

**Minutes**  
**Warm Springs Public Service District**  
**June 12, 2024**

A regular meeting of the Public Service Board of the Warm Springs Public Service District (WSPSD) was held at 10:00 AM on June 12, 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 June 7, 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 Chairman Jenkins to second, the motion passed unanimously.

Item 2 on the agenda was discussion of AMLA with Scenic LLC. Director Johnson moved to table until the July meeting with Director Stinebaugh to second, the motion passed unanimously.

Item 3 on the agenda was to approve the minutes from the May 15, 2024 Board of Directors meeting. Director Stinebaugh moved to approve the minutes from the Directors meeting on May 15, 2024 with Director Johnson to second, the motion passed unanimously.

The next order of business was the approval for payment of the following 35 operational invoices received. Chairman Jenkins moved to approve payment for the 35 invoices received for a total of \$46,103.61, with Director Johnson to second, the motion passed unanimously.

1	Apple Valley Waste (Apr/May; dumpster rental-BS)	175.28
2	Berkeley Club (May/June; 20-20oz cases of water-BS & Office)	219.00
3	BSWW (Mar/Apr; meter books, water usage, hydrant, terminations for April & May- Office, BS)	251.53
4	Bowles Rice (May; draft water term agreement, phone calls, letter to Town of Bath, draft complaint, review & edit POCA)	3,491.75
5	Cash (June; reimburse petty cash-batteris for cameras, priority mailings)	46.38
6	Citco Water (May; 7000lb aluminum sulfate-BS)	2,827.00
7	Comcast (May/June; phone /internet - Office)	279.77
8	Scott Crunkleton (June; cell phone allowance)	25.00
9	Theodore Enss III (June; cell phone allowance)	25.00
10	FirstNet (June; AT&T internet at BS plant)	36.99

11	Frontier (June; phone-BS)	44.99
12	G.H.S (May; excavator & 3 2'x5/8" stainless steel all threads for raise and repair on Myers St)	706.00
13	Joshua Graham (June; cell phone allowance)	25.00
14	Guardian (May; long & short term disability)	234.70
15	Amber Hixon (May; section 125 reimbursement)	600.00
16	Hunters (June; 2in tee, 2x1/4 hex bushing, anchor bolts, 1 1/4 galv pipe, threading-BS,GC)	140.92
17	Charles Johnson (May; Regular Board Mtg Salary)	125.00
18	Monty Kerns (June; cell phone allowance)	25.00
19	Maryland Pipe & Supply (May; elbows, clamps, ball valves, pipe, couplings, tees, etc-CI)	1,122.50
20	Jonathan Mechem (June; cell phone allowance)	25.00
21	Lionel Monteil (June; cell phone allowance)	25.00
22	Mountain State ESC (May; Class S Wastewater: Monty, Josh, Jon & Jeff)	180.00
23	Pace (Apr/May; wastewater testing-BS, GC, CI, IP, CSP)	5,341.90
24	Philadelphia Insurance (June; board insurance renewal 7/1/24-7/1/25)	2,828.47
25	Potomac Edison (May; Off (\$143.38), BS(\$6,217.16) & GC (\$904.00) WWTP&PS)	7,264.54
26	Jeffery Rhodes (June; cell phone allowance)	25.00
27	Segra (June; phone & internet-BS,GC)	264.52
28	Thomas Stinebaugh (May; Regular Board Mtg Salary)	125.00
29	United Healthcare (June; dental insurance)	201.57
30	VISA (May; stamps, quickbooks, press supplies, computer parts, gloves etc- Office, BS, GC)	3,321.67
31	WEX Bank (May; fuel for trucks)	1,054.07
32	CNB (May; Mortgage payments)	2,322.00
33	EFTPS (May; SS & Medicare Contribution)	3,449.05
34	WV PERS (May; Retirement Contribution)	3,916.71
35	WV PEIA (May; Health Insurance)	5,357.30
		<u>\$46,103.61</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 Chairman to sign all documents required by USDA for I&I project. Director Johnson moved to approve Chairman signing all required documents to move forward with the I&I project with Director Stinebaugh to second, the motion passed unanimously.

Item 7 on the agenda was to discuss and approve The Thrasher Group invoice relating to construction & other services for the sewer extension project and authorizing payment thereof.

Chairman Jenkins moved to approve payment of the Thrasher Group invoice for Phase I-522 South Sewer Extension totaling \$210,400 with Director Johnson to second, the motion passed unanimously.

Item 8 on the agenda was to discuss and approve condemnation of Right of Ways for I&I project: Phoenix Rising Rentals, Robert D Mangold and Shawn A Mangold, Neal B Schoenian and Yvonne M Schoenian. Director Stinebaugh moved to have Trump and Trump begin processing the condemnation cases for these properties with Director Johnson to second, the motion passed unanimously.

Item 9 on the agenda was to discuss and approve paying off the WSPSD office on June 12<sup>th</sup>. Director Johnson moved to pay off the office on June 12<sup>th</sup> with Director Stinebaugh to second, the motion passed unanimously.

The Monthly Operational/Office Report:

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

Future business: Spoke with Daryl Cowles about projects.

Public comments: No public comments

The next Board meeting will be held on July 10, 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 11:13 AM.



Michael Jenkins, Chairman

Attest: 

Thomas Stinebaugh, Secretary