

Minutes
Warm Springs Public Service District
January 8, 2025

A regular meeting of the Public Service Board of the Warm Springs Public Service District (WSPSD) was held at 10:00 AM on January 8, 2025. 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 January 3, 2025, 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 by phone; 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 WSPSD election of officers. Director Johnson moved to leave the officers in place with Mr. Jenkins as Chairman, Mr. Johnson as Treasurer, and Mr. Stinebaugh as Secretary with Director Stinebaugh to second, the motion passed unanimously.

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

The next order of business was the approval for payment of the following 33 operational invoices received. Chairman Jenkins moved to approve payment for the 33 invoices received for a total of \$43,884.06, with Director Johnson to second, the motion passed unanimously.

1	Apple Valley Waste (Dec; dumpster rental-BS)	185.72
2	Berkeley Club (Dec; 10 cases of water-BS,Office)	91.10
3	BSWW (Nov/Dec;meter books,water usage, hydrant, terminations - Office, BS)	496.59
4	Comcast (Jan/Feb; phone /internet - Office)	306.64
5	Scott Crunkleton (Jan; cell phone allowance)	25.00
6	Theodore Enss III (Jan; cell phone allowance)	25.00
7	Erie Insurance (Dec; 3rd qtr liability, auto & eriesecure business)	7,324.58
8	FirstNet (Jan; AT&T internet at BS plant)	36.99
9	Frontier (Jan; phone-BS)	44.99
10	Gates (Dec; oil change, tire rotation and air filter-2015 Chevrolet Silverado)	90.47

11	G.H.S (Dec; 11/6 sewer/water line laurel ave, 12/16 haul stone to plant, 12/19 & 12/20 excavator laurel ave)	2,730.00
12	Joshua Graham (Jan; cell phone allowance)	25.00
13	Guardian (Jan; long & short term disability)	269.62
14	Amber Hixon (Dec; section 125 reimbursement)	120.00
15	Hunters (Dec; 45 deg elbows, wye, steel hose, 4in male plug, push brooms-BS)	106.51
16	Charles Johnson (Dec; Regular Board Mtg Salary)	125.00
17	Monty Kerns (Dec/Jan; cell phone allowance & section 125 reimbursement)	111.60
18	Jonathan Mechem (Jan; cell phone allowance)	25.00
19	Lionel Monteil (Jan; cell phone allowance)	25.00
20	Munibilling (Dec; November billing and merchant return fee, 1st qtr merchant & software fee)	3,020.86
21	Pace (Dec; wastewater testing-BS, GC, CI, IP, CSP)	4,084.60
22	Potomac Edison (Dec; Off (\$307.69), BS(\$8,425.26) & GC (\$1,355.46) WWTP&PS)	10,088.41
23	Jeffery Rhodes (Jan; cell phone allowance, boot allowance)	121.29
24	Thomas Stinebaugh (Dec; Regular Board Mtg Salary)	125.00
25	Town of Bath (Dec; 1st quarter garbage, street and safety fee-Office)	160.00
26	United Healthcare (Jan; dental insurance)	177.09
27	VISA (Dec; stamps, quickbooks, priority mailing, step drill bit, screwdriver set, braided plastic tubing-Office,BS,GC)	2,083.93
28	WEX Bank (Dec; fuel for trucks)	603.07
29	EFTPS (Dec; SS & Medicare Contribution)	2,208.52
30	WVDEP (Dec; WVNPDES Permit)	300.00
31	WV PERS (Dec; Retirement Contribution)	2,604.76
32	WV PEIA (Dec; Health Insurance)	5,903.72
33	WV RHBT (Dec; PEIA Trust Fund)	238.00
		<u>\$ 43,884.06</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 grease trap policy. A copy of the sewer use ordinance from Berkeley County was made available to all board members. Chairman Jenkins moved to table pending review of Berkeley County's policy to see what we would like to use in ours with Director Johnson to second, the motion passed unanimously.

Item 7 on the agenda was to discuss and approve selecting quote for new telemetry system. This was tabled until the February board meeting to receive a third quote.

Item 8 on the agenda was to discuss project updates. Discussion was had on the I&I and where we are with the 522 extension project.

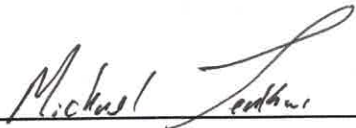
The Monthly Operational/Office Report:

Michael did not have any updates at this time. Amber updated that the change in the health insurance premium for the next fiscal year will be increasing by 16%.

Public comments: No public comments

The next Board meeting will be held on February 12, 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 10:33 AM.



Michael Jenkins, Chairman

Attest: 

Thomas Stinebaugh, Secretary