

Minutes

Warm Springs Public Service District

June 11, 2025

A regular meeting of the Public Service Board of the Warm Springs Public Service District (WSPSD) was held at 10:00 AM on June 11, 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 June 6, 2025, and a copy was delivered to *The Morgan Messenger*.

Chairman Jenkins called the meeting to order at 10:14 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. Director Johnson moved to approve the agenda as posted with Chairman Jenkins to second, the motion passed unanimously.

Item 2 on the agenda was to approve the minutes from the May 14, 2025 Board of Directors meeting. Director Johnson moved to approve the minutes from the Directors meeting on May 14, 2025 with Chairman Jenkins to second, the motion passed unanimously.

The next order of business was the approval for payment of the following 34 operational invoices received. Director Johnson moved to approve payment for the 34 invoices received for a total of \$37,680.21 with Chairman Jenkins to second, the motion passed unanimously.

1	Advance Auto (May; 2-permatex hi temp-BS)	21.04
2	Apple Valley Waste (May; dumpster rental-BS)	184.26
3	Berkeley Club (June; 10 cases of water-BS)	110.60
4	BSWW (Apr/May; meter books, water usage, hydrant, terminations - Office, BS)	469.46
5	Bowles Rice (June; phone call with Scott on leak adjustment policy)	60.00
6	Citco (May; 10-45lb pails bio-neutralizer tablets-GC, 7000lb aluminum sulfate-BS)	5,110.75
7	Comcast (June/July; phone /internet - Office)	333.71
8	Scott Crunkleton (June; cell phone allowance)	25.00
9	Theodore Enss III (June; cell phone allowance)	36.99
10	FirstNet (June; AT&T internet at BS plant)	56.99
11	Frontier (June; phone-BS)	595.00
12	G.H.S (June; excavator at Biser St)	240.00
13	Amber Hixon (June; section 125 reimbursement)	25.00
14	Joshua Graham (June; cell phone allowance)	232.88
15	Guardian (June; long & short term disability)	

16	John Hobday (May; help work on Biser St main sewerline)	75.00
17	Hunters (June; 3pc socket adapter set-BS)	22.70
18	Charles Johnson (May; Regular Board Mtg Salary)	125.00
19	Monty Kerns (June; cell phone allowance)	25.00
20	Jonathan Mechem (June; cell phone allowance)	25.00
21	Mike the Computer Guy (Mar/Jun; took out old phone system & replaced with new, ran ethernet cables-Office)	379.48
22	Lionel Monteil (June; cell phone allowance)	25.00
23	Pace (May; wastewater testing-BS, GC, CI, IP, CSP)	2,453.40
24	Potomac Edison (May; BS(\$5,944.13) & GC (\$880.28) WWTP&PS)	6,824.41
25	Jeffery Rhodes (June; cell phone allowance)	25.00
26	Segra (June; phone at WWTP-GC)	105.51
27	United Healthcare (June; dental insurance)	177.09
28	USA Bluebook (May; skimming net shallow bags, quartz sleeve, UV lamp-BS, CI)	408.96
29	USBank-Pcards (May; adobe, quickbooks, VoIP service, bleach, clamps, filters, bond renewal-BS, GC, IP, Office)	5,119.20
30	WEX Bank (May; fuel for trucks)	761.47
31	EFTPS (May; SS & Medicare Contribution)	3,480.33
32	WV PERS (May; Retirement Contribution)	3,979.26
33	WV PEIA (May; Health Insurance)	5,903.72
34	WV RHBT (May; PEIA Trust Fund)	238.00
		<u>\$ 37,680.21</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 selecting accounting firm for PSC audit. After summarizing the audit proposal score sheet, Chairman Jenkins move forward with entering into a contract with Ahmad Associates for the annual audits FY25, FY26, & FY27 with Director Johnson to second, the motion passed unanimously.

Item 6 on the agenda was to discuss and approve inspector for I&I project. Chairman Jenkins moved to approve the resumes for the I&I inspectors as presented with Director Johnson to second, the motion passed unanimously.

Item 7 on the agenda was to discuss and approve pay application #1 for the Berkeley Springs Sanitary Sewer Improvements Contract #2. Chairman Jenkins moved to approve pay application #1 for \$24,300 with Director Johnson to second, the motion passed unanimously.

Item 8 on the agenda was to discuss project updates. Discussion was had on the I&I project and the start of the project.

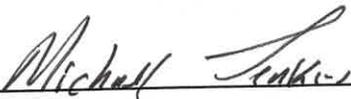
The Monthly Operational/Office Report:

Michael did not have any updates at this time. Amber updated that the VoIP service has been activated and switched and the internet service is being worked on.

Public comments: No public comments

The next Board meeting will be held on July 9, 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 10:38 AM.



Michael Jenkins, Chairman

Attest: 

Thomas Stinebaugh, Secretary