

Minutes

Warm Springs Public Service District

September 10, 2025

A regular meeting of the Public Service Board of the Warm Springs Public Service District (WSPSD) was held at 10:00 AM on September 10, 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 September 9, 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 August 13, 2025 Board of Directors meeting. Director Johnson moved to approve the minutes from the Directors meeting on August 13, 2025 with Director Stinebaugh to second, the motion passed unanimously.

The next order of business was the approval for payment of the following 32 operational invoices received. Director Johnson moved to approve payment for the 32 invoices received for a total of \$43,040.96 with Director Stinebaugh to second, the motion passed unanimously.

1	Apple Valley Waste (July; dumpster rental-BS)	220.85
2	BSWW (June/July; meter books, water usage, hydrant, terminations - Office, BS)	364.46
3	Bowles Rice (Aug; DEP action plan, termination cases, CMA agreement, leak adjustment policy)	6,130.30
4	Burch Plumbing (Aug; excavating roots in line at 64 Martinsburg Rd)	717.85
5	Citco (Aug; color touch screen & programming at water plant-IP)	993.21
6	Comcast (Sept/Oct; internet - Office)	214.85
7	Commercial Press (Aug; deposit tickets for special revenue account)	108.60
8	Scott Crunkleton (Sept; cell phone allowance)	25.00
9	Theodore Enss III (Sept; cell phone allowance)	73.98
10	FirstNet (Sept; AT&T internet at BS plant & Office)	56.99
11	Frontier (Sept; phone-BS)	
12	G.H.S (Aug; excavator & crane Rockwell Circle, excavator bobcat pipe & labor for sewer tap)	2,060.00

13	Joshua Graham (Sept; cell phone allowance)	25.00
14	Guardian (Sept; long & short term disability)	265.45
15	Charles Johnson (Aug; Regular Board Mtg Salary)	125.00
16	Monty Kerns (Sept; cell phone allowance)	25.00
17	Maryland Pipe (Aug; 20ft sch40 pipe, 84ft pvc sdr-35, sdr-35 wyes, 10ft sch40 stainless-BS, IP)	2,034.91
18	Jonathan Mechem (Sept; cell phone allowance)	25.00
19	Lionel Monteil (Sept; cell phone allowance)	25.00
20	Pace (Aug; wastewater testing-BS, GC, CI, IP, CSP)	6,253.90
21	Potomac Edison (Aug; BS(\$5,631.61) & GC (\$849.68) WWTP&PS)	6,481.29
22	Jeffery Rhodes (Sept; cell phone allowance)	25.00
23	Segra (Sept; internet at WWTP-GC)	105.34
24	Share (Sept; 5gallons Ice melt, 12 wasp & hornet killer, 2cases galvanized coatings spray-BS)	815.43
25	Thomas Stinebaugh (Aug; Regular Board Mtg Salary)	125.00
26	United Healthcare (Sept; dental insurance)	177.09
27	USBank-Pcards (Aug; adobe, quickbooks, power bill, bleach, bushings, pipe plug, floor jack, gloves etc-BS/IP/Office)	2,620.41
28	WEX Bank (Aug; fuel for trucks)	895.46
29	EFTPS (Aug; SS & Medicare Contribution)	2,300.23
30	WV PERS (Aug; Retirement Contribution)	2,678.16
31	WV PEIA (Aug; Health Insurance)	6,963.20
32	WV RHBT (Aug; PEIA Trust Fund)	84.00
		<u>\$ 43,040.96</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 #3 for the Sewer Extension Project. Chairman Jenkins moved to approve pay application #3 for \$3,150.00 with Director Johnson to second, the motion passed unanimously.

Item 6 on the agenda was to discuss and approve pay application #5 for the Warm Springs PSD I&I Project. Chairman Jenkins moved to approve pay application #5 for \$338,477.16 with Director Johnson to second, the motion passed unanimously.

Item 7 on the agenda was to discuss and approve SCADA system proposals. After review of quote from IMACS Chairman Jenkins moved to enter into an agreement with IMACS for a total cost of \$41,296.80 for the purchase of a SCADA system upgrade and additionally we enter into a contract for the networking and firewall update of \$6,374.00 also with IMACS with Director Johnson to second, the motion passed unanimously.

Item 8 on the agenda was to discuss and approve updated CMA agreement. After some discussion on the contract Director Johnson moved to approve the agreement as presented between the Warm Springs PSD and CMA with Director Stinebaugh to second, the motion passed unanimously.

Item 9 on the agenda was to discuss and approve moving R&R and Working Capital Reserve accounts to higher interest bearing accounts. After some discussion this was tabled until other interest rates could be obtained.

Item 10 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.

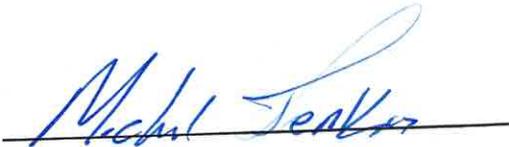
The Monthly Operational/Office Report:

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 October 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 10:52 AM.



Michael Jenkins, Chairman

Attest: 

Thomas Stinebaugh, Secretary