

Minutes

Warm Springs Public Service District

February 14, 2024

A regular meeting of the Public Service Board of the Warm Springs Public Service District (WSPSD) was held at 10:00 AM on February 14, 2024. The meeting was held at the Warm Springs PSD Office, Berkeley Springs, West Virginia. The meeting agenda was posted on February 9, 2024, and a copy was delivered to *The Morgan Messenger*.

Chairman Jenkins called the meeting to order at 10:00 AM with all members attending. Mr. Mike Jenkins – Chairman; Mr. Charles Johnson – Treasurer; and Mr. Thomas Stinebaugh -- Secretary were present at the meeting. Also present was Michael Crunkleton, General Manager of the WSPSD; Amber Hixon, WSPSD office manager; and James Kelsh, Bowles Rice via Zoom.

The first order of business was to approve the agenda. Director Johnson moved to approve the agenda as posted with Chairman Jenkins to second, the motion passed unanimously.

Item 2 on the agenda was Jim Kelsh with Bowles Rice to discuss DEP notice of violation for plan of corrective action. Jim stated that he thought the plan of corrective action submitted in November was fine, though he did make some changes. No changes were made to A, B, and C stating that the spill was cleaned up when it happened, the line from the State Park to Berkeley Springs would be jet cleaned to prevent a recurrence of buildup and that Miller Environmental assisted with clean up with no additional fish kills detected. Jim also responded that we are in the process of an I&I project to correct any issues as well as filing a rate case with a change to our tariff to include a grease trap charge and install when warranted. Included in the response was a bi-annual inspection of the 8" sewer line between the park and the high school. Also, an annual inspection of all manholes and lines that would be vulnerable to issues and if anything is discovered to be wrong it would be fixed within 30 days. This response was submitted to the DEP on February 2nd. Scott Crunkleton mentioned to Jim that we have applied and paid for a permit modification for leachate so that we can take more due to the amount that has been coming in. Jim also mentioned that the amended notice for our rate case would be sent to Amber to be sent to customers and posted if needed.

Item 3 on the agenda was to approve the minutes from the January 10, 2024 Board of Directors meeting. Director Johnson moved to approve the minutes from the Directors meeting on January 10, 2024 with Director Stinebaugh to second, the motion passed unanimously.

The next order of business was the approval for payment of the following 43 operational invoices received. Director Johnson moved to approve payment for the 43 invoices received for a total of \$60,346.12, with Director Stinebaugh to second, the motion passed unanimously.

1	Advance Auto (Jan/Feb; fuse for salt spreader, battery for generator, glass cleaner-BS)	335.54
2	American Bankers Insurance (Jan; Flood insurance renewal WWTP-BS)	3,370.00
3	Apple Valley Waste (Dec/Jan; dumpster rental-BS)	170.19
4	Bowers Backflow (Feb; test 3/4", 2-1", & 3" backflow preventers-BS, IP)	575.00
5	Bowles Rice (Dec/Jan; professional fees through January 31 2024 & copies-DEP & Alternate Mainline)	1,270.00
6	BSWW (Dec/Jan; meter books, water usage, hydrant, terminations- Office, BS)	516.38
7	C&T Program (Feb; Class II Certification Theodore Enss II)	150.00
8	Citco (Jan; 10-45lb pails bio-neutralizer tablets, 6-45lb pails bio-sanitizer tablets-GC)	3,576.45
9	Comcast (Jan/Feb; phone /internet - Office)	250.18
10	Commercial Press (Jan; laser checks for O&M account)	191.07
11	Scott Crunkleton (Feb; cell phone allowance)	25.00
12	Eddie's (Feb; replace valve stem-BS)	10.55
13	Theodore Enss III (Feb; boot & cell phone allowance)	125.00
14	Erie (Dec; 3rd qtr liability, auto, ultraflex, change due to audit on ultraflex)	6,910.30
15	Mike Flowers (Jan; front wheel bearings, rotors, & brake pads, check fluids, rotate tires-2015 Chevy)	1,478.81
16	Gates (Dec; oil changes-2015 & 2019 Chevy Silverados)	101.35
17	Joshua Graham (Feb; cell phone allowance, boot allowance)	93.43
18	Amber Hixon (Dec; Section 125 reimbursement)	180.00
19	Guardian (Jan; long & short term disability)	173.70
20	Charles Johnson (Jan; Regular Board Mtg Salary)	125.00
21	Monty Kerns (Dec/Feb; section 125 reimbursement, cell phone & boot allowance)	723.53
22	Maryland Pipe & Supply (Feb; 2-PVC 11.25 bend D1934 plastic trends, 6-6" SDR35-BS press, inventory)	292.52
23	Jonathan Mechem (Feb; cell phone & boot allowance)	125.00
24	Mike the Computer Guy (Jan; labor onsite picked up & brought back to office, system reload, data recovery-Office)	212.50
25	Miss Utility (Jan/Feb; Message fees for December & January)	71.80
26	Lionel Monteil (Jan/Feb; cell phone allowance, reimbursement for class, boot allowance)	678.64
27	Morgan Messenger (Jan; RFP PSC legal services, RFP for right of way legal services)	255.60
28	Munibilling (Jan; December & Part of Jan billing & postage, Merchant return fee for December)	1,097.41
29	Pace (Dec/Jan/Feb; wastewater testing-BS, GC, IP, CSP)	3,632.10
30	Potomac Edison (Jan; Off (\$384.65), BS(\$8,366.77) & GC (\$1,222.92) WWTP&PS)	9,974.34
31	RAM (Jan; field service Jan 9th & 10th, pump brought to shop for repair on Jan 11th, travel expenses-BS)	800.00

32	Jeffery Rhodes (Feb; cell phone & boot allowance)	125.00
33	Segra (Feb; phone & internet-BS,GC)	294.54
34	Share (Dec; windshield deicer, liquid icemelt-BS, GC)	486.49
35	Thomas Stinebaugh (Jan; Regular Board Mtg Salary)	125.00
36	Synthex (Jan; synfloc 2211 & 2235-BS)	990.25
37	United Healthcare (Feb; dental insurance)	178.27
38	VISA (Jan; QB, stamps, paper, printer toner, tow & repair sewer truck - Office, BS, CI)	7,602.26
39	WEX Bank (Jan; fuel for trucks)	882.27
40	CNB (Jan; Mortgage payments)	1,548.00
41	EFTPS (Jan; SS & Medicare Contribution)	2,484.95
42	WV PERS (Jan; Retirement Contribution)	2,792.40
43	WV PEIA (Jan; Health Insurance)	5,345.30
		<u>\$ 60,346.12</u>

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.

Item 6 on the agenda was to discuss and approve revisions to AMLEA with KOA. There was nothing to discuss at this time.

Item 7 on the agenda was to discuss and approve proposal from Aaron Mechem for replacement of doors in head works building. After discussion and not being able to get another quote from another company Director Johnson moved to approve Aaron Mechem to replace the doors in the head works building for \$6000 for two doors, with Director Stinebaugh to second. The motion passed two to one with Chairman Jenkins against.

Item 8 on the agenda was to discuss WSPSD current and future projects. The County is looking at a project to extend the sewer line to Merrywoods and the Senior Center. Chairman Jenkins said the County has applied for a grant and he believes that if they were to do the project they would come to the WSPSD and ask us if we would take it if they put the lines in. Michael Crunkleton mentioned an overflow in a line due to how the line is ran with two nineties causing the flow to get caught up. He is to contact Chase Riley with Thrasher to see what can be done to fix it.

The Monthly Operational/Office Report:


The board asked if we have heard anything about the campground and Michael Crunkleton said no contact has been made since Randy Kepler was at the December meeting on

their behalf. Amber mentioned to the board the need for signing a contract for the upcoming FY24 audit as our previous contract ended with the FY23 audit.

Public comments: No public comments

The next Board meeting will be held on March 13, 2024, at 10:00 AM, at the Warm Springs PSD Office, Berkeley Springs, West Virginia.

Chairman Jenkins adjourned the meeting at 11:05 AM.



Michael Jenkins, Chairman

Attest: 

Thomas Stinebaugh, Secretary