

Minutes
Warm Springs Public Service District
March 17, 2020

A regular meeting of the Public Service Board of the Warm Springs Public Service District (WSPSD) was held at 10:00 AM on March 17, 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 March 12, 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; and Tom Holtz from Coolfont Mountainside Association.

The first order of business was to approve the agenda. Dir. Johnson moved to approve the agenda as posted, the motion passed unanimously.

Next item on the agenda was to approve the minutes from the Board of Directors meeting on February 12, 2020. The minutes from the Board of Directors meeting on February 12, 2020 were not available for review.

The next order of business was the approval for payment of the following 38 operational invoices received. Due to a discrepancy with a missing invoice, Chairman Jenkins moved to exclude invoice #22 and approve 37 of the 38 invoices received for a total of \$36,086.94, the motion passed unanimously.

1	Apple Valley Waste (Feb; dumpster rental - BS)	\$129.11
2	Berkeley Club Beverages (Feb; 2 gallons of distilled water - BS)	\$12.00
3	BSWW (Feb/Mar; meter books, water usage, hydrant - Office, BS)	\$246.87
4	CAN Surety (Annual highway permit)	\$250.00
5	Comcast (Feb; phone /internet - Office)	\$242.40
6	Core & Main LP (Feb; 5 34" frame collection system - BS)	\$2,071.20
7	Scott Crunkleton (Mar; cell phone allowance)	\$25.00
8	Eddie's Tire Ser (Feb; tire repair patch)	\$16.95
9	Joshua Graham (Mar; cell phone allowance)	\$25.00
10	GHS (Jan; backhoe tap Valley Rd)	\$300.00
11	Hoffman Construction (Mar; Annual calibration flowmeters-BS, GC)	\$307.70
12	John Hobday (Feb; Open line tree roots - Jacob St)	\$175.00
13	Charles Johnson (Feb; Regular Board Mtg Salary)	\$125.00
14	Monty Kerns (Feb; cell phone allowance)	\$25.00

15	Klear Water Mgt (Feb; Bio sanitizer, biomax - GC)	\$4,755.76
16	Andy McKenzie (Mar; cell phone allowance)	\$25.00
17	Jonathan Mechem (Mar; cell phone allowance)	\$25.00
18	Mike the Computer Guy (Mar; reconfigure printer - office)	\$75.00
19	Miss Utility (Jan; notification service fees-BS)	\$26.25
20	Morgan Messenger (Feb; newspaper)	\$38.16
21	Pace Analy(Jan, Feb, Mar; wastewater analysis, soil analysis-BS, CI, CSP, GC)	\$3,460.28
22	Poly Coating (Feb&Mar; Frame, cover, rehab-Methodist Ch, Greenway, Whisner)	\$5,446.00
23	Postmaster (Feb/Mar; billing, postage and permit fee - BS, GC)	\$469.23
24	Potomac Edison (Feb&Mar; Off (\$246.59), BS (\$6671.03) & GC (\$815.62) WWTP&PS)	\$7,733.24
25	Segra (Lumos Networks) (Feb; phone, internet -BS, GC)	\$178.90
26	Thomas Stinebaugh (Feb; Regular Board Mtg Salary)	\$125.00
27	Shives Heating & Air (Mar; Exterior lighting - BS)	\$870.00
28	Schreiber (Jan; program panel view screen - BS)	\$564.00
29	William Turner (Feb; reimburse plumbing for Jacob St)	\$503.50
30	USA Bluebook (Feb; 2 industrial PSI transmitters, ultra-triode, buffers-BS, CSP)	\$1,442.37
31	VISA (Feb; office, plant & safety supplies - BS, GC, Off)	\$2,461.96
32	WEX Bank (Feb; fuel for trucks)	\$450.48
33	WV Dept of H&H Serv (Mar; bacter test -IP)	\$20.00
34	CNB (Mar; Mortgage payments)	\$700.00
35	EFTPS (Feb&Mar; SS & Medicare Contribution)	\$2,909.42
36	WV PERS (Feb; Retirement Contribution)	\$2,581.84
37	WV PEIA (Feb; Health Insurance)	\$2,048.32
38	WV PEIA (Feb; Retiree Trust Fund)	\$672.00
		\$41,532.94

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 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.

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 April meeting.

The next item on the agenda was to discuss and approve the MOU for the operation of the water and wastewater facilities at Cacapon State Park. Chairman Jenkins moved to approve the MOU with Cacapon State Park as of March 17, 2020, the motion passed unanimously.

The next item on the agenda was to discuss and approve transitioning from the current Rule 42 to a 19A for the current I & I project. The Board of Directors discovered that the 19A would not be available for this project.

The Monthly Operational Report:

Mr. Crunkleton informed the Board members of the following: (1) The WSPSD received 35,280 gallons of leachate for the month of February 2020 totaling \$3175.20. (2) The Warm Springs PSD sent out 258 Termination of Service notices for the month of February 2020 for past-due payment. (3) Two current employees of the WSPSD, Josh Graham and Jon Mechem, both passed their class I water certification exam.

Chairman Jenkins moved to return to agenda item 3, invoice approval, due to the resolution of a missing invoice for line item #22. The motion passed unanimously.

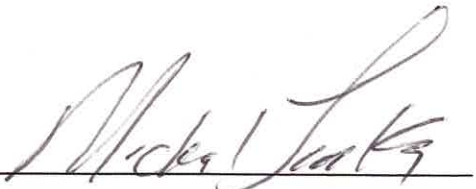
Chairman Jenkins moved to approve invoice #22 for \$5446, the motion passed unanimously.

Future Business: There was no future business.

Public comments: No public comments.

The next Board meeting will be held on April 8, 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 11:10 AM.



Michael Jenkins, Chairman

Attest: 

Monty Kerns, Secretary