

**Minutes**  
**Warm Springs Public Service District**  
**January 7, 2020**

A regular meeting of the Public Service Board of the Warm Springs Public Service District (WSPSD) was held at 1:00 PM on January 7, 2020. 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 January 2, 2020, and a copy was delivered to *The Morgan Messenger*.

Chairman Jenkins called the meeting to order at 1:00 PM 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; and Matt Pennington.

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 order of business was the annual election of officers. Dir. Johnson moved to appoint Michael Jenkins as chairman, the motion passed unanimously. Dir. Stinebaugh moved to appoint Charles Johnson as Treasurer, the motion passed unanimously. Monty Kerns will remain as Board secretary.

The next item on the agenda was to approve the minutes from the Board of Directors meeting on December 11, 2019. The minutes from the Board of Directors meeting on December 11, 2019 were not available for review.

The next order of business was the approval for payment of the following 37 operational invoices received. Upon a motion by Chairman Jenkins, the members unanimously approved payment for the 37 invoices received, totaling \$30,185.68.

1	Berkeley Club Beverage (Dec; Gallon bottles & distilled-BS)	\$25.50
2	BSWW (Dec/Jan; meter books, water usage, hydrant - Office, BS)	\$246.87
3	Comcast (Dec; phone /internet - Office)	\$227.75
4	CSX Transportation (2/22/20-2/22/21 Annual fee crossing)	\$144.44
5	Cash (Dec; release judgement, postage, decorations - Office)	\$61.65
6	Scott Crunkleton (Jan; cell phone allowance)	\$25.00
7	Dawson's Home Ctr (Dec; pipe, hacksaw, supplies - Ind Pk, CSP)	\$71.17
8	Erie ins (Dec; Jan-Mar 3rd quarter-liab, auto, ultra-flex)	\$5,445.04
9	Eddie's Tire (Dec; rotate tires)	\$31.80

10	G H S (Dec; haul sludge GC to BS)	\$750.00
11	Joshua Graham (Jan; cell phone allowance)	\$25.00
12	Hunters Hardware (Dec; ext. cord, duct tape - BS)	\$81.63
13	Charles Johnson (Dec; Regular Board Mtg Salary)	\$125.00
14	Monty Kerns (Jan; cell phone & shoe allowance)	\$25.00
15	Andy McKenzie (Jan; cell phone allowance)	\$25.00
16	Jonathan Mechem (Jan; cell phone allowance)	\$25.00
17	Miss Utility (Nov; Notification service fees)	\$10.00
18	Pace Analy(Dec; Wastewater analysis, soil analysis-BS, GC, IP)	\$1,595.38
19	Postmaster (Dec/Jan; billing, postage and permit fee - BS, GC) Potomac Edison (Dec; Off (\$263.30), BS (\$6215.73) & GC (\$838.11)	\$661.76
20	WWTP&PS)	\$7,317.14
21	Royal Filter Manufacturing (Dec; air filter cartridges - GC)	\$203.69
22	Reliance Lab (Dec; suspended solids -GC)	\$20.00
23	Segra (Lumos Networks) (Dec; phone, internet -BS, GC)	\$179.37
24	South Morgan Repair (Dec; weld manhole, shifter pump truck - BS)	\$600.00
25	Thomas Stinebaugh (Dec; Regular Board Mtg Salary)	\$125.00
26	Share Corp (Nov; Dynasty - BS GC)	\$967.14
27	The Garage (Dec; transmission, exhaust & power steering-09 GMC)	\$988.32
28	Town of Bath (Dec; Qtr. garbage, safety & street fees-OFF)	\$108.00
29	USA Bluebook (Dec; freight credit, microbe lift, acid, supplies -CSP)	\$665.61
30	VISA (Dec; Office & plant supplies - BS, GC, Off)	\$1,223.93
31	WEX Bank (Dec; Fuel for trucks, generators)	\$436.52
32	WV Dept of H & H Services (Nov; bacteriological test - IP)	\$20.00
33	CNB (Jan; Mortgage payments)	\$1,050.00
34	EFTPS (Dec/Jan; SS & Medicare Contribution)	\$1,931.62
35	WV PERS (Dec; Retirement Contribution)	\$2,567.03
36	WV PEIA (Dec; Health Insurance)	\$1,675.32
37	WV PEIA (Dec; Retiree Trust Fund)	\$504.00
		\$30,185.68

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 the Board's consideration was to discuss and approve the preliminary engineering report from Thrasher engineering. The Board of Directors were unanimously disappointed that Thrasher engineering had not delivered a preliminary engineering report (PER) for the Board's review. The Board of Directors, along with Matt Pennington, discussed at length the process to efficiently move forward with the I&I project. The Board of Directors decided to schedule a meeting later this month with Thrasher engineering to eliminate any

further obstacles and confusion as to the timeline for the delivery of a preliminary engineering report (PER).

The Monthly Operational Report:

Mr. Crunkleton informed the Board members of the following: (1) The WSPSD received 79,380 gallons of leachate for the month of December 2019 totaling \$7144.20. (2) The Warm Springs PSD sent out 250 Termination of Service notices for the month of December 2019 for past-due payment. (3) The WSPSD is still in the process of negotiating an annual agreement (MOU) for water and wastewater operations at Cacapon State Park.

Future Business: (1) Advertise for Class 1 certified water operator.

(2) Develop timeline for new employees to become certified in water/wastewater.

(3) Solicit quotes for Right-of-way maintenance.

Public comments: There were no public comments.

The next Board meeting will be held on February 12, 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 2:13 PM.



Michael Jenkins, Chairman

Attest:



Monty Kerns, Secretary