

Minutes
Warm Springs Public Service District
January 10, 2024

A regular meeting of the Public Service Board of the Warm Springs Public Service District (WSPSD) was held at 10:00 AM on January 10, 2024. 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 January 5, 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.

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

Item 2 on the agenda was the WSPSD Election of Officers. Director Johnson moved to keep the officers as they are with Director Stinebaugh to second, the motion passed unanimously.

Item 3 on the agenda was to approve the minutes from the December 13, 2023 Board of Directors meeting. Director Johnson moved to approve the minutes from the Directors meeting on December 13, 2023 with Director Stinebaugh to second, the motion passed unanimously.

The next order of business was the approval for payment of the following 33 operational invoices received. Director Johnson moved to approve payment for the 33 invoices received for a total of \$40,135.05, with Director Stinebaugh to second, the motion passed unanimously.

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| 1 | Advance Auto (Jan; 2 pack mini bulbs for truck-BS) | 6.64 |
| 2 | Apple Valley Waste (Dec/Jan; dumpster rental-BS) | 170.19 |
| 3 | Berkeley Club (Dec; 6-20oz cases water-BS & Office) | 105.00 |
| 4 | BSWW (Nov/Dec; meter books, water usage, hydrant- Office, BS) | 239.87 |
| 5 | Biedler's (Jan; air comp. motor-BS press) | 373.87 |
| 6 | Comcast (Dec/Jan; phone /internet - Office) | 250.18 |
| 7 | Scott Crunkleton (Jan; cell phone allowance, mileage reimbursement for picking up parts) | 83.29 |
| 8 | Decker & Company (Jan; Rule 42 preparation for June 30, 2023) | 7,250.00 |
| 9 | Theodore Enss III (Jan; cell phone allowance) | 25.00 |
| 10 | Joshua Graham (Jan; cell phone allowance) | 25.00 |
| 11 | Guardian (Jan; long & short term disability) | 173.70 |

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| 12 | Hunters (Dec/Jan; clear latex sealant, ice melt-BS, Office) | 38.89 |
| 13 | Charles Johnson (Dec; Regular Board Mtg Salary) | 125.00 |
| 14 | Monty Kerns (Jan; cell phone allowance) | 25.00 |
| 15 | Maryland Pipe (Jan; 4"x20'sch40, 4" 1/4bend, 4"x4"couplings, 6"sdr35, 8"x14'sdr35-BS Collections Stock-BS) | 1,563.91 |
| 16 | Jonathan Mechem (Jan; cell phone allowance) | 25.00 |
| 17 | Mike the Computer Guy (Dec; labor onsite,tried to recover data, hard drive damaged and not recoverable-BS) | 95.00 |
| 18 | Lionel Monteil (Jan; cell phone allowance) | 25.00 |
| 19 | Munibilling (Dec; 1st qtr software & merchant fees) | 1,834.77 |
| 20 | Pace (Dec; wastewater testing-BS, GC, IP, CSP) | 1,642.30 |
| 21 | Potomac Edison(Jan; Off (\$245.82), BS(\$7,622.60) & GC (\$1,068.80) WWTP&PS) | 8,937.22 |
| 22 | Jeffery Rhodes (Jan; cell phone allowance) | 25.00 |
| 23 | Segra (Jan; phone & internet-BS,GC) | 294.63 |
| 24 | Thomas Stinebaugh (Dec; Regular Board Mtg Salary) | 125.00 |
| 25 | Town of Bath (Dec; garbage, safety, & street fee-Office) | 108.00 |
| 26 | United Healthcare (Jan; dental insurance) | 178.27 |
| 27 | USA Bluebook (Jan; valve repair kit, tracing dye, bio-health bacterial supplement-BS) | 788.64 |
| 28 | VISA (Dec; supplies - Office, BS,) | 2,290.63 |
| 29 | WEX Bank (Dec; fuel for trucks) | 674.93 |
| 30 | CNB (Dec; Mortgage payments) | 2,322.00 |
| 31 | EFTPS (Dec; SS & Medicare Contribution) | 2,383.03 |
| 32 | WV PERS (Dec; Retirement Contribution) | 2,584.79 |
| 33 | WV PEIA (Dec; Health Insurance) | 5,345.30 |
| | | <u>\$40,135.05</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 WSPSD current and future projects. Jennifer Wishmyer had sent out an email about small cities block grants, that if we would want to apply we usually wouldn't get one the first time so would have to apply a second time. Applications are due mid April. These are for low to moderate income projects, so we will have to see what projects would qualify. It was mentioned that a good project may be to put water in Great Cacapon which would have to be done by drilling a well. Michael Crunkleton said that they did check at the campground in Great Cacapon and part of it is in the flood plane. Part of the Alternate Mainline Agreement with James Kelsh recommendations does have in it about installing water tight manholes.

The Monthly Operational/Office Report:

Michael informed the board that the SCADA computer would have to be taken somewhere to be scrubbed which would cost between \$6000 & \$8000 and there isn't a guarantee. He got information from Randy & Chase at Thrasher on places to upgrade the system to be able to get quotes. Monty was to contact our current vendor to see what they could do and if they could upgrade the system. Also, the number one pump went out at the pump station and RAM came and pulled it. Would be about \$15000 to fix it, looks like it needs rewind or \$57000 for a new one. Amber stated the office is running fine but her computer is currently with Jason at Mike the Computer Guy being worked on because it won't boot up and just keeps restarting.

Public comments: No public comments

The next Board meeting will be held on February 14, 2024, at 10:00 AM, in the Morgan County Commission meeting room, at the Morgan County Courthouse, Berkeley Springs, West Virginia.

Chairman Jenkins adjourned the meeting at 10:36 AM.



Michael Jenkins, Chairman

Attest: 

Thomas Stinebaugh, Secretary