

**Minutes**  
**Warm Springs Public Service District**  
**January 14, 2026**

A regular meeting of the Public Service Board of the Warm Springs Public Service District (WSPSD) was held at 10:00 AM on January 14, 2026. 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 January 9, 2026, 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, Thrasher; Jennifer Wishmyer, Region 9; Jim Kelsh, Bowles Rice; Katie Stewart, Bowles Rice.

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 December 11, 2025 Board of Directors meeting. Director Johnson moved to approve the minutes from the Directors meeting on December 11, 2025 with Director Stinebaugh to second, the motion passed unanimously.

The next order of business was the approval for payment of the following 45 operational invoices received. Chairman Jenkins moved to approve payment for the 45 invoices received with the exception of number 24 for the planning commission leaving the total remaining at \$72,623.30 with Director Johnson to second, the motion passed unanimously.

1	Apple Valley Waste (Dec; dumpster rental-BS)	220.85
2	Aquafix (Jan; midgefly complete & wastewater lab sample test kit-BS)	3,246.09
3	BSWW (Nov/Dec; meter books, water usage, hydrant, terminations - Office, BS)	651.46
4	Bowers Backflow (Dec; test 3/4" backflow preventer, 2-1" preventers and a 3" preventer-BS, IP)	575.00
5	Comcast (Jan/Feb; internet - Office)	214.85
6	Scott Crunkleton (Jan; cell phone allowance)	25.00
7	Decker & Company (Dec; PSC annual report & assistance with audit)	3,775.00
8	Theodore Enss III (Dec/Jan; cell phone allowance & section 125 reimbursement)	100.00
9	Erie (Dec; 3rd qtr auto, erie secure & liability)	8,228.77
10	Farris Grading & Paving (Dec/Jan; patch on Church St & patchwork on Lee Circle)	3,490.00

11	FirstNet (Jan; AT&T internet at BS plant & Office)	73.98
12	Frontier (Jan; phone-BS)	56.99
	G.H.S (Jan; 12/8 spread stone on roadway, 12/16 dig ups in great cacapon to	
13	cap lines)	680.00
14	Joshua Graham (Jan; cell phone allowance)	25.00
15	Guardian (Jan; long & short term disability)	265.45
16	Hach (Jan; 2 benchtop housings-BS)	137.20
17	Amber Hixon (Dec; section 125 reimbursement)	120.00
18	Charles Johnson (Dec; Regular Board Mtg Salary)	125.00
	Monty Kerns (Dec/Jan; cell phone allowance, boot allowance, section 125	
19	reimbursement)	2,075.00
20	Maryland Pipe & Supply (Dec; 6" caps & 4" caps, 6-6" sdr35 two ways-BS)	1,616.76
21	Jonathan Mechem (Jan; cell phone allowance)	25.00
22	Miss Utility (Dec/Jan; message fees for November & December)	91.45
23	Lionel Monteil (Jan; cell phone allowance)	25.00
	Morgan County Planning Commission (Jan; services for ILP site plan reviews	
24	WWTP improvements)	1,033.75
	Munibilling (Dec; November billing & postage, 2 merchant return fees, 1st qtr	
25	software & payment service fees)	3,155.34
26	Norfolk Bearings & Supply (Dec; bearing and oil seals-BS, roots blower-GC)	7,423.93
27	Pace (Dec; wastewater testing-BS, GC, CI, IP, CSP)	6,274.50
28	Potomac Edison (Dec; BS(\$8,633.91) & GC (\$1308.68) WWTP&PS)	9,942.59
29	Jeffery Rhodes (Jan; cell phone allowance)	25.00
30	Segra (Jan; phone-GC)	122.50
	South Morgan Repair (Dec; remove & replace drive motor and gear box on	
31	conveyor on classifier-BS)	500.00
32	Thomas Stinebaugh (Dec; Regular Board Mtg Salary)	125.00
33	Town of Bath (Dec; public safety & street fee)	80.00
34	United Healthcare (Jan; dental insurance)	204.66
35	United Laboratories (Dec; fog away pretreat-BS collections)	587.99
36	USA Bluebook (Dec; chessell circular chart-CSP)	112.34
	USBank-Pcards (Dec; adobe, quickbooks, power bill, gloves, paper towels,	
37	stainless screws & bolts etc-BS/IP/Office)	4,415.24
38	US Standard Products (Dec; two cases of shop towels 320-BS)	602.58
39	WEX Bank (Dec; fuel for trucks)	588.00
40	WV DEP (Dec; groundwater and WVPNDES permit fee-BS)	475.00
41	WV Dept of Health (Dec; water test homeopathy break room)	23.00
42	EFTPS (Dec; SS & Medicare Contribution)	2,342.07
43	WV PERS (Dec; Retirement Contribution)	2,732.51
44	WV PEIA (Dec; Health Insurance)	6,963.20
45	WV RHBT (Dec; PEIA Trust Fund)	84.00
		<u>\$ 73,657.05</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 #9 for the Warm Springs PSD I&I project. Chairman Jenkins moved to approve pay application #9 with the exception of \$1033.75 for the Warm Springs PSD with Director Johnson to second, the motion passed unanimously.

Item 6 on the agenda was to discuss and approve change order for salt cave relining. Chairman Jenkins moved to approve the change order for the relining of the salt cave in the amount of \$65,684.00 with Director Johnson to second, the motion passed unanimously.

Item 7 on the agenda was to discuss and approve insurance proposals. This was tabled until the February board meeting awaiting updated information from WVCorp.

Item 8 on the agenda was to discuss and approve response to CMA's request for information regarding acquisition of their water and sewer systems. After some discussion Chairman Jenkins moved to authorize the Chairman to execute and file a response to the CMA RFI by Friday the 16<sup>th</sup> in consultation with Mr. Kelsh with Director Johnson to second, the motion passed unanimously.

Item 9 on the agenda was to discuss and approve CMA's annual increase for operations. Chairman Jenkins moved to increase the CMA operating contract per the CPI at 2.7% with Director Stinebaugh to second, the motion passed unanimously.

Item 10 on the agenda was discussion regarding path to become an active water utility. A lengthy discussion was had on what would need to be done by the WSPSD to become a water utility.

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 522 extension project is moving forward.

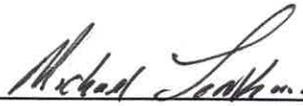
#### The Monthly Operational/Office Report:

Michael did not have any updates. Amber updated that two of the terminations have been completed from the X-cases.

Public comments: No public comments

The next Board meeting will be held on February 11, 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 10:30 AM.

  
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Michael Jenkins, Chairman

Attest:   
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Thomas Stinebaugh, Secretary