

Minutes
Warm Springs Public Service District
November 13, 2019

A regular meeting of the Public Service Board of the Warm Springs Public Service District (WSPSD) was held at 10:00 AM on November 13, 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 November 7, 2019, and a copy was delivered to *The Morgan Messenger*.

Dir. Johnson, who was appointed acting Chairman due to Mr. Jenkins attending the meeting by phone, called the meeting to order at 10:00 AM with all members present: Mr. Mike Jenkins – Chairman; 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; and Joe Van Meter.

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 item on the agenda was to discuss and approve awarding a contract for accounting services for the sanitary sewer improvement project. Following a short discussion, Mr. Jenkins moved to approve awarding the contract for accounting services to Decker and Company PLLC, the motion passed unanimously.

The next order of business was to approve the minutes from the October 9, 2019 BOD meeting. Upon a motion by Mr. Stinebaugh, the minutes from the October 9, 2019 board meeting were unanimously approved as presented.

The next item on the agenda was to approve the minutes from the November 1, 2019 special BOD meeting. The minutes from the November 1, 2019 special meeting were not available for review.

The next order of business was the approval for payment of the following 34 operational invoices received. Upon a motion by Dir. Johnson, the members unanimously approved payment for the 34 invoices received, totaling \$30,709.55.

1 Advance Auto Parts (Oct; batteries, core battery, washer fluid-BS)	\$338.97
2 Apple Valley Waste (Sept/Oct; dumpster rental - BS)	\$258.22
3 Am Banker Ins (Oct. 15, 2019 thru Oct. 15, 2020 Flood Ins- Office)	\$3,549.00
4 BSWW (Oct/Nov; meter books, water usage, hydrant - Office, BS)	\$238.71

5	Comcast (Oct; phone /internet - Office)	\$227.89
6	Cash (Oct; Filing with Mag&County Clerk, address change-Office)	\$59.99
7	Scott Crunkleton (Nov; cell phone allowance)	\$25.00
8	Fastenal Co (Sept;2-5-gal form release-BS)	\$123.12
9	Hunters Hardware (Oct/Nov; Keys for Cacapon State Park, grease - BS)	\$20.69
10	Charles Johnson (Oct/Nov; Regular & Special Board Mtg Salary)	\$225.00
11	Monty Kerns (Nov; cell phone & shoe allowance)	\$104.48
12	Randy Kyne Excavating (Sept; sewer tap-Truman St. - BS)	\$500.00
13	Lumos Networks (Oct; phone, internet -BS, GC)	\$179.11
14	Andy McKenzie (Nov; cell phone allowance)	\$25.00
15	Magistrate Court (Nov; release 2014 Judgement- Day)	\$150.00
16	Miss Utility (Sept; Notification service fees)	\$35.20
17	Pace Analy(Sept; Wastewater analysis, soil analysis-GC, CMA)	\$227.49
18	Polytec (Oct; 3 drums polymer- BS)	\$2,229.01
19	Postmaster (Oct/Nov; billing and stamps - BS, GC)	\$592.67
	Potomac Edison (Oct; Off (\$89.96), BS (\$4611.92) & GC (\$583.41)	
20	WWTP&PS)	\$5,285.29
21	Thomas Stinebaugh (Oct/Nov; Regular & Special Board Mtg Salary)	\$225.00
22	Schreiber (Oct; Bridge wheel, freight, service to align, clarif arm drive-BS)	\$4,057.00
23	Share Corp (Oct; dynasty - BS)	\$483.61
24	Sunbelt Rentals (Oct; delivery & pickup rental of forklift- BS)	\$1,009.22
25	The Garage (Sept; spark plugs, oil change-09 GMC)	\$366.36
26	Total SP LLC (Oct; lab balance service calibration - 2019 -BS)	\$220.00
27	USA Bluebook (Oct; Hach DPD-ID, Stenner tube kits-BS)	\$431.67
28	VISA (Oct; Office & plant supplies - BS, GC, Off)	\$1,347.96
29	WEX Bank (Oct; Fuel for trucks)	\$418.62
30	CNB (Oct; Mortgage payments)	\$700.00
31	EFTPS (Oct/Nov; SS & Medicare Contribution)	\$2,556.28
32	WV PERS (Oct; Retirement Contribution)	\$2,269.67
33	WV PEIA (Oct; Health Insurance&Admin fee)	\$1,725.32
34	WV PEIA (Oct; Retiree Trust Fund)	\$504.00
		\$30,709.55

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 Monthly Operational Report:

Mr. Crunkleton informed the Board members of the following: (1) The WSPSD received no leachate for the month of October 2019. (2) The Warm Springs PSD sent out 291 Termination of Service notices for the month of October 2019 for past-due payment. (3) The WSPSD has assumed operation of the 2 wastewater treatment plants at Cacapon State Park on a temporary three-month contract. (4) As of January 1, 2020, Andy McKenzie will become the Chief Operator in training to replace Terry Cross when he retires in December 2020.

The Board of Directors held a brief discussion on potential options for safely clearing snow from the basin walls at the Berkeley Springs plant.

Future Business: No future business.

Public comments: There were no public comments.

The next Board meeting will be held on December 11, 2019, at 10 AM, in the Morgan County Commission meeting room, at the Morgan County Courthouse, Berkeley Springs, West Virginia.

Acting Chairman Johnson adjourned the meeting at 10:32 AM.



Michael Jenkins, Chairman

Attest: 

Monty Kerns, Secretary