

**Minutes**  
**Warm Springs Public Service District**  
**April 10, 2019**

A regular meeting of the Public Service Board of the Warm Springs Public Service District (WSPSD) was held at 10:00 AM on April 10, 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 April 5, 2019, and a copy was delivered to *The Morgan Messenger*.

Chairman Jenkins called the meeting to order at 10:03 AM with all members present: Mr. Mike Jenkins – Chairman; and Mr. Charles Johnson – Treasurer; and Mr. Thomas Stinebaugh. Also present was Michael Crunkleton, General Manager of the WSPSD.

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 the approval of the minutes from the March 7, 2019 board meeting. Chairman Jenkins tabled the approval of the March 7, 2019 meeting, to be approved at a future meeting.

The next order of business was the approval for payment of the following 41 operational invoices received. Upon a motion by Mr. Jenkins, the members unanimously approved payment for the 41 invoices received, totaling \$70,642.66.

1	Advance Auto Parts (March; blades trucks)	\$3.99
2	Apple Valley Waste (Jan; Dumpster rental)	\$128.18
3	Bills roofing (March; replace roof and siding on office)	\$8,275.00
4	Joseph Bryner (March; relocate private service weather head at office)	\$150.00
5	BSWW (March/April; meter books, water usage, hydrant, shutoffs – office BS)	\$353.04
6	Comcast (March; phone/Internet – office)	\$225.52
7	Scott Crunkleton (March/April; mileage and cell phone allowance)	\$40.66
8	Erie insurance (fourth quarter Ultraflex and catastrophe and vehicles)	\$5,440.01
9	GHS (March; Fairview S/D, Grove Heights, Jay Campbell jobs)	\$2,977.00
10	Joshua Graham (March/April; travel for class S and cell phone allowance)	\$371.84
11	Griffith energy services (March; heating fuel oil – office)	\$1,126.72
12	Glen's septic service (January; sludge removal)	\$1,325.00
13	Hunters hardware (February/March; hammer, screwdrivers, keys, concrete, etc)	\$230.90
14	Charles Johnson (March; regular board meeting salary)	\$125.00
15	Monty Kerns (April; cell phone allowance)	\$25.00
16	Lumos networks (March; phone, Internet – BS, GC)	\$169.70
17	Andy McKenzie (April; cell phone allowance)	\$25.00

18	Mike the computer guy (March; three renewals of Internet security – office)	\$134.99
19	Miss utility (March; notification service fees)	\$21.20
20	Morgan messenger (February; ad for insurance bids – two weeks)	\$90.00
21	Pace analytical (March; wastewater analysis, soil analysis – BS, GC, Ind Pk)	\$775.62
22	Postmaster (March/April; billing and stamps – BS, GC)	\$529.97
23	Potomac Edison (March; Off (\$189.99) BS (\$6861.31) GC (\$1009.08)	\$8,060.38
24	Reads custom shop (March; step bars for 2015 and 2019 Chev trucks)	\$1,700.00
25	Royal filter (February; Air filter cartridges – BS)	\$395.75
26	Shives heating and air (March; DP of HVAC for office)	\$6,850.00
27	Thomas Stinebaugh (March; regular board meeting salary)	\$125.00
28	Schreiber (February; diffusers, connectors, clamps, sleeves – BS)	\$15,503.00
29	Share Corp. (March; Dynasty – BS)	\$483.37
30	Shives electric (March; breaker, wire, locks, nuts, box – BS)	\$360.03
31	Town of bath (quarterly garbage, safety and Street fees)	\$108.00
	VISA (February/March; ad in Journal, copier ink, gas detector, class, Off/plant	
32	supplies	\$4,515.66
33	Wex bank (February/March; fuel for trucks)	\$931.37
34	WV department of health (March; water bacterial test –Ind Park)	\$20.00
35	WVBPH (March; WW class II recert. M. Kerns, class S –J. Graham)	\$250.00
36	Xylem water solutions (March; UV lamps – BS)	\$2,492.87
37	CNB (April; mortgage payments)	\$700.00
38	EFTPS (March; Social Security and Medicare contribution)	\$1,675.57
39	WV PERS (March; retirement contribution)	\$2,209.76
40	WV PEIA (March; health insurance)	\$1,351.56
41	WV PEIA (March; retiree trust fund)	\$366.00
		\$70,642.66

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 and approve the Fiscal year 2020 budget. Following a review of the proposed 2020 fiscal year budget, Chairman Jenkins recommended changes to certain sections of the budget. Further discussion on the proposed budget was tabled.

The Board of Directors opened bids from three insurance companies who submitted bids to provide insurance coverage for the WSPSD. The three companies who submitted bids were Arndt McBee insurance, Smallwood small, and USI. Chairman Jenkins facilitated scheduling a meeting for April 30, 2019 to interview those companies who submitted bids.



The next item on the agenda was to discuss the development of an employee limited duty return to work policy. Chairman Jenkins provided a sample policy from which the Board could work from. The Board of Directors thoroughly discussed the contents of the sample policy and created a policy customized to the Warm Springs PSD and its employees. The limited duty return to work policy will be submitted for legal review before any further action is taken.

The next item for consideration was to discuss and approve moving forward with a collection system flow study by Thrasher engineering. Thrasher engineering agreed to provide 10 flowmeters installed in the collection system for a period of 90 days for a price of \$12,915. Director Johnson moved to approve \$12,915 for the collection system flow study by Thrasher engineering, the motion passed unanimously.

The Monthly Operational Report:

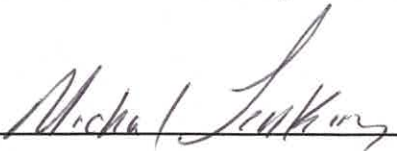
Mr. Crunkleton informed the Board members of the following: (1) The WSPSD received 64,680 gallons of leachate for the month of March 2019 totaling \$5821. (2) The Warm Springs PSD sent out 254 Termination of Service notices for the month of March 2019 for past-due payment. (3) The WSPSD will be hosting a collection system class April 15 through the 19<sup>th</sup> 2019 at Angus and Ale. (4) Bill's Roofing has completed the installation of the new roof and siding at the WSPSD main office. (5) Shives Heating and Air has begun the installation of the new dual heat pump system at the WSPSD main office.

Future Business: Chairman Jenkins informed the General Manager that the WSPSD employees were not consistently adhering to safety practices when working along or near roadways. Chairman Jenkins insisted that the employees should be wearing orange safety vests and posting work signs at all times when working near roadways.

Public comments: There were no public comments.

The next Board meeting will be held on May 2, 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 11: 55 AM.

  
\_\_\_\_\_  
Michael Jenkins, Chairman

Attest:   
\_\_\_\_\_  
Monty Kerns, Secretary