

Minutes
Warm Springs Public Service District
January 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 January 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 January 3, 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; 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 the approval of the agenda. Upon a motion by Mr. Johnson, the agenda was unanimously approved as presented.

The next order of business was the election of officers for the 2019 calendar year. Mr. Stinebaugh nominated Mr. Jenkins to serve as Chairman of the Board for the next calendar year. Mr. Stinebaugh nominated Mr. Johnson to serve as Board Treasurer for the next calendar year. Mr. Johnson nominated Monty Kerns to serve as Board Secretary for the next calendar year. The nominations were closed and all nominees were approved unanimously.

The next order of business was the approval of the minutes from the December 12, 2018 board meeting. Upon a motion by Mr. Johnson, the minutes from the December 12, 2018 meeting were unanimously approved as presented.

The next order of business was the approval for payment of the following 34 operational invoices received. Upon a motion by Mr. Johnson, the members unanimously approved payment for the 34 invoices received, totaling \$32,973.79.

1	Apple Valley Waste (Nov; Dumpster rental)	\$129.11
2	Appalachian Software (Yearly Installation Support Fee)	\$3,345.00
3	Berkeley Properties Online (Consulting website updates)	\$220.00
4	BSWW (Dec/Jan; meter books, water usage, hydrant - Office, BS)	\$236.38
5	Biedler's Elec Motor Repair (Dec; EBARA pump)	\$705.60
6	Capital One (Yearly fee GoDaddy)	\$37.46
7	Comcast (Dec; phone /internet - Office)	\$220.62
8	Commercial Press (Dec; Laser bills printed)	\$599.75
9	CSX Transportation (Dec; Annual fee CXS crossing)	\$142.22
10	Core & Main (Dec; manlids lids - BS)	\$2,706.65

11	Scott Crunkleton (Jan; cell phone allowance)	\$25.00
12	Erie Insurance Group (3rd qtr. Catastrophe, vehicles, ultraflex)	\$5,050.89
13	Hunter's Hardware (Dec; tubing, paint, keys - BS)	\$49.10
14	Charles Johnson (Dec; Regular Board Mtg Salary)	\$125.00
15	Monty Kerns (Jan; cell phone allowance)	\$25.00
16	Lumos Networks (Dec; phone, internet -BS, GC)	\$167.59
17	Andy McKenzie (Jan; Cell phone allowance)	\$25.00
18	Magistrate Court (Dec; collected court cost for B Cross)	\$95.00
19	Miss Utility (Nov; Notification service fees)	\$14.00
20	Morgan Messenger (Dec; ad to bid on flush truck)	\$46.88
21	Pace Analy(Dec; Wastewater analysis, outfall report-BS, GC, CI, IndPk)	\$1,817.66
22	Poly Coating (Dec; Spray bed liner in new truck)	\$375.00
23	Postmaster (Dec/Jan; billing and stamps - BS, GC) Potomac Edison (Nov; Off (\$200.81) BS (\$6926.89) & GC (\$969.94)	\$630.32
24	WWTP&PS)	\$8,274.24
25	Thomas Stinebaugh (Dec; Regular Board Mtg Salary)	\$125.00
26	Share Corp (Dec; Dynasty - BS)	\$483.74
27	Town of Bath (Dec; qtr. garbage, safety & street fee)	\$108.00
28	WEX (Dec; Fuel for trucks)	\$304.45
29	WSPSD Debit Card (Dec; Office and plant supplies-BS, GC, Off)	\$700.82
30	CNB (Jan; mortgage payments)	\$700.00
31	EFTPS (Dec/Jan; SS & Medicare Contribution)	\$1,616.23
32	WV PERS (Dec; Retirement Contribution)	\$2,154.52
33	WV PEIA (Dec; Health Insurance)	\$1,351.56
34	WV PEIA (Dec; Retiree Trust Fund)	\$366.00
		\$32,973.79

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 the meeting schedule for the 2019 calendar year. The Board of Directors agreed on dates for the following two meetings, February 12, 2019, and March 7, 2019.

The next item for consideration was to discuss and approve a bid of \$762, received from GHS Excavating to purchase the 1982 Ford F 700 flush truck. Following a short discussion, Mr. Johnson moved to reject the bid from GHS Excavating. The motion to reject the bid passed with Mr. Jenkins and Mr. Johnson voting in favor, and Mr. Stinebaugh abstaining.

The next item on the agenda was to discuss and approve soliciting bids for the installation of a heat pump system at the WSPSD office at 92 North Washington St. Following a short discussion, Mr. Jenkins moved to solicit bids from qualified HVAC contractors to install a new heat pump system at the WSPSD office, the motion passed unanimously.

The next item on the agenda was to discuss the chain of command within the WSPSD and also review the responsibilities of the General Manager. Chairman Jenkins informed the Board members that this discussion was due in part to a letter that was sent by Terry Cross, the WSPSD chief plant operator, to the town of Paw Paw and the West Virginia DEP. In the letter, Mr. Cross told the town of Paw Paw that the Warm Springs Public Service District was taking advantage of the town by over charging them for their plant operations and recommended that they renegotiate their contract with the WSPSD. Since this letter was a breach of protocol, Chairman Jenkins made it clear that it was the General Manager's responsibility to make sure that this never happened again.

Chairman Jenkins led a discussion and solicited input from the Board members on the current state of the collection system, areas to be targeted for rehabilitation, and new service extensions.

The Monthly Operational Report:

Mr. Crunkleton informed the Board members of the following: (1) The WSPSD received 179,340 gallons of leachate for the month of December 2018 totaling \$16,140.60. (2) The Warm Springs PSD sent out 299 Termination of Service notices for the month of December 2018 for past-due payment. (3) The WSPSD has received notice that the new sewer Jetter trailer will be delivered by American Jetter on or about January 11, 2019.

Future Business: Approve personal day policy.

Public comments: There were no public comments.

The next Board meeting will be held on February 12, 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 11:15 AM.



Michael Jenkins, Chairman

Attest: 

Monty Kerns, Secretary