

# Minutes

## Warm Springs Public Service District

### May 14, 2025

A regular meeting of the Public Service Board of the Warm Springs Public Service District (WSPSD) was held at 10:00 AM on May 14, 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 May 9, 2025, and a copy was delivered to *The Morgan Messenger*.

Chairman Jenkins called the meeting to order at 10:15 AM with most members attending. Mr. Mike Jenkins – Chairman and Mr. Charles Johnson – Treasurer 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. Chairman Jenkins moved to approve the agenda as posted with Director Johnson to second, the motion passed unanimously.

Item 2 on the agenda was to approve the minutes from the April 15, 2025 Board of Directors meeting. Director Johnson moved to approve the minutes from the Directors meeting on April 15, 2025 with Chairman Jenkins to second, the motion passed unanimously.

The next order of business was the approval for payment of the following 40 operational invoices received. Chairman Jenkins moved to approve payment for the 40 invoices received for a total of \$39,291.25 with Director Johnson to second, the motion passed unanimously.

1	Advance Auto (Apr; 6 gallons 15w40 oil, wax & tar remover, transmission fluid-BS)	186.90
2	American Bankers Flood Insurance (May; flood insurance renewal-GC)	2,409.00
3	Apple Valley Waste (April; dumpster rental-BS)	184.26
4	Berkeley Club (Apr; 1 gal case of 6 distilled, 10-20ox cases of water-BS, Office)	118.46
5	BSWW (March/Apr; meter books, water usage, hydrant, terminations - Office, BS)	259.46
6	Bowles Rice (May; PSC services for sewer project, call for PSC complaint, leak adj. policy)	936.75
7	Comcast (May/June; phone /internet - Office)	303.80
8	Scott Crunkleton (May; cell phone allowance)	25.00
9	Theodore Enss III (May; cell phone allowance)	25.00
10	Erie Insurance (May; 5/19/25-5/19/26-workers compensation)	2,783.00
11	FirstNet (May; AT&T internet at BS plant)	36.99
12	Frontier (May; phone-BS)	56.99

	Gates (Apr; oil change, water pump drive belt, radiator remove & replace-2015 Silverado)	982.90
13		
14	Joshua Graham (May; cell phone allowance)	25.00
15	Guardian (May; long & short term disability)	269.62
	Hunters (Apr/May; hex star masonry screw-GC, 12in recip saw blade-IP, titanium bit-BS)	77.49
16		
17	Charles Johnson (Apr; Regular Board Mtg Salary)	125.00
18	Monty Kerns (May; cell phone allowance)	25.00
19	MEBulbs (Apr; 24 bulbs-BS plant office)	288.00
20	Jonathan Mechem (May; cell phone allowance)	25.00
21	Metropolitan Compounds (Apr; 5 gallons rust converter)	778.95
22	Miss Utility (May; April message fees)	68.20
23	Lionel Monteil (May; cell phone allowance)	25.00
	Mountain State ESC (Apr; registration for Class A Wastewater course-Josh & Jeff)	390.00
24		
25	Munibilling (Apr/May; March & April billing & postage, 2 merchant return fees)	2,239.67
26	Pace (Apr; wastewater testing-BS, GC, CI, IP, CSP)	1,607.30
	Petty Cash (May; reimburse petty cash-batteries, priority mailing, liens-BS, Office)	61.95
27		
28	Potomac Edison (Apr; BS(\$7,487.84) & GC (\$1,014.65) WWTP&PS)	8,502.49
29	Jeffery Rhodes (May; cell phone allowance)	25.00
30	Segra (May; phone at WWTP-GC)	105.62
	South Morgan Repair (May; weld rack for cabinet, remove grinder housing, replace seals in gear box-CSP, IP, Pump truck)	960.00
31		
32	Thomas Stinebaugh (Apr; Regular Board Mtg Salary)	125.00
33	United Healthcare (May; dental insurance)	177.09
	USBank-Pcards (Apr; priority mail, power bill, quickbooks, gloves, relays, bolts, drill bits-Office, BS, GC, CSP, IP)	2,101.18
34		
35	WEX Bank (Apr; fuel for trucks)	1,406.22
36	Workforce WV (Apr; unemployment for Carletta Kerns)	580.85
37	EFTPS (Apr; SS & Medicare Contribution)	2,249.07
38	WV PERS (Apr; Retirement Contribution)	2,602.32
39	WV PEIA (Apr; Health Insurance)	5,903.72
40	WV RHBT (Apr; PEIA Trust Fund)	238.00
		<u>\$ 39,291.25</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. After some discussion, Chairman Jenkins moved to approve the FY26 budget as presented with Director Johnson to second, the motion passed unanimously.

Item 6 on the agenda was to discuss and approve the amended leak adjustment policy. Director Johnson moved to approve the amended leak adjustment policy with Chairman Jenkins to second, the motion passed unanimously.

Item 7 on the agenda was to discuss project updates. Michael Crunkleton informed the board that the I&I project is expected to begin the middle of June.

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 June 11, 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 10:50 AM.



Michael Jenkins, Chairman

Attest: 

Thomas Stinebaugh, Secretary