

**Minutes**  
**Warm Springs Public Service District**  
**June 10, 2020**

A regular meeting of the Public Service Board of the Warm Springs Public Service District (WSPSD) was held at 10:00 AM on June 10, 2020. The meeting was held by conference call due to Covid-19 restrictions. The agenda was posted on June 5, 2020.

Chairman Jenkins called the meeting to order at 10:07 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. Director Stinebaugh moved to approve the minutes from the BOD meeting on April 8, 2020, the motion passed unanimously.

Item 3 on the agenda was to approve the minutes from the Board of Directors meeting on May 14, 2020. Director Johnson moved to approve the minutes from the BOD meeting on May 14, 2020, the motion passed unanimously.

The next order of business was the approval for payment of the following 29 operational invoices received. Upon a motion by Director Stinebaugh, the members unanimously approved payment for the 29 operational invoices received, totaling \$24,913.14.

1	Advance Auto Parts (May; oil absorbent - BS, GC)	\$65.52
2	BSWW (May/June; meter books, water usage, hydrant - Office, BS)	\$238.71
3	Bielder's Elec. Motor Repr (May; Belts - GC)	\$289.90
4	C I Thornburg (May; sodium hydroxide - CSP)	\$410.00
5	Comcast (May; phone /internet - Office)	\$277.72
6	Scott Crunkleton (Jun; cell phone allowance)	\$25.00
7	GHS (Jun; hauling sludge - BS)	\$1,500.00
8	Joshua Graham (Jun; cell phone allowance)	\$25.00
	Hunters Hardware (May/Jun; pipe compound, spray paint, tubing - BS, GC,	
9	CSP)	\$62.84
10	Charles Johnson (May; Regular Board Mtg Salary)	\$125.00
11	Monty Kerns (Jun; cell phone allowance)	\$25.00
12	Maryland Pipe (May; adapter, cleanout - BS)	\$219.06

13	Andy McKenzie (Jun; cell phone allowance)	\$25.00
14	Jonathan Mechem (Jun; cell phone allowance)	\$25.00
15	Miss Utility (Apr; notification service fees-BS)	\$29.45
16	Pace Analy(May; wastewater analysis, soil analysis-BS, GC, IP, CI)	\$1,314.37
17	Poly Coating Solution (May; manhole rehab Concord Ave.)	\$1,375.00
18	Postmaster (May/Jun; billing, postage - BS, GC) Potomac Edison (May; Off (\$186.51), BS (\$6411.85) & GC (\$887.84)	\$509.37
19	WWTP&PS)	\$7,486.20
20	Segra (May; phone, internet -BS, GC)	\$190.06
21	Thomas Stinebaugh (May; Regular Board Mtg Salary)	\$125.00
22	USA Bluebook (May; thermometer, feeder tube -BS, GC, CSP)	\$699.04
23	VISA (May; office, plant & safety supplies - BS, GC, Off)	\$1,468.41
24	WEX Bank (May; fuel for trucks)	\$476.55
25	CNB (Jun; Mortgage payments)	\$700.00
26	EFTPS (May/Jun; SS & Medicare Contribution)	\$1,951.89
27	WV PERS (May; Retirement Contribution)	\$2,553.73
28	WV PEIA (May; Health Insurance)	\$2,048.32
29	WV PEIA (May; Retiree Trust Fund)	<u>\$672.00</u>
		\$24,913.14

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 Probation Policy for new employees. Upon review and discussion, Dir. Stinebaugh moved to approve the New Employee Probation Policy, the motion passed unanimously.

Item 7 on the agenda was to discuss and approve increasing the monthly fee for operation of the wastewater lagoon at CMA. Following a review of the average operational costs for the lagoon at CMA, Director Johnson moved to increase the monthly operational fee to \$650 a month effective September 1, 2020. The motion passed unanimously.

Item 8 on the agenda was to discuss and approve allowing the WSPSD Chairman to sign all documents related to the current I&I project. Director Johnson moved to allow the WSPSD Chairman to sign all documents related to the current I&I project, the motion passed unanimously.

The Monthly Operational Report:

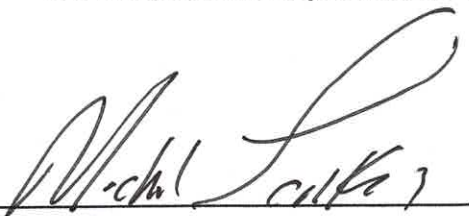
Mr. Crunkleton informed the Board members of the following: (1) The WSPSD received 70,560 gals of leachate for the month of May 2020, totaling \$6350.40. (2) The Warm Springs PSD sent out 262 Termination of Service notices for the month of May 2020 for past-due payment. (3) The Xylem rep. has completed the maintenance of the UV system at the BS Plant.

Future Business: There was no future business.

Public comments: No public comments.

The next Board meeting will be held on July 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 10:57 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