

**Minutes**  
**Warm Springs Public Service District**  
**March 13, 2024**

A regular meeting of the Public Service Board of the Warm Springs Public Service District (WSPSD) was held at 10:00 AM on March 13, 2024. The meeting was held at the EDA Conference Room, Berkeley Springs, West Virginia. The meeting agenda was posted on March 8, 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; Chase Riley, Thrasher Engineering; 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 Director Stinebaugh to second, the motion passed unanimously.

Item 2 on the agenda was discuss and approve revised Alternate Main Line Extension Agreement with Scenic LLC. Jim stated that if this meets board approval without modification the agreement can be sent on to the developer to get feedback and then file with the PSC. The PSC has until May 16<sup>th</sup> to approve. In the agreement the developer is to install water tight manholes and Michael Crunkleton had asked to add in hydrostatic testing to section 4.07. Jim will reach out to Thrasher to add rates to article 2. Some other changes are to be made and a section removed. Chairman Jenkins moved to send this forward and to give the Chairman the ability to make minor changes as to not delay the ability to send this to the PSC with Director Johnson to second, the motion passed unanimously.

Item 3 on the agenda was to approve the minutes from the February 14, 2024 Board of Directors meeting. Director Stinebaugh moved to approve the minutes from the Directors meeting on February 14, 2024 with Director Johnson to second, the motion passed unanimously.

Item 4 on the agenda was to approve the minutes from the February 27, 2024 Special Board meeting. Director Johnson moved to approve the minutes from the Special meeting on February 27, 2024 with Director Stinebaugh to second, the motion passed unanimously.

Item 5 on the agenda was to approve the minutes from the March 5, 2024 Special Board meeting. Director Stinebaugh moved to approve the minutes from the Special meeting on March 5, 2024 with Director Johnson 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 \$47,280.03, with Director Stinebaugh to second, the motion passed unanimously.

1	Advance Auto (Feb; small engine oil, 10W30 oil-BS)	87.35
2	Apple Valley Waste (Jan/Feb; dumpster rental-BS)	175.28
3	Berkeley Club (Mar; 10 cases of water-BS)	109.50
4	BSWW (Jan/Feb; meter books, water usage, hydrant, terminations- Office, BS) Bowles Rice (Feb; AMLE, monthly status report for board, PSC order, DEP	375.21
5	correspondence) Citco (Mar; 10-45lb pails bio-neutralizer tablets, 5-45lb pails bio-sanitizer	1,643.50
6	tablets-GC)	3,016.32
7	CNA Surety (Feb; WV Highway Permit 4/16/2024-4/16/2025)	250.00
8	Comcast (Feb/Mar; phone /internet - Office)	250.23
9	Scott Crunkleton (Mar; cell phone allowance)	25.00
10	Theodore Enss III (Mar; cell phone allowance) FirstNet (Feb/Mar; AT&T internet at BS plant with first setup costs & March	25.00
11	usage)	2,032.63
12	Joshua Graham (Mar; cell phone allowance)	25.00
13	Guardian (Feb; long & short term disability)	173.70
14	Handyman Aaron (Feb; partial payment for two doors & hardware-BS)	4000.00
15	Charles Johnson (Feb; Regular & Special Board Mtg Salary)	225.00
16	Monty Kerns (Mar; cell phone allowance)	25.00
17	Maryland Pipe & Supply (Feb; 3-3/4" joint ball curb stops-CMA)	384.92
18	Jonathan Mechem (Feb; cell phone allowance)	25.00
19	Lionel Monteil (Mar; cell phone allowance)	25.00
20	Munibilling (Feb; February billing & postage with insert, one return fee)	3,587.48
21	Pace (Feb; wastewater testing-BS, GC, CI, IP, CSP) Potomac Edison (Feb; Off (\$212.99), BS(\$7,891.27) & GC (\$961.63)	5,269.80
22	WWTP&PS)	9,065.89
23	Jeffery Rhodes (Feb; cell phone allowance)	25.00
24	Segra (Mar; phone & internet-BS, GC)	294.50
25	Thomas Stinebaugh (Feb; Regular & Special Board Mtg Salary)	225.00
26	United Healthcare (Mar; dental insurance)	178.27
27	United Laboratories (Feb; 12gal liftzyme-BS pump stations) VISA (Feb; water, trashbags, quickbooks, fittings, tires, stamps, website -	869.53
28	Office, BS, CI)	2,173.77
29	WEX Bank (Feb; fuel for trucks)	806.28
30	CNB (Feb; Mortgage payments)	1,548.00
31	EFTPS (Feb; SS & Medicare Contribution)	2,390.88
32	WV PERS (Feb; Retirement Contribution)	2,626.59
33	WV PEIA (Feb; Health Insurance)	5,345.40
		<u>\$47,280.03</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 8 on the agenda was to discuss and approve quote for flow meter installation by Thrasher Engineering. Chase from Thrasher discussed the installation of 3 flow monitors at Michael Crunkleton's request. The cost estimate came back with \$15,000 to include the install, removal, and retrieval of data. Half of the cost would be deferred. Chairman Jenkins moved to approve the General Manager to sign an agreement with Thrasher Engineering for flow monitoring not to exceed \$8,000 with Director Johnson to second, the motion passed unanimously.

Item 9 on the agenda was to discuss WSPSD current and future projects. A discussion was had on the 522 extension with us estimated to have an additional customer base in the high 40's not including Waugh's mobile home park when they are added. It was also discussed on requiring the testing of the lines coming from the mobile home park to make sure there aren't any I&I issues prior to hooking them up to our system.

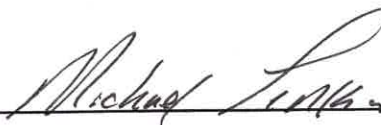
The Monthly Operational/Office Report:

Michael Crunkleton and Amber Hixon had nothing to report at this time.

Public comments: No public comments

The next Board meeting will be held on April 17, 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 11:07 AM.



Michael Jenkins, Chairman

Attest: 

Thomas Stinebaugh, Secretary