

Minutes Warm Springs Public Service District August 14, 2024

A regular meeting of the Public Service Board of the Warm Springs Public Service District (WSPSD) was held at 10:00 AM on August 14, 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 August 12, 2024, and a copy was delivered to *The Morgan Messenger*.

Chairman Jenkins called the meeting to order at 10:00 AM with two members attending. Mr. Mike Jenkins – Chairman; and Mr. Charles Johnson – Treasurer 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 to approve the minutes from the July 10, 2024 Board of Directors meeting. Director Johnson moved to approve the minutes from the Directors meeting on July 10, 2024 with Chairman Jenkins to second, the motion passed unanimously.

The next order of business was the approval for payment of the following 38 operational invoices received. Chairman Jenkins moved to approve payment for the 38 invoices received for a total of \$48,947.67, with Director Johnson to second, the motion passed unanimously.

1	Apple Valley Waste (June/July; dumpster rental-BS)	185.72
2	Berkeley Club (July; 10 cases of water-Office, BS)	109.50
3	BSWW (June/July; meter books, water usage, hydrant, terminations- Office, BS)	489.54
4	Bowles Rice (July; FOIA request, edit FOIA response, strategy Bath's meter reading practices, AMLE, etc)	1,572.75
5	Citco Water (July; 7000lb aluminum sulfate, 303gal sodium hypochlorite, 45lb pails bio-sanitizer & bio-neutralizer-BS,GC)	8,305.97
6	Comcast (Aug/Sept; phone /internet - Office)	280.47
7	Scott Crunkleton (Aug; cell phone allowance, mileage reimbursement)	94.01
8	Theodore Enss III (Aug; cell phone allowance)	25.00
9	FirstNet (Aug; AT&T internet at BS plant)	36.99
10	Frontier (Aug; phone-BS)	44.99
11	G.H.S (June/July; sludge hauling, excavator to dig up cleanout and move at John Colemans)	1,170.00
12	Joshua Graham (Aug; cell phone allowance)	25.00
13	Guardian (July; long & short term disability)	195.88

14	Hunters (July; 90deg elbow-BS)	
15	Charles Johnson (July; Regular Board Mtg Salary)	25.78
16	Monty Kerns (Aug; cell phone allowance)	125.00
17	Maryland Pipe (July; galv nipples, tees, elbows, check valves etc-IP)	25.00
18	Jonathan Mechem (Aug; cell phone allowance)	530.67
19	Miss Utility (July/Aug; message fees for June & July)	25.00
20	Lionel Monteil (Aug; cell phone allowance)	99.10
21	Munibilling (July; June billing & postage, merchant return fees)	25.00
22	Pace (July; wastewater testing-BS, GC, CI, IP, CSP)	1,087.39
23	Parkson (July; gaskets, hex caps, hex nuts, clarifier wheels-BS basin)	1,904.00
23	Potomac Edison (July; Off (\$260.58), BS(\$5,964.85) & GC (\$791.28)	2,583.00
24	WWTP&PS)	7,016.71
25	Jeffery Rhodes (Aug; cell phone allowance)	25.00
26	Segra (Aug; phone-GC)	104.14
27	Share (Aug; bowl/tile/porcelain cleaner, safety green paint)	567.14
28	Thomas Stinebaugh (July; Regular Board Mtg Salary)	125.00
29	Travelers (July; 2 license bonds remaining premium)	1,545.00
30	United Laboratories (July; 6 months of collection system chemicals)	5,332.72
31	United Healthcare (Aug; dental insurance)	178.27
32	VISA (July; stamps, adobe, quickbooks, certified mail, ajax orange, toner, folders, etc - Office, BS, GC, IP)	2,238.48
33	WEX Bank (July; fuel for trucks)	754.61
34	WV Municipal Bond Commission (July; annual fees)	779.02
35	EFTPS (July; SS & Medicare Contribution)	2,246.55
36	WV PERS (July; Retirement Contribution)	2,565.36
37	WV PEIA (July; Health Insurance)	6,265.91
38	WV RHBT (July; PEIA Trust Fund)	238.00
		<u>\$ 48,947.67</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-Card Policies and Procedures. Chairman Jenkins moved to approve the West Virginia P-Card Policies and Procedures as presented with his edits to the State's Policies and Procedures with Director Johnson to second, the motion passed unanimously.

Item 6 on the agenda was to discuss and approve P-card Coordinator(s) and card spending limits. Director Johnson moved to approve Amber Hixon as the P-card Coordinator and Michael Jenkins as the Sub-Coordinator with Chairman Jenkins to second, the motion passed unanimously. After some discussion, Chairman Jenkins moved to approve P-card limit

for the General Manager at \$10,000, the Office Manager at \$100,000 and all other plant employees at \$1,000 with Director Johnson to second, the motion passed unanimously.

Item 7 on the agenda was to discuss and approve updated WSPSD leak adjustment policy. Chairman Jenkins moved to approve the updated WSPSD leak adjustment policy with Director Johnson to second, the motion passed unanimously.

Item 8 on the agenda was to discuss and approve new 3 year contract for Water and Sewer with Coolfont Mountainside Association. Chairman Jenkins moved to table this until September board meeting with Director Johnson to second, the motion passed unanimously.

The Monthly Operational/Office Report:

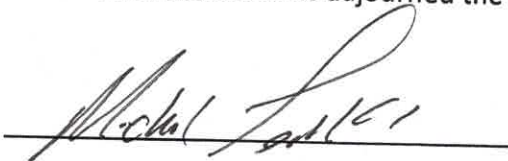
Michael did not have an update at this time. Amber stated that the office seems to be running well. The meter situation with the water department is still being worked on.

Future business: Discussion was had on the extension and new customers for billing.

Public comments: No public comments

The next Board meeting will be held on September 11, 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 11:00 AM.



Michael Jenkins, Chairman

Attest: 

Thomas Stinebaugh, Secretary