

Minutes

Warm Springs Public Service District

September 11, 2024

A regular meeting of the Public Service Board of the Warm Springs Public Service District (WSPSD) was held at 10:00 AM on September 11, 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 September 9, 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 Director Stinebaugh to second, the motion passed unanimously.

Item 2 on the agenda was to approve the minutes from the August 14, 2024 Board of Directors meeting. Director Johnson moved to approve the minutes from the Directors meeting on August 14, 2024 with Director Stinebaugh to second, the motion passed unanimously.

The next order of business was the approval for payment of the following 40 operational invoices received. Chairman Jenkins moved to approve payment for the 40 invoices received for a total of \$42,471.93, with Director Johnson to second, the motion passed unanimously.

1	American Bankers Insurance (Aug; Flood insurance renewal-Office)	3,728.00
2	Apple Valley Waste (Aug; dumpster rental-BS)	185.72
3	Biedler's (Aug; 4-3Vx560 & 5Vx1000 belts & 1-3Vx670 belt for BS, 5-3Vx315 belts for CSP, 7-G945 for GC)	760.18
4	BSWW (July/Aug; meter books, water usage, hydrant, Aug & Sept terminations- Office, BS)	958.53
5	Bowles Rice (Aug; review status of DEP communications, prepare revised water term. Agreement, agreement with BSWW)	510.00
6	Citco Water (Aug; 7386lb aluminum sulfate-BS)	2,977.93
7	Comcast (Sept/Oct; phone /internet - Office)	280.25
8	Commercial Press (Aug; deposit books for special revenue account)	104.75
9	Scott Crunkleton (Sept; cell phone allowance)	25.00
10	Theodore Enss III (Sept; cell phone allowance)	25.00
11	Erie Insurance (Aug; workers compensation change in premium due to audit)	1,180.00
12	FirstNet (Sept; AT&T internet at BS plant)	36.99

13	Frontier (Sept; phone-BS)	44.99
14	Gates (Aug; oil change & tire rotation 2015 Silverado, WV inspections for all trucks)	193.80
15	Joshua Graham (Sept; cell phone allowance)	25.00
16	Guardian (Sept; long & short term disability)	284.38
17	Handyman Aaron (Aug; remaining balance for steel doors at BS plant)	2000.00
18	John Hobday (Aug; material and labor for sewer line above Rockwell St on Tower Circle)	483.54
19	Hunters (July; 90deg elbow-BS)	139.80
20	Charles Johnson (Aug; Regular Board Mtg Salary)	125.00
21	Monty Kerns (Sept; cell phone allowance)	25.00
22	Maryland Pipe (Aug; 2" pipe, cement & purple primer-BS, CI)	106.39
23	Jonathan Mechem (Sept; cell phone allowance)	25.00
24	Miss Utility (Sept; message fees for August)	65.10
25	Lionel Monteil (Sept; cell phone allowance)	25.00
26	Morgan Messenger (Aug; 8/14 6" ad public meeting 1 time, 8/28 ad full time office position 1x)	92.00
27	Munibilling (Aug; July merchant return fees)	10.00
28	Pace (Aug; wastewater testing-BS, GC, CI, IP, CSP)	3,332.50
29	Poly Coating Solutions (Aug; steel coating on 4-4" tubing 24' long-BS)	3,000.00
30	Potomac Edison (Aug; Off (\$220.18), BS(\$6,104.56) & GC (\$801.58) WWTP&PS)	7,126.32
31	Jeffery Rhodes (Sept; cell phone allowance)	25.00
32	Segra (Sept; phone-GC)	104.14
33	Synthex Organics (Aug; 2 drums synfloc 2235-BS)	1,839.47
34	United Healthcare (Aug; dental insurance)	178.27
35	VISA (Aug; priority mail, lightbulbs, quickbooks, adobe, 40lb lime, probe, relays- Office, BS, CSP)	894.72
36	WEX Bank (Aug; fuel for trucks)	715.67
37	EFTPS (Aug; SS & Medicare Contribution)	2,223.81
38	WV PERS (Aug; Retirement Contribution)	2,548.16
39	WV PEIA (Aug; Health Insurance)	5,828.52
40	WV RHBT (Aug; PEIA Trust Fund)	238.00
		<u>\$ 42,471.93</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 agreement with Berkeley Springs Water Works to accept backwash water from the water plant. Chairman Jenkins moved to approve the agreement with Berkeley Springs Water Works to accept their backwash water with Director Stinebaugh to second, the motion passed unanimously.

Item 6 on the agenda was to discuss and approve providing a letter to Gat Caperton regarding the needed property acquisition for the US 522 sewer project in which the Morgan County Commission will provide the necessary funds. Chairman Jenkins moved to approve a letter to Gat Caperton regarding the land acquisition for the pump station for the 522 project in conjunction with the Morgan County Commission with Director Johnson to second, the motion passed unanimously.

Item 7 on the agenda was to discuss and approve providing a letter to Ryan and Susan Kessel regarding the needed property acquisition for the US 522 sewer project in which the Morgan County Commission will provide the necessary funds. Chairman Jenkins moved to approve sending a letter to Ryan and Susan Kessel regarding the property acquisition for the pump station for the 522 project in conjunction with the Morgan County Commission if needed with Director Stinebaugh to second, the motion passed unanimously.

Item 8 on the agenda was to discuss and approve selection of FY24 audit. RFP's were sent to Decker and Company, BHM Group, and Cox Holliday with bids being received from Decker and BHM Group. After grading and scoring bids received, Chairman Jenkins moved to approve Decker and Company to perform the FY24 audit and prepare the PSC report with Director Johnson to second, the motion passed unanimously.

The Monthly Operational/Office Report:

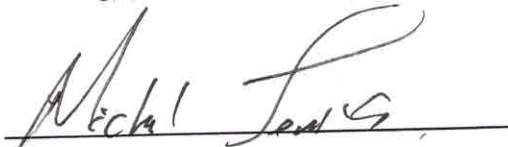
Michael informed the board that we received two applications for the office position and already reinterviewed a previous applicant. Amber did not have an update at this time.

Future business: Discussion on the 522 extension project.

Public comments: No public comments

The next Board meeting will be held on October 9, 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 10:52 AM.



Michael Jenkins, Chairman

Attest: 

Thomas Stinebaugh, Secretary