

Minutes
Warm Springs Public Service District
December 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 December 11, 2024. The meeting was held in the Morgan County Commission meeting room, at the Morgan County Courthouse, Berkeley Springs, West Virginia. The meeting agenda was posted on December 6, 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 November 20, 2024 Board of Directors meeting. Director Johnson moved to approve the minutes from the Directors meeting on November 20, 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. Director Johnson moved to approve payment for the 37 invoices received for a total of \$33,826.38, with Director Stinebaugh to second, the motion passed unanimously.

1	Apple Valley Waste (Nov; dumpster rental-BS)	185.72
2	BSWW (Oct/Nov; meter books, water usage, hydrant, terminations - Office, BS)	294.44
3	Bowers Backflow (Nov; test 3/4", 2-1" and 3" backflow preventers-BS, IP)	575.00
4	Bowles Rice (Dec; '21 sewer project PSC services, review & reply to becoming a water utility, project meeting)	12,420.00
5	Citco (Nov; 10-45lb pails bio neutralizer tablets-GC)	1,850.65
6	Comcast (Dec/Jan; phone /internet - Office)	280.48
7	Core & Main (Dec; 20-3/4"x21' roll rubber sealant-BS Collections)	210.00
8	Scott Crunkleton (Dec; cell phone allowance)	25.00
9	Dawsons (Nov; 2 c-clamps-BS)	23.98
10	Theodore Enss III (Dec; cell phone allowance)	25.00
11	FirstNet (Dec; AT&T internet at BS plant)	36.99
12	Frontier (Dec; phone-BS)	44.99
13	Gates (Nov; oil change and tire rotation-2022 Chevrolet Colorado)	63.39
14	Joshua Graham (Dec; cell phone allowance)	25.00

15	Guardian (Dec; long & short term disability)	269.62
16	Hunters (Nov; galv. Pipe nipple-CI)	8.07
17	Charles Johnson (Nov; Regular Board Mtg Salary)	125.00
18	Monty Kerns (Dec; cell phone allowance & section 125 reimbursement)	1,888.40
19	Maryland Pipe (Nov; 4-1 1/4" pvc sch80 male adapters, 4-1 1/4" pvc sch80 female adapters-CI)	64.73
20	Jonathan Mechem (Dec; cell phone allowance)	25.00
21	Miss Utility (Dec; message fees for November)	71.30
22	Lionel Monteil (Dec; cell phone allowance)	25.00
23	Pace (Oct/Dec; wastewater testing-BS, GC, CI, IP, CSP)	1,554.20
24	Curtis Perry (Dec; plumbing & cleaning reimbursement for sewer backup on 12/5)	365.00
25	Potomac Edison (Nov; Off (\$), BS(\$)) & GC (\$1,240.39) WWTP&PS)	1,240.39
26	RAM (Nov; Toshiba 15HP HD/20HP drive motors-Lift Station 3)	3,455.96
27	Jeffery Rhodes (Dec; cell phone allowance)	25.00
28	Segra (Dec; phone at GC)	105.31
29	Thomas Stinebaugh (Nov; Regular Board Mtg Salary)	125.00
30	United Healthcare (Dec; dental insurance)	177.09
31	USA Bluebook (Dec; 2 AC voltage quartz hour meters-BS)	86.91
32	VISA (Nov; state auditor fee, shirts, grinding & cutting wheel sets, shredder, quickbooks-BS, Safety, Office)	2,246.61
33	WEX Bank (Nov; fuel for trucks)	804.64
34	WVBPH (Dec; Class S license-Theodore Enss III, Class S & Class 1 license-Lionel Monteil)	225.00
35	WVDHHR (Dec; water bacteriological test-Homeopathy Break Room)	23.00
36	EFTPS (Nov; SS & Medicare Contribution)	2,257.07
37	WV PERS (Nov; Retirement Contribution)	2,597.44
		<u>\$ 33,826.38</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 selecting quote for new telemetry system. This was tabled until the January board meeting to receive a third quote.

Item 6 on the agenda was to discuss project updates. Discussion was had on the I&I and extension projects. The grease trap policy was also discussed.


The Monthly Operational/Office Report:

Michael did not have any updates at this time. Amber updated that the majority of the information has been submitted for an insurance quote and that we are just waiting on claims history from our current insurer.

Public comments: No public comments

The next Board meeting will be held on January 8, 2025, 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 10:45 AM.



Michael Jenkins, Chairman

Attest: 

Thomas Stinebaugh, Secretary