

HARDY COUNTY PUBLIC SERVICE DISTRICT
JANUARY 9, 2013
10:00 A.M.
2094 US 220 South, Moorefield, West Virginia

Present: Melvin Shook, Clyde See and Connie Sherman, HCPSD; Jean Flanagan, Examiner.

Absent: Matthew Gapp and Logan Moyers

The meeting was called to order at 10:15 a.m. by Melvin Shook, Vice-Chairman. Clyde See made a motion to approve the December 5, 2012 meeting minutes as prepared. Melvin Shook seconded the motion. It was unanimously approved.

Baker Water Project – Connie Sherman provided an update on the Baker Water Project. JF Allen has completed all change order work and the Phase I tank is back in service. Change Order #7 for Contract #4 was presented. This is a final adjusting change order to reflect actual quantities of material installed by JF Allen in the amount of \$13,160.00 for a total contract price of \$1,273,530.77. Clyde See made a motion to approve the change order as presented. Melvin Shook seconded the motion. It was unanimously approved. Pay Requisition #25 from USDA-RUS was presented in the amount of \$52,048.69. This requisition is for spare pumps for each booster pump station and the water plant and miscellaneous stock inventory materials. These funds represent the remaining contingency funds for the Baker Project. Clyde See made a motion to approve the pay requisition as presented. Melvin Shook seconded the motion. It was unanimously approved.

Baker Sewer Project – Connie Sherman provided an update on the Baker Sewer Project. Thrasher Engineering continues to work to finalize the redesign of the Old Baker Road portion of the project which includes the addition of a grinder pump station. The property owner where the station is to be located requested to change the location of the station which resulted in changes to the customers who will be located on the force main sewer line. Once the design work is final, work will continue on acquiring easements and obtaining customer sign ups.

FY12 Financial Statements – The financial statements for fiscal year ending June 30, 2012 were mailed in the board packets. The board would like additional time to review the report and will vote for approval of the document at the next board meeting.

Miscellaneous – The Hardy County Commission approved the reappointment of board member Clyde See for a six year term.

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 10:30 a.m. The meeting was adjourned. *February 6, 2013, 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

APRIL 3, 2013

10:00 A.M.

2094 US 220 South, Moorefield, West Virginia

Present: Matthew Gapp, Melvin Shook, Clyde See, Logan Moyers and Connie Sherman, HCPSD;
Carl Holcomb, Moorefield Examiner.

The meeting was called to order at 10:15 a.m. by Chairman Gapp. Melvin Shook made a motion to approve the February 6, 2013 meeting minutes as distributed. Clyde See seconded the motion. It was unanimously approved.

Baker Water Project – Logan Moyers provided an update on the Baker Water Project. The project has been completed. However, the District continues to hold final retainage on JF Allen, the contractor for the Marvin Chapel Extension. There is a small leak on that system that has not been located or repaired by the contractor. JF Allen is aware of the issue and will work to find and repair the leak. Clyde See asked if the issues with the leaking fire hydrants had been resolved. Mr. Moyers reported that the hydrants had been repaired.

Baker Sewer Project – Logan Moyers provided an update on the Baker Sewer Project. Work continues on obtaining easements and property acquisitions for the project. To date all easements have been distributed and about half have been executed and returned. The deeds for both booster station properties have also been distributed. We have filed a certificate case with the WVPSD and have submitted the necessary pre-bid information to the lender of the project. We expect to receive our certificate and authorization to bid in the fall of this year and hope to complete construction in Spring 2014.

Dover Hollow Water Extension Project – Logan Moyers reported that a Small Cities Block Grant application has been resubmitted for the Dover Hollow Water Extension Project. Mr. Moyers will travel to Charleston, WV in August to meet with staff of the West Virginia Development Office to discuss the project before funding is announced.

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. *May 1, 2013, 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 3, 2013. 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

MAY 1, 2013

10:00 A.M.

2094 US 220 South, Moorefield, West Virginia

Present: Matthew Gapp, Melvin Shook, Logan Moyers and Connie Sherman, HCPSD; Jean Flanagan, Moorefield Examiner; Pam Keplinger, Region VIII PDC.

The meeting was called to order at 10:15 a.m. by Chairman Gapp. Melvin Shook made a motion to approve the April 3, 2013 meeting minutes as distributed. Matthew Gapp seconded the motion. It was unanimously approved.

Baker Water Project –Pam Keplinger presented USDA-RUS Pay Requisition No. 27 in the amount of \$31,838.27. Logan Moyers stated the project has been completed and this pay requisition represents the final retainage payment owed to JF Allen, the contractor for the Marvin Chapel Extension.

Baker Sewer Project – Logan Moyers provided an update on the Baker Sewer Project. Since the last meeting, the site for one booster pump station has been acquired and the deed and easement for the other site has been distributed. Work continues on obtaining easements and to date only a few easements have not been executed and returned. We have filed a certificate case with the WVPSC and will respond to their questions this week. We expect to receive our certificate and authorization to bid in the fall of this year and hope to complete construction in Spring 2014. WVIJDC, the project lender, has requested revisions to our project budget. Thrasher Engineering is working to make the necessary revisions. Logan Moyers reported that Kevin Markwood will be certified as a Class S sewer operator later this year. Mr. Markwood also plans to travel to a pre-package sewer plant similar to the proposed Baker Plant for additional training. Melvin Shook asked about the number of tap fees needed to serve Donald Evans' rental units. Logan Moyers reported that Mr. Evans would require only one tap fee.

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 10:35 a.m. The meeting was adjourned. *June 5, 2013, 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 May 1, 2013. 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

JUNE 5, 2013

10:00 A.M.

2094 US 220 South, Moorefield, West Virginia

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

The meeting was called to order at 10:10 a.m. by Chairman Gapp. Melvin Shook made a motion to approve the May 1, 2013 meeting minutes as distributed. Matthew Gapp seconded the motion. It was unanimously approved.

Baker Sewer Project – Logan Moyers provided an update on the Baker Sewer Project. Work continues on obtaining the remaining four easements. Mr. Moyers has made contact with all property owners and feels there will be no problems obtaining the necessary easements. Mr. Moyers reported that he had received notification from WVPSC staff that they are recommending our sewer certificate case be dismissed. When the District receives official notice from WVPSC, it will need to request an extension of the existing case which may delay receipt of the approval from WVPSC for 30-45 days.

Election of FY14 Officers – Clyde See made a motion to retain the current officers of the District for fiscal year 2014. The officers include Matthew Gapp, Chairman; Melvin Shook, Vice-Chairman; and Connie Sherman, Secretary/Treasurer. Melvin Shook seconded the motion. It was unanimously approved.

FY14 Budget – A proposed operating budget for fiscal year 2014 was mailed to each board member in their board packet for review prior to the meeting. Following discussion, Clyde See made a motion to approve the budget as presented by the general manager. Melvin Shook seconded the motion. It was unanimously approved.

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 10:25 a.m. The meeting was adjourned.

The next regular board meeting is scheduled for **July 3, 2013, 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 June 5, 2013. 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

AUGUST 7, 2013

10:00 A.M.

2094 US 220 South, Moorefield, West Virginia

Present: Matthew Gapp, Clyde See, Melvin Shook, Logan Moyers and Connie Sherman, HCPD; Jean Flanagan, Moorefield Examiner.

The meeting was called to order at 10:15 a.m. by Chairman Gapp. Clyde See made a motion to approve the June 5, 2013 meeting minutes as distributed. Matthew Gapp seconded the motion. It was unanimously approved.

Baker Sewer Project – Logan Moyers provided an update on the Baker Sewer Project. Work continues on obtaining the remaining easements and properties. Mr. Moyers hopes that the sewer project will be ready to advertise for bids in the coming weeks. WVPSC staff has recommended approval of our sewer certificate case. Kevin Markwood attended Class S sewer certification training and passed the examination. He can now get his Class S wastewater certification which is needed to operate the Baker Sewer pre-packaged treatment facility when it is built and operational.

Alt Property Purchase – The District has been contacted regarding the purchase of an adjacent parcel located directly behind the HCPD office. This property has an existing pole building structure that could be used to store equipment and provide additional staff parking. Clyde See made a motion to purchase the 0.238 acres for \$25,000.00. Melvin Shook seconded the motion. It was unanimously approved.

MISCELLANEOUS BUSINESS:

Baker Water Plant Septic System – Logan Moyers informed the board that we are in the process of installing a septic system at the Baker Water Plant and removing the Home Aeration Unit currently used for sewer disposal.

Liquid Engineering Quote – Logan Moyers discussed about adding cathodic protection systems in all water storage tanks that were installed prior to 2001. This protection system involves the installation of sacrificial anodes (metal bars) in the water tanks. These anodes are used to prevent rust and corrosion to the interior of the storage tanks. Over time, the anodes rust and deplete and are then removed during tank cleaning. The cost is \$450.00 per anode and \$2,950.00 per day for installation. Mr. Moyers anticipates the cost to total around \$20,000.00. Clyde See made a motion to accept the quote from Liquid Engineering. Melvin Shook seconded the motion. It was unanimously approved.

Dover Hollow Water Extension Project – Logan Moyers traveled to Charleston, WV to meet with representatives of the WVDO regarding the Dover Hollow Water Extension Project funding application. He took with him a short video with messages from a few residents who expressed their need for public water. Mr. Moyers feel confident that the funding agency understands the need for this project.

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 board meeting is scheduled for *September 4, 2013, 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 August 7, 2013. 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
SPECIAL BOARD MEETING
SEPTEMBER 18, 2013
10:00 A.M.
2094 US 220 South, Moorefield, West Virginia

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

The meeting was called to order at 10:05 a.m. by Matthew Gapp, Chairman. The purpose of this special meeting was to discuss a personnel matter.

The board went in executive session to discuss a personnel matter. Following discussion, the employee was terminated effective immediately.

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

The next regular meeting of the HCPSD is scheduled for ***Wednesday, October 2, 2013, 10:00 a.m.*** in the conference room of the HCPSD office located at 2094 US 220 South, Moorefield, West Virginia.

Matthew G. Gapp, Chairman

HARDY COUNTY PUBLIC SERVICE DISTRICT

OCTOBER 2, 2013

10:00 A.M.

2094 US 220 South, Moorefield, West Virginia

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

The meeting was called to order at 10:10 a.m. by Chairman Gapp. Melvin Shook made a motion to approve the August 7, 2013 regular meeting and the September 18, 2013 special meeting minutes as distributed. Clyde See seconded the motion. It was unanimously approved.

Baker Sewer Project – Logan Moyers provided an update on the Baker Sewer Project. He reported that he should receive the executed deed from EA Hawse Rehabilitation Center today. This is the final property needed before we can request permission from the funding agency to proceed with advertising for bids. Two easements remain before all necessary easements and properties have been acquired for this project. Mr. Moyers anticipates advertising for bids in October, opening bids in November, starting construction in March with the project completed and operational in October 2014 if no unforeseen delays occur. Mr. Moyers discussed the two remaining easements and has made numerous attempts to contact both property owners. Both property owners are out of state residents. Following discussion regarding rights of entry, Clyde See made a motion to authorize the general manager to initiate condemnation proceedings, if necessary, in order to get a right of entry so the project can move forward to construction. Melvin Shook seconded the motion. It was unanimously approved.

MISCELLANEOUS BUSINESS:

Job Advertisement – The District has published an advertisement for employment to fill the field staff laborer position. Applications will be accepted until October 10, 2013.

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 10:55 a.m. The meeting was adjourned.

The next regular board meeting is scheduled for **November 6, 2013, 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 October 2, 2013. 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

NOVEMBER 6, 2013

10:00 A.M.

2094 US 220 South, Moorefield, West Virginia

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

The meeting was called to order at 10:05 a.m. by Chairman Gapp. Clyde See made a motion to approve the October 2, 2013 regular meeting minutes as distributed. Melvin Shook seconded the motion. It was unanimously approved.

Baker Sewer Project – Logan Moyers provided an update on the Baker Sewer Project. He reported that all necessary easements and properties have been acquired for this project. The advertisement for bids was in the Moorefield Examiner this week and was also listed online. The advertisement will run for two weeks in the newspaper. A pre-bid conference is scheduled for November 20, 2013 with bid opening scheduled for December 11, 2013. Following the 90 day bid hold, Mr. Moyers expects to begin construction in March 2014 with an estimated completion of October 2014.

Dover Hollow Extension Project – There is no new information regarding approval of the funding application for the Dover Hollow Extension project. The announcement for funding should be made by the end of the calendar year.

MISCELLANEOUS BUSINESS:

New Field Staff Employee – The District hired Jason Sherman to fill the field staff laborer position. Jason began employment November 1, 2013

Christmas Dinner – The District will hold its annual Christmas dinner on Wednesday, December 11, 2013, 6:00 p.m. at O’Neill’s Restaurant.

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 **December 11, 2013, 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 November 6, 2013. 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

DECEMBER 11, 2013

10:00 A.M.

2094 US 220 South, Moorefield, West Virginia

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

The meeting was called to order at 10:10 a.m. by Chairman Gapp. Clyde See made a motion to approve the November 6, 2013 regular meeting minutes as distributed. Melvin Shook seconded the motion. It was unanimously approved.

Baker Sewer Project – Logan Moyers provided an update on the Baker Sewer Project. Project bids will be opened today, December 11, 2013, at 2:00 p.m. Following the 90 day bid hold, construction should begin in March 2014 with an estimated completion of October 2014. Melvin Shook made a motion to open the construction account for the Baker Sewer Project at the Pendleton Community Bank. Clyde See seconded the motion. It was unanimously approved.

Dover Hollow Extension Project – The District continues to await the decision regarding approval of the funding application for the Dover Hollow Extension project.

MISCELLANEOUS BUSINESS:

Employee Bonuses – Employee bonuses were discussed. Melvin Shook made approve the employee bonuses as proposed. Clyde See seconded the motion. It was unanimously approved.

Christmas Dinner – The District will hold its annual Christmas dinner on Wednesday, December 11, 2013, 6:00 p.m. at O'Neill's Restaurant.

NEW BUSINESS:

Town of Moorefield Rate Increase – The District has been notified of a pending rate increase in purchased water from the Town of Moorefield due to the construction of a new updated water plant and tank and other water system improvements. In order to keep informed of the project and pending rate increase, the District may file as an intervenor in their PSC case.

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 10:25 a.m. The meeting was adjourned.

The next regular board meeting is scheduled for **January 8, 2014, 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 December 11, 2013. 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
SPECIAL BOARD MEETING
DECEMBER 17, 2013
10:00 A.M.
2094 US 220 South, Moorefield, West Virginia

Present: Matthew Gapp, Clyde See, Melvin Shook, Logan Moyers and Connie Sherman, HCPSD;
Clay Riley, Thrasher Engineering.

The meeting was called to order at 10:05 a.m. by Matthew Gapp, Chairman. The purpose of this special meeting was to discuss how to proceed with the Baker Sewer Project based on the results of the bid openings which were held last week.

The bids for Contract #1 and Contract #2 for the Baker Sewer Project were opened publicly on December 11, 2013. The apparent lowest bid for Contract #1 was Little Mountain Pipeline with a bid of \$724,842.00. The lowest bid for Contract #2 was A. Merante with a bid amount of \$780,000.00. Immediately after the opening of the bids, a representative from A. Merante contacted the project engineer to request to withdraw their bid based on a substantial material mistake by omitting the electrical package and screen. The second lowest bid for Contract #2 was Ferri Contracting in the amount of \$1,082,950.00. Following discussion, Clyde See made a motion to authorize the general manager to work with the project engineer for a possible resolution based upon the information that was provided. Melvin Shook seconded the motion. It was unanimously approved.

Clay Riley and Logan Moyers will schedule a meeting with the funding agency for the project to discuss funding options now that the bids have been opened.

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

The next regular meeting of the HCPSD is scheduled for **Wednesday, January 8, 2014, 10:00 a.m.** in the conference room of the HCPSD office located at 2094 US 220 South, Moorefield, West Virginia.

Matthew G. Gapp, Chairman

These minutes represent a summary of the subject discussed and the actions taken by the members of the Hardy County Public Service District for the special meeting held on December 17, 2013. 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.