

Minutes
Warm Springs Public Service District
June 12, 2019

A regular meeting of the Public Service Board of the Warm Springs Public Service District (WSPSD) was held at 10:00 AM on June 12, 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 June 6, 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 were Michael Crunkleton, General Manager of the WSPSD; Monty Kerns, WSPSD operator and PSD board secretary; State Delegate Daryl Cowles; Randy Waugh; Matt Pennington from Region 9; Kate Shunney from the Morgan Messenger; Sean Forney and Joel Tuttle from the Morgan County Commission; and State Senator Charles Trump.

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

The next order of business was to discuss and approve a request from local elected officials to have the WSPSD move forward with preliminary engineering on a proposed 522 South water and sewer project. Delegate Daryl Cowles provided the Board of Directors with an overview as to the discussions being had by local elected officials concerning a proposed water and sewer line extension south on Route 522. Delegate Coles recommended to the Board of Directors that to move the process forward, a preliminary engineering report would be the next required step in the process. Mr. Matt Pennington spoke to the necessity of a preliminary engineering report to begin the process of acquiring project funding. The Board of Directors agreed to send an official letter to the town of Bath requesting a decision on their interest in extending public water south on Route 522. The Board of Directors also decided to set up a meeting with Thrasher engineering on June 28 to discuss preliminary engineering for the proposed project.

The next order of business was to approve the minutes from the March 7, 2019 BOD meeting. Upon a motion by Mr. Johnson, the Board of Directors unanimously approved the minutes from the March 7, 2019 meeting as presented.

The next order of business was to prove the minutes from the April 10, 2019 BOD meeting. Upon a motion by Mr. Johnson, the Board of Directors unanimously approved the minutes from the April 10, 2019 meeting as presented.

The next order of business was to approve the minutes from the April 30, 2019 special BOD meeting. Upon a motion by Mr. Johnson, the Board of Directors unanimously approved the minutes from the April 30, 2019 special BOD meeting as presented.

The next order of business was to approve the minutes from the May 15, 2019 BOD meeting. Upon a motion by Mr. Johnson, the Board of Directors unanimously approved the minutes from the May 15, 2019 meeting as presented.

The next order of business was the approval for payment of the following 33 operational invoices received. Upon a motion by Mr. Johnson, the members unanimously approved payment for the 33 invoices received, totaling \$31,104.67.

1	Apple Valley Waste (Apr; Dempster rental)	\$128.18
2	Berkeley Club Bev (May; gallons and case of water)	\$15.50
3	BSWW (May/Jun; meter books, water usage, hydrant, tap - Office, BS, IP)	\$367.96
4	Comcast (May; phone /internet - Office)	\$226.85
5	Cash (May/June; Change of Addresses; liens filed reimburse petty cash)	\$49.47
6	Core & Main LP (May; 4" high frame bolt - BS)	\$850.00
7	Scott Crunkleton (Jun; cell phone allowance)	\$25.00
8	Erie Ins. Group (May; 7/1/18-7/1/19 additional vehicles insured)	\$180.99
9	GHS (May; Install tap w/s taps; gravel; topsoil, seed & straw Laurel Ave-IP, BS)	\$895.00
10	Joshua Graham (Jun; cell phone allowance & Mileage Class I drinking water)	\$399.10
11	Hunter's Hardware (May/Jun; wrenches, paint, electric plugs-BS, GC)	\$64.39
12	Charles Johnson (May; Regular Board Mtg Salary)	\$125.00
13	Monty Kerns (Jun; cell phone allowance)	\$25.00
14	Klear Water Mgt (May; Klearaid, Biosan & max-BS, GC)	\$5,312.10
15	Lumos Networks (May; phone, internet -BS, GC)	\$179.06
16	Maryland Pipe & Supply (May; Male adapter, clamps, Teflon-CMA)	\$50.39
17	Andy McKenzie (Jun; cell phone allowance)	\$25.00
18	Miss Utility (Apr; Notification service fees)	\$37.80
19	Pace Analy(May/Jun; Wastewater analysis, soil analysis-BS, GC, CI, IP)	\$1,217.92
20	Postmaster (May/Jun; billing and stamps - BS, GC)	\$643.89
21	Potomac Edison (May; Off (\$65.16), BS (\$4802.86) & GC (\$596.79) WWTP&PS)	\$5,464.81
22	Schreiber (May; Prox switch, PVC cable w/ connectors, programming controls-BS)	\$684.00
23	Shives Electric (May; Bridges repair & labor-BS)	\$1,582.27
24	Thomas Stinebaugh (May; Regular Board Mtg Salary)	\$125.00
25	USA Bluebook (May; Mesh screens, beakers, grease, Stenner pump-BS)	\$955.24

26	VISA (May; Control panel, room for Class I, repairs, off&plant supp - BS, GC, Off)	\$4,618.26
27	WEX Bank (May; Fuel for trucks)	\$451.45
28	WV Dept H&H Service (May; Water bacteriological test - IP)	\$20.00
29	CNB (Jun; mortgage payments)	\$700.00
30	EFTPS (May/Jun; SS & Medicare Contribution)	\$1,722.09
31	WV PERS (May; Retirement Contribution)	\$2,245.39
32	WV PEIA (May; Health Insurance)	\$1,351.56
33	WV PEIA (May; Retiree Trust Fund)	\$366.00

\$31,104.67

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 Board of Directors decided to table items 9 through 11 on this month's agenda.

The next item on the agenda was to discuss and approve setting and equipment rate for the recently acquired Freightliner septic truck. Considering the fact that the Freightliner can haul a maximum of 1500 gallons of sewer/septage at any given time, Mr. Johnson moved to set the rate at \$185 per 1500-gallon load, the motion passed unanimously.

The Monthly Operational Report:

Mr. Crunkleton informed the Board members of the following: (1) The WSPSD received 88,200 gallons of leachate for the month of May 2019 totaling \$7938. (2) The Warm Springs PSD sent out 271 Termination of Service notices for the month of May 2019 for past-due payment. (3) The WSPSD has received and installed a new control display for the basin blowers at the Berkeley Springs plant for a total cost of \$2904. (4) Thrasher Engineering has installed 6 flowmeters in the Berkeley Springs collection system to begin I & I data collection.

Future Business: No future business.

Public comments: There were no public comments.

The next Board meeting will be held on July 9, 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: 30 AM.



Michael Jenkins, Chairman

Attest: 

Monty Kerns, Secretary