

HARDY COUNTY PUBLIC SERVICE DISTRICT  
DECEMBER 9, 2015  
10:00 A.M.  
2094 US 220 South, Moorefield, West Virginia

Present: Matthew Gapp, Melvin Shook, Clyde See, Logan Moyers and Connie Sherman, HCPSD; Clay Riley and Kylea DeMarco, The Thrasher Group; Jean Flanagan, Media.

The meeting was called to order at 10:05 a.m. by Chairman Matthew Gapp. Melvin Shook made a motion to approve the November 4, 2015 regular meeting minutes as presented. Clyde See seconded the motion. It was unanimously approved.

**Baker Sewer Project** – This project is now complete including all change order work. The final pay requisition for Contract #2 was presented in the amount of \$52,840.49. Clyde See made a motion to approve the pay requisition. Melvin Shook seconded the motion. It was unanimously approved. The District will be contacting the funding agency regarding permission to use the remaining contingency funds to purchase equipment for the sewer plant. A contingency fund list is being prepared which includes the cost of the sewer plant storage building, equipment and other miscellaneous items. Clyde See inquired about operation at the sewer plant. Logan Moyers reported that we continue to work on the issues with the UV system. Recently we opened some additional aeration basins which seem to be making an improvement to the operation of the plant.

**Unfinished Business:**

**Caledonia Heights Water System** – Logan Moyers reported that he was contacted by Jack Walters, attorney for the HCRDA, who informed him that the HCRDA was not interested in transferring ownership of the Caledonia Heights water system to the District due to the increase in water rates a transfer to the District would place on the citizens of the subdivision. The HCRDA would, however, agree to transfer ownership of the system to the Town of Moorefield, but in order to do so would need the District to relinquish its right to the Caledonia Heights service territory. Following discussion, Clyde See made a motion that the District not relinquish rights to the subdivision and for Logan Moyers to respond in writing to the HCRDA informing them of the District's position. Melvin Shook seconded the motion. It was unanimously approved.

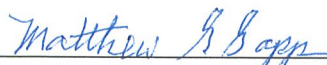
**Miscellaneous Business:**

**2016 Yearly Meeting Schedule** – Logan Moyers reminded the board that the yearly board meeting schedule for 2016 was mailed in this month's board packets. All board meetings this year are scheduled to be held on the first Wednesday of each month.

There were no members of the public in attendance for comment.

There being no further business, Clyde See made a motion that the meeting be adjourned at 10:35 a.m. The meeting was adjourned.

The next regular scheduled board meeting will be held **January 6, 2016, 10:00 a.m.** in the conference room of the HCPSD office located at 2094 US 220 South, Moorefield, West Virginia.

  
Matthew Gapp, Chairman

HARDY COUNTY PUBLIC SERVICE DISTRICT  
NOVEMBER 4, 2015  
10:00 A.M.  
2094 US 220 South, Moorefield, West Virginia

Present: Matthew Gapp, Melvin Shook, Clyde See, Logan Moyers and Connie Sherman,  
HCPSD.

The meeting was called to order at 10:10 a.m. by Chairman Matthew Gapp. Melvin Shook made a motion to approve the October 7, 2015 regular meeting minutes as presented. Clyde See seconded the motion. It was unanimously approved.

***Baker Sewer Project*** – Logan Moyers presented the Notice of Acceptability of Work for Contract #1, the collection system contract. This contract is now complete including all change order work. Melvin Shook made a motion to approve the notice as presented. Clyde See seconded the motion. It was unanimously approved. A letter will be sent to The Thrasher Group, project engineer, notifying them of the approval of the notice. All contracts for this project are now complete.

***Unfinished Business:***

***Caledonia Heights Water System*** – Logan Moyers provided an update on the status of the transfer of the Caledonia Heights water system. Because the District is the water service provider to the adjacent properties of this subdivision and owns a fire line located in the subdivision, the District has “right-of-first-refusal” for taking over the water system. Since the last meeting, Mr. Moyers contacted the Hardy County Rural Development Authority requesting additional information and learned that no revenue or equipment would be transferred only the water lines and customers. The District has taken the position that, due to the poor condition of the existing system, it will not assume ownership of the Caledonia Heights system unless it can extend the District-owned fire line already in the subdivision and utilize it for distribution as well. In that regard, Mr. Moyers worked with The Thrasher Group to determine potential funding sources and scenarios if the District were to assume ownership of the Caledonia Heights system. After further discussion with our engineer, a project scenario was put together to include the Caledonia Heights system upgrade, Dover Hollow/Fort Run extension and the upgrade of the Trough Road water line as part of this project. This proposed project would create approximately 100 new customers for a projected total project cost of \$1.5 million. The project area qualifies for a poverty level interest rate with USDA-RUS which means the project could receive up to 75% grant funds. If the District could secure funding with USDA-RUS that would allow the project to be constructed without any rate impact to the District’s existing customer base, the board would be interested in assuming ownership of the Caledonia Heights system. It is our understanding that USDA-RUS does have funding available. Mr. Moyers will work with The Thrasher Group to determine, if in fact, USDA-RUS can fund this project without the District having to increase its existing customers’ rates. Clyde See made a motion to table the decision to assume ownership of the Caledonia Heights system until the District explores the possibility of a proposed project with USDA-RUS. Melvin Shook seconded the motion. It was unanimously approved.

**Victory Lane Water Line Extension** – Logan Moyers reported that a pre-construction meeting is scheduled for November 10<sup>th</sup> at 10:00 a.m. at the District's office for the Victory Lane Water Line Extension Project. It is anticipated that construction on this project will begin later this month.

***New Business:***

**Generator Connection Work** – Logan Moyers requested board approval to have the Thrasher Group create a request for proposals for the electrical work necessary to allow for generator connection to all District water and sewer facilities. The District has worked with a couple electricians over the past several months to complete the necessary work, but have completed only a small portion of the work. Mr. Moyers explained the amount of work and time necessary to complete this task is sufficient and in the interest of saving time and money, he felt it would be beneficial for the District to put the work out for public bid. The Thrasher Group has agreed to create a bid package for publically bidding the work at a cost not to exceed \$2,000.00. Melvin Shook made a motion to proceed with having The Thrasher Group prepare the bid package for the electrical work. Clyde See seconded the motion. It was unanimously approved.


***Miscellaneous Business:***

**District Christmas Dinner** – Discussion was held regarding the date and location of the District Christmas party. Logan Moyers will determine a date that works best for the majority of the board and staff and will inform the board members when a decision is made.

There were no members of the public in attendance for comment.

There being no further business, Clyde See made a motion that the meeting be adjourned at 10:40 a.m. The meeting was adjourned.

The next regular scheduled board meeting will be held **December 9, 2015, 10:00 a.m.** in the conference room of the HCPSD office located at 2094 US 220 South, Moorefield, West Virginia.

  
Matthew Gapp, Chairman

HARDY COUNTY PUBLIC SERVICE DISTRICT  
OCTOBER 7, 2015  
10:00 A.M.  
2094 US 220 South, Moorefield, West Virginia

Present: Matthew Gapp, Clyde See, Logan Moyers and Connie Sherman, HCPSD; and Jean Flanagan, news media.  
Absent: Melvin Shook

The meeting was called to order at 10:10 a.m. by Chairman Matthew Gapp. Clyde See made a motion to approve the September 1, 2015 regular meeting minutes as presented. Matthew Gapp seconded the motion. It was unanimously approved.

**Baker Sewer Project** – Logan Moyers presented Change Order #7 for Contract #1 which would reduce the contract price in the amount of \$31,835.00 to eliminate the previously approved change order for a sewer connection for Loudoun Heights. After further evaluation, it has been determined that a gravity sewer connection is not possible due to the location of the existing water lines and several other factors. Clyde See made a motion to approve the change order as presented. Matthew Gapp seconded the motion. It was unanimously approved. The District will request to transfer these funds to project contingency to be used toward the construction of the storage building at the sewer plant site. Clyde See requested an update on the operation of the sewer plant. Logan Moyers informed him that there is an issue with fecal kill due to an unknown dissolved substance in the wastewater that is interfering with the ability of the UV disinfection system to be able to penetrate the water to kill the fecal coliform. We believe grease entering the system is contributing to the issue, but likely is not the only contributing factor. The District plans to work with all sewer customers to ensure their grease traps are working correctly. The District has been working with several consultants to help solve the issues including numerous engineers, operators and other industry professionals. The WVDEP is also aware of the issue and continues to work with the District to find a solution as they understand that a new sewer plant will take some time to get the plant up and running properly.


***New Business:***

**Caledonia Heights Water System** – The District received a letter from Roy Harper, chairman of the Hardy County Rural Development Authority (HCRDA), informing that the HCRDA would like to transfer the Caledonia Heights water system to the Town of Moorefield. Because the District is the water service provider to the adjacent properties of this subdivision, the District has “right-of-first-refusal” for taking over the water system. In order for the system to be transferred to the Town of Moorefield, the District must relinquish its “right” to the water system. Following discussion, Clyde See requested that Logan Moyers contact the HCPSD’s attorney to see how he suggests we should proceed and to work with the HCRDA to develop a transfer document defining exactly what is to be relinquished by the District which includes a specific plat showing the area to be transferred for review by the board at the next meeting.

There were no members of the public in attendance for comment.

There being no further business, Clyde See made a motion that the meeting be adjourned at 10:40 a.m. The meeting was adjourned.

The next regular scheduled board meeting will be held **November 4, 2015, 10:00 a.m.** in the conference room of the HCPSD office located at 2094 US 220 South, Moorefield, West Virginia.

  
Matthew Gapp, Chairman

October 16, 2015

Mr. Roy Harper, Chairman  
Hardy County Rural Development Authority  
P.O. Box 209  
Moorefield, West Virginia 26836

Dear Mr. Harper:


The Hardy County Public Service District (District) received your letter dated September 24, 2015, detailing the proposed transfer of the Caledonia Heights water system from the Hardy County Rural Development Authority (HCRDA) to the Town of Moorefield (Town.) The District's Board discussed the proposal at its October 7, 2015 Board meeting. Following discussion, the District Board opted not to take immediate action on the matter and have requested some additional information to consider before they will vote on the issue of relinquishing the Caledonia Heights service territory to the Town.

The District is consulting with its attorney and engineers in regard to the proposed transfer and in doing so it was suggested some additional information be obtained from the HCRDA. The District is requesting the HCRDA provide it with the following information in regard to the Caledonia Heights water system:

- Monthly purchased water volumes from the Town of Moorefield for the last two (2) years.
- Monthly water usage amounts by user for the past two (2) years. (Include only customer addresses. Do not include customer names.)
- Complete list of all revenue accounts and funds to be included in the transfer.
- Any real assets aside from the physical components of the water system to be included in the transfer. (e.g. tools, equipment, etc.)

Please provide all responses to the office of the District. Once the above-listed information has been received it will be discussed at a meeting of the District's Board and action will be taken in regard to the proposed relinquishing of the Caledonia Heights service territory to the Town. If you have any questions in regard to this matter, please contact the office of the District.

Sincerely,

  
Logan Moyers  
General Manager

c: Jack Walters, Attorney



# HARDY COUNTY RURAL DEVELOPMENT AUTHORITY

(304) 530-3047/(304) 530-6287  
fax (304) 530-6995

223 N. Main St., Suite 102  
P.O. Box 209, Moorefield  
West Virginia 26836

October 22, 2015

Mr. Logan Moyers  
General Manager  
Post Office Box 900  
Moorefield, West Virginia 26836

Dear Mr. Moyers:

Thank you for your letter dated October 16, 2015 that was received into our office today, October 22, 2015. There will be no revenue or funds transferred. There will be no tools or equipment transfer. The only transfer will be the water lines in the ground and the customers in this subdivision.

The Hardy County Public Service District (HCPD) provided sewer service to this Caledonia Heights subdivision until the HCPD transferred the sewer service to the Town of Moorefield. Water readings were given to the HCPD during the time the HCPD was the sewer utility. Therefore, you should know most residents use minimal water service, less than 3,000 gallons, per month within this subdivision. The water rate is \$9.24 per month for 0-3,000 gallons.

Sincerely,

HARDY COUNTY RURAL DEVELOPMENT AUTHORITY

A handwritten signature in cursive script, appearing to read 'Mallie J. Combs', is written over a light-colored background.

Mallie J. Combs  
Executive Director

Cc: Jack Walters,  
Bowers and Bowers  
Hardy County Commission

HARDY COUNTY PUBLIC SERVICE DISTRICT  
SEPTEMBER 1, 2015  
10:00 A.M.  
2094 US 220 South, Moorefield, West Virginia

Present: Matthew Gapp, Melvin Shook, Logan Moyers and Connie Sherman, HCPSD; and Kylea DeMarco, The Thrasher Group.

Absent: Clyde See

The meeting was called to order at 10:30 a.m. by Chairman Matthew Gapp. Melvin Shook made a motion to approve the August 5, 2015 regular meeting minutes as presented. Matthew Gapp seconded the motion. It was unanimously approved.

**Baker Sewer Project** – Logan Moyers reported that the plant is operational and the schools are tied into the system. Kylea DeMarco reported that Bear Contracting, Contract #1, will be coming back this month to complete punch list items and to complete the change order work for a connection point at Loudon Heights. Ms. DeMarco presented the Notice of Acceptability of Work for Contract #2 (Ferri Contracting) which is part of the project closeout requirements. Melvin Shook made a motion that the District send a letter to our project engineer that the District accepts the work completed by Ferri Contracting on the sewer plant. Matthew Gapp seconded the motion. It was unanimously approved. Logan Moyers presented Pay Requisition #12 in the amount of \$9,242.00. Melvin Shook made a motion to approve the pay requisition as presented. Matthew Gapp seconded the motion. It was unanimously approved.

***Miscellaneous Business:***

**Pam Pell Letter** – The District received a letter from Pam Pell who is the property owner from which the Rolling Acres tank site and right-of-way was purchased. The District received a letter in July from Bill Judy, previous attorney of the District, on Ms. Pell's behalf requesting that the District put gravel on her driveway as part of a "long-standing" verbal agreement when the property was purchased. The District has maintained the agreement over the past 14 years by spreading gravel on the driveway as the District felt was needed. The District does not feel that the road needs gravel at this time. The District will continue to maintain the road as it is needed. Mr. Moyers will respond to Ms. Pell's letter.

There were no members of the public in attendance for comment.

There being no further business, Melvin Shook made a motion that the meeting be adjourned at 10:45 a.m. The meeting was adjourned.

The next regular scheduled board meeting will be held **October 7, 2015, 10:00 a.m.** in the conference room of the HCPSD office located at 2094 US 220 South, Moorefield, West Virginia.

  
Matthew Gapp, Chairman



# HARDY COUNTY RURAL DEVELOPMENT AUTHORITY

(304) 530-3047/(304) 530-6287  
fax (304) 530-6995

223 N. Main St., Suite 102  
P.O. Box 209, Moorefield  
West Virginia 26836

September 24, 2015

Mr. Logan Moyers  
General Manager  
Hardy County Public Service District  
Post Office 900  
Moorefield, West Virginia 26836


Dear Mr. Moyers

The Hardy County Rural Development Authority (HCRDA) desires to transfer the water lines, water customers, etc. at the Caledonia Heights subdivision to the Town of Moorefield. The Town of Moorefield was transferred the sewer service for Caledonia Heights subdivision from the Hardy County Public Service District (HCPD) several years ago.

The decision to transfer to the Town of Moorefield is to assist the water customers that will have just ONE utility to save residents who pay their bill in person one stop and the fact that the Town of Moorefield water rate is less than the HCPD water rate. Most residents that reside in the subdivision of Caledonia Heights have fixed incomes or are working families.

Attached is the plat of the Caledonia Heights Subdivision. This will be the document used to complete the transfer to the Town of Moorefield. If you have any questions or need any further information, please contact the HCRDA office.

Sincerely,  
HARDY COUNTY RURAL DEVELOPMENT AUTHORITY

  
Roy P. Harper  
Chairman



HARDY COUNTY PUBLIC SERVICE DISTRICT  
AUGUST 5, 2015  
10:00 A.M.  
2094 US 220 South, Moorefield, West Virginia

Present: Matthew Gapp, Melvin Shook, Clyde See, Logan Moyers and Connie Sherman, HCPSD; and Jean Flanagan, Media.

The meeting was called to order at 10:05 a.m. by Chairman Matthew Gapp. Melvin Shook made a motion to approve the June 3, 2015 regular meeting minutes as presented. Clyde See seconded the motion. It was unanimously approved.

**Baker Sewer Project** – Logan Moyers reported that a few punch list/warranty items are remaining before the Baker Sewer Project can be closed out. We continue to work with WVIJDC to process the remaining change orders and the use of contingency funds. Melvin Shook reported that both East Hardy schools are tied into the sewer system at this time. The HCPSD is constructing a storage building at the sewer plant site.

***New Business:***


Clyde See made a motion to retain the current HCPSD officers for FY16. Matthew Gapp, Chairman, Melvin Shook, Vice-Chairman and Connie Sherman, Secretary. Melvin Shook seconded the motion. It was unanimously approved.

A Collateral Bond Agreement was presented for approval with the Capon Valley Bank. This document is necessary because the amount of HCPSD funds held in the Capon Valley Bank exceeds the amount of money insured by FDIC. The agreement insures the HCPSD for the remaining funds through securities pledged by the Bank. Clyde See made a motion to approve the agreement. Melvin Shook seconded the motion. It was unanimously approved. Mr. See requested that Logan verify with the HCPSD's audit accountant that the document is accepted by the WVPSC.

There were no members of the public in attendance for comment.

There being no further business, Clyde See made a motion that the meeting be adjourned at 10:20 a.m. The meeting was adjourned.

Due to a scheduling conflict the next regular board meeting will be moved from September 2, 2015 to **September 1, 2015, 10:00 a.m.** in the conference room of the HCPSD office located at 2094 US 220 South, Moorefield, West Virginia. The change of the meeting date will be published in the Moorefield Examiner.

  
Matthew Gapp, Chairman

HARDY COUNTY PUBLIC SERVICE DISTRICT  
JUNE 3, 2015  
10:00 A.M.  
2094 US 220 South, Moorefield, West Virginia

Present: Melvin Shook, Clyde See, Logan Moyers and Connie Sherman, HCPSD;  
and Jean Flanagan, Media.

Absent: Matthew Gapp

The meeting was called to order at 10:10 a.m. by Vice-Chairman Melvin Shook. Clyde See made a motion to approve the May 6, 2015 regular meeting minutes as presented. Melvin Shook seconded the motion. It was unanimously approved.

**Baker Sewer Project** – Logan Moyers reported that the Baker Sewer Project continues to be operating with no major issues. Pay Requisition #10 was presented in the total amount of \$43,557.93 with payment due to Ferri Contracting Co., Inc. and The Thrasher Group. We continue to work with WVIJDC regarding the approval of change orders and the use of contingency funds. Logan Moyers reported that McKee Funeral Home connected to the sewer system this week.

**FY16 Budgets** – Proposed water and sewer budgets for fiscal year 2016 were mailed in the board packets. Logan Moyers provided a brief overview of the budgets. Clyde See made a motion to approve the budgets as presented. Melvin Shook seconded the motion. It was unanimously approved.

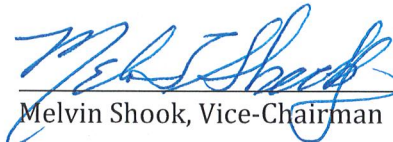
*NEW BUSINESS:*

**Debit/Credit/Online Payments** – Logan Moyers reported that the HCPSD has found a company to provide the capability to accept water/sewer payments with debit/credit cards or online. The transaction fees will be passed on to the customer and the fees will be handled by the company. The HCPSD is under no contract or obligation with the company.

There were no members of the public in attendance for comment.

There being no further business, Clyde See made a motion that the meeting be adjourned at 10:25 a.m. The meeting was adjourned.

The next regular board meeting is scheduled for **July 1, 2015, 10:00 a.m.** in the conference room of the HCPSD office located at 2094 US 220 South, Moorefield, West Virginia.

  
Melvin Shook, Vice-Chairman

HARDY COUNTY PUBLIC SERVICE DISTRICT  
MAY 6, 2015  
10:00 A.M.  
2094 US 220 South, Moorefield, West Virginia

Present: Matthew Gapp, Clyde See, Logan Moyers and Connie Sherman, HCPSD;  
Kylea DeMarco, The Thrasher Group, Project Engineer and Jean Flanagan, Media.

Absent: Melvin Shook

The meeting was called to order at 10:10 a.m. by Chairman Matthew Gapp. Clyde See made a motion to approve the April 1, 2015 regular meeting minutes as presented. Matthew Gapp seconded the motion. It was unanimously approved.

**Baker Sewer Project** – Logan Moyers reported that the Baker Sewer Project is complete and operational. The plant was inspected by WVDEP last week and was found to be working well. Kylea DeMarco reported that both contractors have requested final payment however, there is a list of closeout items and documents that must be provided before final payment can be made. Ferri Contracting is close to finalizing the requirements. Bear Contracting still has some items to get submitted. She anticipates having the final pay requisitions for final payment at next month's meeting. Ms. DeMarco presented two change orders that will be part of the request for the use of contingency funds from the project. Change Order #7 for Contract #1 in the amount of \$34,135.00 is for the gravity sewer connection to serve Loudoun Heights. Change Order #4 for Contract #2 in the amount of \$3,342.00 is for the installation of a float system at the pump station at the sewer plant. Clyde See made a motion to approve both change orders as submitted. Matthew Gapp seconded the motion. It was unanimously approved. Along with the change orders, the HCPSD will be submitting a contingency request in the amount of \$24,952.00 for the work associated with adding the sewer plant and pump stations to our existing SCADA system. Clyde See asked about the status of the punch list items for both contracts. Ms. DeMarco reported that most punch list items for Contract #2 have been completed and Contract #1 has a few minor items such as some settlement near manholes and reseeding. This work will be completed when the contractor returns to complete the change order work. Logan Moyers reported that six residential customers on Old Baker Road have now connected to the sewer system in the past month. Steve Williams, HCBOE, informed Mr. Moyers that their plans are ready and they are waiting for the manholes to begin the work to connect the schools to the sewer system.

*NEW BUSINESS:*

**Part-time/Summer Employment** – Logan Moyers made a request to the HCPSD board for the need to hire two part-time/summer positions due to the ongoing projects of the field staff personnel and to fill the office position vacancy to cover vacations. Clyde See made a motion to approve the hiring of two part-time positions. Matthew Gapp seconded the motion. It was unanimously approved. A job advertisement will be posted on the HCPSD's facebook page and an ad will be ran in the Moorefield Examiner.

*MISCELLANEOUS/OLD BUSINESS:*

**Baker Water** – Clyde See asked for an update on the Baker Water project. Logan Moyers informed him of the progress that is being made to reduce the disinfectant by-products in the water including a regular water flushing program and the installation of an automatic flusher, the installation of an aeration system in the clearwell of the water plant and the relocation of the injection point where potassium permanganate is added to the raw water at the wall of the dam. The last water sample that was taken was in compliance with State regulations. The disinfectant byproduct water samples are taken and reported to the State every quarter.

There were no members of the public in attendance for comment.

There being no further business, Clyde See made a motion that the meeting be adjourned at 10:35 a.m. The meeting was adjourned.

The next regular board meeting is scheduled for **June 3, 2015, 10:00 a.m.** in the conference room of the HCPSD office located at 2094 US 220 South, Moorefield, West Virginia.



Matthew Gapp, Chairman

Melvin Shook - Vice-Chairman

*These minutes represent a summary of the subjects discussed and the actions taken by the members of the Hardy County Public Service District for the meeting held on May 6, 2015. The meeting and proceedings were electronically recorded. In the event there may be discrepancies or contradictions between the written minutes and the audio recording, the audio recording shall take precedence.*

**HARDY COUNTY PUBLIC SERVICE DISTRICT**  
**APRIL 1, 2015**  
**10:00 A.M.**  
**2094 US 220 South, Moorefield, West Virginia**

Present: Matthew Gapp, Melvin Shook, Logan Moyers and Connie Sherman, HCPSD;  
Kylea DeMarco and Ashley Reed, The Thrasher Group Project Engineers and Jean Flanagan,  
Media.

Absent: Clyde See

The meeting was called to order at 10:15 a.m. by Chairman Matthew Gapp. Melvin Shook made a motion to approve the March 4, 2015 regular meeting minutes as presented. Matthew Gapp seconded the motion. It was unanimously approved.

**Baker Sewer Project** – Logan Moyers reported that the Baker Sewer Project is complete and operational. Currently the only sewer customers connected are The Corner Mart, EA Hawse Medical, Nursing Home, Senior Apartments and the former Mathias/Baker Emergency Rescue building. The EA Hawse lagoon is no longer being used and will be closed and remediated by the property owner. Currently, the sewer plant needs bacteria and additional flows in order for it to operate efficiently. We are working with the Hardy County Wastewater Authority to transfer sludge to introduce bacteria into our plant. Kylea DeMarco updated the board on the process to close and finalize the project including final documents, punch list items, final payment to the contractors and an O & M composite manual. The project as-built maps were delivered today. Kylea will prepare the request for use of project contingency funds from the funding agency for adding the sewer plant and pump stations to SCADA, sewer connection for Loudoun Heights, additional electric components at the plant and a small storage/maintenance building. Pay Requisition #9 was presented in the total amount of \$37,963.06. Melvin Shook made a motion to approve the pay requisition. Matthew Gapp seconded the motion. It was unanimously approved. Kylea reported that our WVDEP discharge permit needs to be renewed. She will be added as an agent to the HCPSD's DEP online reporting in order to complete the application renewal.

*NEW BUSINESS:*

**Customer Complaint** – Logan Moyers gave some background information regarding a customer complaint from a customer who lives on Yukon Drive which is located near the end of the South Fork service area. A letter from the customer was included as part of the board packet. This customer called the after-hours emergency number due to having no water at his residence on February 23, 2015. Jason Sherman responded to the call and checked inside the meter pit and found that nothing was frozen in the meter pit and that water was available to the point where the HCPSD's responsibility ends. Nine days later on March 4, 2015 Jesse Mongold received an emergency call and returned to the meter and after some checking, discovered that the pressure regulator was broken and was completely restricting water flow. After replacing the pressure regulator water service was restored. The customer is requesting to be reimbursed in the amount of \$1,000 for his expenses in working to restore his water service. The customer believes the problem with the regulator existed all along, however we know that not to be the case because Jason Sherman checked to be sure there was water flowing past the regulator on February 23, 2015. No motion was made to approve the customer's request for reimbursement.

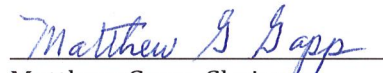
*MISCELLANEOUS/OLD BUSINESS:*

**Believer's Victory Center Extension** – Logan Moyers provided an update on a possible extension to serve the new Believer's Victory Center. The HCPSD is working with Thrasher on the design of the extension. The HCRDA has requested that the line be upsized to 8" to ensure adequate capacity for the future development in the business and technology park. As a result, a cost sharing agreement will be executed between the HCRDA and BVC in regard to the cost of the extension. The HCPSD is currently working with the WVDOH to hopes that the WVDOH will allow the extension to be constructed in the WVDOH controlled access. This process is ongoing.

There were no members of the public in attendance for comment.

There being no further business, Melvin Shook made a motion that the meeting be adjourned at 10:50 a.m. The meeting was adjourned.

The next regular board meeting is scheduled for **May 6, 2015, 10:00 a.m.** in the conference room of the HCPSD office located at 2094 US 220 South, Moorefield, West Virginia.

  
Matthew Gapp, Chairman

*These minutes represent a summary of the subjects discussed and the actions taken by the members of the Hardy County Public Service District for the meeting held on April 1, 2015. The meeting and proceedings were electronically recorded. In the event there may be discrepancies or contradictions between the written minutes and the audio recording, the audio recording shall take precedence.*

**HARDY COUNTY PUBLIC SERVICE DISTRICT**  
**MARCH 4, 2015**  
**10:00 A.M.**  
**2094 US 220 South, Moorefield, West Virginia**

Present: Matthew Gapp, Melvin Shook, Clyde See, Logan Moyers and Connie Sherman, HCPSD; David Glover, HCPSD Attorney and Jean Flanagan, Media.

The meeting was called to order at 10:10 a.m. by Chairman Matthew Gapp. Clyde See made a motion to dispense with the reading of the February 4, 2015 regular meeting minutes and that they be approved as presented. Melvin Shook seconded the motion. It was unanimously approved.

**Introduction of New HCPSD Attorney** – Logan Moyers introduced David Glover as the new HCPSD attorney due to the retirement this month of Tom Michael. Mr. Glover has years of experience representing public districts and municipalities and is a previous staff attorney with WVPSC.

**Baker Sewer Project** – Logan Moyers provided an update on the Baker Sewer Project. The EA Hawse pump station start up is now complete. The contractor will be returning early next week to reroute sewage to the wet well at the plant. The plant contractor will arrive later in the week and initiate the treatment process at the plant. By the end of next week, the HCPSD will be accepting and treating sewage in Baker. Both contractors have requested substantial completion. Melvin Shook a motion to approve the Certificate of Substantial Completion for Contract #1 – Bear Contracting. Clyde See seconded the motion. It was unanimously approved. Melvin Shook made a motion to approve the Certificate of Substantial Completion for Contract #2 – Ferri Contracting, Inc. Clyde See seconded the motion. It was unanimously approved.

**HCPSD FOG Management Policy** – A Fats, Oils & Grease (FOG) policy is necessary for any sewer customers that process food in their facilities such as schools, nursing homes, restaurants, wash bays, etc. Any place where there is the potential for fats, oils or grease to enter the system must install and maintain grease traps, oil and water separators, or other interceptor. Following discussion, Melvin Shook made a motion to approve the policy. Clyde See seconded the motion. It was unanimously approved.

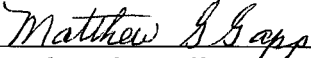
*NEW BUSINESS:*

**Believer's Victory Center Extension** – Clyde See requested information in regard to a possible extension to serve the new Believer's Victory Center. Logan Moyers has met with and has been working with Pastor Chris Whetzel to determine the most cost effective route to provide water service to the new church facility. Following discussion, it was decided that because the HCPSD wants to be in a good position to serve not only the Believer's Victory Center, but other future customers in that area, the most sensible option was to have Thrasher design a 6" extension and work to get the extension permitted by WVDOH. If and when the extension gets all necessary permits, the Believer's Victory Center would then enter into an Alternate Mainline Extension agreement with the HCPSD and hire a contractor to complete work on the extension from the intersection of Howard Sions Road to Victory Lane. By extending this main water line, the HCPSD will be in a position to serve future customers in this area.

There were no members of the public in attendance for comment.

There being no further business, Melvin Shook made a motion that the meeting be adjourned at 10:45 a.m. The meeting was adjourned.

The next regular board meeting is scheduled for **April 1, 2015, 10:00 a.m.** in the conference room of the HCPSD office located at 2094 US 220 South, Moorefield, West Virginia.

  
Matthew Gapp, Chairman

*These minutes represent a summary of the subjects discussed and the actions taken by the members of the Hardy County Public Service District for the meeting held on March 4, 2015. The meeting and proceedings were electronically recorded. In the event there may be discrepancies or contradictions between the written minutes and the audio recording, the audio recording shall take precedence.*



**HARDY COUNTY PUBLIC SERVICE DISTRICT**  
**FEBRUARY 4, 2015**  
**10:00 A.M.**  
**2094 US 220 South, Moorefield, West Virginia**

Present: Matthew Gapp, Melvin Shook, Clyde See, Logan Moyers and Connie Sherman, HCPSD; and Jean Flanagan, Media.

The meeting was called to order at 10:15 a.m. by Chairman Matthew Gapp. Melvin Shook made a motion to approve the January 7, 2015 regular meeting minutes as presented. Clyde See seconded the motion. It was unanimously approved.

**Baker Sewer Project** – Logan Moyers provided an update on the Baker Sewer Project. The project is complete except for power to the EA Hawse pump station. Hopefully, the plant will be started up and running by the end of this month. Ferri Contracting, the plant contractor, has requested substantial completion. Those documents which include the punch list items are being prepared by our engineer and should be available at the next meeting. Change Order #6 for Contract #1 was presented requesting a 30 day time extension due to the delay in power to the EA Hawse pump station. Clyde See made a motion to approve the change order. Melvin Shook seconded the motion. It was unanimously approved. Pay Requisition #9 was presented for approval in the amount of \$50,563.34. Melvin Shook made a motion to approve the pay requisition as submitted. Clyde See seconded the motion. It was unanimously approved.

*NEW BUSINESS:*

**Generator Purchase** – The HCPSD advertised for bids for two portable diesel emergency generators. A large 300 kW generator for the water plant and a 50 kW generator that would be capable of providing power to the sewer plant and water and sewer pump stations. The DEP requires a utility to have backup emergency power at the wastewater treatment plant. Following discussion of the bids, Melvin Shook made a motion to accept the lowest bidders for each of the two generators, purchase the extended 5 year warranty and annual inspection contract. Clyde See seconded the motion. It was unanimously approved. The lowest bidders were Danhill Construction for the 300 kW generator and Cummins Crosspoint on the 50 kW generator.

**West Virginia WARN** – Logan Moyers presented an agreement for approval for the HCPSD to become a member of WV WARN. WV WARN is a group of public and private water and sewer utilities across the State who agree to assist other utilities in case of an emergency. Following discussion, Clyde See made a motion to approve the mutual aid agreement. Melvin Shook seconded the motion. It was unanimously approved.

**HCPSD FOG Management Policy** – A Fats, Oils & Grease (FOG) policy will be ready for review and discussion at the next meeting. It is necessary to implement this policy to avoid issues arising from greases and oils at the wastewater treatment plant.

**New Accounts** – Logan Moyers presented six new savings accounts for the HCPSD to open and fund with monthly deposits to earmark money for large future expenses. The following accounts will be opened: Tank Cleaning & Maintenance, Vehicle Replacement Fund, Equipment Replacement Fund, Phase I Tank Painting Fund, Pump Replacement Fund and Meter Replacement Fund. Clyde See made a motion to approve the opening of the various accounts and for the HCPSD to contribute monthly to the accounts. Melvin Shook seconded the motion. It was unanimously approved.

*OLD BUSINESS:*

**FY14 Financial Audit** - The financial statements for the fiscal year ending June 30, 2014 were distributed to each board member at last month's meeting. Melvin Shook made a motion to approve the financial statements and to distribute them to the necessary agencies. Clyde See seconded the motion. It was unanimously approved.

**Dover Hollow Project** - The HCPSD was informed that the Dover Hollow Project did not receive funding again for this project. The HCPSD will not resubmit the application and plans to incorporate this extension project with a future project.

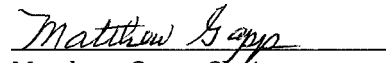
*MISCELLANEOUS BUSINESS:*

**HCPSD Attorney** - David Glover, the new HCPSD attorney, will be present at the next board meeting to meet everyone.

There were no members of the public in attendance for comment.

There being no further business, Melvin Shook made a motion that the meeting be adjourned at 11:00 a.m. The meeting was adjourned.

The next regular board meeting is scheduled for **March 4, 2015, 10:00 a.m.** in the conference room of the HCPSD office located at 2094 US 220 South, Moorefield, West Virginia.

  
Matthew Gapp, Chairman

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ATTENTION HCPSD

On Feb-19 we went on our third 4 day escape from the Polar Vortex. As we had done previously, we left 3 faucets running in our home. On Feb-21 we had a friend check on our home and water. Everything was fine. When we returned Feb-23 we had no water. I called the out of hours number and your employee came out and said there was water at the meter. I told him that local plumbers and home owners had told me to be 100% sure that your regulator was not the problem. I was not satisfied that he did not check beyond the regulator. After 9 days of cutting, digging, replacing, sections of my line, **(and, for those 9 days, water laid dormant, in sections of corn fields that are regularly plowed to 8-12 inches)** we found NO water leaving your underground pod. I called the out of hours number and insisted that someone come out that nite. Jesse Mongold came out, and said that there was water at the meter as had the previous gentleman. But, we proved to him that it was not leaving the meter. Finally, (after 9 days) he unhooked the regulator and found that water was not passing thru it. He replaced it and we had water.

I would respectfully request that I be reimbursed by the HCSPD for my expenses. In Lieu of protracted legal action, which would incur more expense and damages already incurred by me, I would be open to offers of a partial reimbursement. Here is a majority of my expenses

271 D+D Plumbing

546 Tri-County Tools

200 Tim's Handyman (LABOR)

700 Jeremy Smith (pipe and labor)

210 Hardmans (pipe)

290 Evan Motel (4 nites)

200 Eric Rexrode (LABOR)

This is approx. 2400, I would request that I be reimbursed for half. And not to split hairs, I would accept 1000.00. Please consider this request and inform me as soon as possible.

Sincerely

Alfred E. Muncey

130 Yukon Dr. Moorefield, phone-443-975-2822

A handwritten signature in black ink, appearing to read 'Alfred E. Muncey', with a stylized flourish at the end.

# HARDY COUNTY PUBLIC SERVICE DISTRICT

JANUARY 7, 2015

10:00 A.M.

2094 US 220 South, Moorefield, West Virginia

Present: Matthew Gapp, Melvin Shook, Clyde See, Logan Moyers and Connie Sherman, HCPSD; Jean Flanagan, Media; Kylea DeMarco, The Thrasher Group.

The meeting was called to order at 10:08 a.m. by Chairman Matthew Gapp. Clyde See made a motion to dispense with the reading of the minutes and to approve the December 10, 2014 regular meeting minutes as presented. Matthew Gapp seconded the motion. It was unanimously approved.

**Baker Sewer Project** – Kylea DeMarco provided an update on the Baker Sewer Project. The project is nearing completion except for the start up of the EA Hawse pump station due to the delay in electric service. Logan Moyers reported that EA Hawse expects to have the executed easement by the end of the week. The easement will then be given to Allegheny Power who usually takes about two weeks to send out a crew to install the extension. Ms. DeMarco continued that all E1 grinder stations and the Old Baker Road pump station have been started up and tested. The sewer plant was started and wiring was checked this week. The plant subcontractor, Mac Industries, will return once the plant is ready to receive waste for additional training. Ms. DeMarco will get the commitment of the additional training in writing. Mr. Moyers requested that, if possible, Mack Industries come back on the day the plant is to be operated for the first time. Ms. DeMarco explained that the training will need to be coordinated through Ferri Contracting and that she would let them know about this request. Ms. Demarco confirmed that bond payments for the sewer project will begin June 1, 2015. Ferri Contracting has a few punch list items including final grading and gravel work and will return in the spring to complete this work. Mack Industries is preparing written operational sequence for how to manage the plant without sewer flow, such as how to keep the plant operational and how to keep the equipment from being damaged until the plant begins receiving sewage. There will be a one year warranty for the plant that starts the date of substantial completion which is anticipated in February. There were no pay requisitions or change orders for approval.

**Water Termination Agreement** – Logan Moyers reviewed the water termination agreement that was included in the board packets. This agreement is necessary when one utility is the water provider and another is the sewer provider. The Town of Moorefield (TOM) is the sewer provider on Powder Spring Road and Leisure Lane trailer park and the HCPSD is the water provider. The agreement allows the HCPSD to terminate water service at the request of the TOM for non-payment of a sewer bill. The HCPSD will be notified by the TOM to terminate water service and will also be notified when water service can be restored. The TOM will pay the HCPSD a \$25.00 fee for restoring water service. Clyde See made a motion to approve the agreement. Matthew Gapp seconded the motion. The motion was unanimously approved.

## NEW BUSINESS:

**HCPSD Attorney** – Logan Moyers reported that Tom Michael, the HCPSD's attorney, is retiring. The board had asked Mr. Moyers to get a list of recommendations and in turn, Mr. Moyers reviewed the list with numerous individuals. The HCPSD then narrowed the list and requested information from three attorneys. Following further discussion, the HCPSD has chosen David Glover from Clarksburg, WV. Mr. Glover formally worked for the WVPSC and was highly recommended by many. Clyde See made a motion to engage the services of Mr. Glover. Matthew Gapp seconded the motion. It was unanimously approved.

MISCELLANEOUS BUSINESS:

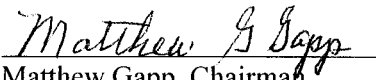
**Town of Wardensville Generator** – Logan Moyers reported that he intends to make an offer to the Town of Wardensville for the purchase of their 40 kw portable generator. This HCPSD needs to purchase a generator to ensure electric service most importantly for the sewer pump stations, as well as, the water pump stations.

**FY14 Financial Audit** - The financial statements for the fiscal year ending June 30, 2014 were distributed for review to each board member. Discussion and approval of the document will be done at the next meeting.

There were no members of the public in attendance for comment.

There being no further business, Melvin Shook made a motion that the meeting be adjourned at 10:30 a.m. The meeting was adjourned.

The next regular board meeting is scheduled for **February 4, 2015, 10:00 a.m.** in the conference room of the HCPSD office located at 2094 US 220 South, Moorefield, West Virginia.

  
Matthew Gapp, Chairman

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