

Minutes

Warm Springs Public Service District

October 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 October 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 October 6, 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 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 September 10, 2025 Board of Directors meeting. Director Johnson moved to approve the minutes from the Directors meeting on September 10, 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. Director Johnson moved to approve payment for the 40 invoices received for a total of \$46,247.56 with Director Stinebaugh to second, the motion passed unanimously.

1	Apple Valley Waste (Aug; dumpster rental-BS)	220.85
2	Berkeley Club (Sept; 10-20oz cases of water-BS)	110.60
	BSWW (Aug/Sept; meter books, water usage, hydrant, terminations - Office,	
3	BS)	406.46
4	Bowles Rice (Sept; 2025 Arnold PSC termination petition)	140.00
5	Citco Water (Sept; sodium hypochlorite, 3500lb aluminum sulfate-BS)	1,647.00
6	Comcast (Oct/Nov; internet - Office)	214.85
7	Scott Crunkleton (Oct; cell phone allowance)	25.00
8	DEP (Sept; Groundwater, sludge and WPNPDES annual permit fee)	1,588.35
9	Eddie's Tire (Sept; 2 mower mounts)	17.90
		25.00
10	Theodore Enss III (Oct; cell phone allowance)	8,228.77
11	Erie Insurance (Sept; 2nd quarter liability, auto and eriesecure)	73.98
12	FirstNet (Oct; AT&T internet at BS plant & Office)	56.99
13	Frontier (Oct; phone-BS)	40.85
14	Gates (Sept; lube, oil & filter change-2022 Chevrolet Colorado)	40.85

15	GHS (Sept; crane & haul load of stone)	825.00
16	Joshua Graham (Oct; cell phone allowance)	25.00
17	Guardian (Oct; long & short term disability)	265.45
18	Charles Johnson (Sept; Regular Board Mtg Salary)	125.00
19	Monty Kerns (Oct; cell phone allowance)	25.00
20	Jonathan Mechem (Oct; cell phone allowance)	25.00
21	Mike the Computer Guy (Sept; wireless router and labor @ office to see about getting wireless to work)	222.49
22	Miss Utility (Aug; message fees for August)	80.60
23	Lionel Monteil (Oct; cell phone allowance)	25.00
24	Munibilling (Sept; August billing & postage, merchant return fee, software renewal fee)	3,092.67
25	Pace (Sept; wastewater testing-BS, GC, CI, IP, CSP)	4,836.70
26	Pentoney Brothers Contracting (Sept; 15yd rolloff rental from 9/9-9/16-BS)	400.00
27	Potomac Edison (Sept; BS(\$4,912.30) & GC (\$975.09) WWTP&PS)	5,887.39
28	Jeffery Rhodes (Oct; cell phone allowance)	25.00
29	South Morgan Repair (Sept; make & weld stainless steel fittings for plant & 8 brackets-BS, IP)	600.00
30	Thomas Stinebaugh (Sept; Regular Board Mtg Salary)	125.00
31	Synthex (Sept; 1 drum synfloc 2235-BS)	1,065.47
32	United Healthcare (Oct; dental insurance)	177.09
33	USBank-Pcards (Sept; adobe, quickbooks, power bill, gloves, paper towels, stainless screws & bolts etc-BS/IP/Office)	2,647.51
34	Visa (Sept; callfire)	257.50
35	WEX Bank (Sept; fuel for trucks)	585.37
36	WV DHHR (Sept; Water bacteriological test & processing fee-ReSteel Break Room)	23.00
37	EFTPS (Sept; SS & Medicare Contribution)	2,336.66
38	WV PERS (Sept; Retirement Contribution)	2,725.86
39	WV PEIA (Sept; Health Insurance)	6,963.20
40	WV RHBT (Sept; PEIA Trust Fund)	84.00
		<u>\$ 46,247.56</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 #6 for the Warm Springs PSD I&I Project. Chairman Jenkins moved to approve pay application #6 for \$355,119.06 with Director Johnson to second, the motion passed unanimously.

Item 6 on the agenda was to discuss and approve moving money to WVBTI. After some discussion this was tabled until the next meeting pending receiving other interest rates.

Item 7 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.

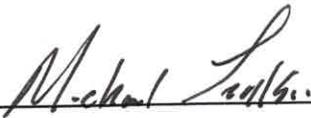
The Monthly Operational/Office Report:

Michael updated that he spoke with Monty that the company doing the telemetry system will be coming in within the next week to do some things and then get started on installing. Amber updated that the audit is still in progress and has had no communication with the auditors for a couple of weeks.

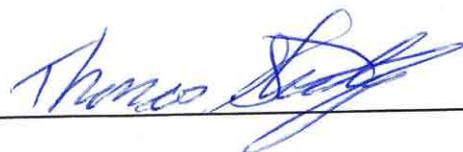
Public comments: No public comments

The next Board meeting will be held on November 12, 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 10:18 AM.



Michael Jenkins, Chairman

Attest: 

Thomas Stinebaugh, Secretary