

Minutes

Warm Springs Public Service District

July 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 July 10, 2024. The meeting was held in the Morgan County Commission meeting room, at the Morgan County Courthouse, Berkeley Springs, West Virginia. The amended meeting agenda was posted on July 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.

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 June 12, 2024 Board of Directors meeting. Director Johnson moved to approve the minutes from the Directors meeting on June 12, 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 \$42,669.88, with Director Johnson to second, the motion passed unanimously.

1	Apple Valley Waste (May/June; dumpster rental-BS)	175.28
2	BSWW (May/June; meter books, water usage, hydrant, terminations- Office, BS)	561.87
3	Bowles Rice (June; edit Scenic LLC AMLE, DEP plan of corrective action, FOIA request, review tariff changes in PSC order)	1,050.25
4	Citco Water (June; 8-45lb pails bionutralizer tablets-GC)	1,570.52
5	Comcast (June/July; phone /internet - Office)	279.73
6	Scott Crunkleton (July; cell phone allowance)	25.00
7	Dawsons Home Center (June; hardware, snap knife, bit set, 4"x4"x8' pt #2-office)	54.83
8	DL Consulting PLLC (July; to replace property pin-BS)	400.00
9	Theodore Enss III (July; cell phone allowance)	25.00
10	Erie (June; 7/1/24-7/1/25 1st qtr liability, auto & ultraflex)	7,393.42
11	FirstNet (July; AT&T internet at BS plant)	36.99
12	Frontier (July; phone-BS)	44.99
13	Joshua Graham (July; cell phone allowance)	25.00
14	Guardian (June; long & short term disability)	195.88

15	Hunters (June; 11/4 galv pipe, threads, rule tape, drain opener-BS, GC)	135.98
16	Charles Johnson (June; Regular Board Mtg Salary)	125.00
17	Monty Kerns (July; cell phone allowance)	25.00
18	Maryland Pipe (June; split ring hangers, plugs, galv reducers-CI)	49.11
19	Jonathan Mechem (July; cell phone allowance)	25.00
20	Miss Utility (June; message fees for May)	29.45
21	Lionel Monteil (July; cell phone allowance)	25.00
22	Munibilling (June; May billing & postage, 3rd qtr software and merchant service fees)	2,896.04
23	Pace (Jun/July; wastewater testing-BS, GC, CI, IP, CSP)	1,473.50
24	Potomac Edison (June; Off (\$146.02), BS(\$5,825.01) & GC (\$918.61) WWTP&PS)	6,889.64
25	Public Service Commission (June; Intrastate Revenue Assessment)	2,817.69
26	Jeffery Rhodes (July; cell phone allowance)	25.00
27	William Rohrbaugh (June; backbilling issues with meters not read, quiet title suit received)	735.90
28	Segra (July; phone-GC)	104.14
29	Thomas Stinebaugh (June; Regular Board Mtg Salary)	125.00
30	Synthex (June; 2 drums synfloc 2235)	1,839.47
31	Town of Bath (June; 3rd quarter garbage, safety & street fee)	160.00
32	Travelers Insurance (June; 2 license bonds for project)	455.00
33	Unclaimed property (June; unclaimed security deposit refunds sent to state)	501.68
34	United Healthcare (July; dental insurance)	178.27
35	VISA (June; stamps, quickbooks, minute book & paper, gloves, tire repair etc-Office, BS, GC, CI)	1,237.92
36	WEX Bank (June; fuel for trucks)	782.33
37	EFTPS (June; SS & Medicare Contribution)	2,271.43
38	WV PERS (June; Retirement Contribution)	2,616.27
39	WV PEIA (June; Health Insurance)	5,307.30
		<u>\$ 42,669.88</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 West Virginia P-Cards for our credit card use. Chairman Jenkins moved to approve the West Virginia P-Card use for the Warm Springs PSD pending investigation with Mr. Johnson's suggestion at Truist with Director Johnson to second, the motion passed unanimously.

Item 6 on the agenda was to discuss and approve opening a new checking account for I&I construction funds. Director Johnson moved to approve the opening of the new checking

account for I&I construction funds with Chairman Jenkins to second, the motion passed unanimously.

Item 7 on the agenda was to discuss and approve preliminary agreement for KOA to be sent to scenic LLC. Chairman Jenkins moved to approve the alternate mainline extension agreement between Warm Springs PSD and Scenic LLC as presented with a correction to section 4.04 paragraph 4 to 24 hours notice be given to Warm Springs PSD prior to any testing with Director Johnson to second, the motion passed unanimously.

Item 8 on the agenda was to discuss and approve asset protection plan. Chairman Jenkins moved to approve the asset protection plan with Director Stinebaugh to second, the motion passed unanimously.

Item 9 on the agenda was to discuss and approve cyber security policy. Director Johnson moved to approve the cyber security policy with Chairman Jenkins to second, the motion passed unanimously.

Item 10 on the agenda was to discuss and approve changes to Water Service Termination Agreement with Town of Bath. Chairman Jenkins moved to send the water service termination agreement back to our council with the recommended changes and then return to Berkeley Springs Water for approval with Director Johnson to second, the motion passed unanimously.

The Monthly Operational/Office Report:

Michael informed the board that the auditor's office will be sending a new bid packet for the FY24 audit to be for one year. Amber stated that the office is running well.

Future business: Chase Riley updated on the I&I project that everything is moving along with the USDA checklist and are just waiting for the DOH permit to be received.

Public comments: No public comments

The next Board meeting will be held on August 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 10:54 AM.



Michael Jenkins, Chairman

Attest:



Thomas Stinebaugh, Secretary