

Minutes  
Warm Springs Public Service District  
July 9, 2025

A regular meeting of the Public Service Board of the Warm Springs Public Service District (WSPSD) was held at 10:00 AM on July 9, 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 July 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; Mr. Charles Johnson – Treasurer; 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 June 11, 2025 Board of Directors meeting. Director Johnson moved to approve the minutes from the Directors meeting on June 11, 2025 with Director Stinebaugh 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 \$53,913.62 with Director Johnson to second, the motion passed unanimously.

1	Advance Auto (June; wiper blade)	14.33
2	American Bankers Insurance (June; flood insurance change in premium-GC)	11.00
3	Apple Valley Waste (June; dumpster rental-BS)	221.12
4	BSWW (May/June; meter books, water usage, hydrant, terminations - Office, BS)	399.46
5	Bowles Rice (June; sewer termination cases & Coolfont PSC approval O&M agreement)	2,539.00
6	Comcast (July/Aug; internet - Office)	333.71
7	Scott Crunkleton (July; cell phone allowance)	25.00
8	Theodore Enss III (July; cell phone allowance)	25.00
9	FirstNet (June/July; AT&T internet at BS plant)	1,369.32
10	Frontier (July; phone-BS)	56.99
11	Gates (June; oil change-2021 Silverado)	87.39
12	Joshua Graham (July; cell phone allowance)	25.00
13	Guardian (July; long & short term disability)	249.64
14	Charles Johnson (June; Regular Board Mtg Salary)	125.00

15	Monty Kerns (July; cell phone allowance)	25.00
16	Maryland Pipe & Supply (June; pvc spears, adapters, couplings, sch80 couplings-BS)	889.69
17	Jonathan Mechem (July; cell phone allowance)	25.00
18	Miss Utility (June; message fees for May)	89.85
19	Lionel Monteil (July; cell phone allowance)	25.00
20	Morgan Messenger (June; messenger renewal-Office)	39.00
21	Munibilling (June; May billing and postage, 3rd qtr software & merchant fee)	2,969.28
22	Pace (June; wastewater testing-BS, GC, CI, IP, CSP)	2,223.30
23	Philadelphia Insurance (June; 7/1/25-7/1/26 Board Insurance)	2,991.36
24	Potomac Edison (June; BS(\$7,052.07) & GC (\$937.38) WWTP&PS)	7,989.45
25	Public Service Commission of WV (June; Intrastate Revenue Assessment)	3,640.69
26	Jeffery Rhodes (July; cell phone allowance)	25.00
27	Synthex Organics (June; 2 drums synfloc 2235-BS)	1,893.47
28	Town of Bath (June; 3rd qtr garbage, street, & safety fee-Office)	160.00
29	Unclaimed Property (June; Unclaimed refunds-Unclaimed property WV FY25)	581.95
30	United Healthcare (July; dental insurance)	177.09
31	USA Bluebook (June; float switches-CSP)	769.09
32	USBank-Pcards (June; adobe, quickbooks-BS, GC, IP, Office)	2,088.03
33	WEX Bank (June; fuel for trucks)	732.45
34	WVBPH (June; Monty Kerns Class S & Class II license renewal)	150.00
35	WV Dept of Health (June; Water bacteriological test & processing fee-Homeopathy Break Room)	23.00
36	Xylem (June; UV lamps, quartz sleeves, lamp inserts, wiper holders, o-ring lamp holder seal-BS)	9,880.00
37	EFTPS (June; SS & Medicare Contribution)	2,291.87
38	WV PERS (June; Retirement Contribution)	2,610.37
39	WV PEIA (June; Health Insurance)	5,903.72
40	WV RHBT (June; PEIA Trust Fund)	238.00
		<u>\$ 53,913.62</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 pay application #1 for the Berkeley Springs Sanitary Sewer Improvements Contract #2. This was approved at the June 11, 2025 meeting and nothing to discuss.

Item 6 on the agenda was to discuss and approve repair or replacement of lift station #1 pump. Chairman Jenkins moved to approve \$22,000 for the repair of the out of service pump

and for the possible purchase of a rebuild kit after investigation by the General Manager with Director Stinebaugh to second, the motion passed two to one.

Item 7 on the agenda was to discuss project updates. Discussion was had on the I&I project and the start of the project.

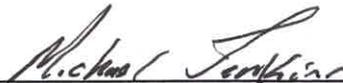
The Monthly Operational/Office Report:

Michael informed the board that someone has been helping himself into the water plants at CMA and a meeting is going to be held with CMA to put a stop to it. Amber updated that a time was being scheduled to have the cradle point looked at to see if it was going to be feasible. She also informed the board of an issue with one of our attorneys.

Public comments: No public comments

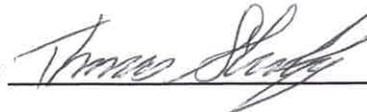
The next Board meeting will be held on August 13, 2025, at 10:00 AM, in the Morgan County Commission meeting room, at the Morgan County Courthouse, Berkeley Springs, West Virginia.

Chairman Jenkins adjourned the meeting at 10:54 AM.



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Michael Jenkins, Chairman

Attest: 

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Thomas Stinebaugh, Secretary