

Minutes
Warm Springs Public Service District
October 9, 2019

A regular meeting of the Public Service Board of the Warm Springs Public Service District (WSPSD) was held at 10:00 AM on October 9, 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 October 4, 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; Steve Buchanan from Thrasher Engineering; Randy Waugh; Matt Pennington from Region 9 EDA; David Decker and Jim Jesse from Decker & Company PLLC.

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

David Decker and Jim Jesse from Decker and Company PLLC delivered an in-depth review of the completed fiscal year 2019 annual audit and the PSC report.

The next order of business was to approve the minutes from the August 14, 2019 BOD meeting. Upon a motion by Dir. Johnson, the minutes from the August 14, 2019 Board of Directors meeting were unanimously approved as presented.

The next order of business was to approve the minutes from the September 12, 2019 BOD meeting. Upon a motion by Dir. Johnson, the minutes from the September 12, 2019 Board of Directors 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 Dir. Johnson, the members unanimously approved payment for the 35 invoices received, totaling \$49,735.65.

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| 1 Apple Valley Waste (Aug; dumpster rental - BS) | \$129.11 |
| 2 Am Pride Distributors (Sept; nozzle jetting thruster) | \$50.36 |
| 3 Berkeley Club Beverage (Sept; 2 - 5 gall water - BS) | \$10.00 |
| 4 BSWW (Sept/Oct; meter books, water usage, hydrant - Office, BS) | \$235.21 |
| 5 Comcast (Sept; phone /internet - Office) | \$228.23 |

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| 6 | Core & Main (Sept; tall frame & covers) | \$2,101.20 |
| 7 | Scott Crunkleton (Oct; cell phone allowance) | \$25.00 |
| 8 | Decker & Co (Oct; final billing Audit/PSC report FY19) | \$8,950.00 |
| 9 | Dawson's Home Ctr (Sept; Lumber, hardware, 1/8 PS yellow-BS) | \$51.42 |
| 10 | Erie Ins Group (Oct-Dec; 2 Qtr. Liab, Auto, Ultraflex) | \$5,445.04 |
| 11 | GHS (Sept; line exten-Gray Lane, crane use, haul sludge - BS) | \$4,921.00 |
| 12 | Charles Johnson (Sept; Regular Board Mtg Salary) | \$125.00 |
| 13 | Monty Kerns (Oct; cell phone allowance) | \$25.00 |
| 14 | Klear Water Mgt (Sept; Klearaid, Biosanitizer, Niomax-BS, GC) | \$6,002.96 |
| 15 | Lumos Networks (Sept; phone, internet -BS, GC) | \$180.35 |
| 16 | Maryland Pipe (Aug; PVC gasketed pip-269 N Washington- BS) | \$281.40 |
| 17 | Andy McKenzie (Oct; cell phone allowance) | \$25.00 |
| 18 | Miss Utility (Aug; Notification service fees) | \$30.90 |
| 19 | Morgan County Clerk (Oct; file 14 Abstract of Judgements) | \$154.00 |
| 20 | Northern Safety Co (Sept; vests, batteries, gloves, tapes-BS, GC) | \$125.71 |
| 21 | Pace Analy(Aug/Sept; Wastewater analysis, soil analysis-BS, GC, IP) | \$1,978.65 |
| 22 | Poly Coating Solutions (Sept; replace 2 frames&covers-Tari's/Courthouse) | \$1,050.00 |
| 23 | Postmaster (Sept/Oct; billing and stamps - BS, GC) | \$536.76 |
| | Potomac Edison (Sept; Off (\$101.58), BS (\$3713.64) & GC (\$619.51) | |
| 24 | WWTP&PS) | \$4,434.73 |
| 25 | Thomas Stinebaugh (Sept; Regular Board Mtg Salary) | \$125.00 |
| 26 | Town of Bath (Sept; QTR garbage, safety & street fee-BS) | \$108.00 |
| 27 | VISA (Sept; Office & plant supplies, basin repair- BS, GC, Off) | \$4,565.77 |
| 28 | WEX Bank (Sept; Fuel for trucks) | \$349.11 |
| 29 | WVDEP (Sept; WVNPDES annual permit groundwater & sludge fees) | \$1,097.65 |
| 30 | WVBPH (Sept; Wastewater Class II recertification -Andy McKenzie) | \$150.00 |
| 31 | CNB (Sept; Mortgage payments) | \$700.00 |
| 32 | EFTPS (Sept; SS & Medicare Contribution) | \$1,641.78 |
| 33 | WV PERS (Sept; Retirement Contribution) | \$2,190.19 |
| 34 | WV PEIA (Sept; Health Insurance) | \$1,375.12 |
| 35 | WV PEIA (Sept; Retiree Trust Fund) | \$336.00 |
| | | \$49,735.65 |

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 for consideration was to discuss and approve funds for the replacement of the soft start motor controllers for the basin blowers at the Berkeley Springs plant. Sec. Kerns explained to the members that this project needs to be completed sooner than later due to the fact that one of the soft starts has already completely failed. Sec. Kerns delivered a quote

from Industrial Service Solutions for a new pre-wired control panel containing three new soft start motor controllers. The price for this new control panel was \$7500 which did not include the final connections to old control center. Sec. Kerns explained that the board's approval of \$9000 should more than cover the total installation. After some discussion, chairman Jenkins moved to approve \$8000 for the purchase of a new prewired control panel providing that we had a minimum of three bids. The motion passed unanimously.

The next item on the agenda was to discuss and approve moving forward with preliminary engineering for the project to reduce I & I in the Berkeley Springs collection system. Mr. Buchanan delivered a proposal for a preliminary engineering report (PER) on the project which is step one in the process to secure funding. Mr. Matt Pennington advised the directors on the various options that could be used to secure funding for a project. Mr. Pennington also indicated that monies from Maryland's Chesapeake Bay fund may be available for specific areas of a project. Chairman Jenkins moved to approve amendment number one to the Thrasher Engineering services agreement which reflects a new total of \$102,500 for engineering services and will be updated to reflect the \$22,500 that has already been paid to Thrasher. The motion passed unanimously.

The Board of Directors discussed the much talked about 522 S. line extension. Chairman Jenkins indicated that he was interested in having another special meeting which would serve as a work session on the extension project. Mr. Jenkins also indicated that he would like to have the Morgan County commission and the Morgan County EDA board represented at this meeting. The special meeting/work session to discuss the Route 522 S. water and sewer extension will be held on November 1, 2019 at 10 AM in the Morgan County commission meeting room.

The next item on the agenda was to discuss options for an employee who is off work and has no leave. Chairman Jenkins proposed to the directors that Warm Springs PSD follow the guidelines set down in the Family Medical Leave Act (FMLA). Though the WSPSD is under no obligation to provide the benefits of the FMLA to its employees, chairman Jenkins advised that this policy should be considered as it is becoming the industry standard.

The Monthly Operational Report:

Mr. Crunkleton informed the Board members of the following: (1) The WSPSD received no leachate for the month of September 2019. (2) The Warm Springs PSD sent out 261 Termination of Service notices for the month of August 2019 for past-due payment. (3) The WSPSD has invoiced the town of Paw Paw \$1200 for the month of September.

Future Business: Special meeting on November 1, 2019.

Public comments: There were no public comments.

The next Board meeting will be held on November 13, 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 12:15 PM.



Michael Jenkins, Chairman

Attest:  _____

Monty Kerns, Secretary