

Minutes
Warm Springs Public Service District
May 14, 2020

A regular meeting of the Public Service Board of the Warm Springs Public Service District (WSPSD) was held at 10:00 AM on May 14, 2020. The meeting was held by conference call due to Covid-19 restrictions.

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; 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.

Item 2 on the agenda was to approve the minutes from the Board of Directors meeting on April 8, 2020. The minutes from the Board of Directors meeting on April 8, 2020 were not available for review.

The next order of business was the approval for payment of the following 35 operational invoices received. Upon a motion by Director Johnson, the members unanimously approved payment for the 35 operational invoices received, totaling \$51,668.99.

1	Advance Auto Parts (Apr; gloves-Office, BS, GC)	\$246.81
2	Apple Valley Waste (Apr; dumpster rental - BS)	\$129.11
3	BSWW (Apr/May; meter books, water usage, hydrant - Office, BS)	\$242.21
4	C I Thornburg (May; calcium, hypochlorite - CSP)	\$2,690.00
5	Comcast (Apr; phone /internet - Office)	\$277.68
6	Core & Main LP (Apr; WT Sant Sewer - BS)	\$1,420.00
7	Scott Crunkleton (May; cell phone allowance)	\$25.00
8	Erie ins (May; Workers Comp - 5/19/20-5/19/21)	\$2,332.00
9	Ganoe Enterprises (Apr; troubleshot fiber link-BS)	\$219.60
10	Joshua Graham (May; cell phone allowance)	\$25.00
11	John Hobday (Mar; Caughlan Lane-main line cleanout-BS)	\$100.00
12	Hunters Hardware (Apr/May; air filter, key, pvc pieces - BS, CSP)	\$31.58
13	Charles Johnson (Apr; Regular Board Mtg Salary)	\$125.00
14	Monty Kerns (May; cell phone allowance)	\$25.00
15	Klear Water Mgmt. (Apr; aluminum sulfate - BS)	\$1,925.00
16	Andy McKenzie (May; cell phone allowance)	\$25.00
17	Jonathan Mechem (May; cell phone allowance)	\$25.00

18	Miss Utility (Mar; notification service fees-BS)	\$27.90
19	Pace Analy(Apr/May; wastewater analysis, soil analysis-BS, GC, IP, CSP)	\$1,223.61
20	Postmaster (Apr/May; billing, postage - BS, GC)	\$647.72
	Potomac Edison (Apr/May; Off (\$172.45), BS (\$6038.93) & GC (\$811.64)	
21	WWTP&PS)	\$7,023.02
22	RAM Industrial (May; steel enclosure, breaker, relay-BS)	\$8,000.46
23	Segra (Apr; phone, internet -BS, GC)	\$190.76
24	Thomas Stinebaugh (Apr; Regular Board Mtg Salary)	\$125.00
25	Schreiber (May; bushings, diffusers, connectors- BS)	\$11,918.00
26	Shives Elect (Apr; exter Lighting-replace - BS)	\$870.00
	USA Bluebook (Apr; PH storage, buffer, circular chart, lead tube -BS, GC,	
27	CSP)	\$765.21
28	VISA (Apr; office, plant & safety supplies - BS, GC, Off)	\$1,624.66
29	WEX Bank (Apr; fuel for trucks)	\$399.80
30	CNB (May; Mortgage payments)	\$700.00
31	EFTPS (Apr/May; SS & Medicare Contribution)	\$2,897.47
32	WV PERS (Apr; Retirement Contribution)	\$2,571.07
33	WV PEIA (Apr; Health Insurance)	\$2,048.32
34	WV PEIA (Apr; Retiree Trust Fund)	\$672.00
35	WVBPH (Apr; fee for Class S certification -J Mechem)	\$100.00
		\$51,668.99

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 for consideration was to discuss and approve the fiscal year 2021 annual budget. Upon a motion by Dir. Johnson, the FY 2021 annual budget was unanimously approved.

The next item on the agenda was to discuss and approve a probation policy for new employees. Dir. Johnson moved to table a decision until the next meeting, the motion passed unanimously.

Item 7 on the agenda was to discuss and approve changes to the employee handbook defining how employees earn their vacation leave. Following review and a short discussion, Dir. Stinebaugh moved to approve the changes to the employee handbook, the motion passed unanimously.

Item 8 on the agenda was to discuss and approve increasing the monthly fee for operation of CMA's wastewater lagoon. Dir. Johnson moved to table any decision; the motion passed unanimously.

Item 9 on the agenda was to discuss and approve entering into a short-term agreement with the town of Paw Paw, to operate their wastewater lagoon. Following discussion, Dir. Johnson moved to enter into a short-term agreement with the town of Paw Paw for the operation of their wastewater lagoon, with a monthly fee of \$1500. The motion passed unanimously.

Item 10 on the agenda was to discuss and approve funding repairs to the gravel alleyway between the WSPSD office and Independence St. Following a short discussion, Dir. Johnson moved to fund repairs to the alleyway not to exceed \$6000. The general manager will check with landowners prior to any work beginning. The motion passed with Directors Johnson and Stinebaugh voting in favor, and Chairman Jenkins voting against.

The Monthly Operational Report:

Mr. Crunkleton informed the Board members of the following: (1) The WSPSD received 55,860 gals of leachate for the month of April 2020, totaling \$5027.40. (2) The Warm Springs PSD sent out 254 Termination of Service notices for the month of April 2020 for past-due payment.

Future Business: There was no future business.

Public comments: No public comments.

The next Board meeting will be held on June 10, 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 10:36 AM.



Michael Jenkins, Chairman

Attest:



Monty Kerns, Secretary