board members of the following: (1) The WSPSD received no leachate for the month of July 2019. (2) The Warm Springs PSD sent out 270 Termination of Service notices for the month of July 2019 for past-due payment. (3) The WSPSD will be extending a sewer line on Gray Lane to serve the home of Iva Lewis. (4) The WSPSD will be replacing approximately 85 feet of failing sewer line located at 269 North Washington St.

Future Business: No future business.

Public comments: There were no public comments.

The next Board meeting will be held on September 12, 2019, 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 12:26 PM.



Michael Jenkins, Chairman

Attest: 

Monty Kerns, Secretary