

Minutes
Warm Springs Public Service District
April 17, 2024

A regular meeting of the Public Service Board of the Warm Springs Public Service District (WSPSD) was held at 10:00 AM on April 17, 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 April 12, 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; Randy Watson, Thrasher Engineering.

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 Thrasher Group with updates on WSPSD projects. Chase Riley updated on the 522 extension that the NPDES permit has been received and 100% approved. The I&I project has all permitting and is awaiting the PSC determination with the rates. At this time we asked for 26% and the PSC came back with 25%. James Kelsh has asked for an extension with the PSC to give David Decker time to review their numbers to see if we agree. If not then we would have a hearing. An update was also given on the Merrywoods/Senior Center sewer line project. Region 9 has this project submitted to CDGB and expects to hear something by fall.

Item 3 on the agenda was to approve the minutes from the March 13, 2024 Board of Directors meeting. Director Stinebaugh moved to approve the minutes from the Directors meeting on March 13, 2024 with Director Johnson to second, the motion passed unanimously.

The next order of business was the approval for payment of the following 42 operational invoices received. Chairman Jenkins moved to approve payment for the 42 invoices received for a total of \$78,493.90, with Director Stinebaugh to second, the motion passed unanimously.

1 Advance Auto (Apr; antifreeze and coolant for pump truck)	180.40
2 Apple Valley Waste (Feb/Mar; dumpster rental-BS)	175.28
3 Berkeley Club (Apr; 2-1gallon case of spring water-BS)	15.50
4 BSWW (Feb/Mar;meter books,water usage, hydrant- Office, BS)	235.21

5	Bowles Rice (Apr; fees through 3/31/24-AMLE, POCA, rate case, attend board meeting)	1,290.00
6	Comcast (Mar/Apr; phone /internet - Office)	249.92
7	Scott Crunkleton (Apr; cell phone allowance)	25.00
8	Theodore Enss III (Apr; cell phone allowance)	25.00
9	FirstNet (Apr; AT&T internet at BS plant)	36.99
10	Frontier (Apr; phone & setup fees at plant-BS)	148.41
11	Gates (Mar; replace right rear parking brake shoe hardware-'15 Silverado, oil change '22 Colorado)	180.62
12	G.H.S (Apr; sludge hauling)	830.00
13	Joshua Graham (Apr; cell phone allowance)	25.00
14	Guardian (Mar; long & short term disability)	173.70
15	HCS Instrumentation (Mar; 3/6/24 labor, travel, annual calibrations-BS, GC)	433.12
16	Charles Johnson (Mar; Regular & Special Board Mtg Salary)	225.00
17	Monty Kerns (Apr; cell phone allowance)	25.00
18	Maryland Biochemical (Oct; bacteria for wastewater treatment-BS)	914.91
19	Jonathan Mechem (Apr; cell phone allowance)	25.00
20	Miss Utility (Mar/Apr; Message fees for February & March)	91.30
21	Lionel Monteil (Apr; cell phone allowance)	25.00
22	Morgan Messenger (Mar; ad for full time office position ran twice)	80.00
23	Munibilling (Mar/Apr; 2nd qtr software & merchant service fee, March billing)	2,895.21
24	Pace (Mar/Apr; wastewater testing-BS, GC, CI, IP, CSP)	1,745.10
25	Potomac Edison (Mar; Off (\$238.83), BS(\$8,191.82) & GC (\$1,044.56) WWTP&PS)	9,475.21
26	RAM (Mar; replace pump at WWTP, annual pump service-BS)	19,743.00
27	Jeffery Rhodes (Apr; cell phone allowance)	25.00
28	William Rohrbaugh (Apr; legal services 7/1/23-3/31/24-AMLEA, POCA, collections)	9,356.40
29	Segra (Apr; phone & internet-BS,GC)	293.83
30	Share (Mar; vegetation control-BS, GC)	1,292.12
31	Shives Electric (Mar; 3/18 labor surge module blower control garage-BS)	140.00
32	Thomas Stinebaugh (Mar; Regular & Special Board Mtg Salary)	225.00
33	Synthex (Apr; 2 drums synfloc 2235-BS)	1,799.47
34	Thrasher (Mar; Planning phase KOA Campground)	10,045.00
35	Town of Bath (Mar; 1st quarter trash, street, & safety)	108.00
36	United Healthcare (Apr; dental insurance)	178.27
37	VISA (Mar; stamps, quickbooks, press supplies, computer parts, gloves etc-Office, BS, GC)	3,073.11
38	WEX Bank (Mar; fuel for trucks)	737.83
39	CNB (Mar; Mortgage payments)	1,548.00
40	EFTPS (Mar; SS & Medicare Contribution)	2,385.75
41	WV PERS (Mar; Retirement Contribution)	2,671.94
42	WV PEIA (Mar; Health Insurance)	5,345.30
		<u>\$ 78,493.90</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 Resolution #1 approving invoices relating to construction and other services for the 522 sewer extension project and authorizing payments thereof. Per a conversation with Thrasher this is tabled until at least May.

Item 7 on the agenda was to discuss and approve soliciting bids for WSPSD audit and PSC report. Chairman Jenkins moved to solicit interest for the annual audit and PSC report once released from the State Auditors Office with Director Johnson to second, the motion passed unanimously.

Item 8 on the agenda was to discuss and approve FY2025 budget. Michael Crunkleton presented the budget to the board however the rate increase included isn't good. The payment for the office was removed and it was presented for the board to think about paying it off by the end of June so that we no longer have this payment to make.

Item 9 on the agenda was to discuss and approve the purchase of flow meter for I&I study. At this time there is only one quote for a flow meter so this is tabled until the next meeting.

The Monthly Operational/Office Report:

Michael and Amber did not have updates to give at this time.

Public comments: No public comments

The next Board meeting will be held on May 15, 2024, at 2:00 PM, in the Morgan County Commission meeting room, at the Morgan County Courthouse, Berkeley Springs, West Virginia.

Chairman Jenkins adjourned the meeting at 10:43 AM.



Michael Jenkins, Chairman

Attest: 

Thomas Stinebaugh, Secretary