

Minutes
Warm Springs Public Service District
December 11, 2019

A regular meeting of the Public Service Board of the Warm Springs Public Service District (WSPSD) was held at 10:00 AM on December 11, 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 December 6, 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 to approve the agenda. Dir. Johnson moved to approve the agenda as posted, the motion passed unanimously.

The next item on the agenda was to approve the minutes from the special Directors meeting on November 1, 2019. Upon a motion by Dir. Johnson, the minutes from the November 1, 2019 special meeting were unanimously approved as presented.

The next order of business was to approve the minutes from the November 13, 2019 BOD meeting. Upon a motion by Director Stinebaugh, the minutes from the November 13, 2019 board meeting were unanimously approved as presented.

The next order of business was the approval for payment of the following 30 operational invoices received. Upon a motion by Dir. Johnson, the members unanimously approved payment for the 30 invoices received, totaling \$27,133.22.

1	Advance Auto Parts (Nov; batteries, core battery, washer fluid-BS)	\$135.99
2	Apple Valley Waste (Nov; dumpster rental - BS)	\$129.11
3	Appalachian Software (2020 Installation/Customer Support)	\$3,345.00
4	BSWW (Nov/Dec; meter books, water usage, hydrant - Office, BS)	\$245.70
5	Biedler's Elec. Motor Rep (Nov; belts-CSP)	\$65.92
6	Comcast (Nov; phone /internet - Office)	\$230.32
7	Terrance Cross (Nov; Martinsburg training mileage reimbursement)	\$29.00
8	Scott Crunkleton (Dec; cell phone allowance)	\$25.00
9	Dawson's Home Ctr (Nov; pipe - CSP)	\$7.99
10	Joshua Graham (Dec; cell phone allowance)	\$25.00

11	Hunters Hardware (Nov; PVC, coupling, stripping, ice melt, salt - BS)	\$248.24
12	Charles Johnson (Nov; Regular Board Mtg Salary)	\$125.00
13	Monty Kerns (Dec; cell phone & shoe allowance)	\$25.00
14	Klear Water Mgt (Nov; Botanizer, max-CSP, Natchlor - BS)	\$2,945.80
15	Andy McKenzie (Nov; cell phone allowance)	\$25.00
16	Miss Utility (Oct; Notification service fees)	\$16.80
17	Pace Analy(Oct/Nov; Wastewater analysis, soil analysis, outfall report-BS, GC)	\$2,904.07
18	Postmaster (Nov/Dec; billing and permit fee - BS, GC)	\$668.51
	Potomac Edison (Nov; Off (\$160.85), BS (\$4763.82) & GC (\$734.47)	
19	WWTP&PS)	\$5,659.14
20	Segra (Lumos Networks) (Nov; phone, internet -BS, GC)	\$179.68
21	Thomas Stinebaugh (Nov; Regular Board Mtg Salary)	\$125.00
22	Tri-State Comm Health (Oct; testing)	\$131.00
23	USA Bluebook (Nov; Permacap diffusers, Hach, samples-BS, GC, CSP)	\$1,281.06
24	VISA (Nov; Office & plant supplies - BS, GC, Off)	\$557.86
25	WEX Bank (Nov; Fuel for trucks, generators)	\$784.15
26	CNB (Dec; Mortgage payments)	\$700.00
27	EFTPS (Nov; SS & Medicare Contribution)	\$1,932.90
28	WV PERS (Nov; Retirement Contribution)	\$2,405.66
29	WV PEIA (Nov; Health Insurance&Admin fee)	\$1,675.32
30	WV PEIA (Nov; Retiree Trust Fund)	\$504.00
		\$27,133.22

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 interior upgrades to the Berkeley Springs WWTP office. It was discussed and decided that the employees will devise a floor plan and solicit prices from at least three contractors for the remodeling.

The next item on the agenda was to discuss and approve contracts for water and wastewater operations at Cacapon State Park. The Board of Directors discussed various aspects of an annual contract with Cacapon State Park, however no decisions were made at this meeting.

The Monthly Operational Report:

Mr. Crunkleton informed the Board members of the following: (1) The WSPSD received 41,160 gallons of leachate for the month of November 2019 totaling \$3704.40. (2) The Warm Springs PSD sent out 297 Termination of Service notices for the month of November 2019 for past-due payment. (3) The WSPSD is in the process of negotiating an annual agreement for water and wastewater operations at Cacapon State Park.

Future Business: No future business.

Public comments: There were no public comments.

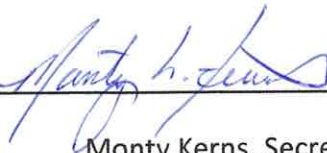
The next Board meeting will be held on January 7, 2020, at 10 AM, in the Morgan County Commission meeting room, at the Morgan County Courthouse, Berkeley Springs, West Virginia.

Chairman Jenkins adjourned the meeting at 11:33 AM.



Michael Jenkins, Chairman

Attest:



Monty Kerns, Secretary