

Minutes
Warm Springs Public Service District
July 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 July 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 July 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; 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 to approve the minutes from the June 12, 2019 BOD meeting. Upon a motion by Mr. Johnson, the Board of Directors unanimously approved the minutes from the June 12, 2019 meeting as presented.

The next order of business was to approve the minutes from the June 28, 2019 special BOD meeting. The minutes from the June 28, 2019 special Board of Directors meeting were not available for approval.

The next order of business was the approval for payment of the following 38 operational invoices received. Upon a motion by Mr. Johnson, the members unanimously approved payment for the 38 invoices received, totaling \$50,228.32.

1	Advance Auto Parts (Jun; Press, septic truck supplies)	\$166.21
2	Apple Valley Waste (May; Dumpster rental)	\$128.18
3	American Bankers Ins. (Jul; 7/14/19-7/14/20 Flood Ins - GC)	\$2,142.00
4	BSWW (Jun/Jul; meter books, water usage, hydrant - Office, BS)	\$242.21
5	Comcast (Jun; phone /internet - Office)	\$226.75
6	Commercial Press (Jun; Printer of sewer bills, dep bks, disconnect notices)	\$909.77
7	Core & Main LP (Jun; 4" high frame bolt - BS)	\$1,400.00
8	Scott Crunkleton (Jul; cell phone allowance)	\$25.00
9	Erie Ins. Group (Jul; 7/1/19-7/1/20 1st qtr. Liab, Auto, Ultraflex Insurance)	\$5,440.01
10	Fairview Assoc. (Jul; 2019-2020 HOA fee for lot)	\$480.00

11	Gates Auto (May; WV Inspection & Stickers)	\$70.00
12	Joshua Graham (Jul; cell phone allowance)	\$25.00
13	Hunter's Hardware (Jun; Gauges, zip ties, wheels, paint-BS)	\$70.43
14	Charles Johnson (Jun; Special & Regular Board Mtg Salary)	\$225.00
15	Monty Kerns (Jul; cell phone allowance)	\$25.00
16	Lumos Networks (Jun; phone, internet -BS, GC)	\$182.63
17	Andy McKenzie (Jul; cell phone allowance)	\$25.00
18	Miss Utility (May; Notification service fees)	\$29.40
19	Pace Analy(Jun; Wastewater analysis, soil analysis-BS, GC, CI, IP)	\$672.34
20	Philadelphia ins (Jul; 7/1/19-7/1/20 Board Ins)	\$2,116.58
21	Poly Coating Solutions (Jun; Manhole & Joints I & I)	\$485.00
22	Postmaster (Jun/Jul; billing and stamps - BS, GC) Potomac Edison (Jun; Off (\$74.24), BS (\$4377.19) & GC (\$549.42)	\$535.50
23	WWTP&PS)	\$5,000.85
24	Prime Solution (Jun; Radial seal, tube, blade cap - BS)	\$4,726.18
25	William Rohrbaugh (Jun; 7/1/18-6/30/19 Legal Services)	\$9,835.57
26	Thomas Stinebaugh (Jun; Special & Regular Board Mtg Salary)	\$225.00
27	Schreiber (May; HMI replacement battery-BS)	\$738.00
28	Town of Bath (Jun; Qtr. Garbage, safety & street fees)	\$108.00
29	USA Bluebook (Jun; Med & Coarse diffusers, brush-BS)	\$616.02
30	VISA (Jun; Supplies- BS, GC, Off)	\$2,062.69
31	WEX Bank (Jun; Fuel for trucks)	\$522.94
32	WV Public Ser Comm (FY19 Intrastate Revenue Assessment)	\$2,975.15
33	Winchester Building Supply (Jun; Albermarle Cam PB2)	\$1,460.00
34	CNB (Jul; mortgage payments)	\$700.00
35	EFTPS (Jun/Jul; SS & Medicare Contribution)	\$1,677.24
36	WV PERS (Jun; Retirement Contribution)	\$2,241.11
37	WV PEIA (Jun; Health Insurance)	\$1,351.56
38	WV PEIA (Jun; Retiree Trust Fund)	\$366.00
		\$50,228.32

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 discussed the implementation of a grease trap policy for WSPSD customers. The Board of Directors reviewed a policy prepared and implemented by Berkeley County PSD. Chairman Jenkins asked that the General Manager solicit recommendations from the WSPSD employees before any final policy decisions.

The Board of Directors decided to table items 7 and 8 on this month's agenda.

The Monthly Operational Report:

Mr. Crunkleton informed the Board members of the following: (1) The WSPSD received no leachate for the month of June 2019. (2) The Warm Springs PSD sent out 265 Termination of Service notices for the month of June 2019 for past-due payment.

Future Business: No future business.

Public comments: There were no public comments.

The next Board meeting will be held on August 14, 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: 03 AM.



Michael Jenkins, Chairman

Attest: 

Monty Kerns, Secretary