

Minutes
Warm Springs Public Service District
November 20, 2024

A regular meeting of the Public Service Board of the Warm Springs Public Service District (WSPSD) was held at 1:00 PM on November 20, 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 November 15, 2024, and a copy was delivered to *The Morgan Messenger*.

Chairman Jenkins called the meeting to order at 1:00 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; Chase Riley, Thrasher Engineering.

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 discuss and approve awarding contract number 1 for I&I project. Chairman Jenkins moved to award contract number 1 for the I&I project to Guyer Brothers Inc. in the amount of \$2,647,603 with Director Stinebaugh to second, the motion passed unanimously.

Item 3 on the agenda was to discuss and approve awarding contract number 2 for I&I project. Chairman Jenkins moved to award contract number 2 for the I&I project to United Enterprises Construction in the amount of \$943,266.70 with Director Johnson to second, the motion passed unanimously.

Item 4 on the agenda was to discuss and approve resumes for inspectors for contract 1 and contract 2 for I&I project. Chairman Jenkins moved to approve the resumes for the inspectors for contract 1 and 2 specifically Smith, Pacifico, Reed and Frank with Director Stinebaugh to second, the motion passed unanimously.

Item 5 on the agenda was to discuss and approve reference to agreement of the 522 Industrial Park Water and Sewer. Chairman Jenkins and Michael Crunkleton attended the Morgan County Commission meeting to discuss this with them prior. The commissioners approved the new agreement submitted to them from the WSPSD board meeting on October 9, 2024 two to one. Therefore, no discussion was needed.

Item 6 on the agenda was to approve the minutes from the October 9, 2024 Board of Directors meeting. Director Johnson moved to approve the minutes from the Directors meeting on October 9, 2024 with Director Stinebaugh to second, the motion passed unanimously.

The next order of business was the approval for payment of the following 45 operational invoices received. Chairman Jenkins moved to approve payment for the 45 invoices received for a total of \$75,298.87, with Director Johnson to second, the motion passed unanimously.

1	Apple Valley Waste (Oct; dumpster rental-BS)	185.72
2	Aquafix (Nov; 2 cases aquabac-BS,CSP)	854.32
3	Berkeley Club (Oct; 10 cases of water-plant)	91.10
4	BSWW (Sept/Oct;meter books,water usage, hydrant, terminations - Office, BS)	687.55
5	Bowles Rice (Oct/Nov; edit & finalize response to DEP, reply to Amber working capital report, water termination)	1,472.00
6	Comcast (Sept/Oct; phone /internet - Office)	280.58
7	Scott Crunkleton (Nov; cell phone allowance)	25.00
8	Dawsons (Oct; drill bit, duct tape and hardware-BS)	24.55
9	Decker & Company (Oct; progress & final billing for audit and preparation of PSC report year ended June 30 2024)	16,780.00
10	Theodore Enss III (Nov; cell phone allowance)	25.00
11	FirstNet (Nov; AT&T internet at BS plant)	36.99
12	Frontier (Nov; phone-BS)	44.99
13	Gates (Oct; oil change 2021 Chevy Silverado, transmission case vent 2003 Ford F550)	276.27
14	G.H.S (Oct; Core drill, equipment & labor on Rockwell Circle)	1,135.00
15	Joshua Graham (Oct; cell phone allowance)	25.00
16	Guardian (Nov; long & short term disability)	269.62
17	Amber Hixon (Nov; section 125 reimbursement)	840.00
18	Hunters (Nov; tapered long shovel, keys & key tags, purple primer, blade wrecker, pvc cement-BS)	130.08
19	Charles Johnson (Oct; Regular Board Mtg Salary)	125.00
20	Monty Kerns (Nov; cell phone allowance)	25.00
21	Maryland Pipe (Oct; 10 pvc sanitary tees, 3 6" pvc s&d 90, 5 2" split ring hangers & 5 3/8" wall plates-BS,CI)	852.80
22	Jonathan Mechem (Nov; cell phone allowance)	25.00
23	Miss Utility (Oct/Nov; message fees for September & October)	100.60
24	Lionel Monteil (Nov; cell phone allowance)	25.00
25	Munibilling (Oct/Nov; September & October billing printing and postage, heartland upgrade fee)	2,495.75
26	Napa (Oct; washer fluid-BS)	17.94
27	Pace (Oct/Nov; wastewater testing-BS, GC, CI, IP, CSP)	5,357.60
28	Petty Cash (Nov; reimburse petty cash-flag tape, first class mail, priority mail)	30.51
29	Poly Coating (Oct; manhole rehabs-522 Round-about and Phillips Street)	3,010.00

	Potomac Edison (Oct/Nov; Off (\$278.20), BS(\$12,141.65) & GC (\$970.98)	
30	WWTP&PS)	13,390.83
31	Jeffery Rhodes (Nov; cell phone allowance)	25.00
32	Segra (Oct/Nov; phone at GC)	208.56
33	Share (Oct; sewer compound-BS)	929.12
34	Thomas Stinebaugh (Oct; Regular Board Mtg Salary)	125.00
35	Synthex (Oct; 2 drums synfloc polymer-BS)	1,839.47
36	Total SP (Oct; Lab balances, services, & calibration)	240.00
37	United Healthcare (Oct/Nov; dental insurance)	382.06
38	USA Bluebook (Oct; filter element paper, mesh filter, Hach storage, replacement test n tube adapter-BS,CSP)	781.21
39	VISA (Oct; -BS,GC, Office)	2,923.41
40	WEX Bank (Oct; fuel for trucks)	621.35
41	WVBPH (Oct; license renewal for Scott Crunkleton)	150.00
42	EFTPS (Oct; SS & Medicare Contribution)	3,156.20
43	WV PERS (Oct; Retirement Contribution)	3,686.23
44	WV PEIA (Oct/Nov; Health Insurance)	11,149.46
45	WV RHBT (Oct/Nov; PEIA Trust Fund)	442.00
		<u>\$ 75,298.87</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 9 on the agenda was to discuss and approve selecting quote for new telemetry system. This was tabled until the December board meeting to receive a third quote.

Item 10 on the agenda was to discuss and approve selecting quote to repair blacktop at Berkeley and Great Cacapon plants. Two quotes were received for repairing the blacktop at both plants. After discussion this was tabled until Spring.

Item 11 on the agenda was to discuss and approve water termination agreement with the Town of Bath. This was tabled pending a review of more changes requested by the Town of Bath and Berkeley Springs Water Works.

Item 12 on the agenda was to discuss project updates. Discussion was had with Chase Riley from Thrasher on the I&I project and the status at this time. The 522 extension project was also discussed and where we are at this time.

The Monthly Operational/Office Report:

Michael did not have any updates at this time. Amber updated that the office was running smoothly and the pcard spreadsheet has been submitted for review.

Public comments: No public comments

The next Board meeting will be held on December 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 1:56 PM.



Michael Jenkins, Chairman

Attest: 

Thomas Stinebaugh, Secretary