

Minutes

Warm Springs Public Service District

May 13, 2026

A regular meeting of the Public Service Board of the Warm Springs Public Service District (WSPSD) was held at 10:00 AM on May 13, 2026. The meeting was held in the Morgan County Commission meeting room, Morgan County Courthouse, Berkeley Springs, West Virginia. The amended meeting agenda was posted on May 8, 2026, and a copy was delivered to *The Morgan Messenger*.

Chairman Jenkins called the meeting to order at 10:25 AM with most 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, The Thrasher Group.

The first order of business was to approve the agenda. Chairman Jenkins moved to approve the agenda as posted with Director Didawick to second, the motion passed unanimously.

Item 2 on the agenda was to approve the minutes from the April 15, 2026 Board of Directors meeting. Director Didawick moved to approve the minutes from the Directors meeting on April 15, 2026 with Chairman Jenkins to second, the motion passed unanimously.

The next order of business was the approval for payment of the following 38 operational invoices received. Director Didawick moved to approve payment for the 38 invoices received for \$66,614.72 with Chairman Jenkins to second, the motion passed unanimously.

1	Apple Valley Waste (Mar; dumpster rental-BS)	233.04
2	BSWW (Mar/Apr; meter books, water usage, hydrant, terminations - Office, BS)	290.24
3	Citco (Apr; 10-45lb pails bio-neutralizer tablets-GC)	1,996.75
4	Comcast (May/Jun; internet - Office)	191.85
5	Scott Crunkleton (May; cell phone allowance)	25.00
6	Decker & Company (Apr; Preparation of your Cash Flow Analysis for year ended June 30, 2025)	2,800.00
7	Jason Didawick (Apr; Regular Board Mtg Salary)	125.00
8	Eastern Lift Truck (May; labor, road service fee, hydraulic leak found-BS forklift)	570.50
9	Theodore Enss III (May; cell phone allowance)	25.00
10	Farris Grading & Paving (May; Wilson Lane patch, equipment & labor, blacktop)	1,026.47
11	FirstNet (May; AT&T internet at BS & extra adapter)	76.98
12	Frontier (May; phone-BS)	56.99
13	G.H.S (May; excavator, labor and core drill behind Post Office and across from High School, haul sludge)	4,200.00

14	Joshua Graham (May; cell phone allowance)	25.00
15	Guardian (May; long & short term disability)	265.45
16	Monty Kerns (May; cell phone allowance)	25.00
17	Jonathan Mechem (May; cell phone allowance)	25.00
18	Miss Utility (May; Message fees for April)	63.45
19	Lionel Monteil (May; cell phone allowance)	25.00
20	Munibilling (May; April billing & postage, merchant return fee)	1,205.16
21	Pace (Apr; wastewater testing-BS, GC, CI, IP, CSP)	1,743.00
22	Parkson (May; actuator assembly, clarifier wheel holders, hex caps, clarifier wheels, clarifier wheel arms-BS)	4,949.70
23	Potomac Edison (Apr; BS(\$6,771.42) & GC (\$1,163.84) WWTP&PS)	7,935.26
24	William Rohrbaugh (Apr; revised invoice for legal services from 12/1/24-6/30/25)	3,791.40
25	Jeffery Rhodes (May; cell phone allowance)	25.00
26	Segra (May; phone-GC)	114.10
27	Share (Apr; vegetation control, quick kill herbicide-BS,GC)	800.43
28	Thomas Stinebaugh (Apr; Regular Board Mtg Salary)	125.00
29	United Laboratories (May; lift zyme-BS collections)	3,727.45
30	United Healthcare (May; dental insurance)	204.66
31	USA Bluebook (Apr; HDPE, bio-health bacterial, glass fiber filter, pH fill solution-BS,CSP)	817.52
32	USBank-Pcards (Apr; quickbooks, adobe, papertowels, toilet paper, envelopes, pipe beveling tool, bugman service etc)	4,414.59
33	WEX Bank (Apr; fuel for trucks)	941.65
34	Wwcorp (Apr; 5/1/26-7/1/26 auto, liability, property, workers compensation)	9,305.00
35	EFTPS (Apr; SS & Medicare Contribution)	3,434.90
36	WV PERS (Apr; Retirement Contribution)	3,985.98
37	WV PEIA (Apr; Health Insurance)	6,963.20
38	WV RHBT (Apr; PEIA Trust Fund)	84.00
		<u>\$ 66,614.72</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 #12 for the Warm Springs PSD I&I Project. Chairman Jenkins moved to approve the payment of invoices for contract #2 with Director Didawick to second, the motion passed unanimously.

Item 6 on the agenda was to discuss and approve the agreement from Coolfont Mountainside Association. After discussion Chairman Jenkins moved to approve the Coolfont

Mountainside non disclosure agreement with Director Didawick to second, the motion passed unanimously.

Item 7 on the agenda was to discuss and approve FY2027 budget. After some discussion Chairman Jenkins moved to table the FY2027 budget until the end of May with a special meeting with Director Didawick to second, the motion passed unanimously.

Item 8 on the agenda was to discuss and approve flow meters. Chairman Jenkins moved to approve the purchase of flow meters for \$29,555 with Director Didawick to second, the motion passed unanimously.

Item 9 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 project is officially in the paper. Pre-bid and bid openings are scheduled.

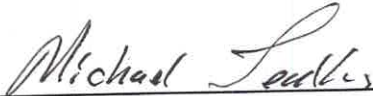
The Monthly Operational/Office Report:

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 a be a special meeting held on May 27, 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 11:02 AM.



Michael Jenkins, Chairman

Attest: 

Thomas Stinebaugh, Secretary