

HARDY COUNTY PUBLIC SERVICE DISTRICT
JANUARY 6, 2021
4:30 P.M.
2094 US 220 South, Moorefield, West Virginia

The meeting was held at the office of the District and via telephone conference due to the COVID-19 pandemic. Participating via telephone conference was Rose Helmick and Justin Basye, HCPSD and Jean Flanagan, Moorefield Examiner. Present at the meeting was Logan Moyers, Robert Harper and Connie Sherman, HCPSD; Tre Kerns, Thrasher Group.

The meeting was called to order at 4:35 p.m. by Chairman Robert Harper. Robert Harper made a motion to approve the minutes of the December 9, 2020 regular meeting minutes as presented. Justin Basye seconded the motion. The motion was approved.

Unfinished Business:

Baker WTP Upgrade Project – Logan Moyers gave an update on the progress of this project. Moyers reported that Contract #1 – Main Line Extensions & Upgrades is complete except for the electrical work associated with the generator connection at the booster pump station. Contract #2 - Baker WTP Upgrade project is substantially complete except for work that needs completed on the upgrade to the clearwell exhaust system and a pump that needs to be installed in the MIEX building. Tre Kerns, project engineer, will reach out to the contractors for an update on when the remaining work will be completed on both contracts. The MIEX organics removal system continues to shown significant improvement in the removal of organic material from the raw water.

Pay Requisition #11 was presented in the amount of \$132,190.23. The pay requisition was for work completed on Contract #1 to Breckenridge Corporation in the amount of \$45,730.23 and a payment to Ixom Watercare, Inc., the manufacturer of the MIEX system, in the amount of \$86,460.00. Robert Harper made a motion to approve the pay requisition as presented. Justin Basye seconded the motion. It was unanimously approved.

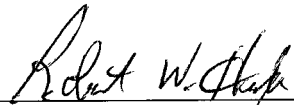
New PSD Facility Project – Logan Moyers reported that an issue has come up with the planned private bank financing for this project and as a result the timeline that was discussed at last month's meeting would have to be pushed back. Moyers said the District had intended to seek funding from a private bank to cover the portion of the project cost that will not be funded by FEMA or the District's contribution however, during the process to acquire parity consent from the District's existing bond holders, it was discovered that the bank intend to utilize USDA's Guarantee Loan Program which requires a significant amount of red tape from the applicant and in turn would result in a significant delay in the project's planned timeline. Moyers reported that following conversations with the District's USDA contact, bond counsel and A/E firm, all parties agreed it would be in the District's best interest to seek funding for this project from USDA rather than seeking it from a private bank. Funding this project through USDA rather than a private bank would mean significant savings for the District because USDA can offer grants funds along with a very attractive loan rate for a term of 40 years, all of which are better options than could be provided by a private bank. One hurdle that must be resolved in order to acquire USDA funding, is that the District must request and be granted an extension from FEMA on the project deadline that would allow the District the time needed to go through the application process and acquire USDA funding. Moyers said that FEMA, who previously indicated a deadline extension would not be possible, has changed their tune and will allow the District to request such an extension. Moyers said the District would seek to extend the FEMA deadline by an additional year, which is the amount of time the project was delayed while FEMA conducted their environmental assessment. He also said that based on his conversations with FEMA reps, he was optimistic the District's request to extend the deadline would be approved. Following discussion, Rose Helmick made a motion to request a time extension from FEMA and to pursue the remaining funding needed for this project from USDA. Robert Harper seconded the motion. It was unanimously approved.

Office Closure due to COVID-19 Pandemic – There will be no changes regarding the operations of the District’s office surrounding the COVID-19 pandemic especially in the rise in the number of cases in our county. Logan Moyers reported that operation of the District’s office continues to be working well and will remain closed to the public, except by appointment. Moyers suggested the District continue operating in this manner and will revisit the topic on a month to month basis.

No members of the general public were present at the meeting or via conference call.

There being no further business, Robert Harper made a motion that the meeting be adjourned. Justin Basye seconded the motion. The meeting was adjourned at 4:56 p.m.

The next regular scheduled board meeting will be held **February 3, 2021, 4:30 p.m.** Attendees will continue to have the option to attend the meeting in person in the District’s office or via conference call due to the ongoing pandemic.



Robert Harper, 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 regular meeting held on January 6, 2021. 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 3, 2021
4:30 P.M.
2094 US 220 South, Moorefield, West Virginia

The meeting was held at the office of the District and via telephone conference due to the COVID-19 pandemic. Participating via telephone conference was Justin Basye, HCPSD; Tre Kerns and Kylea Radcliff, Thrasher Group and Jean Flanagan, Moorefield Examiner. Present at the meeting was Logan Moyers, Robert Harper and Connie Sherman, HCPSD.

The meeting was called to order at 4:34 p.m. by Chairman Robert Harper. Robert Harper made a motion to approve the minutes of the January 6, 2021 regular meeting minutes as presented. Justin Basye seconded the motion. The motion was approved.

Unfinished Business:

Baker WTP Upgrade Project – Logan Moyers gave an update on the progress of this project. Moyers reported that Contract #1 – Main Line Extensions & Upgrades is complete. The change order work to install a generator connection point at the Dover Hollow booster pump station was completed last week. Contract #2 - Baker WTP Upgrade project is substantially complete with the only remaining work on this contract being ductwork installation for the clearwell aeration system and some additional work to increase flow rates between the MIEX building and the main WTP facility. Moyers reported that operators are continuing to work through some minor issues with the operation of the MIEX system but that was to be expected on this type of project. Moyers also reported that the District continues to see a significant reduction in the organic matter in the water entering the main WTP following MIEX treatments. January showed a removal of 75% which is double the removal that was seen prior to MIEX implementation and is well above the required removal percentage. Moyers said the District will take the first set of disinfectant by-product samples for the Baker system since implementation of the MIEX system in mid-February and he hoped to be able to report on those results at the March meeting.

The Certificate of Substantial Completion was presented for Contract #1 – Main Line Extensions & Upgrades. This contract is fully complete and the contractor, Chojnacki Construction, is requesting final payment. Robert Harper made a motion to approve the certificate as presented. Justin Basye seconded the motion. It was unanimously approved.

Pay Requisition #12 was presented in the amount of \$250,253.99. The pay requisition includes the final payment to Chojnacki Construction for work completed on Contract #1 in the amount of \$194,989.77, payment for work completed on Contract #2 to Breckenridge Corporation in the amount of \$41,680.22, final payment to Ixom Watercare, Inc., the manufacturer of the MIEX system, in the amount of \$13,100.00 and a reimbursement to the District for a permit fee in the amount of \$484.00. Moyers told the board all payments are in accordance with the project budget. Robert Harper made a motion to approve the pay requisition as presented. Justin Basye seconded the motion. It was unanimously approved.

New PSD Facility Project – Logan Moyers reported that the District and The Thrasher Group continue to work on the USDA-RD funding application for the new PSD facility project and it is anticipated that the application will be submitted by the end of February. The total project cost is now estimated to be \$2,124,750. That amount is significantly higher than previous project cost estimates due to the additional work that is required for projects funded by USDA Rural Development. Moyers said that although the overall project cost was increased as a result of utilizing USDA funding, the real cost to the District would be much less than it would have been without USDA funding because of much lower interest rates and the ability to procure grant funding from USDA. Moyers told the board that because the District qualified for poverty level financing through USDA, they could request up to 75% grant funding as part of their funding application. The District's funding application with USDA will total approximately \$1,500,000 with roughly \$373,500 in the form of a low-interest loan and the remaining \$1,126,500 as grant dollars.

Mr. Moyers reported that he has submitted a time extension request to FEMA to extend the deadline for using the FEMA funding allocated for the new facility project. The current deadline is July 2022 and the District is requested that be extended by one year to July 2023. Moyers said that based on his conversations with FEMA representatives, he was optimistic the District's request to extend the deadline would be approved.

Moyers presented agreements for professional services on the new facility project to the board for review and approval. Roth & White will act as the project accountant for an amount not to exceed \$15,000. Justin Basye made a motion to approve the accounting agreement as presented. Robert Harper seconded the motion. It was unanimously approved. Legal services will be provided by David Glover, Esquire in an amount not to exceed \$10,000. Robert Harper made a motion to approve the legal agreement as presented. Justin Basye seconded the motion. It was unanimously approved. Steptoe & Johnston will act as bond counsel for the project for the contracted amount of \$20,000. Robert Harper made a motion to approve the bond counsel agreement as presented. Justin Basye seconded the motion. It was unanimously approved. The Thrasher Group will provide architectural and engineering services for \$207,000. Moyers noted that some of the costs in the Thrasher agreement have already been approved by the board and paid by the District including \$50,000 in design fees and \$7,000 for bid preparation. Moyers said of the remaining \$150,000 to be paid to Thrasher, \$115,000 was for on-site project inspectors that are required by USDA. Robert Harper made a motion to approve the architectural/engineering agreement as presented. Justin Basye seconded the motion. It was unanimously approved. All of these professional services agreements are required to be approved, signed and included as part of the USDA funding application for this project.

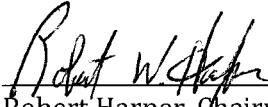
In accordance with the USDA requirements, a public meeting has been scheduled for February 23, 2021 at 4 pm at the office of the District so that any members of the public can get more information about the District's funding application for the proposed project.

Office Closure due to COVID-19 Pandemic – There will be no changes regarding the operations of the District's office surrounding the COVID-19 pandemic. Logan Moyers reported that operation of the District's office continues to be working well and will remain closed to the public, except by appointment. Moyers suggested the District continue operating in this manner and will revisit the topic on a month to month basis.

No members of the general public were present at the meeting or via conference call.

There being no further business, Robert Harper made a motion that the meeting be adjourned. Justin Basye seconded the motion. The meeting was adjourned at 5:01 p.m.

The next regular scheduled board meeting will be held **March 3, 2021, 4:30 p.m.** Attendees will continue to have the option to attend the meeting in person in the District's office or via conference call due to the ongoing pandemic.


Robert Harper, Chairman

HARDY COUNTY PUBLIC SERVICE DISTRICT
MARCH 3, 2021
4:30 P.M.
2094 US 220 South, Moorefield, West Virginia

The meeting was held at the office of the District and via telephone conference due to the COVID-19 pandemic. Participating via telephone conference was Justin Basye and Rose Helmick, HCPSD; Kylea Radcliff, Thrasher Group and Jean Flanagan, Moorefield Examiner. Present at the meeting was Logan Moyers, Robert Harper and Connie Sherman, HCPSD.

The meeting was called to order at 4:31 p.m. by Vice Chairman Rose Helmick. Justin Basye made a motion to approve the minutes of the February 3, 2021 regular meeting minutes as presented. Rose Helmick seconded the motion. The motion was approved.

Unfinished Business:

Baker WTP Upgrade Project – Logan Moyers gave an update on the progress of this project. Moyers reported that a subcontractor for Contract #2 - Baker WTP Upgrade will be onsite this week to complete the remaining work on the ventilation system installation for the clearwell aeration system. Kylea Radcliff is working with Chojnacki Construction on the necessary closeout documents so that final payment on Contract #1 can be requested at next month's meeting. Contract #2 is not yet ready to be closed out and there is some remaining work that must be completed on the MIEX facility at the Baker water treatment plant.

New PSD Facility Project – Logan Moyers reported he has received no response as it regards the time extension request to FEMA to extend the deadline for using the FEMA funding allocated for the new facility project. He is optimistic that the District's request will be approved based on conversations he has had with FEMA representatives. He also reported that the USDA-RD funding application for the remaining funds needed to complete this project, in addition to the FEMA funds and the PSD's contributed funds, will be ready for submission later this week or next week. Moyers said he is hopeful the District will be awarded USDA funds based on this application by mid-summer 2021.

New Business:

Poultry Development Project – The District has received a request for service from the developers of two "mega" poultry developments in the Old Fields area. The developments include a 20 house development on Old Fields Road and a 16 house development on US Highway 220 South in the Old Fields area of Hardy County. The District is obligated by state code to serve any customer requesting service to the best of our present capability. Since receiving the request for service, the District has been working to determine the peak water demand from these developments in order to determine to what degree the poultry developments can be served by the District's present capabilities. Moyers explained that peak demand for these developments must be calculated based on the maximum volume water needed for one house that has fully mature chickens on a hot, dry 100 degree summer day and then multiply that volume by the number of houses in each development. Moyers said the demand for these developments will be much higher in the summer months than during other times of year as the cooling systems used in these poultry houses use large volumes of water. Moyers said the District has determined it will be necessary for the developers to pay to upgrade the booster pump station that serves the area where these developments are located and after completing those upgrades, the District will have the capability to serve both developments to some degree but cannot meet *projected* peak demand at either location. Moyers believes the District can meet the water demand of the developments outside of summer months when the peak demand is much greater than other times of year due to significant water use by the cooling systems. Moyers stated that these assumptions of service were based on *projected* demand numbers and nothing was definite until the developments have been constructed and are being served and real world data on the peak demand can be attained. Moyers said the District must determine how much water can be used by the developments

without causing a negative impact on the existing customer base and the District would design its service to these developments in a way that would allow the District to control the volume of water being delivered to the developments should it be necessary to limit flows to the developments to ensure no negative impact on other customers in the area. Moyers said the developer will be entering into an alternate main line extension agreement with the District to extend the main water line to development location on Old Fields Road and the upgrades to the pump station would be included in that agreement. Moyers said the District will continue to work with the developers and the District's consulting engineers to determine how best to efficiently serve the developments to the best of the District's capabilities. Once Moyers has had a chance to review and approve the developers plans for an alternate main line extension agreement and the District is comfortable with a volume of water it can capably provide the developments he will respond in writing to the developers letting them know the District can serve the poultry developments in a limited capacity. Board member Rose Helmick asked if the poultry developers would be charged a different rate than other customers of the PSD and Moyers informed that all PSD customers are charged the same rate regardless of the type of service. Moyers will provide further updates on serving the "mega" poultry developments in future meetings.

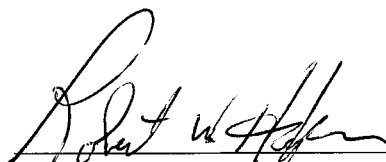
FY20 Financial Statement – A copy of the fiscal year 2020 financial statement was included as part of the board packet. Robert Harper made a motion to approve the financial statement. Rose Helmick seconded the motion. It was unanimously approved. Rose Helmick will provide a copy as required to the Hardy County Commission.

Miscellaneous Business – Jean Flanagan reported that she received a press release that a \$975,000 grant from the Army Corp of Engineers has been approved for Central Hampshire PSD's Purgitsville extension project. The District will sell water to Central Hampshire PSD at the Hardy/Hampshire line as part of this project. Logan Moyers said it is his understanding that Central Hampshire PSD has nearly obtained all funding necessary for this project and should be filing for a certificate case with the Public Service Commission sometime in the near future. Moyers said the District will need to extend the line a short distance to the Hardy/Hampshire line once construction has started on the Purgitsville project. District field staff will install that short line extension in house and be reimbursed for all costs incurred by Central Hampshire PSD.

No members of the general public were present at the meeting or via conference call.

There being no further business, Robert Harper made a motion that the meeting be adjourned. Justin Basye seconded the motion. The meeting was adjourned at 4:55 p.m.

The next regular scheduled board meeting will be held **April 7, 2021, 4:30 p.m.** Attendees will continue to have the option to attend the meeting in person in the District's office or via conference call due to the ongoing pandemic.



Robert Harper, Chairman

HARDY COUNTY PUBLIC SERVICE DISTRICT
APRIL 7, 2021
4:30 P.M.
2094 US 220 South, Moorefield, West Virginia

The meeting was held at the office of the District and via telephone conference due to the COVID-19 pandemic. Participating via telephone conference was Justin Basye and Rose Helmick, HCPSD; Kylea Radcliff, Thrasher Group. Present at the meeting was Logan Moyers, Robert Harper and Connie Sherman, HCPSD; and Jean Flanagan, Moorefield Examiner.

The meeting was called to order at 4:31 p.m. by Chairman Robert Harper. Justin Basye made a motion to approve the minutes of the March 3, 2021 regular meeting minutes as presented. Rose Helmick seconded the motion. The motion was approved.

Unfinished Business:

Baker WTP Upgrade Project – Logan Moyers gave an update on the progress of this project. Moyers reported that the final payment for Contract #1 – Line Extensions is being requested this month. This contract was completed \$23,000 under budget and remaining contract funds will be transferred to project contingency. Contract #2 is not yet ready to be closed out due to some issues that need to be resolved on the MIEX facility/equipment at the Baker water treatment plant. Pay Requisition #13 was presented in the amount of \$205,058.87. The pay requisition includes the final payment to Chojnacki Construction for work completed on Contract #1 in the amount of \$198,983.87, payment in the amount of \$5,075 to The Thrasher Group for as-built/record drawings and a reimbursement to the District for the WVDOH highway bond that was required to be renewed in the amount of \$1,000.00. Justin Basye made a motion to approve the pay requisition as presented. Robert Harper seconded the motion. It was unanimously approved.

New PSD Facility Project – Logan Moyers reported that the USDA-RD funding application in the amount of \$1,500,000 for the remaining funds needed to complete the PSD's new facility project has been submitted. Moyers said USDA-RD complemented the District for preparing a thorough and complete application following their preliminary review. Moyers said he is hopeful the District can receive a notice of award for USDA funds based on this application during summer 2021. Moyers reported that he received verbal approval regarding the time extension request to FEMA to extend the deadline for using the FEMA funding allocated for the new facility project to July 2023. Moyers told the board that being granted the time extension by FEMA meant the District has the necessary time needed to complete the project within the time frame allowed by FEMA even if the District's request to the West Virginia Public Service Commission for a certificate case waiver is not granted and the District is required to go through a lengthy certificate case proceeding.

Poultry Development Project – Moyers reported the developers of two "mega" poultry developments in the Old Fields area have worked with The Thrasher Group to develop the plans for the alternate main line extension that is needed on Old Fields Road in order to serve the "Muntzing" development. No water line extension is needed in order to serve the development located on US 220 North. Moyers said the pumps at the Walmart booster station will need to be upgraded to handle the additional water demand of both developments and those pump upgrades are being included as part of the alternate mainline extension project. The District is prepared to approve the alternate mainline extension project plans as designed and will be responding in writing to the developer stating that the development areas can be served but service will be provided in a limited capacity due to very high water demand from the developments that exceeds the District's current service capabilities. The District will reserve the right to limit the amount of water provided to the developments should demand from the poultry developments be so great that it results in service issues to the District's existing customer base in that area of Hardy County.

New Business:

Source Water Protection Grant – Logan Moyers reported the District applied for a \$50,000 grant through the WVBPH’s Source Water Protection Program last year for the purchase and installation of an early warning monitoring system on Parker Hollow Impoundment in Baker which serves as the source water for the District’s Baker water system. The District has recently been notified it will be awarded the full \$50,000 in grant funding that was sought for the installation of the monitoring system. This system would be able to notify the PSD in advance of any issues in the source water such as toxic algae blooms or a petroleum hydrocarbon spills before that contaminated water was able to make its way into the Baker water treatment plant. Moyers explained in order for this equipment to be effective and serve its purpose, the equipment must be installed near the raw water intake in the Parker Hollow impoundment that feeds the Baker water treatment plant. Moyers said the West Virginia Conservation Agency, who owns the impoundment and associated facilities is reluctant to allow the District to install the system on the concrete riser platform out in the impoundment on which the raw water intake is mounted due to concerns over the “structural integrity” of the riser platform. Moyers said he disagrees with the WVCA’s concerns over structural integrity of the riser, noting the equipment is very small, very light weight and requires minimal fasteners to install the system. Moyers believes there are other factors at play that are the true reason WVCA has been non-cooperative in the District’s efforts to further ensure the safety of the public water supply for the Baker community. Moyers will continue to work to get permission from the WVCA to be able to install the equipment on the riser in the platform. Moyers said it is in the best interest of public health for such a system to be in place and hopefully the WVCA will come to understand that and allow for the District to be install the system.

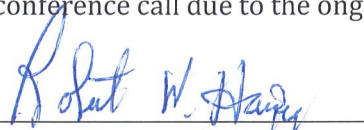
Job Postings – Logan Moyers informed the Board that he recently received notice of resignation from a PSD field staff employee and requested permission to advertise for two field staff persons and an office administrative position. Following discussion, Robert Harper made a motion to approve the request to advertise in the Moorefield Examiner for the next three weeks for two field staff and one office staff positions. Justin Basye seconded the motion. Applications/resumes will be due by the end of April.

US 220 South DOH Relocation Project – Logan Moyers reported that on Monday, April 19th PSD customers located in the US 220 South are from Cold Spring Road to Greenwood Drive will be without water service from approximately 10:00 am until 2:00 pm due to a waterline relocation project as part of the WVDOH road project on US 220 South near South Branch Animal Hospital and Tri County Tool Rental. Once the work is complete and water service is restored, all customers who are served by the US 220 water tank will be placed on a Boil Water Advisory as a precaution until the water has been tested and is confirmed as being safe to drink. It is anticipated that the advisory will be in place for a few days. Affected customers will be notified by phone both in advance of the advisory as well as when the advisory has been lifted. Customers who will be placed on a boil water advisory include all customers on US 220 South, Rig, Critestown, Frosty Hollow and most of Fisher. The District will also place notices in the newspaper, on radio and on social media.

No members of the general public were present at the meeting or via conference call.

There being no further business, Justin Basye made a motion that the meeting be adjourned. Robert Harper seconded the motion. The meeting was adjourned at 5:10 p.m.

The next regular scheduled board meeting will be held ***May 5, 2021, 4:30 p.m.*** Attendees will continue to have the option to attend in person or via conference call due to the ongoing pandemic.


Robert Harper, Chairman

HARDY COUNTY PUBLIC SERVICE DISTRICT
MAY 5, 2021
4:30 P.M.
2094 US 220 South, Moorefield, West Virginia

The meeting was held at the office of the District and via telephone conference due to the COVID-19 pandemic. Participating via telephone conference was Justin Basye and Robert Harper, HCPSD; Present at the meeting was Logan Moyers and Connie Sherman, HCPSD; and Jean Flanagan, Moorefield Examiner.

The meeting was called to order at 4:35 p.m. by Chairman Robert Harper. Robert Harper made a motion to approve the minutes of the April 7, 2021 regular meeting minutes as presented. Justin Basye seconded the motion. The motion was approved.

Unfinished Business:

Baker WTP Upgrade Project – Logan Moyers gave an update on the progress of this project. Moyers reported that the project engineers continue to work to resolve issues regarding inadequate flows from the MIEX equipment to the main water plant facility. The water plant has the capability of producing a maximum of 350 gallons per minute but the maximum flow rate leaving the MIEX equipment currently cannot reach that volume due to elevation issues with the MIEX equipment. Moyers said the flow issue isn't presenting any major problems with keeping up with current demand as the plant typically produces water at a rate of 200 gallons per minute and we are still able to achieve that flow rate currently. Moyers went on to say that, while the Baker water plant never operates at its 350gpm maximum capacity, it is important that the engineers resolve the issues preventing the plant from being able to reach that flow rate so that if at any time in the future it is necessary to operate at that level we have the capability to do so. Several options are being looked at and we anticipate the issue being resolved in the next couple months. Contract #2, the line extension contract, can be closed out at that time. Final payment was requested on this contract as part of last month's drawdown, however we need the WVDOH bond release before the payment can be processed for payment. A revised Pay Requisition #13 was presented because the previously approved Pay Requisition #13 was not processed due to the issue with the unreleased WVDOH bond. The revised Pay Requisition #13 was presented in the amount of \$33,869.24. The pay requisition includes the final payment for legal services on this project to Glover Legal, PLLC in the amount of \$22,794.24, payment in the amount of \$10,075 to The Thrasher Group for as-built/record drawings and a reimbursement to the District for the WVDOH highway bond that was required to be renewed in the amount of \$1,000.00. Moyers said that all payment amounts included in this pay requisition were in accordance with the approved project budget. Robert Harper made a motion to approve the pay requisition as presented. Justin Basye seconded the motion. It was unanimously approved.

New PSD Facility Project – Logan Moyers reported that the USDA-RD funding application in the amount of \$1,500,000 for the remaining funds needed to complete the PSD's new facility project has been accepted as complete and work has started on the underwriting process. Moyers said USDA-RD informed him that this project did not qualify for any grant funds due to the project being able to be completed without the need for a rate increase. This means the District's funding package from USDA will be 100% low-interest loan with no grant funds. Once we have received a funding commitment from USDA-RD, the District will make the request to the West Virginia Public Service Commission for a certificate case waiver to avoid having to go through a lengthy certificate case proceeding prior to being able to put the project out for bids.

Poultry Development Project – Moyers reported that the District provided a written response to the water service request from the developers of two "mega" poultry developments in the Old Fields area. Moyers said the developers were officially informed that any water service to the two development areas would be provided in a limited capacity due to the peak demand of the developments being greater than the District is currently capable of providing. The District will reserve the right to limit the amount of water provided to the developments should demand from the poultry developments be so great that it results in service issues to the District's existing customer base in that area of Hardy County. Moyers also informed

that board that the developer's proposed alternate main line extension to serve the development on Old Fields Road was reviewed and has been approved. Permitting for this extension project is ongoing and Moyers said he anticipates work on this extension could possibly begin next month. Moyers also told the board that he has been working with the District's attorney to develop a water service agreement specific to these two "mega" poultry developments that details the District's ability to limit the flows to the developments should it be necessary to do so. Moyers went over the service agreements with the board, in which the developers must agree to being served in a limited capacity at the complete discretion of the District and further agree not to seek any sort of legal remedy to such limitations. The service agreements, one for each location, have been provided to the developers and will need to be executed by all partners before work can begin on the mainline extension or service connections for either location.

Job Postings – Logan Moyers informed the Board that he received approximately 30 applications for the field staff and office staff positions and feels that he has good candidates to fill the open positions. He plans to schedule interviews next week and hopes to have at least one field staff and the office position on board around the first of June.

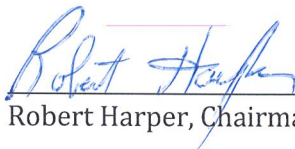
Miscellaneous Business:

HCPSD Website – Logan Moyers informed the Board that due to new State requirements for the immediate posting of water system related public notices on the District's website, the District needed to create its own website that it could access and alter as needed. Moyers said that currently the District's webpage on the hardycounty.com website is controlled by the Hardy County Commission (HCC) and the District does not have access to the site, which is why a new District-controlled website was needed. Moyers said the District had launched its new website just prior to the meeting and the web address for the new site was www.hardycountypsd.com. Moyers said he will have the HCC update the link to the District's webpage on the hardycounty.com website to the District's new site.

No members of the general public were present at the meeting or via conference call.

There being no further business, Justin Basye made a motion that the meeting be adjourned. Robert Harper seconded the motion. The meeting was adjourned at 4:55 p.m.

The next regular scheduled board meeting will be held **June 2, 2021, 4:30 p.m.** Attendees will continue to have the option to attend in person or via conference call due to the ongoing pandemic.


Robert Harper, Chairman

HARDY COUNTY PUBLIC SERVICE DISTRICT
JUNE 2, 2021
4:30 P.M.
2094 US 220 South, Moorefield, West Virginia

The meeting was held at the office of the District and via telephone conference due to the COVID-19 pandemic. Participating via telephone conference was Justin Basye, HCPSD; Present at the meeting was Logan Moyers, Robert Harper and Connie Sherman, HCPSD; and Jean Flanagan, Moorefield Examiner.

The meeting was called to order at 4:33 p.m. by Chairman Robert Harper. Robert Harper made a motion to approve the minutes of the May 5, 2021 regular meeting minutes as presented. Justin Basye seconded the motion. The motion was approved.

Unfinished Business:

Baker WTP Upgrade Project – Logan Moyers gave an update on the progress of this project. Moyers reported that the 2nd quarter samples for TTHM/HAA5 for the Baker Water system showed the lowest numbers we have seen and are within the maximum allowed limits. The HAA5 results were 3.6 ppb and the maximum level is 60 ppb and the TTHM result was 39.4 ppb and the maximum level is 80 ppb. Moyers said the District is now below the maximum allowable levels for both TTHM's and HAA5's in the Baker distribution system. Moyers talked about how encouraging these results were and how they showed the MIEX system is working as intended. The District continues to work with project engineers to resolve issues regarding inadequate flows from the MIEX equipment to the main water plant facility. We have received notice from project lender, USDA Rural Development, that WVDOH provided the necessary paperwork allowing the final payment to be made to Chojnacki Construction, the contractor for Contract #2, the line extension contract. Pay Requisition #14 was presented in the amount of \$198,983.87. This requisition represents the final payment to Chojnacki Construction for work performed on Contract #2. Robert Harper made a motion to approve the pay requisition as presented. Justin Basye seconded the motion. It was unanimously approved.

New PSD Facility Project – Logan Moyers was pleased to report that the District had received the letter of conditions from USDA-RD regarding the funding application for the new facility project. This secures the remaining funds needed to complete the PSD's new facility project. Moyers said USDA-RD informed him that this project did not qualify for any grant funds due to the project being able to be completed without the need for a rate increase with the funding being all loan. This means the District's funding package from USDA will be 100% low-interest loan with no grant funds. Currently the interest rate is 1.75% but the rate for this loan will be set at the time of closing and if the rate would be lower at that time, the District will get the lower of the two rates. The total project cost is \$2,082,697 and includes FEMA funds in the amount of \$162,697, a PSD contribution of \$460,000 and a USDA-RD loan in the amount of \$1.46 million. Moyers said the next step is to file a request for a certificate case waiver with the West Virginia Public Service Commission in an effort to avoid having to go through a typical certificate case proceeding prior to being able to put the project out for bids. Should the District be granted the waiver, this project could go to bid in the later part of 2021. Moyers said the District's attorney, David Glover, believes the District has a good chance of being granted a waiver for this case due to there being no rate impact related to the debt the District will assume with this project. Justin Basye made a motion to proceed with the filing for the waiver of the PSC case. Robert Harper seconded the motion. It was unanimously approved.

New PSD Facility Project Engineering Agreement Amendment – USDA-RD has informed the District that following their review of construction plans for this project they have determined that a part-time inspector rather than a full time inspector will be needed on the new facility project. This allows the District to reduce the cost of the engineer services agreement for this project in which the cost for inspection services was included. Amendment #1 to the engineering services agreement, reducing the cost of inspection services by \$55,000, was presented for approval. The original agreement was in the amount of \$207,000 and the adjusted agreement amount will be \$152,000. Robert Harper made a motion to approve amendment #1 to the engineering services agreement for the new facility project. Justin Basye seconded the motion. It was unanimously approved.

Poultry Development Project – Moyers reported that the District has provided a written response to the developers of two “mega” poultry developments in the Old Fields area. Moyers said the developers were provided water service agreements specific to these development areas, that were prepared with the assistance of the District’s attorney, which allow the District to limit the amount of water provided to the developments should demand from the poultry developments be so great that it results in service issues to the District’s existing customer base in that area of Hardy County. The service agreements, one for each location, along with some other preliminary paperwork will need to be completed by the developer before work can begin on the mainline extension or service connections for either location.

Job Postings – Logan Moyers informed the Board that three new employees have been hired by the District. Ethan Brent will begin employment on June 1, 2021 and Logan Riggelman will start June 21, 2021 in field staff positions. Sabrina Varner will begin employment on June 14, 2021 filling the office position.

New Business:

FY22 Water & Sewer Budgets – Operating budgets for fiscal year 2022 (July 1, 2021 – June 30, 2022) were presented for review and approval at the meeting. Discussion on the Districts water budget began with Moyers explaining to board members that project expenses for the FY22 water budget were projected to be \$1.78 million, \$200,000 higher than project revenues, due to the upcoming increases in purchased water costs from the Towns of Moorefield and Wardensville. The Town of Moorefield’s rate increase, which will be effective in August 2021, is substantial and will result in an increase of approximately \$250,000 in purchased water costs annually. The District was aware this major increase in the Town of Moorefield’s water rates was coming at the completion of the Town’s water plant project and has known a subsequent increase in the District’s water rates to its customers to cover the added expense was unavoidable. Discussion continued on the FY22 water budget with Moyers going over a handout that had been previously provided to board members that showed the District’s current rate can only generate approximately \$1.58 million in revenues, thus the need for a rate increase in order to be able to balance the budget at \$1.78 million. Following discussion, Robert Harper made a motion to pursue a rate increase to cover the increase in purchased water costs due to the rate increases from the Towns of Moorefield and Wardensville. Justin Basye seconded the motion. It was unanimously approved. Following the board action to pursue a water rate increase, discussion on the FY22 water budget ensued with Robert Harper ultimately making a motion to approve the FY22 water operating budget in the amount of \$1.78 million. Justin Basye seconded the motion. It was unanimously approved. Moyers then presented the FY22 sewer operating budget in the amount of \$60,000. Following brief discussion, Robert Harper made a motion to approve the sewer operating budget. Justin Basye seconded the motion. It was unanimously approved.

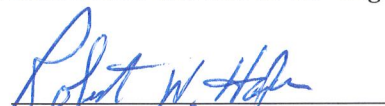
Miscellaneous Business:

Office Reopening – Logan Moyers discussed the reopening of the District office to the public. Moyers suggested the District enact the same policy in place at the county courthouse in which unvaccinated persons will be asked to wear a mask but masks are not necessary for vaccinated persons. Robert Harper made a motion to reopen the office to the public with the county courthouse’s policy on masks in place effective June 3, 2021. Justin Basye seconded the motion. It was unanimously approved.

No members of the general public were present at the meeting or via conference call.

There being no further business, Justin Basye made a motion that the meeting be adjourned. Robert Harper seconded the motion. The meeting was adjourned at 5:27 p.m.

The next regular scheduled board meeting will be held **July 7, 2021, 4:30 p.m.** Attendees will continue to have the option to attend in person or via conference call due to the ongoing pandemic.


Robert Harper, Chairman

HARDY COUNTY PUBLIC SERVICE DISTRICT
JULY 7, 2021
4:30 P.M.
2094 US 220 South, Moorefield, West Virginia

The meeting was held at the office of the District and via telephone conference due to the COVID-19 pandemic. Participating via telephone conference was Kylea Radcliff, The Thrasher Group; Present at the meeting was Logan Moyers, Robert Harper and Rose Helmick, HCPSD; and Jean Flanagan, Moorefield Examiner.

The meeting was called to order at 4:40 p.m. by Chairman Robert Harper.

Unfinished Business:

Baker WTP Upgrade Project – Logan Moyers gave an update on the progress of this project. Moyers reported that we continue to work with project engineers to resolve issues regarding inadequate flows from the MIEX equipment to the main water plant facility. Pay Requisition #15 was presented in the amount of \$6,219.50. This requisition represents the final payment to Breckenridge Corporation for work performed on Contract #1. Robert Harper made a motion to approve the pay requisition as presented. Rose Helmick seconded the motion. It was unanimously approved.

New PSD Facility Project – Logan Moyers reported that since the last meeting the District has submitted the request for a waiver of a PSC certificate case for this project. Just two weeks after submitting the waiver request, PSC staff simultaneously submitted both their initial and final staff memos in response to the District's waiver request. PSC staff found no issues with the District's request and recommended granting the waiver. The PSC must submit a final order for this case granting the waiver before the District can officially move this project to the bidding stage. Moyers said he hopes to receive the final order granting the waiver in the coming weeks. Once a waiver has been granted, the District will need to work to finalize the requirements of project lender, USDA-RD's letter of conditions before receiving authorization to bid. Moyers presented several documents for board approval relating to the USDA-RD funding for this project that are part of the letter of conditions requirements that must be met in order to receive authorization to bid. The Loan Resolution (RUS Form 1780-27) for the issuance of bonds in the amount of \$1,460,000 was presented for board approval. Robert Harper made a motion to approve the Loan Resolution as presented. Rose Helmick seconded the motion. It was unanimously approved. The Request for Obligation of Funds (RUS Form RD 1940-1) was presented for approval. This document allows USDA-RD to set aside the loan funds needed for this project and locks in the maximum interest rate at 1.75%. Robert Harper made a motion to approve the Request for Obligation of Funds. Rose Helmick seconded the motion. It was unanimously approved. The Certification Regarding a Drug Free Workplace (Form AD-1049) was presented for approval. Robert Harper made a motion to approve the form as presented. Rose Helmick seconded the motion. It was unanimously approved. The Certification of Compliance was presented for approval. Robert Harper made a motion to approve the certification. Rose Helmick seconded the motion. It was unanimously approved. The Letter of Intent to Meet Conditions (Form RD-1942-46) was presented for approval. Robert Harper made a motion to approve the letter as presented. Rose Helmick seconded the motion. It was unanimously approved. The District will work with its attorney and accountant to meet the requirements of USDA-RD's letter of conditions and will seek authorization to bid the project once those requirements have been met. Moyers anticipated it may take a month or more to get all requirements of the letter of conditions fulfilled.

New Business:

Source Water Protection Grant – Logan Moyers reported that the PSD has received the grant funds from the State of West Virginia Bureau for Public Health in the amount of \$49,988 for the purchase of early warning monitoring equipment to be placed on near the raw water intake for the Baker water treatment plant. This monitoring equipment will alert the PSD of an algae bloom, petroleum hydrocarbons and other potential contaminants before they enter the water treatment plant. The District must get permission from the West Virginia Conservation Agency, owner of the Parker Hollow Impoundment, to install the equipment.

Moyers has meet with representatives from the WVCA and provided information regarding the planned installation and continues to work with WVCA staff to get the approval. Moyers said that WVCA has been and remains hesitant to allow for the installation of this equipment over concerns the installation could negatively impact the structural integrity of the concrete riser structure. Moyers told board members the installation is very simple as it involves only a handful of concrete anchors supporting equipment that collectively weights less than 100 pounds and he feels any concerns regarding structural integrity of the concrete riser are overstated. Moyers said he will continue in his efforts to get permission from WVCA to allow for installation of the early warning monitoring system in the name of public health. The board took action to open a project checking account at Pendleton Community Bank to hold the grant funds until permission to install the equipment was obtained. Rose Helmick made a motion to approve opening the checking account for the grant funds. Robert Harper seconded the motion. It was unanimously approved.

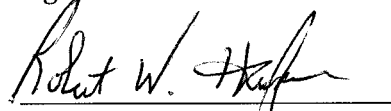
Miscellaneous Business:

Board Meeting Update – Robert Harper made a motion that the board resume in person meetings beginning next month and that we discontinue the option of attending the meeting via teleconference. Rose Helmick seconded the motion. It was unanimously approved.

No members of the general public were present at the meeting or via conference call.

There being no further business, Robert Harper made a motion that the meeting be adjourned. Rose Helmick seconded the motion. The meeting was adjourned at 5:15 p.m.

The next regular scheduled board meeting will be held ***August 4, 2021, 4:30 p.m.*** at the office of the PSD located at 2094 US 220 South, Moorefield, West Virginia.


Robert Harper, Chairman

HARDY COUNTY PUBLIC SERVICE DISTRICT
AUGUST 4, 2021
4:30 P.M.
2094 US 220 South, Moorefield, West Virginia

Present: Rob Harper, Justin Basye, Rose Helmick, Logan Moyers, Connie Sherman, HCPSD; Jean Flanagan and Milda Mullins, Moorefield Examiner.

The meeting was called to order at 4:33 p.m. by Chairman Robert Harper. Robert Harper made a motion to approve the minutes of the June 2, 2021 and the July 7, 2021 regular meeting minutes as presented. Justin Basye seconded the motion. The motion was approved.

Jean Flanagan introduced Milda Mullins at the meeting. Jean is retiring and Milda will be replacing her beginning with next month's meeting. We will miss Jean but wish her well in her retirement.

Unfinished Business:

Baker WTP Upgrade Project – Logan Moyers gave an update on the progress of this project. Moyers reported that Ixom representatives are at the water plant today for a site visit and also to assist in finding a resolution to the flow issue from the MIEX equipment to the main water plant facility. Representatives from The Thrasher Group are scheduled to meet with Ixom representatives tomorrow at the water plant to develop plans to resolve the flow issues. The plan is to raise the elevation of the MIEX units by increasing the height of the concrete pads located under the MIEX equipment. Once a plan is in place, the project contractor, Breckinridge Corporation, will be contacted to get a date that the work can be completed. Once this work is complete, this contract and the project as a whole will be finalized and closed out.

New PSD Facility Project – Logan Moyers reported that since the last meeting the District has received final approval from the West Virginia Public Service Commission of our request for a waiver of a certificate case for this project. The District will now work to finalize the requirements of the project lenders, FEMA and USDA-RD, which must be met before receiving authorization to bid the project. Moyers anticipates receiving authorization to bid sometime in September 2021 which, after going through the bidding process, would likely result in construction of the new facility beginning in spring 2022. The FEMA deadline for project completion is July 2023.

Source Water Protection Grant – Logan Moyers provided an update on the grant funds received from the State of West Virginia Bureau for Public Health for the purchase of early warning monitoring equipment to be placed near the raw water intake for the Baker water plant. The District is working with YSI, the maker of the monitoring equipment, to provide information requested by the West Virginia Conservation Agency, owner of the Parker Hollow Impoundment, before the District can receive permission from the WVCA to install the equipment. WVCA has raised concerns that mounting the equipment could potentially impact the structural integrity of the concrete riser structure where the equipment will be mounted. Moyers said the WVCA is notoriously difficult to deal with in these types of situations and, as had been the case in the past, that has again proved true in this instance. Moyers said he does believe that the District will ultimately be permitted to install the equipment and that he hoped that happens soon so that installation could take place before the weather turned. The deadline to spend the grant funds is the end of the calendar year 2021.

Rate Increase – Logan Moyers provided an update on the timing of the water rate increase the District board approved during the June board meeting. This rate increase is necessary due to increases in purchased water costs from both the Town of Moorefield and the Town of Wardensville, both of who are undertaking projects to construction new water treatment plants. Moyers informed the board that the Town of Moorefield's increase was effective August 1, 2021 and the District received a bill the following day for over \$28,000. Moyers said that same volume of water would have cost the District approximately \$12,700 under the old rates and that the District was looking at monthly deficit of over \$15,000 under the District's current rate structure just a result of the increases from the Town of Moorefield. Moyers told the board the

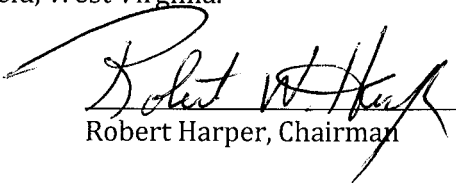
District's attorney is filing a 42R rate case with the WVPSC which allows the District to immediately begin to charging increased rates, as determined by the District's accountant, which will allow the District to cover the increased costs from the Towns of Moorefield and Wardensville. The WVPSC will then review the rate information provided by the District's accountant to determine if the rates are appropriate before issuing final approval. District customers will be notified of the upcoming rate increase with labels that will be placed on the August bills. The District will also be required to run a legal ad for two consecutive weeks in the newspaper during the month of August before the new rates can begin being charged in September. Based on the accountant's recommendation, the minimum bill for all District customers will increase from \$38.97 to \$45.00 beginning with September's bill. This reflects a 15% increase in the minimum bill. The increase will be for water usage only and will not affect sewer rates.

Hampshire County Extension Project – Chairman Robert Harper asked if there was any new information regarding the request from Hampshire County to purchase water to serve Hampshire County residents located on US 220 North. Logan Moyers reported that he had not heard anything lately regarding the project except that funding had been secured. The next step for Hampshire County will be a case proceeding with the WVPSC. Moyers said it will be over a year before Hampshire County is ready to begin purchasing water from the District.

No members of the general public were present at the meeting.

There being no further business, Robert Harper made a motion that the meeting be adjourned. Justin Basye seconded the motion. The meeting was adjourned at 4:55 p.m.

The next regular scheduled board meeting will be held **September 1, 2021, 4:30 p.m.** at the office of the PSD located at 2094 US 220 South, Moorefield, West Virginia.


Robert Harper, Chairman

HARDY COUNTY PUBLIC SERVICE DISTRICT
SEPTEMBER 1, 2021
4:30 P.M.
2094 US 220 South, Moorefield, West Virginia

Present: Rob Harper, Rose Helmick, Logan Moyers, Connie Sherman, HCPD; Milda Mullins, Moorefield Examiner.

The meeting was called to order at 4:33 p.m. by Chairman Robert Harper. Robert Harper made a motion to approve the minutes of the August 4, 2021 regular meeting minutes as presented. Rose Helmick seconded the motion. The motion was approved.

Unfinished Business:

Baker WTP Upgrade Project – Logan Moyers gave an update on the progress of this project. Moyers reported that final payments have been issued on both contracts. Ixom representatives visited the water plant and met with representatives from the Thrasher Group to develop a plan to resolve the flow issues from the MIEX equipment to the main water plant facility. The fix will involve raising the elevation of the MIEX units by increasing the height of the concrete pads located under the MIEX equipment. The Thrasher Group will do the necessary design work and then a contractor will be selected to do the work. Due to scheduling conflicts original project contractor, Breckenridge Corporation, is unable to do the work. It was noted that the cost of the design work and the construction will be covered by The Thrasher Group. Once this work is complete, the project will be finalized and closed out.

New PSD Facility Project – Logan Moyers reported that work continues to finalize the requirements of project lender, USDA-RD, before receiving authorization to bid the project. Among the few remaining items that must be satisfied prior to receiving authorization to bid are a few project related permits that have long application review processes. FEMA has given bid authorization.

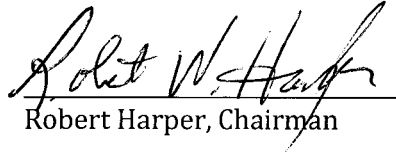
Source Water Protection Grant – Logan Moyers provided an update on the grant funds received from the State of West Virginia Bureau for Public Health for the purchase of early warning monitoring equipment to be the concrete riser near the raw water intake for the Baker water plant. Moyers received notice that the WVCA has completed their review the information they previously requested but noted there is some additional information that is now being requested. Included among the additional items requested are engineered construction drawings showing in detail the installation of the equipment on the riser structure. WVCA also indicated they are preparing an agreement to be executed by both agencies as it relates to the installation and continued maintenance of the monitoring equipment. Moyers believes the District will ultimately be permitted to install the equipment and is hopeful that the installation could take place before the weather turns cold. The deadline to spend the grant funds is the end of the calendar year 2021.

HCC Grant Fund Request – Logan Moyers presented a Resolution for adoption by the HCPD Board relating to the District's request to the Hardy County Commission to use grant funds from the County's American Recovery Act allocation to construct a 340,000 gallon water storage tank in the US 220 North area of Moorefield. The District estimates the project will cost \$1million and is seeking funds in that amount to cover the cost of the project. Moyers noted the need for greater water storage in that area of Hardy County due to growing demand. He also noted that the storage capacity in that area is currently less than the available capacity in comparable areas in other parts of the County. Moyers said that without the addition of additional storage in this area, given the growing demand, the District would be forced to rely partly on the storage capacity of the Town of Moorefield from whom the District purchases water for that area of Hardy County, which is not an ideal situation. Moyers said a location for the new storage tank has been identified and the property owner is agreeable to sell the needed property for what he believed was a reasonable amount. The purchase of this property will not take place until funding for this project has been secured. Robert Harper made a motion to adopt the Resolution as presented. Rose Helmick seconded the motion. It was unanimously approved.

No members of the general public were present at the meeting.

There being no further business, Robert Harper made a motion that the meeting be adjourned. Rose Helmick seconded the motion. The meeting was adjourned at 4:52 p.m.

The next regular scheduled board meeting will be held **October 6, 2021, 4:30 p.m.** at the office of the PSD located at 2094 US 220 South, Moorefield, West Virginia.



Robert Harper, 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 regular meeting held on September 1, 2021. 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
OCTOBER 6, 2021
4:30 P.M.
2094 US 220 South, Moorefield, West Virginia

Present: Rob Harper, Rose Helmick, Logan Moyers, Connie Sherman, HCPSD; Kylea Radcliff, The Thrasher Group.

The meeting was called to order at 4:30 p.m. by Chairman Robert Harper. Rose Helmick made a motion to approve the minutes of the September 1, 2021 regular meeting minutes as presented. Robert Harper seconded the motion. The motion was approved.

Unfinished Business:

Baker WTP Upgrade Project – Logan Moyers gave an update on the progress of this project. Moyers reported that Michel Construction has been selected to complete the work necessary to raise the height of the concrete pads located under the MIEX equipment approximately 3 ½ feet. Work is scheduled to begin in November and be completed by the end of the year 2021. Once the work is completed, the increase in the elevation of the tanks will resolve the flow issues from the MIEX equipment to the main water plant facility. This is the only work left on the project before it can be finalized and closed out. A request has been made to USDA-RD for the use of contingency funds for the purchase of a backup spare pump for the Dover Hollow booster pump station, costs to upgrade the billing software and to add the Dover Hollow pump station to the SCADA system for monitoring. Board member Rose Helmick asked if the Baker Water system is now in full compliance with the WVBPH following the installation of the MIEX equipment. Moyers reported that the TTHM/HAA5 levels in the Baker water system are now testing within the allowable limits for disinfection byproducts.

New PSD Facility Project – Logan Moyers reported that work continues to finalize the requirements of project lender, USDA-RD, before this project can be put out to bid. Among the few remaining items that must be satisfied prior to receiving authorization to bid are a few project related permits that have long application review processes. It is anticipated that construction can begin on this project in spring 2022.

Source Water Protection Grant – Logan Moyers provided an update on the grant funds received from the State of West Virginia Bureau for Public Health for the purchase of early warning monitoring system equipment to be installed near the raw water intake for the Baker water plant. Moyers provided additional information to WVCA in early September but has not yet received a response. He will reach out to the WVCA office to try to get an update on the status of the agreement to be executed by both agencies as it relates to the installation and continued maintenance of the monitoring equipment. Moyers believes the District will ultimately be permitted to install the equipment and is hopeful that the installation could take place before the weather turns cold. The deadline to spend the grant funds is the end of the calendar year 2021.

Hampshire County Resale Project – Logan Moyers provided an update as it regards the location of the master meter pit that will be located at the Hardy/Hampshire line for the sale of water to the Central Hampshire PSD. Originally the meter was to be located in the booster pump station but the location of the pump station has now been moved further into Hampshire County making it necessary for the District's master meter to be located in an underground pit located at the county line. Moyers has been in contact with the property owner of the proposed location of the pit which will require a property easement because the pit cannot be installed in the WVDOT right-of-way. Moyers is working to acquire the easement needed and to develop a cost for the installation of the master meter so that Hampshire County, who will reimburse in full all costs incurred by Hardy County PSD on this project, can include the expense in its project funding schedule.

HCC Appropriation Fund Request – Logan Moyers and Kylea Radcliff attended a work session meeting with the Hardy County Commission to discuss the District’s request for appropriated funds from the County’s American Recovery Plan Act (ARPA) allocation for a water storage tank north of Moorefield and the planned subsequent request for funding from that same pool for a raw water storage tank in Baker. Moyers noted the need for increased storage capacity in the area north of Moorefield and the need for a secondary raw water source for the Baker area. It is anticipated that the Commission will act on the District’s funding request at their next meeting on November 2, 2021.

New Business:

Engineering Services Agreement – An engineering services agreement with The Thrasher Group for the Old Fields storage tank project in the amount of \$38,500 was presented for approval. This agreement is needed to allow Thrasher to develop a preliminary engineering report that is required in order to submit a funding application for the project to the West Virginia Infrastructure and Jobs Development Council (WVIJDC). The District will be preparing the funding application to WVIJDC seeking ancillary funds for the storage tank project. Rose Helmick made a motion to approve the engineering services agreement as presented. Robert Harper seconded the motion. It was unanimously approved. The District will apply for funds from WVIJDC to cover a portion of the costs associated with the construction of these projects.

No members of the general public were present at the meeting.

There being no further business, Rose Helmick made a motion that the meeting be adjourned. Robert Harper seconded the motion. The meeting was adjourned at 5:15 p.m.

The next regular scheduled board meeting will be held **November 3, 2021, 4:30 p.m.** at the office of the PSD located at 2094 US 220 South, Moorefield, West Virginia.



Robert Harper, Chairman

HARDY COUNTY PUBLIC SERVICE DISTRICT
NOVEMBER 3, 2021
4:30 P.M.
2094 US 220 South, Moorefield, West Virginia

Present: Rob Harper, Rose Helmick, Justin Basye, Connie Sherman, HCPSD. Logan Moyers attended via telephone.

The meeting was called to order at 4:30 p.m. by Chairman Robert Harper. Rose Helmick made a motion to approve the minutes of the October 6, 2021 regular meeting minutes as presented. Robert Harper seconded the motion. The motion was approved.

Unfinished Business:

Baker WTP Upgrade Project – Logan Moyers gave an update on the progress of this project. Moyers reported that Michel Construction is scheduled to begin work to increase the elevation of the tanks next week and the work should be completed by the end of the year. Once this work is complete the project can be finalized and closed out. Thrasher Engineering will pay for any costs associated with this work. Moyers reported that our request to use contingency funds was approved by USDA-RD. These funds will be used for the purchase of a backup spare pump for the Dover Hollow booster pump station, and will reimburse the District for costs to upgrade the billing software and to add the Dover Hollow pump station to the SCADA system for monitoring. There will be a final drawdown once all invoices have been received for the purchase of the pumps and it will be the final draw for the project before it is closed.

New PSD Facility Project – Logan Moyers reported that we continue to wait for issuance of a couple remaining construction-related permits before this project can receive authorization from project lender, USDA-RD, to advertise the project for public bids.

Source Water Protection Grant – Logan Moyers reported that since the last meeting he received an agreement from a representative of the West Virginia Conservation Agency (WVCA) that must be executed by the District, the WVCA and the Potomac Valley Conservation District to allow for the installation of the early warning monitoring system to be installed near the raw water intake for the Baker water treatment plant. The agreement has been reviewed by our attorney and is ready to be acted upon by the District. A copy of the agreement was provided to board members for review prior to the meeting. Robert Harper made a motion to approve the agreement as presented. Justin Basye seconded the motion. It was unanimously approved. Moyers told board members the deadline to spend the grant funds and complete the project is the end of the calendar year 2021, however that could not happen due to supply chain issues that are delaying the delivery of the monitoring equipment. Moyers reached out to a representative of the West Virginia Bureau for Public Health who administers the grant funds and was told that as long as the installation agreement has been executed prior to the current deadline, the District will be granted an extension until spring 2022 for project completion.

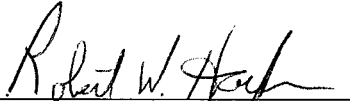
New Business:

New Bank Accounts – The District needs to open two new project checking accounts and a new savings account. Moyers asked board members to approve the opening of project checking accounts for the Carla Acres 2 Tank and the Baker Secondary Water Source projects at Pendleton Community Bank. Moyers also told the board a savings account needed to be opened so that the District could comply with a West Virginia Public Service Commission (WVPSC) order to begin making monthly contributions into a Working Capital Reserve account. He explained this is necessary as a result legislation that was passed requiring public water and sewer utilities to contribute funds to a reserve account that can only be used in emergency situations. Moyers said the use of funds from the account is restricted without prior authorization from the WVPSC. The District intends to open this savings account at Capon Valley Bank to allow for easy transfer of funds from the District's water revenue checking account at CVB. Justin Basye made a motion to open the three new accounts as stated. Rose Helmick seconded the motion. The motion was approved.

No members of the general public were present at the meeting.

There being no further business, Justin Basye made a motion that the meeting be adjourned. Robert Harper seconded the motion. The meeting was adjourned at 4:46 p.m.

The next regular scheduled board meeting will be held **December 8, 2021, 4:30 p.m.** at the office of the PSD located at 2094 US 220 South, Moorefield, West Virginia. The HCPSD Christmas dinner will be held at 6:00 p.m. at O'Neill's Restaurant on that same day.


Robert Harper, 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 regular meeting held on November 3, 2021. 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 8, 2021
4:30 P.M.
2094 US 220 South, Moorefield, West Virginia

Present: Rob Harper, Logan Moyers, Justin Basye, Connie Sherman, HCPSD.

The meeting was called to order at 4:40 p.m. by Chairman Robert Harper. Robert Harper made a motion to approve the minutes of the November 3, 2021 regular meeting minutes as presented. Justin Basye seconded the motion. The motion was approved.

Unfinished Business:

Baker WTP Upgrade Project – Logan Moyers gave an update on the progress of this project. Moyers reported that Michel Construction has completed the work to increase the elevation of the tanks. The remaining work to be completed includes the relocation of the control panel for each unit to a location this is accessible from ground level and the construction of a few steps leading to small platform in order to access the test ports located on the side of each contactor tank. Once this work is complete, representatives from IXOM will come to the plant to begin the startup process which involves reintroducing water and media in the tanks so that the MIEX equipment can be put back into service. The startup work is scheduled for early January 2022. Moyers reported that the District is experiencing delays in receiving the equipment that was ordered with contingency funds from this project and as a result the final drawdown is not ready for approval at this month's board meeting. Moyers said he hoped the equipment would be received and installation complete so that the final drawdown could be presented for approval at either the January or February 2022 meetings.

New PSD Facility Project – Logan Moyers reported the District continues to wait for issuance of a construction stormwater permit from WVDEP before the new facility project can receive authorization, to advertise for public bids from project lender, USDA-RD. Moyers told board members the District has received approval from the WV Fire Marshall's office and received the County building permit since last month's meeting. Moyers said he anticipates receiving approval to advertise for bids in early 2022 and opening bids 30 days later with construction on the project beginning in Spring 2022.

Source Water Protection Grant – Logan Moyers reported that the early warning monitoring system equipment was ordered in November but due to supply chain issues delivery of the equipment will not occur until late February 2022. This equipment will be installed near the raw water intake on the Parker Hollow Impoundment which provides source water for the Baker water treatment plant. The equipment will be used to detect algae blooms and other potential contaminants in the water and will notify the District of those issues so that the contaminated water does not enter the water plant. Moyers reported that due to the delays in receiving the equipment, the District had received an extension for expenditure of the grant funds from the West Virginia Bureau for Public Health until June 2022.

US 220 North Storage Tank – Logan Moyers reported that the US 220 North water storage tank project was listed as an upcoming project at the WVIJDC December meeting and the project is on the agenda to be discussed at WVIJDC's January 2022 meeting.

New Business:

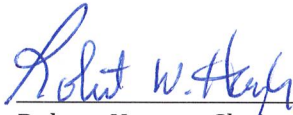
2022 Board Officers – The District's annual election of board officers took place at the meeting. Following brief discussion, Robert Harper made a motion to elect Justin Basye as Vice-Chairman. Connie Sherman seconded the motion. It was unanimously approved. Justin Basye made a motion to re-elect Robert Harper as Chairman. Connie Sherman seconded the motion. It was unanimously approved. Robert Harper made a motion to re-elect Connie Sherman as Secretary. Justin Basye seconded the motion. It was unanimously approved. The term for these officers will be calendar year 2022.

2022 Yearly Meeting Schedule – The 2022 yearly meeting schedule was reviewed for approval. Board meetings will be held at 4:30pm in the office of the District on the first Wednesday of every month except for December which will be the second Wednesday. Justin Basye made a motion to approve the schedule as presented. Robert Harper seconded the motion. It was unanimously approved. The schedule will be advertised in the local newspaper.

No members of the general public were present at the meeting.

There being no further business, Justin Basye made a motion that the meeting be adjourned. Robert Harper seconded the motion. The meeting was adjourned at 5:11 p.m.

The next regular scheduled board meeting will be held **January 5, 2022, 4:30 p.m.** at the office of the PSD located at 2094 US 220 South, Moorefield, West Virginia.


Robert Harper, Chairman