

**Minutes**  
**Warm Springs Public Service District**  
**August 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 August 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 August 7, 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; and Joseph Van Meter 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.

The next item on the agenda was to approve the minutes from the Board of Directors meeting on June 10, 2020. Director Stinebaugh moved to approve the minutes from the Directors meeting on June 10, 2020, the motion passed unanimously.

Item 3 on the agenda was to approve the minutes from the Board of Directors meeting on July 8, 2020. Director Johnson moved to approve the minutes from the Directors meeting on July 8, 2020, the motion passed unanimously.

The next order of business was the approval for payment of the following 38 operational invoices received. Director Johnson moved to approve payment for the 38 invoices received for a total of \$37,890.85, the motion passed unanimously.

1	Apple Valley Waste (Jul; Dumpster rental-BS)	\$125.72
2	BSWW (Jul/Aug; shutoffs, meter books, water usage, hydrant - Office, BS)	\$451.04
3	C I Thornburg (Jul; hypochlorite, sodium - CSP)	\$1,373.20
4	Comcast (Jul; phone /internet - Office)	\$279.89
5	Commercial Press (Jul; bills & disconnects printed-Off)	\$891.75
6	Cool Breeze Air Cond (Jul; a/c cleaning uv room - BS)	\$80.00
7	Scott Crunkleton (Aug; cell phone allowance& reimburse towel paper-BS)	\$46.20
8	Fairview Assoc (Jul; 2020-2021 HOA fee for lot)	\$480.00
9	Fastenal Co (Jun; Powerace Cogg - CSP)	\$90.24
10	GHS (Jun/Jul; chipper manlift rental, haul sludge, purchase forklift)	\$5,675.00
11	Gates Auto (Jul; tire repair)	\$15.17
12	Joshua Graham (Aug; cell phone allowance)	\$25.00

13	Hunters Hardware (Jul; keys, nozzle - BS, CSP)	\$20.99
14	Charles Johnson (Jul; Regular Board Mtg Salary)	\$125.00
15	Monty Kerns (Aug; cell phone allowance)	\$25.00
16	Long Fence (Jul; fence repair - BS)	\$2,560.00
17	Andy McKenzie (Aug; cell phone allowance)	\$25.00
18	Jonathan Mechem (Aug; cell phone allowance)	\$25.00
19	Minnotte Fluid Tech (Klear) (Jun; aluminum sulfate - BS)	\$1,925.00
20	Miss Utility (Jul; notification service fees-BS)	\$35.65
21	Pace Analy(Jul/Aug; wastewater analysis, soil analysis-BS, GC, IP, CI, CSP)	\$1,535.03
22	Philadelphia Ins (Jul; Board Ins 7/1/20-7/1/21)	\$2,261.37
23	Postmaster (Jul/Aug; billing, postage - BS, GC)	\$512.66
	Potomac Edison (Jul/Aug; Off (\$113.27), BS (\$4449.42) & GC (\$666.27)	
24	WWTP&PS)	\$5,228.96
25	Rootx (Jun; grease X biosyme - CI)	\$320.76
26	Roto-Rooter (Jul; Clean main - 59 Jacob St.)	\$357.50
27	Segra (Jul; phone, internet -BS, GC)	\$189.95
28	Thomas Stinebaugh (Jul; Regular Board Mtg Salary)	\$125.00
29	Share Corp (Jun; disinfectant wipes - BS, GC)	\$398.90
30	USA Bluebook (Jul; Hach, dpd, sample -IP, GC, CSP)	\$337.18
31	VISA (Jul; office, plant, bleach & safety supplies - BS, GC, Off, IP, CSP)	\$2,172.16
32	WEX Bank (Jul; fuel for trucks)	\$513.93
33	WV DHHS (Jul; water bacterial test - IP)	\$20.00
34	CNB (Aug; Mortgage payments)	\$700.00
35	EFTPS (Jul; SS & Medicare Contribution)	\$2,041.59
36	WV PERS (Jul; Retirement Contribution)	\$3,999.62
37	WV PEIA (Jul; Health Insurance/Annual fees)	\$2,261.39
38	WV PEIA (Jul; Retiree Trust Fund)	\$640.00
		\$37,890.85

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 a quote from Shives Electric to install surge protection on the Headworks building at the BS Plant. The cost of the equipment and installation will total \$3408.00. Director Johnson moved to approve the quote from Shives Electric for the install of a Surge Protection Device (SPD) for a total cost of \$3408.00, the motion passed unanimously.

The Monthly Operational Report:

Mr. Crunkleton informed the Board members of the following: (1) The WSPSD received no leachate for the month of July 2020. (2) The Warm Springs PSD sent out 252 Termination of Service notices for the month of July 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. (4) The WSPSD purchased a used forklift from GHS excavating at a cost of \$2500.00. (5) The flow meter at Coolfont Resort has completely failed again and a quote for its replacement is forthcoming.

Future Business: The members discussed the status of the I&I project


Public comments: No public comments.

The next Board meeting will be held on September 3, 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 10:38 AM.



Michael Jenkins, Chairman

Attest:  \_\_\_\_\_  
Monty Kerns, Secretary