

Minutes
Warm Springs Public Service District
September 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 September 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 September 5, 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; Monty Kerns, WSPSD operator and PSD board secretary; Steve Buchanan from Thrasher Engineering; Sean Forney from the Morgan County Commission; Randy Waugh; and Joe Van Meter.

The first order of business was to approve the agenda. Mr. Johnson moved to approve the agenda as posted, the motion passed unanimously.

Mr. Steve Buchanan was in attendance to discuss the progress of the collection system flow monitoring. Mr. Buchanan provided the BOD with the most recent hardcopy flow data and discussed some preliminary observations. Mr. Buchanan reviewed project financing and provided a rate schedule which compared funding and grant options according to sewer rates. As an example, explained Mr. Buchanan, at a rate of \$49.16 per 3400 gallons of sewage flow, the WSPSD would qualify for up to \$2.2 million in funding at a 2% rate for 30 years and \$500,000 in grant monies. Mr. Buchanan will provide a quote for the preliminary engineering for the I&I project by the October 2019 meeting. Mr. Sean Forney spoke on behalf of the Morgan County commission and detailed how an extension of water and sewer service south on 522 might positively impact economic development.

The next order of business was to approve the minutes from the August 14, 2019 BOD meeting. The minutes from the August 14, 2019 Board of Directors meeting were not available for review.

The next order of business was the approval for payment of the following 32 operational invoices received. Upon a motion by Mr. Johnson, the members unanimously approved payment for the 32 invoices received, totaling \$32,725.16.

1	Apparatus Repair & Engineering (Sept; travel, set-up & align motors/blower-BS)	\$476.70
2	BSWW (Aug/Sept; meter books, water usage, hydrant - Office, BS)	\$235.21
3	Comcast (Aug; phone /internet - Office)	\$227.45
4	Scott Crunkleton (Sept; cell phone allowance)	\$25.00
5	Decker & Co (Sept; progress billing Audit/PSC report FY19)	\$7,000.00
6	Fire-X Sales & Service (Aug; annual fire ext. maint & repair)	\$120.06
7	GHS (Aug; sewer line repair-269 N Washington - BS)	\$585.00
8	Hunter's Hardware (Aug; Keys, PVC piping, couplings, glue -BS)	\$294.24
9	Charles Johnson (Aug; Regular Board Mtg Salary)	\$125.00
10	Monty Kerns (Sept; cell phone allowance)	\$25.00
11	Klear Water Mgt (Aug; Klearaid, Aluminum Sulfate -BS)	\$1,802.24
12	Lumos Networks (Aug; phone, internet -BS, GC)	\$179.62
13	Maryland Pipe (Aug; PVC sewer line extension-Lewis- BS)	\$102.50
14	Andy McKenzie (Sept; cell phone allowance & work shoe reimbursement)	\$104.49
15	Miss Utility (Jul; Notification service fees)	\$37.80
16	Morgan Messenger (Aug; Public Notice/ad for OIT - BS)	\$230.70
17	Pace Analy(Aug; Wastewater analysis, soil analysis-BS, GC, IP)	\$1,271.57
18	Poly Coating (Aug; Repair manholes; replace frame/cover manhole-BS)	\$3,475.00
19	Postmaster (Aug/Sept; billing and stamps - BS, GC) Potomac Edison (Aug; Off (\$118.42), BS (\$3918.43) & GC (\$585.02)	\$592.25
20	WWTP&PS)	\$4,621.87
21	South Morgan Repair (Aug; Service tanker truck)	\$1,699.90
22	Thomas Stinebaugh (Aug; Regular Board Mtg Salary)	\$125.00
23	Schreiber (Aug;next day freight -BS)	\$92.00
24	USA Bluebook (Aug; LCD meter headworks;3-hole round -BS)	\$81.66
25	VISA (Aug; Office & plant supplies, - BS, GC, Off)	\$1,350.17
26	WEX Bank (Aug; Fuel for trucks)	\$495.47
27	WV DH&HS (Aug; water bacteriol test - IP)	\$20.00
28	CNB (Aug; mortgage payments)	\$700.00
29	EFTPS (Aug; SS & Medicare Contribution)	\$1,730.71
30	WV PERS (Aug; Retirement Contribution)	\$3,413.90
31	WV PEIA (Aug; Health Insurance)	\$1,148.65
32	WV PEIA (Aug; Retiree Trust Fund)	\$336.00
		\$32,725.16

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 was to discuss the implementation of a grease trap policy for WSPSD customers. Discussion was tabled.

The next item for consideration was to discuss and approve purchasing a piece of equipment to aid in clearing the basin walls at the Berkeley Springs plant. Mr. Crunkleton explained to the Board of Directors that the employee's consensus was that a shooting boom style forklift would safely be able to clear snow from the basin walls along with performing several other useful tasks around the plant. The Board of Directors directed the General Manager to rent a shooting boom forklift for a week to determine if that piece of equipment would meet our needs.

The next item on the agenda was to discuss and approve constructing a building for equipment storage. Multiple bids for construction were not yet available therefore no action was taken.

The Monthly Operational Report:


Mr. Crunkleton informed the Board members of the following: (1) The WSPSD received no leachate for the month of August 2019. (2) The Warm Springs PSD sent out 281 Termination of Service notices for the month of August 2019 for past-due payment. (3) The WSPSD has completed replacement of 85 feet of sewer collection line at 269 North Washington St. (4) The Warm Springs PSD has completed a line extension at 11 Gray Ln. to serve Iva Lewis. (5) The Warm Springs PSD has hired Jonathan Mechem as a new operator in training.

Future Business: No future business.

Public comments: There were no public comments.

The next Board meeting will be held on October 9, 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 11:55 AM.



Michael Jenkins, Chairman

Attest: 

Monty Kerns, Secretary