

Minutes

Warm Springs Public Service District

July 8, 2026

A regular meeting of the Public Service Board of the Warm Springs Public Service District (WSPSD) was held at 10:00 AM on July 8, 2026. The meeting was held in the Morgan County Commission meeting room, Morgan County Courthouse, Berkeley Springs, West Virginia. The meeting agenda was posted on July 2, 2026, and a copy was delivered to *The Morgan Messenger*.

Chairman Jenkins called the meeting to order at 10:10 AM with most members attending. Mr. Mike Jenkins – Chairman; Mr. Jason Didawick – 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.

The first order of business was to approve the agenda. Director Stinebaugh 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 June 10, 2026 Board of Directors meeting. Director Didawick moved to approve the minutes from the Directors meeting on June 10, 2026 with Director Stinebaugh to second, the motion passed unanimously.

Item 3 on the agenda was to approve the minutes from the June 24, 2026 Board of Directors special meeting. Director Didawick moved to approve the minutes from the Directors meeting on June 24, 2026 with Chairman Jenkins to second, the motion passed unanimously.

The next order of business was the approval for payment of the following 30 operational invoices received. Chairman Jenkins moved to approve payment for the 30 invoices received for \$62,338.15 with Director Didawick to second, the motion passed unanimously.

1	Anytime Electric (June; install new wire from disconnect to blower #2-BS)	1,246.65
2	Apple Valley Waste (July; dumpster rental-BS)	264.50
	BSWW (May/June; meter books, water usage, hydrant, terminations - Office,	
3	BS)	291.64
4	Citco Water (June; 3415lb aluminum sulfate, 8-45lb pails bio-neutralizer-BS)	3,417.95
5	Comcast (Jun/July; internet - Office)	167.90
6	Commercial Press (June; laser checks for O&M account)	200.49
7	Scott Crunkleton (July; cell phone allowance)	25.00
8	Jason Didawick (June; Regular & Special Board Mtg Salary)	225.00
	Eastern Lift (July; removed, cleaned and replaced o-rings on side shift cylinder	
9	and found seals were seeping-forklift)	685.97
10	Theodore Enss III (July; cell phone allowance)	25.00

11	Frontier (July; phone-BS)	56.99
12	G.H.S (June; excavator for Cacapon sewer line hookup)	400.00
13	Joshua Graham (July; cell phone allowance)	25.00
14	Monty Kerns (June; section 125 reimbursement)	975.00
15	Jonathan Mechem (July; cell phone allowance)	25.00
16	Lionel Monteil (July; cell phone allowance)	25.00
17	Munibilling (June; merchant return fee, 3rd qtr software and payment services)	1,943.25
18	Norfolk Bearings (June; 1-7/16 type E 2-bolt PB-BS)	311.31
19	Pace (June/July; wastewater testing-BS, GC, CI, IP, CSP)	2,519.00
20	Potomac Edison (June; BS(\$6,380.19) & GC (\$918.22) WWTP&PS)	7,298.41
21	Pye Barker Fire & Safety LLC (June; Annual fire extinguisher maintenance & repair)	1,322.35
22	Public Service Commission (June; Intrastate Revenue assessment)	4,359.30
23	Jeffery Rhodes (July; cell phone allowance)	25.00
24	Thomas Stinebaugh (June; Regular Board Mtg Salary)	125.00
25	South Morgan Repair (June; to plant to remove and replace electric motor on air pump-BS)	200.00
26	Town of Bath (June; street and safety fee-Office)	80.00
27	USBank-Pcards (June; quickbooks, adobe, bugman service, stamps, concrete drill repair, paper towels, gloves etc)	2,197.47
28	WEX Bank (June; fuel for trucks)	1,131.41
29	Wvcorp (June; renewal of insurance policies premiums)	30,070.50
30	WV PERS (June; Retirement Contribution)	2,698.06
		<u>\$ 62,338.15</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 pay application #14 for the Warm Springs PSD I&I Project. A pay application was not available for approval this month.

Item 7 on the agenda was to discuss and approve agreement with Cacapon East. Nothing was available to discuss at this time.

Item 8 on the agenda was to discuss and approve Chief Operator position. Discussion was had on whether to interview outside candidates or offer the position to an internal applicant. Director Didawick moved to approve the internal candidate on a 6 month probationary period with an offer letter being sent for the candidate to agree upon and sign with salary adjustments in the letter and requiring completion of the Chief Operator class provided by the state with Director Stinebaugh to second and Chairman Mike opting to abstain, the motion passed with two votes.

Item 9 on the agenda was to discuss project updates. Discussion was had on items from the I&I project waiting for completion and what funds may be remaining. Chase Riley was to be called to get an update after the meeting.

The Monthly Operational/Office Report:

Michael and Amber updated the board on status of the last termination cases that were filed with the PSC.

Public comments: No public comments

The next Board meeting will a be held on August 12, 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 11:12 AM.

A handwritten signature in black ink, appearing to read "Michael Jenkins", written over a horizontal line.

Michael Jenkins, Chairman

Attest: 

A handwritten signature in blue ink, appearing to read "Thomas Stinebaugh", written over a horizontal line.

Thomas Stinebaugh, Secretary