

Minutes
Warm Springs Public Service District
December 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 December 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 December 8, 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; Mike Rezac, WVcorp; LeeAnn Poling, Bill Bailey Ins; Beth Bailey, Bill Bailey Ins; Shad Ahmad, Ahmad Associates; Zubair Manzar, Ahmad Associates.

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 discuss and approve water termination agreement. Chairman Jenkins moved that we approve the water termination agreement change of 3 days from notification from the proposed 5 that the town provided and send back to the town for their consideration with Director Stinebaugh to second, the motion passed unanimously.

Item 3 on the agenda was to approve the minutes from the November 12, 2025 emergency Board of Directors meeting. Director Johnson moved to approve the minutes from the Directors meeting on November 12, 2025 with Director Stinebaugh to second, the motion passed unanimously.

The next order of business was the approval for payment of the following 38 operational invoices received. Chairman Jenkins moved to approve payment for the 38 invoices received for a total of \$91,678.25 with Director Johnson to second, the motion passed unanimously.

1	Ahmad Associates (Nov; FY2025 Audit)	15,925.00
2	Apple Valley Waste (Nov; dumpster rental-BS)	220.85
3	Berkeley Club (Nov; 10 cases of water-BS)	110.60
4	BSWW (Oct/Nov; meter books, water usage, hydrant, terminations - Office, BS) Bowles Rice (Dec; terminations, water termination agreement, check PSC)	469.46
5	docket for filing of outage plan)	1,706.00
6	Citco (Oct/Nov; 1" corp stop, sodium hypochlorite, bio-neutralizer tablets-BS)	1,852.27

7	Comcast (Dec/Jan; internet - Office)	214.85
8	Scott Crunkleton (Dec; cell phone allowance)	25.00
9	Theodore Enss III (Nov/Dec; cell phone allowance & section 125 reimbursement)	450.00
10	FirstNet (Dec; AT&T internet at BS plant & Office)	73.98
11	Frontier (Dec; phone-BS)	56.99
12	G.H.S. (Dec; Lee St job connect to sewer)	3,668.00
13	Joshua Graham (Dec; cell phone allowance)	25.00
14	Guardian (Dec; long & short term disability)	265.45
15	HCS Instrumentation (Nov; 11/3/25 labor, travel, annual calibrations, installed new Krohne VU-31 at WWTP-GC/BS)	1726.10
16	Amber Hixon (Nov; section 125 reimbursement)	720.00
17	Charles Johnson (Nov; Regular Board Mtg Salary)	125.00
18	Monty Kerns (Dec; cell phone allowance)	25.00
19	Maryland Pipe & Supply (Nov; 4 fernco couplings-stock)	649.01
20	Jonathan Mechem (Dec; cell phone & boot allowance)	125.00
21	Miss Utility (Nov; message fees for October)	80.55
22	Lionel Monteil (Dec; cell phone & boot allowance)	114.04
23	Munibilling (Nov; October billing & postage)	1,200.32
24	Pace (Nov; wastewater testing-BS, GC, CI, IP, CSP)	2,624.70
25	Parkson (Nov; bearing-BS)	1,273.00
26	Potomac Edison (Nov; BS(\$6,827.38) & GC (\$1,142.61) WWTP&PS)	7,969.99
27	RAM (Nov; pull & repair pump, install repaired pump-BS)	16,974.00
28	Jeffery Rhodes (Dec; cell phone & boot allowance)	124.99
29	Segra (Dec; phone-GC)	136.10
30	Shirley Well Drilling Inc (Dec; replace well at WWTP-GC)	9,403.50
31	Total SP (Oct; Lab balances, services, & calibration-2025)	240.00
32	United Healthcare (Dec; dental insurance)	204.66
33	USBank-Pcards (Nov; adobe, quickbooks, power bill, gloves, paper towels, stainless screws & bolts etc-BS/IP/Office)	7,640.07
34	WEX Bank (Nov; fuel for trucks)	670.89
35	EFTPS (Nov; SS & Medicare Contribution)	3,478.74
36	WV PERS (Nov; Retirement Contribution)	4,061.94
37	WV PEIA (Nov; Health Insurance)	6,963.20
38	WV RHBT (Nov; PEIA Trust Fund)	84.00
		<u>\$ 91,678.25</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 6 on the agenda was to discuss and approve insurance proposals. After insurance companies presentations this was tabled until January's board meeting until all proposals can be reviewed.

Item 7 on the agenda was to discuss and approve pay application #8 for the Warm Springs PSD I&I Project. Chairman Jenkins moved to approve pay application #8 for \$274,380.50 contingent on approval by Thrasher with Director Johnson to second, the motion passed unanimously.

Item 8 on the agenda was Shad Ahmad with Ahmad Associates to present FY2025 audit. The audit presented was a clean audit and some suggestions were made to add items to the report to add value. It was also suggested to add more to the Managements Discussion as far as details on why things have changed.

Item 9 on the agenda was to discuss project updates. Updates were given on the I&I project at the 9:30am project meeting with The Thrasher Group.

The Monthly Operational/Office Report:

Michael stated that a meeting will be held at the plant with United Construction in regards to an issue with placement of the generator and the switch next week. Amber did not have any updates at this time.

Public comments: No public comments

The next Board meeting will be held on January 14, 2026, 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 12:36 PM.



Michael Jenkins, Chairman

Attest: 

Thomas Stinebaugh, Secretary