

Minutes

Warm Springs Public Service District

May 15, 2019

A regular meeting of the Public Service Board of the Warm Springs Public Service District (WSPSD) was held at 10:00 AM on May 15, 2019. The meeting was held in the WSPSD main office at 92 North Washington St., Berkeley Springs West Virginia. The meeting agenda was posted on May 9, 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 for payment of the following 34 operational invoices received. Upon a motion by Mr. Jenkins, the members unanimously approved payment for the 34 invoices received, totaling \$60,408.56.

1	Apple Valley Waste (Mar; Dumpster rental)	\$128.18
2	BSWW (Apr/May; meter books, water usage, hydrant, shutoffs - Office, BS)	\$237.54
3	Comcast (Apr; phone /internet - Office)	\$226.94
4	Scott Crunkleton (May; cell phone allowance)	\$25.00
5	Erie Ins Group (5/19/19-5/19/20 Workers Comp - 1st qtr.)	\$836.25
6	GHS (Apr;Haul sludge & install tap behind Maggio store GC)	\$1,640.00
7	Ganoe Enterprises (Install radio in truck)	\$465.55
8	Joshua Graham (May; cell phone allowance & PerDiem Class I drinking water)	\$327.50
9	Hach Co (Apr;Sample cell, ammonia, dpd chlorine-BS, GC)	\$140.81
10	Hoffman Construction Service (Apr; Annual calibration Flowmeters-BS, GC)	\$307.70
11	Hunter's Hardware (Apr/May;6 breakers, plumbing supp, hammer, flashlight - BS, Office)	\$153.97
12	JG Cochran Auctioneers (Apr; 2004 FL-70 Septic Pump Truck)	\$12,067.10
13	Charles Johnson (Apr; Regular & Special Board Mtg Salary)	\$225.00
14	Monty Kerns (May; cell phone allowance)	\$25.00
15	Klear Water Mgt (Apr; Klearaid, Polymer-BS)	\$4,495.50
16	Lumos Networks (Apr; phone, internet -BS, GC)	\$180.45
17	Andy McKenzie (May; cell phone allowance)	\$25.00
18	Miss Utility (Mar; Notification service fees)	\$18.20
19	Pace Analy(Mar/Apr/May; Wastewater analysis, soil analysis-BS, GC, CM)	\$2,015.81
20	Poly Coating Solutions (Mar; Replace 4 frames and manhole covers)	\$2,250.00

21	Postmaster (Apr/May; billing and stamps - BS, GC)	\$497.42
	Potomac Edison (Apr/May; Off (\$122.88) BS (\$5743.68) & GC (\$717.15)	
22	WWTP&PS)	\$6,583.71
23	RAM Industrial Services (Apr;Flygt pump service 2 pumps-GC)	\$7,046.00
24	Shives Heating & Air (Apr; FP of HVAC for Office)	\$6,850.00
25	Thomas Stinebaugh (Apr; Regular & Special Board Mtg Salary)	\$225.00
26	Share Corp (May; Dynasty - BS)	\$483.37
27	USA Bluebook (Apr;Roots disc, blower, pump supplies-BS, GC)	\$3,236.41
	VISA (Apr; Room for hosting class, lawnmower supp, off&plant supp-BS, GC,	
28	Off)	\$2,022.76
29	WEX Bank (Apr; Fuel for trucks)	\$580.30
30	CNB (May; mortgage payments)	\$700.00
31	EFTPS (Apr/May; SS & Medicare Contribution)	\$2,489.96
32	WV PERS (Apr; Retirement Contribution)	\$2,184.57
33	WV PEIA (Apr; Health Insurance)	\$1,351.56
34	WV PEIA (Apr; Retiree Trust Fund)	\$366.00
		\$60,408.56

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 next item on the agenda was to discuss and approve the Fiscal year 2020 budget. Following a short discussion, Director Johnson moved to approve the fiscal year 2020 budget as presented, the motion passed unanimously.

The next item on the agenda was to discuss and approve a return to work policy. Chairman Jenkins moved to approve the return to work policy as presented contingent upon legal review, the motion passed unanimously.

The next item on the agenda was to discuss and approve a restricted duty policy. Chairman Jenkins moved to approve the restricted duty policy as presented contingent upon legal review, the motion passed unanimously.

The next item on the agenda was to discuss the insurance quotes presented to the WSPSD Board of Directors on April 30, 2019. The Board members discussed at length the property and asset valuations as it pertains to insurance coverage. Chairman Jenkins committed to contacting the ethics committee to inquire as to whether the insurance should be put out on bid a second time if the WSPSD were to solicit a bid from a local Erie agent.

The Monthly Operational Report:

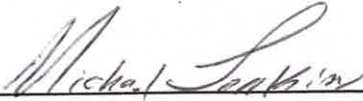
Mr. Crunkleton informed the Board members of the following: (1) The WSPSD did not receive any leachate for the month of April 2019. (2) The Warm Springs PSD sent out 280 Termination of Service notices for the month of April 2019 for past-due payment. (3) Shives Heating and Air has completed the installation of the new dual heat pump system at the WSPSD main office.

Future Business: (1) Make sure all WSPSD properties have a physical address provided by the county. (2) The WSPSD should implement a policy for customer grease trap maintenance. (3) Get quotes for installation of a catwalk around the basins at the Berkeley Springs plant.

Public comments: There were no public comments.

The next Board meeting will be held on June 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 10:56 AM.



Michael Jenkins, Chairman

Attest:



Monty Kerns, Secretary