

Minutes

Warm Springs Public Service District

March 7, 2019

A regular meeting of the Public Service Board of the Warm Springs Public Service District (WSPSD) was held at 10:00 AM on March 7, 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 March 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; and Monty Kerns, WSPSD Operator and PSD Board Secretary.

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 February 12, 2019 board meeting. Upon a motion by Mr. Johnson, the minutes from the February 12, 2019 meeting were unanimously approved as presented.

The next order of business was the approval for payment of the following 28 operational invoices received. Upon a motion by Mr. Johnson, the members unanimously approved payment for the 28 invoices received, totaling \$24,575.52.

1 Advance Auto Parts (Feb; tools for new truck)	\$207.12
2 Apple Valley Waste (Jan; Dempster rental)	\$128.18
3 BSWW (Feb/Mar; meter books, water usage, hydrant - Office, BS)	\$242.21
4 CNA Surety (Annual WV Highway permit)	\$250.00
5 Comcast (Feb; phone /internet - Office)	\$225.12
6 Core & Main (Feb; Saddle, max clay-CMA-BS)	\$1,259.00
7 Scott Crunkleton (Mar; cell phone allowance)	\$25.00
8 Dawson's Home Center (Feb; Lynch pin for truck)	\$2.49
9 Joshua Graham (Feb/Mar; cell phone allowance & Per diem Class S)	\$327.50
10 Glen's Septic Service (Jan; pump manhole Cornelius & sludge removal)	\$465.00
11 Hunter's Hardware (Feb; Hose bib, Teflon tape-CMA)	\$10.37
12 Charles Johnson (Feb; Regular Board Mtg Salary)	\$125.00
13 Monty Kerns (Mar; cell phone allowance)	\$25.00
14 Lumos Networks (Feb; phone, internet -BS, GC)	\$166.37
15 Andy McKenzie (Mar; cell phone allowance)	\$25.00
16 Miss Utility (Jan; Notification service fees)	\$37.90

17	Pace Analy(Feb;Wastewater analysis, soil analysis-BS,GC,Ind Pk)	\$1,283.02
18	Postmaster (Feb/Mar; billing and stamps - BS, GC)	\$529.55
	Potomac Edison (Feb; Off (\$206.63) BS (\$7342.96) & GC (\$1121.56)	
19	WWTP&PS)	\$8,671.15
20	Share Corp (Feb; Vegetation control -BS)	\$257.36
21	USA Bluebook (Feb; Filter element paper- GC)	\$103.04
22	VISA (Jan; office and plant supplies-BS, GC, Off)	\$999.61
23	Xylem Water Solutions (Feb; Lamp. UV ecoray - BS)	\$2,495.14
24	CNB (Mar; mortgage payments)	\$1,050.00
25	EFTPS (Feb; SS & Medicare Contribution)	\$1,701.59
26	WV PERS (Feb; Retirement Contribution)	\$2,246.24
27	WV PEIA (Feb; Health Insurance)	\$1,351.56
28	WV PEIA (Feb; Retiree Trust Fund)	\$366.00
		\$24,575.52

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. Upon a motion by Mr. Johnson, the monthly financial statements were unanimously approved as presented.

The next item on the agenda was to discuss and approve the Fiscal year 2020 budget. The BOD reviewed the 2020 budget proposal drafted by the General Manager, Mr. Crunkleton, and the Office Manager Mrs. Kidwell. Following review of the proposed budget, Chairman Jenkins requested that specific changes be made to the proposed budget and presented at the next meeting for review and approval.

The Board of Directors spent the next segment of the meeting discussing snow and ice removal on the basin walls at the Berkeley Springs plant and the pros and cons of a catwalk versus installing heat in the top of the walls. No decisions were made.

The Board of Directors reviewed the three bids received for installing a new heat pump system at the WSPSD office at 92 North Washington St. Following discussion, Mr. Jenkins moved to approve up to \$14,000 for the installation of a new heat pump system at the WSPSD main office. The motion was approved with Mr. Jenkins and Mr. Stinebaugh voting in favor, and Mr. Johnson voting against.

The Board of Directors discussed purchasing additional ASI software to enhance billing and collection options. The BOD decided before making a decision, the General Manager would look at different vendors options for comparison.

The Monthly Operational Report:

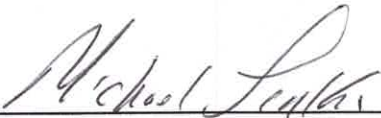
Mr. Crunkleton informed the Board members of the following: (1) The WSPSD received 141,120 gallons of leachate for the month of February 2019 totaling \$12,700. (2) The Warm Springs PSD sent out 278 Termination of Service notices for the month of December 2018 for past-due payment. (3) The WSPSD will be hosting a collection system class April 15 through the 19th 2019 at Angus and Ale.

Future Business: No future business.

Public comments: There were no public comments.

The next Board meeting will be held on April 10, 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: 45 AM.



Michael Jenkins, Chairman

Attest: 

Monty Kerns, Secretary