

Minutes
Warm Springs Public Service District
October 9, 2024

A regular meeting of the Public Service Board of the Warm Springs Public Service District (WSPSD) was held at 10:00 AM on October 9, 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 October 4, 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; David Decker, Decker & Company.

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 David Decker with Decker and Company to discuss FY24 audit. The Warm Springs PSD liabilities are down from paying off debts like the CNB loan. David stated there were no issues found during the audit and it is a good clean audit.

Item 3 on the agenda was to approve the minutes from the September 11, 2024 Board of Directors meeting. Director Johnson moved to approve the minutes from the Directors meeting on September 11, 2024 with Director Stinebaugh to second, the motion passed unanimously.

The next order of business was the approval for payment of the following 37 operational invoices received. Chairman Jenkins moved to approve payment for the 37 invoices received for a total of \$47,546.09, with Director Johnson to second, the motion passed unanimously.

1	Apple Valley Waste (Sept; dumpster rental-BS)	185.72
2	Berkeley Club (Sept; 10 cases of water-office and plant)	109.50
3	BSWW (Aug/Sept; meter books, water usage, hydrant, - Office, BS)	273.93
4	Citco Water (Sept; 2-15lb drums sodium hypochlorite-BS)	345.00
5	Comcast (Sept/Oct; phone /internet - Office)	280.48
6	Core and Main (Sept; 4-10"x6" manhole boots-BS collections)	622.40
7	Scott Crunkleton (Oct; cell phone allowance)	25.00
8	DLVEWS (Oct; 5-24" cap one frame and cover)	3,690.61
9	Theodore Enss III (Sept/Oct; mileage reimbursement & cell phone allowance)	239.40

10	Erie (Sept; 2nd qtr auto, liability and ultraflex)	7,631.74
11	FirstNet (Oct; AT&T internet at BS plant)	36.99
12	Frontier (Oct; phone-BS)	44.99
13	GHS (Sept/Oct; excavator at tower circle 9hrs, 8/31-9/10 replace handrail at office, 9/9 sludge hauling)	2,435.00
14	Joshua Graham (Oct; cell phone allowance)	25.00
15	Guardian (Oct; long & short term disability)	299.11
16	Hunters (Sept/Oct; 3/4" drill bit-office, brass garden hose shut off-BS)	32.40
17	Charles Johnson (Sept; Regular Board Mtg Salary)	125.00
18	Monty Kerns (Oct; cell phone allowance)	25.00
19	Maryland Pipe (Sept; 42-3"x21' galv, 63-1 1/2"x21' galv-IP)	965.10
20	Jonathan Mechem (Oct; cell phone allowance)	25.00
21	Lionel Monteil (Oct; cell phone allowance)	25.00
22	Morgan Messenger (Sept; 9/25 54" ad for bids 2 times)	680.40
23	Munibilling (Sept; July & August billing charges, 4th qtr software & merchant fees)	4,099.19
24	Pace (Sept; wastewater testing-BS, GC, CI, IP, CSP)	1,494.80
25	Potomac Edison (Sept; Off (\$144.96), BS(\$5,925.60) & GC (\$821.57) WWTP&PS)	6,892.13
26	Jeffery Rhodes (Oct; cell phone allowance)	25.00
27	Thomas Stinebaugh (Sept; Regular Board Mtg Salary)	125.00
28	Town of Bath (Sept; 4th quarter garbage, street and safety fee)	160.00
29	United Healthcare (Sept; dental insurance)	143.71
30	USA Bluebook (Aug/Sept; kimwipes, Hach DPD, Pvc suction tubing, electrode storage, plantpro-BS, GC, IP)	1,352.55
31	VISA (Sept; calendars, quickbooks, gloves, pipe threading machine, sewer camera-BS, GC, Office)	3,647.03
32	WEX Bank (Sept; fuel for trucks)	675.22
33	WV DEP(Sept; Groundwater, sludge, WVPNDES annual permit fee)	1,050.10
34	EFTPS (Sept; SS & Medicare Contribution)	2,015.41
35	WV PERS (Sept; Retirement Contribution)	2,343.44
36	WV PEIA (Sept; Health Insurance)	5,195.74
37	WV RHBT (Sept; PEIA Trust Fund)	204.00
		<u>\$ 47,546.09</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 changes to equipment charges. Director Johnson moved to increase each item on the equipment charges by \$10 with Chairman Jenkins to second, the motion passed unanimously.

Item 7 on the agenda was to discuss and approve increased contract pricing for 522 Business Park and Cacapon Investments. After discussion Chairman Jenkins moved to increase the Business Park operations contract to \$2300 effective January 1, 2025 with a 5% increase each year after for the next 2 years and increase Cacapon Investments operations to \$1100 effective January 1, 2025 with a \$50 increase each year after for the next 2 years with Director Johnson to second, the motion passed unanimously.

Item 8 on the agenda was discuss project updates. We have over 80% of our easements for the 522 extension and the pre-bid meeting for the I&I project is next Thursday October 17. There is a new property available to use for placement of our pump station for the extension if it works.

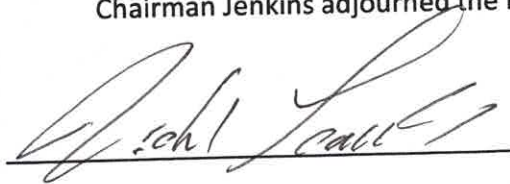
The Monthly Operational/Office Report:

Michael did not have any updates at this time. Amber updated that a new employee, Miranda, started in the office Monday and is doing well so far.

Public comments: No public comments

The next Board meeting will be held on November 13, 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 12:00 PM.



Michael Jenkins, Chairman

Attest: 

Thomas Stinebaugh, Secretary