

# Minutes

## Warm Springs Public Service District

### May 15, 2024

A regular meeting of the Public Service Board of the Warm Springs Public Service District (WSPSD) was held at 2:00 PM on May 15, 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 May 10, 2024, and a copy was delivered to *The Morgan Messenger*.

Chairman Jenkins called the meeting to order at 2:00 PM 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; Randy Watson, Thrasher Engineering 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 to approve the minutes from the April 17, 2024 Board of Directors meeting. Director Johnson moved to approve the minutes from the Directors meeting on April 17, 2024 with Director Stinebaugh to second, the motion passed unanimously.

The next order of business was the approval for payment of the following 39 operational invoices received. Chairman Jenkins moved to approve payment for the 39 invoices received for a total of \$42,330.61, with Director Johnson to second, the motion passed unanimously.

1	Apple Valley Waste (Mar/Apr; dumpster rental-BS)	175.28
2	American Bankers Insurance (May; flood insurance renewal for GC)	2,097.00
3	Berkeley Club (May; 10-20oz cases of water-BS)	109.50
4	BSWW (Mar/Apr; meter books, water usage, hydrant, terminations for April & May- Office, BS)	655.21
5	Bowles Rice (May; review AMLE, motion to extend & analysis of PSC order extending due date, FOIA request response)	992.50
6	Citco (May; 10-45lb pails bio-neutralizer tablets-GC, 3706lb aluminum sulfate-BS)	3,479.70
7	Comcast (Apr/May; phone /internet - Office)	249.77
8	Core & Main (May; 8 MJ L/P, 8U REST F/DIP-BS collections)	463.06
9	Scott Crunkleton (May; cell phone allowance)	25.00
10	Decker & Company (May; 1/1-5/7 budget consultations, project meetings, Rule 42 assist, review PSC memos & reports)	3,893.75
11	Theodore Enss III (May; cell phone allowance)	25.00
12	Erie (Apr; 5/19/24-5/19/25 Workers Compensation Ins.)	2,432.00

	36.99
13 FirstNet (May; AT&T internet at BS plant)	45.04
14 Frontier (May; phone-BS)	25.00
15 Joshua Graham (May; cell phone allowance)	135.59
16 Guardian (Apr; long & short term disability)	32.39
17 Hunters (Apr/May; brass coupling, brass pipe nipple, steel rod-BS)	125.00
18 Charles Johnson (Apr; Regular Board Mtg Salary)	25.00
19 Monty Kerns (May; cell phone allowance)	97.05
20 Maryland Pipe & Supply (Apr; 2-2x3/4 hinged saddle bolts-CMA)	25.00
21 Jonathan Mechem (May; cell phone allowance)	52.65
22 Miss Utility (May; Message fees for April)	25.00
23 Lionel Monteil (May; cell phone allowance)	41.34
24 Morgan Messenger (May; newspaper subscription renewal)	1,227.03
25 Munibilling (Apr/May; annual reporting fee, April billing)	1,747.30
26 Pace (Apr; wastewater testing-BS, GC, CI, IP, CSP)	
Potomac Edison (Apr; Off (\$224.23), BS(\$8,127.01) & GC (\$1,036.90)	9,388.14
27 WWTP&PS)	25.00
28 Jeffery Rhodes (May; cell phone allowance)	293.75
29 Segra (May; phone & internet-BS,GC)	
South Morgan Repair (May; replace steel heater hose line on engine &	
30 replace drag link-pump truck)	240.00
31 Thomas Stinebaugh (Apr; Regular Board Mtg Salary)	125.00
32 United Healthcare (May; dental insurance)	174.24
VISA (Mar; stamps, quickbooks, press supplies, computer parts, gloves etc-	
33 Office, BS, GC)	1,190.45
34 WEX Bank (Apr; fuel for trucks)	823.69
35 Xylem (Apr; ballast interface board-BS)	943.00
36 CNB (Apr; Mortgage payments)	1,548.00
37 EFTPS (Apr; SS & Medicare Contribution)	2,154.57
38 WV PERS (Apr; Retirement Contribution)	2,468.30
39 WV PEIA (Apr; Health Insurance)	4,718.32
	<u>\$ 42,330.61</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 5 on the agenda was to discuss and approve FY2025 budget. After some discussion on the rates changing and when they would take effect as well as if we would be able to make any changes to payroll, Director Johnson moved to approve the budget with the rate increase and revenue as it stands now as well as no changes to payroll and overtime with Director Stinebaugh to second, the motion passed two to one with Chairman Jenkins against.

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 June 12, 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 3:09 PM.



Michael Jenkins, Chairman

Attest: 

Thomas Stinebaugh, Secretary