

HARDY COUNTY PUBLIC SERVICE DISTRICT
JUNE 7, 2023
4:30 P.M.
2094 US 220 South, Moorefield, West Virginia

Present: Rob Harper, Logan Moyers, Rose Helmick, Connie Sherman -HCPDS.

The meeting was called to order at 4:32 p.m. by Chairman Robert Harper. Robert Harper made a motion to approve the minutes of the May 3, 2023 regular meeting minutes with one wording revision. Rose Helmick seconded the motion. The motion was unanimously approved.

Unfinished Business:

New PSD Facility Project – Logan Moyers informed the board the contractor is currently on schedule and continues to make progress on the construction of the District’s new facility. The contractor is preparing to pour the footers for the building and begin the base structure of the building. Amendment #2 to the Engineering Service Agreement with The Thrasher Group was presented for approval. This amendment adds materials testing to The Thrasher Group’s scope of work for the project and includes a \$15,000 increase in engineering services fees to cover the cost of performing the testing. This brings the total engineering services agreement amount for the project to \$167,000. Rose Helmick made a motion to accept the amendment as presented. Robert Harper seconded the motion. It was unanimously approved. Change Order #1 in the amount of \$13,307.76 was presented for approval. The change order will increase the amount of contract #1 to include the work by the contractor to relocate the underground electric line that was discovered during the clearing of the project site. Robert Harper made a motion to approve change order #1. Rose Helmick seconded the motion. It was unanimously approved. Pay requisition #3 in the amount of \$122,812 was presented for approval at the meeting. The breakdown for this pay requisition was \$109,033 to the contractor for construction work performed, \$2,742 to The Thrasher Group for engineering services and \$11,037 to Hardy County PSD for reimbursement of project expenses previously paid. Rose Helmick made a motion to approve pay requisition #3. Robert Harper seconded the motion. It was unanimously approved. The engineering agreement amendment, change order and pay requisition will now be passed onto project lender, USDA Rural Development for final review and approval.

Carla Acres II Water Storage Tank – Logan Moyers reported that site work for the Carla Acres II storage tank continues to be scheduled to be completed by the subcontractor in late June and July with the tank construction scheduled to be completed in August and September. Hopefully all work included in the tank project contract can be completed and operational by the end of 2023.

Baker Secondary Water Source – Logan Moyers provided an update on the District’s ongoing efforts to establish a secondary water source for the Baker water system. A conference call was held in May with the West Virginia Conservation Agency (WVCA) and the Natural Resources Conservation Service (NRCS) regarding the District’s request for authorization to drill test wells on State Conservation Committee (SCC) property adjacent to the Baker water plant. The proposed test wells will allow the District to determine if groundwater can be utilized as a secondary water source for the Baker public water system. Logan felt that the call went well and is hopeful that the District will receive authorization to move forward with the test wells. During the call, NRCS engineers agreed to allow the District and its consulting engineers at The Thrasher Group to provide a lesser amount of information than had been originally requested by NRCS in order for a determination to be made on the District’s request. Previously, NRCS had required that all information relative to the entire proposed project, from the initial test wells phase to the final phase establishing permanent wells and construction of a new raw water storage tank, be provided for review. However, NRCS will now allow the project to be approved in phases, with the first being the establishment of the proposed test wells to determine if the project is even feasible. If the test wells do not produce sufficient volume to be utilized as a secondary source, the project will be abandoned. The District will now work with the Thrasher Group to provide information specific to the test wells phase to NRCS by mid-June so that the information can be review and a determination can be made by the SCC at its July 11th quarterly meeting.

Town of Wardensville Rate Increase – Logan Moyers provided an update on the ongoing case between the District and the Town of Wardensville regarding the Town’s proposed 175% rate increase to the District. The District has protested the Town’s proposed increase and believes it to be excessive. The District is agreeable to WVPSC Staff’s recommended rate of \$7.10 per 1,000 gallons, which is a lesser 97% increase compared to the 175% increase that has been requested by the Town. Moyers told board members that he testified on the District’s behalf at an evidentiary hearing held at WVPSC headquarters in Charleston on May 30th where he detailed the District’s position that the Town’s proposed increase is excessive, Moyers believes the hearing went well for the District and is hopeful that WVPSC will determine the proposed 175% increase was indeed excessive and sets the rate at a lesser amount. Both parties now have until June 15th to file initial briefs following the evidentiary hearing, with reply briefs then due by June 22nd. A final decision from WVPSC on an appropriate rate is due by July 28th.

Town of Moorefield Water Purchase Contract – Logan Moyers reported that he had no update regarding the PSD’s water purchase contract with the Town. The last update from the Town was that they were working with their attorney to review the proposed agreement as drafted by the District’s attorney before the new agreement is put before the Town Council and PSD Board for approval.

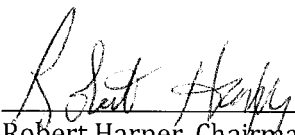
FY24 Budget – Moyers presented the board with a proposed \$2 million water operating budget and a \$61,000 sewer operating budget for fiscal year 2024. Rose Helmick made a motion to go into executive session to discuss employee salaries. Robert Harper seconded the motion. The board went into executive session at 5:15 pm. The board exited executive session at 5:31 pm. Following executive session, Rose Helmick made a motion to approve a one-time end of year salary increase in the amount of \$2,500 per tenured employee and \$500 one-time salary increase to the non-tenured employees which totaled \$14,500. Robert Harper seconded the motion. It was unanimously approved. The board wanted to be clear that the basis for the one-time increase, as opposed to a permanent salary increase, is because there were not adequate funds in the operating budget for a permanent increase, and this one-time payment to employees was able to take place as a result of a budget surplus at the end of the current fiscal year. Rose Helmick made a motion to approve the water and sewer operating budgets as presented. Robert Harper seconded the motion. It was unanimously approved.

Auditing Services - Logan Moyers informed the board that the CPA firm the District has long used to perform its annual audits, Roth & White, has informed the District that their firm will no longer be performing audit services. This includes the preparation of financial statements which are a requirement of the District’s funding agencies and are also required by the WV Public Service Commission as part of WV state code. The District was informed by the WV State Auditor’s office that it must procure new auditing services by issuing requests for proposals to qualified accounting firms and evaluating which firm to engage for future services. The State Auditor’s office also stipulated that the contract for auditing services from whichever firm the District chooses, must cover the next three fiscal years. Moyers told board members the District has submitted proposals to several qualified firms who were selected from a list provided by the state auditor’s office and a new auditor will need to be chosen at the next board meeting. It is possible that the District may retain Roth & White for other accounting services.

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 5:41 p.m.

The next regular scheduled board meeting will be held **July 12, 2023, 4:30 p.m.** at the office of the PSD located at 2094 US 220 South, Moorefield, West Virginia.


Robert Harper, Chairman