

HARDY COUNTY PUBLIC SERVICE DISTRICT

FEBRUARY 6, 2014

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 10:05 a.m. by Chairman Gapp. Melvin Shook made a motion to approve the December 11, 2013 regular 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 bid overrun. The District requested \$136,950.00 of additional funds from the project lender, WVIJDC. The request was approved in the amount of \$100,000.00 additional grant and \$36,950.00 of additional loan money for the project. These funds will allow us to keep our existing bids. Due to the need for additional funding, it was necessary to re-open our WVPSC certificate case for this project. With the small increase in the loan amount, we will be still able to keep the rates that were published for this project. Pending WVPSC's approval of the bid overrun for the project, we should be able to award both contracts within the 90-day bid hold period and stay on our current schedule.

Parker Hollow Storage Tank Upgrade – We continue to work with Thrasher to design a mixing and aeration system for the Parker Hollow tank. This system will help to maintain chlorine levels and prevent the formation of disinfectant by-products in the water system. A cost estimate for the system should be available for board approval at the next meeting so that we can move forward with the installation of this system. It will be necessary to install electric service to the tank in order to operate this system. We have been working with Potomac Edison who developed a proposal for an electric extension to the tank site. Following discussion, Clyde See made a motion to proceed with the installation of electric service to the Parker Hollow tank. Melvin Shook seconded the motion. It was unanimously approved.

Dover Hollow Extension Project – The District did not receive funding for the Dover Hollow Extension project thru our CDBG application. We will resubmit the funding application again this year with the addition of providing service to customers on Fort Run Road to increase the number of new customers to be served. Clyde See made a motion to authorize the Chairman to execute the signature pages of the WVIJDC application. Melvin Shook seconded the motion. It was unanimously approved.

MISCELLANEOUS BUSINESS:

Company Credit Card – The District is working with Summit Community Bank to switch our company credit card due to issues with our existing credit card provider. Clyde See made a motion to authorize the credit application to be completed. 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 *March 5, 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
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 February 6, 2014. 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 AGENDA

2094 US Rt. 220 South, Moorefield, WV

February 25th, 2014

10:00AM

- a. Call to Order
- b. Consider and act upon a proposed Bond Resolution providing for the issuance of its Sewer Revenue Bonds, Series 2013 A (the "Series 2013 A Bonds") entitled:

RESOLUTION AUTHORIZING THE ACQUISITION AND CONSTRUCTION OF PUBLIC SEWERAGE FACILITIES OF HARDY COUNTY PUBLIC SERVICE DISTRICT AND THE FINANCING OF THE COST, NOT OTHERWISE PROVIDED, THEREOF THROUGH THE ISSUANCE BY THE DISTRICT OF NOT MORE THAN \$1,271,950 IN AGGREGATE PRINCIPAL AMOUNT OF SEWER REVENUE BONDS, SERIES 2014 A (WEST VIRGINIA INFRASTRUCTURE FUND); PROVIDING FOR THE RIGHTS AND REMEDIES OF AND SECURITY FOR THE REGISTERED OWNERS OF SUCH BONDS; AUTHORIZING EXECUTION AND DELIVERY OF ALL DOCUMENTS RELATING TO THE ISSUANCE OF SUCH BONDS; APPROVING, RATIFYING AND CONFIRMING A LOAN AGREEMENT RELATING TO SUCH BONDS; AUTHORIZING THE SALE AND PROVIDING FOR THE TERMS AND PROVISIONS OF SUCH BONDS AND ADOPTING OTHER PROVISIONS RELATING THERETO

- c. Consider and act upon a proposed Supplemental Resolution providing for the issuance of the Series 2013 A Bonds.
- d. Consider and act upon a Draw Resolution for the payment of invoices from the Series 2013 A Bonds.
- e. Consider and act upon a Sweep Resolution pertaining to the automatic payment of bonds to the Municipal Bond Commission.
- f. Consider and act upon a Resolution authorizing the General Manager to have signature authority on all documents relating to the Baker Sewer Project.
- g. Consider and act upon a Rules of Procedure Resolution
- h. Election of 2014 HCPSD Officers
- i. To consider any and all matters related to the foregoing.
- j. Adjourn

Hardy County Public Service District
Sewer Revenue Bonds, Series 2014A
West Virginia Infrastructure Fund

MINUTES ON ELECTION OF OFFICERS FOR YEAR 2014, ADOPTION OF BOND
RESOLUTION, SUPPLEMENTAL RESOLUTION, SWEEP RESOLUTION, FIRST DRAW
RESOLUTION AND AUTHORIZING RESOLUTION

The undersigned Secretary of the Public Service Board of Hardy County Public Service District hereby certifies that the following is a true and correct excerpt of the minutes of a special meeting of the said Public Service Board:

The Public Service Board of Hardy County Service District met in special session, pursuant to notice duly given, on the 25th day of February, 2014, at Moorefield, West Virginia, at the hour of 10:00 a.m.

PRESENT: Matthew Gapp
Melvin Shook, Jr.
Clyde See, Jr.
Logan Moyers
Connie Sherman
John Stump - Bond Counsel

ABSENT: None

Matthew Gapp acted as Chairman, presided and Connie Sherman acted as Secretary.

The Chairman announced that a quorum of members was present and that the meeting was open for any business properly before it.

Thereupon, following nomination and vote for each office, the following members were elected to the following offices for the 2014 calendar year:

Matthew G. Gapp - Chairman
Melvin Shook, Jr. - Vice-Chairman
Connie Sherman - Secretary

Next the Chairman presented a proposed Bond Resolution in writing entitled:

RESOLUTION AUTHORIZING THE ACQUISITION AND CONSTRUCTION OF PUBLIC SEWERAGE FACILITIES OF HARDY COUNTY PUBLIC SERVICE DISTRICT AND THE FINANCING OF THE COST, NOT OTHERWISE PROVIDED, THEREOF THROUGH THE ISSUANCE BY THE DISTRICT OF NOT MORE THAN \$1,271,950 IN AGGREGATE PRINCIPAL AMOUNT OF SEWER REVENUE BONDS SERIES 2014 A (WEST VIRGINIA

INFRASTRUCTURE FUND); PROVIDING FOR THE RIGHTS AND REMEDIES OF AND SECURITY FOR THE REGISTERED OWNERS OR SUCH BONDS; AUTHORIZING EXECUTION AND DELIVERY OF ALL DOCUMENTS RELATING TO THE ISSUANCE OF SUCH BONDS; APPROVING, RATIFYING, AND CONFIRMING A LOAN AGREEMENT RELATING TO SUCH BONDS; AUTHORIZING THE SALE AND PROVIDING FOR THE TERMS AND PROVISIONS OR SUCH BONDS AND ADOPTING OTHER PROVISIONS RELATING THERETO.

and caused the same to be read and there was discussion. Thereupon, on motion duly made by Clyde See, Jr. and seconded by Melvin Shook, Jr., it was unanimously ordered that the said Bond Resolution be adopted and be in full force and effect on and from the date hereof.

Next the Chairman presented a proposed Supplemental Resolution in writing entitled:

SUPPLEMENTAL RESOLUTION PROVIDING AS TO PRINCIPAL AMOUNT, DATE, MATURITY DATE, REDEMPTION PROVISION, INTEREST RATE, INTEREST AND PRINCIPAL PAYMENT DATES, SALE PRICES AND OTHER TERMS OF THE SEWER REVENUE BONDS, SERIES 2014 A (WEST VIRGINIA INFRASTRUCTURE FUND), OF HARDY COUNTY PUBLIC SERVICE DISTRICT; APPROVING AND RATIFYING THE LOAN AGREEMENT RELATING TO THE BONDS; AUTHORIZING AND APPROVING THE SALE OF THE BONDS TO THE WEST VIRGINIA WATER DEVELOPMENT AUTHORITY; DESIGNATING A RESISTRAR, PAYING AGENT AND DEPOSITORY BANK; AND MAKING OTHER PROVISIONS AS TO THE BONDS.

and caused the same to be read and there was discussion. Thereupon, on motion duly made by Clyde See, Jr. and seconded by Melvin Shook, Jr., it was unanimously ordered that the said Supplemental Resolution be adopted and be in full force and effect on and from the date hereof.

Next the Chairman presented a proposed Sweep Resolution for the authorization of electronic monthly debt service and reserve fund payments to the Municipal Bond Commission. Thereupon, on motion duly made by Clyde See Jr., and seconded by Melvin Shook, Jr., it was unanimously ordered that the said Sweep Resolution be adopted.

Next the Chairman presented a Rules of Procedure Resolution. Thereupon, on motion duly made by Clyde See Jr., and seconded by Melvin Shook, Jr., it was unanimously ordered that the said Rule of Procedure Resolution be adopted.

Next the Chairman presented a proposed Draw Resolution for the approval of invoices. Thereupon, a motion duly made by Clyde See, Jr. and seconded by Melvin Shook, Jr. , was unanimously ordered that the said Draw Resolution be adopted.

Next the Chairman presented an Authorizing Resolution which would duly authorize Logan Moyers, General Manager and Melvin Shook, Vice-Chairman, to act on and sign on behalf of the Hardy County Public Service District any and all state actions as related to the Baker Sewer Project. Thereupon, on motion duly made by Clyde See Jr., and seconded by Melvin Shook, Jr., it was unanimously ordered that the said Authorizing Resolution be adopted.

There being no further business to come before the meeting, on motion duly made and seconded, it was unanimously ordered that the meeting adjourn.

Hardy County Public Service District
Authorizing Resolution
Baker Sewer Project

At a special meeting of the Hardy County Public Service District, General Manager, Logan Moyers and Vice-Chairman, Melvin Shook are duly authorized to act on and sign on behalf of the Hardy County Public Service District any and all state actions as they relate to the Baker Sewer Project funded by the West Virginia Infrastructure & Jobs Development Council including but not limited to pay requisitions and other contract documents.

This motion being duly presented and seconded, has been adopted by a quorum vote and therefore, Logan Moyers and Melvin Shook may sign all such documents relative to the Baker Sewer Project on behalf of the Hardy County Public Service District, but only upon approval of such documents by the Public Service Board of the Hardy County Public Service District.

Adopted this 25th day of February, 2014.

[Seal]

By:

Connie E. Sherman
Secretary

Matthew B Gapp
Chairman

Logan Moyers
Logan Moyers, General Manager

Melvin Shook
Melvin Shook, Vice-Chairman

HARDY COUNTY PUBLIC SERVICE DISTRICT

APRIL 9, 2014

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, The Thrasher Group, Inc.; Jean Flanagan, Moorefield Examiner.

The meeting was called to order at 10:05 a.m. by Chairman Gapp. Melvin Shook made a motion to approve the December 17, 2013 special meeting minutes, February 6, 2014 regular meeting minutes and the February 25, 2014 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. Since the last board meeting many issues have arisen regarding the Baker Sewer Project. The District was successful in securing the bid overrun funds from WVIJDC and closed on that funding March 7, 2014. In the days following the closing, all required payment and performance documents were received from Ferri Contracting, the plant contractor. However, the collection system contractor was not able to secure and provide the necessary bond documents. Following a one-week bid hold extension, the District realized that Little Mountain Pipeline, the collection system contractor, was not able to secure the bonding required to award the contract and the District would need to move on to the next lowest bidder in order to move the project to construction. Bear Contracting, the next lowest bidder, agreed to extend his bid-hold time to allow the District time to obtain the additional \$265,666 that was needed to accept his bid. The District was forced to go back to WVIJDC to request the additional funding in order to keep the current bids, current rate structure and timeline established for the project. The WVIJDC has never had this situation happen in over two decades of funding projects throughout the State. The WVIJDC Funding Committee referred the decision back to the full Council board. Following a week of discussion on how to handle this unprecedented situation, the District was awarded the additional grant funds. Clyde See made a motion to authorize the Chairman to sign the project documents related to the additional grant funding including a revised grant agreement, Second Supplemental Resolution and revised Schedule B. Melvin Shook seconded the motion. It was unanimously approved. A preconstruction meeting is scheduled for April 23, 2014 at 1:00 p.m. at the office of the District.

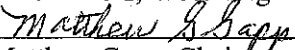
MISCELLANEOUS BUSINESS:

The District has a certificate of deposit in the amount of \$153,010.30 that is up for renewal. After checking with all area banks and seeing that all available certificate of deposit rates were below 0.5%, discussion was held to transfer the money to a savings account. Clyde See made a motion to authorize the transfer of funds from the certificate of deposit to a savings account at the Pendleton Community Bank. 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 10:20 a.m. The meeting was adjourned.

The next regular board meeting is scheduled for **May 7, 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 April 9, 2014. 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 4, 2014

10:00 A.M.

2094 US 220 South, Moorefield, West Virginia

Present: Matthew Gapp, Clyde See, Melvin Shook, Logan Moyers and Connie Sherman, HCPSPD; Jean Flanagan, Moorefield Examiner; Lucas Gagnon and Marshall Combs, Town of Moorefield.

The meeting was called to order at 10:03 a.m. by Chairman Gapp. Melvin Shook made a motion to approve the April 9, 2014 regular 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. The plant contractor plans to be on site and begin work on Monday, June 9th and the line contractor plans to be on site and begin work on Monday, June 16th. The project should be completed at the end of this calendar year.

Engineering Services Agreement – A copy of an Engineering Services Agreements with the Thrasher Group, Inc. was provided to each board member in their meeting packet. This agreement would cover engineering services outside of a project and would be on an as needed basis. The District would be billed on an hourly basis and annual billing will not exceed \$15,000.00. Clyde See made a motion to approve the engineering services agreement and to authorize Chairman Gapp to execute the agreement. Melvin Shook seconded the motion. It was unanimously approved.

FY15 Budget – FY15 proposed water and sewer operating budgets were presented for approval. Clyde See made a motion to approve the proposed budgets subject to the right to amend the budgets as necessary. Melvin Shook seconded the motion. It was unanimously approved.

Worker's Compensation Exclusion Agreement – An agreement was presented excluding the board members of the District from coverage under its worker's compensation policy with Brickstreet. Clyde See made a motion to approve the agreement. Melvin Shook seconded the motion. It was unanimously approved.

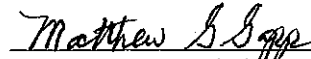
NEW BUSINESS:

Town of Moorefield Rate Increase – Lucas Gagnon, Public Works Director of the Town of Moorefield, was in attendance at the meeting to let the District know that funding is in place for the construction of the Town of Moorefield's new water plant. It is anticipated it will be up to three years before the project is complete. All District customers other than those in the Baker and Wardensville areas use water purchased by the District from the Town of Moorefield. Mr. Gagnon informed the District that the water purchase rate is anticipated to raise over 70% from the current \$1.07 per 1,000 gallons to \$1.83 per 1,000 gallons. As part of the rate increase associated with the water plant project, the Town is proposing annual "step increases" and the District's first increase would be effective with the September 2014 billing with the rate going to \$1.34 per 1,000 gallons which is a 25% rate increase from our current rate. Logan Moyers explained that while the District has been able to make some cuts and absorb the Town of Moorefield's previous two rate increases and the Town of Wardensville past three increases without being forced to raise the rates of the District's customers, the District is, by design currently, "breaking even" and cannot absorb what would essentially be an additional \$100,000.00 in annual purchased water costs from the Town of Moorefield without increasing the District's customers' rates. Moyers explained that WVPSC has a system in place for this exact scenario called a pass-through rate increase, whereby only the increase in rates imposed by the Town of Moorefield will be "passed" on to the District's customers and other factors that could lead to additional increases are not considered. Clyde See directed the General Manager to consult the District's attorney on the matter and have him plan to file a request to include that the District be a party in the Town of Moorefield's rate increase case with the WVPSC.

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.

The next regular board meeting is scheduled for **July 2, 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 June 4, 2014. 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 6, 2014

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; Kylea DeMarco, The Thrasher Group.

Absent: Clyde See

The meeting was called to order at 10:05 a.m. by Chairman Gapp. Melvin Shook made a motion to approve the June 4, 2014 regular 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. The line contractor has been working in the industrial park and is working near the Ely property. Kylea DeMarco added that there had been some problems with manholes that were delivered from the suppliers' new concrete plant which had slowed the construction progress. These issues have now been resolved and the contractor plans to add a second crew next week to begin work on the force main on Old Baker Road. She also reported that the plant contractor will be on site next Monday and that the electric application has been submitted for the plant site. Change Order #1 for Contract #1 was presented for approval. This change order in the amount of \$5,000.00 was for the increase in the price of stone during the bid hold extension. Melvin Shook made a motion to approve Change Order #1 for Contract #1. Matthew Gapp seconded the motion. It was unanimously approved. Change Order #2 for Contract #1 was presented for approval. This change order in the amount of \$1,743.00 was to cover an upgrade in piping at the request of WVDOH. Melvin Shook made a motion to approve Change Order #2 for Contract #1. Matthew Gapp seconded the motion. It was unanimously approved. Change Order #1 for Contract #2 was presented for approval. This change order in the amount of \$212,729.14 was a reduction in the scope of the plant contract due to the bid overrun. Melvin Shook made a motion to approve Change Order #1 for Contract #2. Matthew Gapp seconded the motion. It was unanimously approved. Pay Requisition #3 was presented for approval in the amount of \$210,073.95. Melvin Shook made a motion to approve the pay requisition. Matthew Gapp seconded the motion. It was unanimously approved.

NEW BUSINESS:

Water Point Network Plan - Logan Moyers presented information on the WaterPoint Network Plan. This software application would be used to assist in the day-to-day management and maintenance activities of our water system by allowing the staff to update system mapping, instantly schedule and communicate work orders, track maintenance activities, record data and remotely access and operate the SCADA system from the field. The initial cost would be \$1,000 for the software company to download our existing GPS data onto the network and our devices. A 3 year plan with the software company is \$3,000.00 which includes training of employees, data backup and support. The HCPSD would need to purchase 5 Apple Ipads and enter into a business data plan with a local cellular phone provider. Three local cellular phone providers have been contacted and the monthly data plan is estimated to be around \$150.00 per month. Melvin Shook requested to table a motion on the purchase of this system until the next meeting. Logan Moyers will have additional information regarding the selection of a cellular phone provider and a data plan monthly cost for the next meeting.

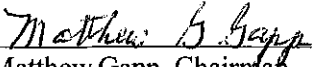
OLD BUSINESS:

Town of Moorefield Rate Increase – Logan Moyers continues to follow and watch the status of the Town of Moorefield’s proposed rate increase. To date, no new information has been filed with WVPS.

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 10:40 a.m. The meeting was adjourned.

The next regular board meeting is scheduled for *September 3, 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 August 6, 2014. 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

SEPTEMBER 3, 2014

10:00 A.M.

2094 US 220 South, Moorefield, West Virginia

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

The meeting was called to order at 10:10 a.m. by Chairman Gapp. Clyde See made a motion to approve the August 6, 2014 regular meeting minutes as prepared. Melvin Shook seconded the motion. It was unanimously approved.

Baker Sewer Project – Kylea DeMarco provided a construction report and update on the Baker Sewer Project. Although the line contract is moving forward she does anticipate that the contract will need to be extended due to lack of power. Logan Moyers reported that Allegheny Power's policy is that the customer must be ready and waiting for power before they start their lengthy process of supplying the power. Allegheny Power applications have been submitted. The plant contractor has completed the site work and their supplier has set and plumbed the plant and completed the concrete work. Underground power will be utilized rather than the originally designed overhead power at the plant site in an effort to avoid any future issues with any development in the industrial park. Pay Requisition #4 was presented for approval in the amount of \$225,776.93. Clyde See made a motion to approve the pay requisition. Melvin Shook seconded the motion. It was unanimously approved.

OLD BUSINESS:

Water Point Network Plan - Logan Moyers presented additional information on the WaterPoint Network Plan. This software application would be used to assist in the day-to-day management and maintenance activities of our water system by allowing the staff to update system mapping, instantly schedule and communicate work orders, track maintenance activities, record data and remotely access and operate the SCADA system from the field. The initial cost would be \$1,000 for the software company to download our existing GPS data onto the network and our devices. A 3 year plan with the software company is \$3,000.00 which includes training of employees, data backup and support. Melvin Shook made a motion to approve the purchase of five Apple I pads, Water Point Network software and three year contract and an AT & T data plan necessary to support this system. Clyde See seconded the motion. It was unanimously approved.

MISCELLANEOUS BUSINESS:

Logan Moyers reported that Tom Michael, HCPSD attorney, informed him that he will be retiring effective March 11, 2015. Clyde See suggested the General Manager ask Tom Michael if he can recommend another attorney who specializes in utility work.

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 10:40 a.m. The meeting was adjourned.

The next regular board meeting is scheduled for **October 1, 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 September 3, 2014. 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 1, 2014

10:00 A.M.

2094 US 220 South, Moorefield, West Virginia

Present: Melvin Shook, Clyde See, Logan Moyers and Connie Sherman, HCPSD; Kylea DeMarco, The Thrasher Group; Bill Robinette, WVDOH; Kevin Miller, Business Owner.

Absent: Matthew Gapp

The meeting was called to order at 10:05 a.m. by Vice-Chairman Melvin Shook. Clyde See made a motion to approve the September 3, 2014 regular meeting minutes as prepared. Melvin Shook seconded the motion. It was unanimously approved.

Baker Sewer Project – Kylea DeMarco provided a construction report and update on the Baker Sewer Project. Bear Contracting, contract #1 – collection system, has requested a 30 day contract extension due to some changes made by WVDOH, electric issues and late arrival of materials. This extension is included in change order #3 for this contract. Most of the main sewer line has been installed as part of contract #1 along with 25 manholes. There was an issue with the work order for the electric service on contract #1. The electric company put Moorefield work order numbers on work that was to be done in Baker. This caused confusion because work to be done in Moorefield is scheduled from the Petersburg office while work in Baker is scheduled from the Augusta office. This has now been changed. Reclamation of Old Baker Road was fixed last Friday following the damage from the previous storms. Ferri Contracting, contract #2 – sewer plant, has finished his work until such time that electric is available for the start up of the plant. There will be a need for an electric extension to get service to the plant. Change Order #3 for Contract #1 was presented for approval. The change order is an increase of \$11,144.91 and includes a 30 day contract extension, additional shoulder stone required by WVDOH, steel casing at the Perdue Entrance and HDD bore of the stream. Clyde See made a motion to approve the change order as presented. Melvin Shook seconded the motion. It was unanimously approved. Change Order #2 for Contract #2 was presented for approval in the amount \$3,007.77. This increase was necessary for underground electric service at the sewer plant. Clyde See made a motion to approve the change order as presented. Melvin Shook seconded the motion. It was unanimously approved. Pay Requisition #5 was presented for approval in the amount of \$379,370.90. Clyde See made a motion to approve the pay requisition. Melvin Shook seconded the motion. It was unanimously approved.

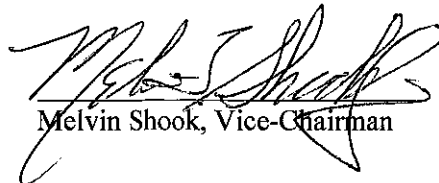
NEW BUSINESS:

Bill Robinette and Kevin Miller were present at the meeting to discuss the possibility of road work to lower the grade of the hill near Mr. Miller's businesses for safety reasons. The project will require the relocation of approximately 200' of the District's main water line on Darlington School Road onto private property. The property is owned by Mr. Miller and there would be no issue in obtaining the easement for the relocation. Mr. Robinette stated that the WVDOH supports the project and will assist with the excavation for the relocation since there will be equipment near the site. Mr. Robinette stated that the project could be done "in-house" rather than involving the State or District WVDOH offices which would speed up the completion of the project. However, the State would not reimburse the District in this scenario. Another option would be to have this project funded by the WVDOH at the State level with Safety Funds. In this scenario, the District would be reimbursed for the relocation expenses however the project would not be completed for some time. Logan Moyers stated the District would support the project but is concerned about the cost to the District and if there would be any cost sharing. Logan Moyers and Kevin Markwood will meet with Mr. Miller at his business to get an idea of the work involved. Following discussion, Clyde See made a motion to authorize the general manager to work with the property owner and WVDOH to resolve the issue in a manner that is agreeable to all parties. 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, Clyde See made a motion that the meeting be adjourned at 10:30 a.m. The meeting was adjourned.

The next regular board meeting is scheduled for *November 5, 2014, 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

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 1, 2014. 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 10, 2014

10:00 A.M.

2094 US 220 South, Moorefield, West Virginia

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

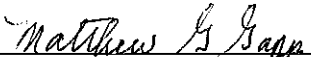
The meeting was called to order at 10:10 a.m. by Chairman Matthew Gapp. Melvin Shook made a motion to approve the November 5, 2014 regular meeting minutes as prepared. Clyde See seconded the motion. It was unanimously approved.

Baker Sewer Project – Logan Moyers provided a construction report and update on the Baker Sewer Project. Electric service has been extended to the plant site however there is a delay in extending electrical service to the lift station behind the EA Hawse Rehabilitation Center while the power company works to secure an easement from EA Hawse which can be a timely process. Mr. Moyers said he is hopeful that EA Hawse will have the easement to Potomac Edison by the end of the year, with the electric extension occurring soon after the first of the year. Bear Contracting, contract #1 – work on this contract is nearly complete. Change Order #5 for Contract #1 was presented. This change order is a decrease in project costs in the amount of \$50,599.44. This change order consists of a 60 day contract extension, as well as a construction change to provide for additional fencing, exploratory work needed for connection to a 3” sewer line and 3” electrical conduit, driveway repair and final quantity adjustments. Melvin Shook made a motion to approve the change order as presented. Clyde See seconded the motion. It was unanimously approved. Ferri Contracting, contract #2 – work on this contract is nearly complete. Change Order #3 for Contract #2 was presented. This is a non-monetary change order but will increase the contract time by 60 days making the new substantial completion date January 28, 2015. Pay Requisition #7 was presented for approval in the amount of \$82,232.29. Clyde See made a motion to approve the pay requisition. 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, Clyde See made a motion that the meeting be adjourned at 10:20 a.m. The meeting was adjourned.

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


Matthew Gapp, Chairman

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 10, 2014. 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 5, 2014

10:00 A.M.

2094 US 220 South, Moorefield, West Virginia

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

The meeting was called to order at 10:06 a.m. by Chairman Matthew Gapp. Melvin Shook made a motion to approve the October 1, 2014 regular meeting minutes as prepared. Clyde See seconded the motion. It was unanimously approved.

Baker Sewer Project – Kylea DeMarco provided a construction report and update on the Baker Sewer Project. Bear Contracting, contract #1 – all of the gravity main sewer line has been installed except for the connection for Loudoun Heights and most of the force main sewer line has been installed. Change Order #4 for Contract #1 was presented. This change order is an increase in the amount of \$34,406.80. This change order consists of a 30 day contract extension, as well as a construction change that will extend the force main section of the system on Old Baker Road to the opposite side of WV SR 55 by use of a directional bore and will also add an E-one pump to serve a property on Old Baker Road. This change order is necessary because poor soil conditions under WV SR 55 prevent use of a conventional bore and gravity sewer as was planned. Melvin Shook made a motion to approve the change order as presented. Clyde See seconded the motion. It was unanimously approved. Ferri Contracting, contract #2 – work on this contract is nearly complete, however the contractor continues to wait on electrical service from Potomac Edison. Once power is available, the contractor is ready for the start up of the plant and will complete the fencing and final grade work. Pay Requisition #6 was presented for approval in the amount of \$486,963.38. Clyde See made a motion to approve the pay requisition. Melvin Shook seconded the motion. It was unanimously approved.

OLD BUSINESS:

Darlington School Relocation – Logan Moyers provided an update on Kevin Miller's request for a water line relocation on Darlington School Road. Mr. Miller is working with WVDOH to improve a section of Darlington School Road that fronts his property. In order to complete the road work, a water line relocation is necessary. After developing the cost of the project, it was determined that due to the amount of work that will be necessary and the fact that the project can qualify for funding with WVDOH safety funds in Spring 2015, Mr. Miller and WVDOH have opted to delay the project until that time.

MISC BUSINESS:

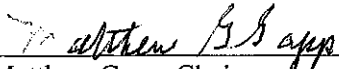
Logan Moyers informed the board that Elizabeth Snyder will be retiring at the end of this calendar year. Mrs. Snyder will work until the end of the year and then use her accumulated leave to make her retirement effective February 1, 2015.

Discussion was held regarding the HCPSD annual dinner to be held at O'Neill's restaurant during the second week of December. The board members will receive information once a date and time have been chosen.

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 10, 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 November 5, 2014. 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.