

# Minutes

## Warm Springs Public Service District

### April 15, 2025

A regular meeting of the Public Service Board of the Warm Springs Public Service District (WSPSD) was held at 10:00 AM on April 15, 2025. The meeting was held in the EDA Conference Room, Berkeley Springs, West Virginia. The amended meeting agenda was posted on April 11, 2025, and a copy was delivered to *The Morgan Messenger*.

Chairman Jenkins called the meeting to order at 10:10 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 March 12, 2025 Board of Directors meeting. Director Johnson moved to approve the minutes from the Directors meeting on March 12, 2025 with Director Stinebaugh to second, the motion passed unanimously.

The next order of business was the approval for payment of the following 44 operational invoices received. Chairman Jenkins moved to approve payment for the 44 invoices received for a total of \$88,411.24 with Director Johnson to second, the motion passed unanimously.

1	Apple Valley Waste (March; dumpster rental-BS)	184.26
2	Berkeley Club (Mar; 10 cases of water-BS, Office)	110.06
	BSWW (Feb/March; meter books, water usage, hydrant, terminations - Office,	
3	BS)	679.46
4	Biedler's Electric (Apr; belts-BS, GC)	907.57
5	Bowles Rice (Apr; call from Scott regarding leak adjustment policy)	90.00
6	Citco (Mar; 10-45lb pails bio-neutralizer tablets-GC)	2,041.75
7	Comcast (Apr/May; phone /internet - Office)	303.92
8	Scott Crunkleton (Apr; cell phone allowance)	25.00
9	Dawsons (Mar; 3/4" emt straps, 1/2" emt straps, 1/4" screws-CSP)	44.57
10	Theodore Enss III (Apr; cell phone allowance)	25.00
11	Erie (Mar; 7/1/24-7/1/25 4th qtr liability, auto and eriesecure)	7,324.58
12	FirstNet (Apr; AT&T internet at BS plant)	36.99
13	Frontier (Apr; phone-BS)	56.99
14	G.H.S (Mar; 3/11 & 3/12 sludge hauling)	1,440.00
15	Joshua Graham (Apr; cell phone allowance)	25.00

16	Guardian (Apr; long & short term disability)	269.62
17	Amber Hixon (Apr; section 125 reimbursement)	480.00
18	Hunters (Mar; nylon connectors and cap, 4 hose clamps-CSP, key-BS)	45.78
19	Charles Johnson (Mar; Regular Board Mtg Salary)	125.00
20	Monty Kerns (Apr; cell phone allowance)	25.00
21	Jonathan Mechem (Apr; cell phone allowance)	25.00
22	Miss Utility (Mar; February & March message fees)	127.05
23	Lionel Monteil (Apr; cell phone allowance)	25.00
24	Munibilling (Mar; February billing & postage, 2 merchant return fees, 2nd qtr software and merchant service fee)	3,011.92
25	Pace (Mar; wastewater testing-BS, GC, CI, IP, CSP)	5,219.00
26	Parkson (Apr; drop pipe & hardware, hex nuts, washers, bolts, u-bolt pipe-BS)	11,662.00
27	Potomac Edison (Mar; Off (\$), BS(\$8,708.50) & GC (\$2,389.30) WWTP&PS)	11,097.80
28	RAM (Mar; toshiba motors-CSP)	5,248.78
29	Jeffery Rhodes (Apr; cell phone allowance)	25.00
30	Roto-Rooter (Apr; 267 Ewing St clean 4" main from cleanout to street tree roots)	595.00
31	Segra (Apr; phone at WWTP-GC)	105.51
32	Share (Mar; vegetation control-BS, GC)	660.46
33	Thomas Stinebaugh (Mar; Regular Board Mtg Salary)	125.00
34	Synthex Organics (Mar; 2 drums synfloc 2235)	1,893.47
35	Town of Bath (Mar; 2nd quarter garbage, street and safety fee)	160.00
36	United Healthcare (Apr; dental insurance)	177.09
37	USBank-Pcards (Mar; stamps, power bill, adobe, quickbooks, grating, relays & sockets etc-Office, BS, GC, CSP)	21,757.78
38	VISA (Mar; 100ft green copper building wire-BS)	56.82
39	WEX Bank (Mar; fuel for trucks)	684.43
40	WVDEP (Mar; Groundwater, WVNPDES annual permit fee 522 South Extension Project)	550.00
41	EFTPS (Mar; SS & Medicare Contribution)	2,239.27
42	WV PERS (Mar; Retirement Contribution)	2,582.59
43	WV PEIA (Mar; Health Insurance)	5,903.72
44	WV RHBT (Mar; PEIA Trust Fund)	238.00
		<u>\$ 88,411.24</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 FY26 budget. Chairman Jenkins moved to table the budget approval until the May board meeting with Director Johnson to second, the motion passed unanimously.

Item 6 on the agenda was to discuss and approve Thrasher Engineering to value Warm Springs PSD properties for insurance. Chairman Jenkins moved to approve Thrasher Engineering to move forward with their proposal to value the properties for a total of \$5,050.00 with Director Johnson to second, the motion passed unanimously.

Item 8 on the agenda was to discuss and approve CMA Operations agreement. Chairman Jenkins moved to approve the CMA Operations agreement as presented pending the update to paragraph two revision after consultation with our attorney with Director Stinebaugh to second, the motion passed unanimously.

Item 11 on the agenda was to discuss project updates. Discussion was had on the start of the I&I project. There was also discussion had on when the 522 extension project would go out to bid.

The Monthly Operational/Office Report:

Michael did not have any updates at this time. Amber updated that the office is running smoothly.

Public comments: No public comments

The next Board meeting will be held on May 14, 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 11:21 AM.



Michael Jenkins, Chairman

Attest: 

Thomas Stinebaugh, Secretary