

**Minutes**  
**Warm Springs Public Service District**  
**August 13, 2025**

A regular meeting of the Public Service Board of the Warm Springs Public Service District (WSPSD) was held at 10:00 AM on August 13, 2025. The meeting was held in the Morgan County Commission meeting room, at the Morgan County Courthouse, Berkeley Springs, West Virginia. The amended meeting agenda was posted on August 12, 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; Chase Riley, The Thrasher Group.

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 July 9, 2025 Board of Directors meeting. Director Johnson moved to approve the minutes from the Directors meeting on July 9, 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. Director Johnson moved to approve payment for the 44 invoices received for a total of \$100,720.43 with Director Stinebaugh to second, the motion passed unanimously.

1	Advance Auto (July/Aug; battery and tow ball for tractor, star bit set-BS)	165.97
2	American Bankers Insurance (Aug; flood insurance renewal for Office)	3,728.00
3	Apple Valley Waste (July; dumpster rental-BS)	220.85
4	Berkeley Club (July/Aug; 20 cases-20oz bottles of water & 1gallon case distilled water-BS)	229.06
5	BSWW (June/July;meter books,water usage, hydrant, terminations - Office, BS)	434.46
6	Bowles Rice (Aug; DEP action plan, termination cases, outage plan, CMA agreement, PSC billing complaint)	6,642.25
7	Citco (July; 7000lb aluminum sulfate-BS, 10-45lb pails bio-sanitizer & 10-45lb pails bio-neutralizer-GC)	7,331.12
8	Comcast (Aug/Sept; internet - Office)	70.81
9	Core & Main (Aug; manhole risers-BS Collections)	2,000.00
10	Scott Crunkleton (Aug; cell phone allowance)	25.00
11	Theodore Enss III (Aug; cell phone allowance)	25.00
12	Erie Insurance (July; 1st qtr auto, eriesecure and liability)	8,223.71
13	FirstNet (Aug; AT&T internet at BS plant & Office)	73.98

14	Frontier (Aug; phone-BS)	56.99
	Gates (Aug; tow & diagnose truck, engine computer & labor to install-2003	
15	Ford F550)	1,507.13
	G.H.S (July; dumptruck for stone to plant, excavator w/operator at First	
16	Church St, hauled sludge)	2,525.00
17	Joshua Graham (Aug; cell phone allowance)	25.00
18	Guardian (Aug; long & short term disability)	265.45
	Handyman Aaron (July; fixed & painted ceiling, fixed siding on building-Office,	
19	installed new AC & materials-GC)	1791.00
20	Charles Johnson (July; Regular Board Mtg Salary)	125.00
21	Monty Kerns (Aug; cell phone allowance)	25.00
	Maryland Pipe (July; 4-fernco hulk 8 size 8"-BS, 1 1/2" banded couplings & 1	
22	1/2" galv pipes-IP)	860.49
23	Jonathan Mechem (Aug; cell phone allowance)	25.00
24	Miss Utility (July/Aug; message fees for June & July)	181.30
25	Lionel Monteil (Aug; cell phone allowance)	25.00
	Morgan Co. Planning Commission (Jun/July; site plan for garage & generator-	
26	BS)	1,460.00
27	Munibilling (July/Aug; June & July billing and merchant return fees)	2,405.71
28	Pace (July; wastewater testing-BS, GC, CI, IP, CSP)	1,937.70
	Parkson (July; diffuser connectors, clar wheels, gaskets, hex caps, nuts etc-	
29	BS maintenance)	26,523.00
30	Potomac Edison (July; BS(\$6,003.23) & GC (\$793.26) WWTP&PS)	6,796.49
31	Jeffery Rhodes (Aug; cell phone allowance)	25.00
32	Segra (July/Aug; internet at WWTP-GC)	210.25
33	Thomas Stinebaugh (July; Regular Board Mtg Salary)	125.00
34	United Healthcare (Aug; dental insurance)	177.09
35	United Laboratories (July; 55gallons lift-zyme-BS)	3,583.90
36	USA Bluebook (July; disc diffuser units, plantpro, skimming nets-BS, IP, CSP)	1,362.10
	USBank-Pcards (July; adobe, quickbooks, stamps, priority mail, pipe wrenchs,	
37	sockets, power bill etc-BS/IP/Office)	3,998.71
38	WEX Bank (July; fuel for trucks)	617.19
	Workforce West Virginia (July; Reimbursement for Unemployment for Carletta	
39	Kerns-2nd quarter 2025)	1,510.21
40	WV Municipal Bond Commission (July; FY 2025/2026 Bond Fees)	779.02
41	EFTPS (July; SS & Medicare Contribution)	2,414.86
42	WV PERS (July; Retirement Contribution)	2,744.43
43	WV PEIA (July; Health Insurance & admin fees)	7,383.20
44	WV RHBT (July; PEIA Trust Fund)	84.00
		<u>\$100,720.43</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 sending out for insurance pricing. Chairman Jenkins informed the other members that after having properties valuated that we are currently under insured and should get updated quotes for insurance.

Item 6 on the agenda was to discuss and approve leak adjustment policy. Chairman Jenkins had spoken with the PSC in regards to our current leak adjustment policy and they stated that it falls in line with what they require therefore no action is required.

Item 7 on the agenda was to discuss and approve development of bill adjustment policy for non leaks. Chairman Jenkins stated that the PSC advised against developing a policy for non leaks. Director Stinebaugh moved to follow the PSC rules with Director Johnson to second, the motion passed unanimously.

Item 8 on the agenda was to discuss and approve plan of corrective action for DEP. Director Johnson moved to approve the provided plan of corrective action and submit to DEP with Director Stinebaugh to second, the motion passed unanimously.

Item 9 on the agenda was to discuss and approve pay application for the Warm Springs PSD I&I project. Chairman Jenkins moved to approve the pay application totaling \$611,263.39 with Chairman Johnson to second, the motion passed unanimously.

Item 10 was to discuss and approve purchase of Scada system. This was tabled until the next meeting due to still waiting on all quotes.

Item 11 on the agenda was to discuss project updates. Updates were given on the I&I project at the 9:00am project meeting with The Thrasher Group.

The Monthly Operational/Office Report:

Michael did not have any updates. Amber did not have any office updates.

Public comments: No public comments

The next Board meeting will be held on September 10, 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 10:30 AM.



Michael Jenkins, Chairman

Attest: 

Thomas Stinebaugh, Secretary