

Minutes

Warm Springs Public Service District

March 11, 2026

A regular meeting of the Public Service Board of the Warm Springs Public Service District (WSPSD) was held at 10:00 AM on March 11, 2026. The meeting was held in the EDA Conference room, Berkeley Springs, West Virginia. The amended meeting agenda was posted on March 6, 2026, and a copy was delivered to *The Morgan Messenger*.

Chairman Jenkins called the meeting to order at 10:00 AM with two members attending. Mr. Mike Jenkins – Chairman; Mr. Jason Didawick – Treasurer 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; David Deamer, Region 9; Cindy Kelleher, CMA; Valerie Creason, CMA; Cathy Levey, CMA.

The first order of business was to approve the agenda. Director Didawick 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 February 11, 2026 Board of Directors meeting. Director Didawick moved to approve the minutes from the Directors meeting on February 11, 2026 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 Didawick moved to approve payment for the 40 invoices received for \$55,301.60 with Chairman Jenkins to second, the motion passed unanimously.

1	Advance Auto (Feb; batteries-sewer truck)	344.35
2	Apple Valley Waste (Feb; dumpster rental-BS)	221.20
3	Aquafix (Mar; Microanalysis & filament orgins lab testing service-BS)	400.00
4	Berkeley Club (Feb; 10 cases of 20oz bottles of water-BS)	119.90
5	BSWW (Jan/Feb; meter books, water usage, hydrant, terminations - Office, BS)	532.44
6	Bowles Rice (Feb/Mar; Coolfont sewer and water system acquisition, termination cases, permit violation)	7,367.25
7	Chemstream (Feb; 1 drum synfloc 2235-BS press)	1,065.47
8	Citco (Feb; 8-45lb pails bio neutralizer & 8-45lb pails calcium hypochlorite-GC)	3,165.00
9	CNA Surety (Feb; WV Highway Permit 4/16/2026-4/16/2027)	250.00
10	Comcast (Mar/Apr; internet - Office)	214.85
11	Scott Crunkleton (Mar; cell phone allowance)	25.00
12	Jason Didawick (Feb; Regular Board Mtg Salary)	125.00
13	Theodore Enss III (Feb/Mar; mileage & meals for attending class, cell phone allowance)	405.40

14	FirstNet (Mar; AT&T internet at BS plant & Office)	73.98
15	Frontier (Mar; phone-BS)	56.99
16	Gates (Feb; oil changes,tire rotation,tire pressure sensor replaced,wiper blades replaced,transmission fluid-trucks)	339.17
17	Joshua Graham (Mar; cell phone allowance)	25.00
18	Guardian (Mar; long & short term disability)	265.45
19	Amber Hixon (Mar; section 125 reimbursement)	300.00
20	Kay Casto & Chaney (Feb; professional services 522 extension and I&I projects)	8150.65
21	Monty Kerns (Mar; cell phone allowance)	25.00
22	Maryland Pipe & Supply (Feb; 2 3" pvc conduits-BS)	7.06
23	Jonathan Mechem (Mar; cell phone allowance)	25.00
24	Lionel Monteil (Mar; cell phone allowance)	25.00
25	Munibilling (Feb; January billing & postage)	1,198.67
26	Pace (Feb; wastewater testing-BS, GC, CI, IP, CSP)	2,337.00
27	Potomac Edison (Feb; BS(\$9,236.29) & GC (\$1,463.19) WWTP&PS)	10,699.48
28	Jeffery Rhodes (Mar; cell phone allowance)	25.00
29	Segra (Mar; phone-GC)	114.17
30	Shives Electric (Feb; labor from 8/22/25 at Fairview pump station/main plant platform)	300.00
31	Thomas Stinebaugh (Feb; Regular Board Mtg Salary)	125.00
32	United Healthcare (Mar; dental insurance)	204.66
33	USBank-Pcards (Feb; adobe, quickbooks, power bill, gloves, toilet paper, ice melt, brass fittings-BS//GC/CMA/Office)	3,246.86
34	WEX Bank (Feb; fuel for trucks)	912.51
35	WVBPH (Feb/Mar; Class II & Class S license renewal Jeffery Rhodes & Theodore Enss III)	300.00
36	WVDHHR (Mar; water bacteriological test ReSteel break room)	23.00
37	EFTPS (Feb; SS & Medicare Contribution)	2,429.88
38	WW PERS (Feb; Retirement Contribution)	2,809.01
39	WW PEIA (Feb; Health Insurance)	6,963.20
40	WW RHBT (Feb; PEIA Trust Fund)	84.00
		<u>\$ 55,301.60</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 #10 for the Warm Springs PSD I&I Project. Chairman Jenkins moved to approve the payment of invoices for contract #1 and contract #2 with Director Didawick to second, the motion passed unanimously.

Item 6 on the agenda was to discuss and approve revision to 522 north extension. There was nothing to discuss at this time, therefore this was tabled.

Item 7 on the agenda was to discuss and approve moving forward with addressing I&I issues. Michael Crunkleton discussed the plan that they came up with to find and address I&I issues by placing flow meters in certain areas. It was decided to see if a demo could be obtained from one or two companies before a decision would be made on purchasing any flow meters at this time. This will be discussed again at a future meeting.

Item 8 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. Finishing up lining and relining for the I&I project at the end of the month, then will be paving on Biser St the middle of April and should be at substantial completion for contract 1 at that time.

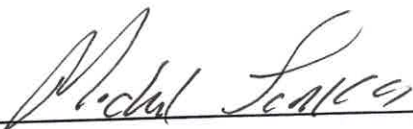
The Monthly Operational/Office Report:

Michael did not have any updates at this time. Amber did not have any updates at this time.

Public comments: No public comments

The next Board meeting will be held on April 15, 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 10:34 AM.



Michael Jenkins, Chairman

Attest: 

Thomas Stinebaugh, Secretary