

Minutes
Warm Springs Public Service District
February 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 February 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 February 6, 2019, and a copy was delivered to *The Morgan Messenger*.

Chairman Jenkins called the meeting to order at 10:02 AM with 2 members present: Mr. Mike Jenkins – Chairman; and Mr. Charles Johnson – Treasurer. Also present were Michael Crunkleton, General Manager of the WSPSD; Monty Kerns, WSPSD Operator and PSD Board Secretary; Steve Buchanan from Thrasher Engineering; Bill Clark from Region Nine Planning and Development; and Randy Waugh.

The Board of Directors along with Steve Buchanan and Bill Clark engaged in a lengthy discussion concerning the much talked about project to reduce I&I in the Berkeley Springs collection system. Steve Buchanan provided copies of drawings which encompassed most if not all of the Berkeley Springs collection system. The ultimate goal of this project discussion is to identify the sections of the collection system that are in most need of repair. Mr. Buchanan informed the BOD that he would concentrate his efforts for I&I identification on route 9 and Biser Street and also the downtown manholes in the stream. Mr. Buchanan and Mr. Clark laid out the available funding scenarios from IJDC along with the sewer rate schedule versus funding and grant options.

The next order of business was the approval of the minutes from the January 9, 2018 board meeting. Upon a motion by Mr. Johnson, the minutes from the January 9, 2018 meeting were unanimously approved as presented.

The next order of business was the approval for payment of the following 35 operational invoices received. Upon a motion by Mr. Johnson, the members unanimously approved payment for the 35 invoices received, totaling \$30,328.92.

1	Apple Valley Waste (Dec; Dempster rental)	\$129.11
2	American Bankers Ins (Renewal flood thru 4/6/20)	\$2,252.00
3	Berkeley Club Beverage (Jan; Gal case of distilled water)	\$5.50
4	BSWW (Jan/Dec; meter books, water usage, hydrant - Office, BS)	\$239.87
5	Comcast (Jan; phone /internet - Office)	\$224.92
6	Scott Crunkleton (Jan/Feb; cell phone allowance & mileage to DMV)	\$47.35
7	Dawson's Home Center (Jan; hose, adapter -BS)	\$25.98

8	Douglas Motors (Dec; lettering on 2019 truck)	\$175.00
9	Erie Ins Group (Jan; Workers Comp 4th qtr.)	\$919.53
10	Eddie's Tire Service (Jan; tires for 2015 truck)	\$584.52
11	GHS (Jan; excavator, dump truck, blade - BS)	\$1,255.00
12	Joshua Graham (Feb; cell phone allowance)	\$25.00
	Hunter's Hardware (Jan; gages, shovels, hammer, chisel, tarp, salt, keys-BS,	
13	GC, OFF)	\$287.47
14	Charles Johnson (Jan; Regular Board Mtg Salary)	\$125.00
15	Monty Kerns (Feb; cell phone allowance)	\$25.00
16	Klear Water Mgt (Jan; bio sanitizer, biomax-GC)	\$2,945.72
17	Lumos Networks (Jan; phone, internet -BS, GC)	\$165.41
18	Andy McKenzie (Jan; cell phone allowance)	\$25.00
19	Mountain State (Feb; Class S Registration - Joshua Graham)	\$175.00
20	Miss Utility (Dec; Notification service fees)	\$10.00
21	Morgan Messenger (Jan; year subscription)	\$38.16
22	Pace Analy(Jan; Wastewater analysis, soil analysis-BS, GC, Henry Farm)	\$1,433.09
23	Poly Coating (Jan; coat exterior roof of box trailer)	\$425.00
24	Preiser Scientific (Jan;Sstar A211 PH meter kit with stand - BS)	\$1,025.93
25	Postmaster (Dec/Jan; billing and stamps - BS, GC)	\$595.74
	Potomac Edison (Jan; Off (\$217.60) BS (\$7281.28) & GC (\$1005.76)	
26	WWTP&PS)	\$8,504.64
27	Thomas Stinebaugh (Dec; Regular Board Mtg Salary)	\$125.00
28	USA Bluebook (Jan; manhole covers; Hach - GC, IP)	\$602.90
29	WEX (Jan; Fuel for trucks)	\$541.44
30	WSPSD Debit Card (Jan; office and plant supplies-BS, GC, Off)	\$138.12
31	CNB (Feb; mortgage payments)	\$700.00
32	EFTPS (Jan; SS & Medicare Contribution)	\$1,715.05
33	WV PERS (Dec; Retirement Contribution)	\$3,346.96
34	WV PEIA (Dec; Health Insurance)	\$1,128.51
35	WV PEIA (Dec; Retiree Trust Fund)	\$366.00
		\$30,328.92

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 a policy which would govern the use of personal days by the WSPSD employees. After reviewing the policy drafted by the General Manager, Mr. Crunkleton, Director Johnson moved to approve the policy as presented and the motion passed unanimously.

The next item for consideration was to discuss and approve a bid of \$2000, received from the town of PAW PAW, to purchase the 1982 Ford F 700 flush truck. Following a short discussion, Mr. Johnson moved to accept the bid of \$2000 from the town of PAW PAW, the motion passed unanimously.

The next item on the agenda was to review and approve the bids received for the installation of a heat pump system at the WSPSD office at 92 North Washington St. Following a review of the bids received, Mr. Jenkins tabled any decisions until at least the March meeting.

The final item on the agenda was to discuss and approve the purchase of software from ASI which would allow the WSPSD to automatically collect payments from customers checking or savings accounts. Chairman Jenkins tabled any decision on this subject pending an answer as to whether this software could enable paperless billing.

The Monthly Operational Report:

Mr. Crunkleton informed the Board members of the following: (1) The WSPSD received 52,920 gallons of leachate for the month of January 2019 totaling \$4762.80. (2) The Warm Springs PSD sent out 274 Termination of Service notices for the month of December 2018 for past-due payment. (3) The new sewer Jetter trailer from American Jetter was delivered to the Berkeley Springs plant on January 11, 2019. (4) The WSPSD installed a new customer connection at 27 Middlekauff trail.

Future Business: No future business.

Public comments: There were no public comments.

The next Board meeting will be held on March 7, 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 11:50 AM.



Michael Jenkins, Chairman

Attest:  _____
Monty Kerns, Secretary