

Minutes
Warm Springs Public Service District
March 12, 2025

A regular meeting of the Public Service Board of the Warm Springs Public Service District (WSPSD) was held at 10:00 AM on March 12, 2025. The meeting was held in the EDA Conference Room, Berkeley Springs, West Virginia. The amended meeting agenda was posted on March 10, 2025, and a copy was delivered to *The Morgan Messenger*.

Director Johnson 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 to approve the minutes from the February 12, 2025 Board of Directors meeting. Director Stinebaugh moved to approve the minutes from the Directors meeting on February 12, 2025 with Chairman Jenkins to second, the motion passed unanimously.

The next order of business was the approval for payment of the following 38 operational invoices received. Chairman Jenkins moved to approve payment for the 38 invoices received for a total of \$38,021.55, with Director Stinebaugh to second, the motion passed unanimously.

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| 1 | Advance Auto (Feb; wiper blades-Truck) | 40.12 |
| 2 | Apple Valley Waste (Feb; dumpster rental-BS) | 184.26 |
| 3 | Berkeley Club (Feb; 8 cases of water-BS, Office) | 88.48 |
| 4 | BSWW (Jan/Feb;meter books,water usage, hydrant, terminations - Office, BS) | 263.66 |
| 5 | CNA Surety (Feb; WV Highway Permit 4/16/2025-4/16/2026) | 250.00 |
| 6 | Comcast (Mar/Apr; phone /internet - Office) | 294.11 |
| 7 | Commercial Press (Feb; laser checks for I&I Construction Fund) | 137.32 |
| 8 | Scott Crunkleton (Mar; cell phone allowance) | 25.00 |
| 9 | Theodore Enss III (Mar; cell phone allowance) | 25.00 |
| 10 | Fire-X (Feb; annual fire extinguisher maintenance and repair) | 191.88 |
| 11 | FirstNet (Mar; AT&T internet at BS plant) | 36.99 |
| 12 | Frontier (Mar; phone-BS) | 56.99 |
| 13 | Gates (Feb; lube, oil, filter, tire rotation, transmission oil pan gasket & filter kit-2019 Silverado) | 530.67 |
| 14 | Joshua Graham (Mar; cell phone allowance) | 25.00 |
| 15 | Guardian (Mar; long & short term disability) | 269.62 |

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| 16 | Hunters (Feb; female adapters, bushings, coupling, junc. pvc, 90deg elbow-IP, c-clip-BS) | 62.06 |
| 17 | Charles Johnson (Feb; Regular & Special Board Mtg Salary) | 225.00 |
| 18 | Monty Kerns (Mar; cell phone allowance) | 25.00 |
| 19 | Maryland Pipe (Jan/Feb; pipe, tees, elbows, bushings, 2-10ft pipe etc-IP, BS) | 1,477.70 |
| 20 | Jonathan Mechem (Mar; cell phone allowance) | 25.00 |
| 21 | Lionel Monteil (Mar; cell phone allowance) | 25.00 |
| 22 | Munibilling (Feb; January billing and postage) | 1,133.96 |
| 23 | Pace (Feb; wastewater testing-BS, GC, CI, IP, CSP) | 2,491.10 |
| 24 | Potomac Edison (Feb; Off (\$), BS(\$9,565.52) & GC (\$1,245.35) WWTP&PS) | 10,810.87 |
| 25 | Jeffery Rhodes (Mar; cell phone allowance) | 25.00 |
| 26 | Segra (Mar; phone at WWTP-GC) | 105.48 |
| 27 | South Morgan Repair (Feb; heat pipe fittings to remove-CSP, remove & replace valves-IP) | 720.00 |
| 28 | Thomas Stinebaugh (Feb; Regular & Special Board Mtg Salary) | 225.00 |
| 29 | Stotler Excavating (March; dig up sewer line, rake seed and straw-54 Martinsburg Rd) | 1,400.00 |
| 30 | United Healthcare (Mar; dental insurance) | 177.09 |
| 31 | USA Bluebook (Feb;replacement sample cells, bio-health supplement, poly w/drilled cap-BS,GC) | 1,214.46 |
| 32 | USBank-Pcards (Feb; stamps,toner,power bill,quickbooks,limit switches,bait stations & bait, etc-Office, BS, GC) | 2,971.43 |
| 33 | VISA (Feb; hostgator, water class registration for Scott, copper wire, liquid-tight conduit & connecter-BS,Office) | 601.81 |
| 34 | WEX Bank (Feb; fuel for trucks) | 831.78 |
| 35 | EFTPS (Feb; SS & Medicare Contribution) | 2,281.12 |
| 36 | WV PERS (Feb; Retirement Contribution) | 2,631.87 |
| 37 | WV PEIA (Feb; Health Insurance) | 5,903.72 |
| 38 | WV RHBT (Feb; PEIA Trust Fund) | 238.00 |
| | | <u>\$ 38,021.55</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 resolution #2 approving invoices relating to the Warm Springs PSD I&I project. Chairman Jenkins moved to approve resolution #2 for the I&I project with Director Johnson to second, the motion passed unanimously.

Item 7 on the agenda was to discuss and approve resolution #2 approving invoices relating to the sewer extension project. Chairman Jenkins moved to approve resolution #2 for the sewer extension project with Director Johnson to second, the motion passed unanimously.

Item 8 on the agenda was to discuss and approve CMA Operations agreement. Chairman Jenkins stated that the changes were made as requested during the February 12, 2025 meeting except tying the increase to the consumer price index. Chairman Jenkins moved to send the CMA water agreement for legal review with Director Stinebaugh to second, the motion passed unanimously.

Item 10 on the agenda was to discuss and approve replacement of grating for Great Cacapon plant. Chairman Jenkins moved to go ahead with the quote from Winchester Metals for \$19,422.59 to replace the grating at the Great Cacapon plant with Director Stinebaugh to second, the motion passed unanimously.

Item 11 on the agenda was to discuss project updates. Discussion was had on the progress of the I&I project.

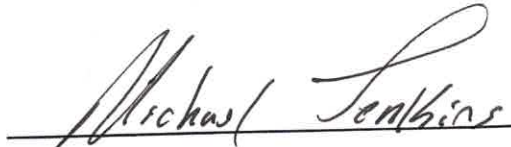
The Monthly Operational/Office Report:

Michael informed the board of an issue at Rutters with our manhole and making sure that they put risers on it. Amber updated that the office is running smoothly.

Public comments: No public comments

The next Board meeting will be held on April 15, 2025, at 10:00 AM, in the EDA Conference room, Berkeley Springs, West Virginia.

Director Johnson adjourned the meeting at 10:21 AM.



Michael Jenkins, Chairman

Attest: 

Thomas Stinebaugh, Secretary