

**Minutes**  
**Warm Springs Public Service District**  
**April 8, 2020**

A regular meeting of the Public Service Board of the Warm Springs Public Service District (WSPSD) was held at 10:00 AM on April 8, 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 February 12, 2020. Upon a motion by Director Stinebaugh, the minutes from the Board of Directors meeting on February 12, 2020 were unanimously approved as presented.

Item 3 on the agenda was to approve the minutes from the Board of Directors meeting on March 17, 2020. Upon a motion by Director Johnson, the minutes from the Board of Directors meeting on March 17, 2020 were unanimously approved as presented.

The next order of business was the approval for payment of the following 33 operational invoices received. Upon a motion by Director Johnson, the members unanimously approved payment for the 33 operational invoices received, totaling \$28,121.30.

1	Advance Auto Parts (Mar/Apr; fuel cap, lubes, gloves-Office, BS, GC)	\$289.94
2	Apple Valley Waste (Mar; dumpster rental - BS)	\$129.11
3	BSWW (Mar/Apr; meter books, water usage, hydrant - Office, BS)	\$242.21
4	C I Thornburg (Mar; sodium hydroxide, hypochlorite - CSP)	\$550.00
5	Comcast (Mar; phone /internet - Office)	\$274.71
6	Cash (Mar; postage, file CC - Office)	\$27.63
7	Scott Crunkleton (Apr; cell phone allowance)	\$25.00
8	Erie ins (April-June; 4th qtr. liability, auto, ultra-flex-BS, GC)	\$5,445.02
9	Joshua Graham (Apr; cell phone allowance)	\$25.00
10	GHS (Mar; Hauling sludge)	\$1,350.00
11	Hach Co (Mar; lights & lamp assemblies - BS, CSP)	\$248.72
12	Hunters Hardware (Mar; O rings - BS)	\$4.39
13	Charles Johnson (Mar; Regular Board Mtg Salary)	\$125.00

14	Monty Kerns (Apr; cell phone allowance)	\$25.00
15	Andy McKenzie (Apr; cell phone allowance)	\$25.00
16	Jonathan Mechem (Apr; cell phone allowance)	\$25.00
17	Mike the Computer Guy (Mar; Security on computers - office)	\$59.99
18	Miss Utility (Feb; notification service fees-BS)	\$26.25
19	Pace Analy(Mar; wastewater analysis, soil analysis-BS, GC)	\$987.81
20	Postmaster (Mar/Apr; billing, postage - BS, GC)	\$596.64
	Potomac Edison (Mar/Apr; Off (\$247.12), BS (\$6031.13) & GC (\$1040.89)	
21	WWTP&PS)	\$7,319.14
22	Segra (Mar; phone, internet -BS, GC)	\$188.96
23	Thomas Stinebaugh (Mar; Regular Board Mtg Salary)	\$125.00
24	Share Corp (Mar; dynasty - BS)	\$984.68
25	Town of Bath (Apr-Jun; Garbage, safety, & street fees)	\$108.00
26	USA Bluebook (Mar; round hour meter, wipes, masks-BS, CSP)	\$323.75
27	VISA (Mar; office, plant & safety supplies - BS, GC, Off)	\$1,149.75
28	WEX Bank (Mar; fuel for trucks)	\$458.43
29	CNB (Apr; Mortgage payments)	\$700.00
30	EFTPS (Mar; SS & Medicare Contribution)	\$979.17
31	WV PERS (Mar; Retirement Contribution)	\$2,581.68
32	WV PEIA (Mar; Health Insurance)	\$2,048.32
33	WV PEIA (Mar; Retiree Trust Fund)	\$672.00
		\$28,121.30

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. Discussion on the fiscal year 2021 annual budget was tabled until the May meeting.

The next item on the agenda was to discuss and approve updating the employee handbook to define how WSPSD employees will earn vacation leave. The Board of Directors discussed the current vacation leave policy and decided that vacation leave will be earned on a per pay period basis. Chairman Jenkins directed the GM, Mr. Crunkleton, to draft a vacation leave policy reflecting this change. Chairman Jenkins also directed the GM to draft a new employee policy outlining the 90 day, max of 180-day probation period, including at what point new employees will begin receiving benefits.

The next item on the agenda was to discuss and approve moving to an alternative work schedule for essential employees during the Covid-19 outbreak. The Board decided that altering the employee work schedule was not warranted nor necessary.

The Monthly Operational Report:

Mr. Crunkleton informed the Board members of the following: (1) The WSPSD received no leachate for the month of March 2020. (2) The Warm Springs PSD sent out 252 Termination of Service notices for the month of March 2020 for past-due payment. (3) The Warm Springs PSD hosted a S-Class certification course the week of March 16, 2020.

Future Business: There was no future business.

Public comments: No public comments.

The next Board meeting will be held on May 14, 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 10:41 AM.



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Michael Jenkins, Chairman

Attest: 

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Monty Kerns, Secretary