

Minutes
Warm Springs Public Service District
February 12, 2020

A regular meeting of the Public Service Board of the Warm Springs Public Service District (WSPSD) was held at 10:00 AM on February 12, 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 February 6, 2020, 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; Monty Kerns, WSPSD operator and PSD board secretary; Steve Buchanan from Thrasher Engineering; Jennifer Wishmyer Meyer from Region 9; Joe Van Meter; Randy Waugh; and Trish Rudder from the Morgan Messenger.

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 to discuss and approve the Preliminary Engineering Report (PER) for the proposed I & I project with Steve Buchanan from Thrasher Engineering. Mr. Buchanan reviewed the PER with the Board of Directors. Mr. Buchanan detailed project cost estimates, financing, and any and all grant opportunities. Following a lengthy review of the PER, Chairman Jenkins moved to approve the PER with submission to the USDA, and concurrently apply for a Small Cities grant for eligible portions of the project. The motion passed unanimously.

The next item for consideration was to discuss and approve Decker and Company to begin the Rule 42 accounting. Chairman Jenkins moved to approve Region 9 to begin the Rule 42 with Decker and Company, the motion passed unanimously.

The next item on the agenda was to discuss and approve Region 9 initiating the project on the IJDC website. No action was taken on this item.

The next item on the agenda was to approve the minutes from the Board of Directors meeting on December 11, 2019. Upon a motion by Dir. Johnson, the minutes from the Board of Directors meeting on December 11, 2019 were unanimously approved as presented.

The next item was to approve the minutes from the Board of Directors meeting on January 7, 2020. Upon a motion by Dir. Johnson, the minutes from the Board of Directors meeting January 7, 2020 were unanimously approved as presented.

The next item was to approve the minutes from the special Board of Directors meeting on January 13, 2020. Upon a motion by Dir. Johnson, the minutes from the special Board of Directors meeting on January 13, 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 Dir. Johnson, the members unanimously approved payment for the 33 invoices received, totaling \$32,237.78.

1	Apple Valley Waste (Dec/Jan; dumpster rental - BS)	\$258.22
2	Am Bankers Ins. (Flood Ins BS building 4/2020-2021)	\$2,321.00
3	BSWW (Jan/Feb; meter books, water usage, hydrant - Office, BS)	\$246.87
4	C. I. Thornburg (Jan; hydroxide, hypochlorite - CSP)	\$775.00
5	Comcast (Jan; phone /internet - Office)	\$242.40
6	Commercial Press (Jan; printing bills & disconnect notices)	\$875.75
7	Scott Crunkleton (Feb; cell phone allowance)	\$25.00
8	Eddie's Tire (Jan; TPMS program installed - GMC 09)	\$199.80
9	Joshua Graham (Feb; cell phone allowance)	\$25.00
10	Hach Co. (Jan; chlorine, iron, filter - BS, CSP)	\$583.98
11	Hunters Hardware (Jan; wheel cutoff, ice melt - BS)	\$87.07
12	Charles Johnson (Jan; Regular & Special Board Mtg Salary)	\$225.00
13	Monty Kerns (Feb; cell phone allowance)	\$25.00
14	Klear Water Mgt (Jan; Bio sanitizer, biomax - CSP)	\$3,355.60
	Andy McKenzie (Feb; cell phone allowance; RipleyChiefOpr Class	
15	perdiem&mileage reimb)	\$422.60
16	Jonathan Mechem (Feb; cell phone allowance)	\$25.00
17	Mountain State ESC (Jan; Chief Operator Class fee at Ripley)	\$50.00
18	Miss Utility (Dec; notification service fees-BS)	\$14.10
19	Morgan Messenger (Jan; Ad for Class 1 Water operator- BS)	\$112.50
20	NAPA (Jan; battery commercial generator - GC)	\$195.05
21	Pace Analy(Jan; wastewater analysis, soil analysis-BS)	\$160.32
22	Postmaster (Jan/Feb; billing, postage and permit fee - BS, GC)	\$596.57
	Potomac Edison (Jan; Off (\$283.32), BS (\$7196.35) & GC (\$832.30)	
23	WWTP&PS)	\$8,311.97
24	Segra (Lumos Networks) (Jan; phone, internet -BS, GC)	\$179.47
25	Thomas Stinebaugh (Jan; Regular & Special Board Mtg Salary)	\$225.00
26	Share Corp (Jan; Dynasty - BS)	\$967.14
27	VISA (Jan; office, plant & safety supplies - BS, GC, Off)	\$2,470.02
28	WEX Bank (Jan; fuel for trucks)	\$775.99
29	CNB (Feb; Mortgage payments)	\$700.00

30	EFTPS (Jan; SS & Medicare Contribution)	\$1,964.22
31	WV PERS (Jan; Retirement Contribution)	\$3,869.29
32	WV PEIA (Jan; Health Insurance)	\$1,448.85
33	WV PEIA (Jan; Retiree Trust Fund)	\$504.00
		\$32,237.78

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 bids for the replacement of the soft start blower controllers in the MCC building. Following discussion and review of the bids submitted, chairman Jenkins moved to approve up to \$13,500 for the replacement of the soft starts. The motion passed unanimously.

The next item on the agenda was to discuss and approve the MOU between the WSPSD and the West Virginia DNR, for the operation of the water and sewer facilities at Cacapon State Park. Following a review of the MOU and its contents, Dir. Johnson moved to approve the agreement and allow Chairman Jenkins to sign the agreement as of today's date. The motion passed unanimously.

The next item was to discuss and approve current contract agreements for the operation of water and wastewater facilities. The Board of Directors reviewed the current contracts for operations and maintenance on various water and sewer facilities. Following review of the WSPSD's current contracts, the Board of Directors recommended that the O&M agreement with Cacapon investments be increased to \$900 per month. Chairman Jenkins moved to increase the monthly fee for Cacapon investments to \$900 per month beginning on June 1, 2020, pending legal review, with Cacapon investments absorbing any legal fees. The motion passed unanimously.

The Monthly Operational Report:

Mr. Crunkleton informed the Board members of the following: (1) The WSPSD received 129,360 gallons of leachate for the month of January 2020 totaling \$11,642.40. (2) The Warm Springs PSD sent out 270 Termination of Service notices for the month of January 2020 for past-due payment. (3) The WSPSD will be hosting a Class S wastewater training and certification class the week of March 16, 2020.

Future Business: There was no future business.

Public comments: Mr. Randy Waugh voiced his disappointment that no progress is being made on extending water and sewer service south along 522.

The next Board meeting will be held on March 11, 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 11:15 AM.

A handwritten signature in black ink, appearing to read "Michael Jenkins", written over a horizontal line.

Michael Jenkins, Chairman

Attest: A handwritten signature in blue ink, appearing to read "Monty Kerns", written over a horizontal line.

Monty Kerns, Secretary