

HARDY COUNTY PUBLIC SERVICE DISTRICT  
DECEMBER 12, 2018  
4:00 P.M.  
2094 US 220 South, Moorefield, West Virginia

Present: Rob Harper, Rose Helmick, Logan Moyers, Kevin Markwood, Connie Sherman, HCPSD; and Jean Flanagan, Media.

The meeting was called to order at 4:10 p.m. by Acting Chairman Robert Harper. Mr. Harper will serve as Acting Chairman due to the death of Chairman Matthew Gapp until another board member is appointed and elections are held. Robert Harper made a motion to approve the minutes of the October 3, 2018 regular meeting minutes as presented. Rose Helmick seconded the motion. The motion was approved.

***New Business:***

***Resolution in memory of Matthew Gapp*** – A Resolution honoring the service of Matthew Gapp as a founding member of the District was presented. Mr. Gapp passed away November 29, 2018. Robert Harper made a motion to adopt the Resolution as presented. Rose Helmick seconded the motion. It was unanimously approved. A copy of the Resolution will be given to the family and will be printed in the local newspaper.

***Unfinished Business:***

***Baker WTP Upgrade Project Update*** - Logan Moyers gave an update on the progress of the Baker WTP Upgrade project. Mr. Moyers reported that the funding application has been reviewed by regional USDA-RUS staff and has been forwarded to the state office for final approval. This means that we should receive news regarding a funding commitment in the near future. While we wait for an award commitment from USDA-RUS we continue to work to have everything prepared so that we are ready to submit our certificate case filing with WVPSC soon after receiving the funding commitment. We have worked with our attorney to file a Notice of Intent with WVPSC, a requirement that lets WVPSC know to expect a certificate case filing for our upcoming project within the next 90 days. All project related permits have been submitted to the appropriate agencies. We have also worked with our project accountant to draft a new Rule 42 financial analysis that includes fiscal year 2018. The new draft Rule 42 was completed in early December and after incorporating the funding commitment terms will be ready to be included in the certificate case filing with WVPSC. We are also continuing to work with Thrasher and our attorney to have everything that must be included as part of the certificate case filing ready and waiting to go once the funding commitment has been received.

***Hampshire County Resale Request*** – Logan Moyers provided an update on the possibility of selling bulk water to Central Hampshire PSD at the Hampshire County line on US 220 North. Central Hampshire PSD recently provided us with some rough demand calculations and has in turn requested we provide them with an estimated resale rate. We are working with our project accountant to develop an estimated resale rate and will provide that information to Hampshire County once it has been determined.

**District Office Rebuild Project** - Logan Moyers reported that he continues to work with FEMA representatives to determine the amount of grant funds that the District will be eligible to receive toward the cost of the damages to the District's property from the June 1, 2018 storm and to cover the costs of the temporary office trailer. Currently Mr. Moyers is working to determine if the District can get additional grant funds from FEMA to complete disaster mitigation projects, including some excavation work around the facility and another project that would raise the floor level of the building in an effort to prevent future flooding occurrences. Logan Moyers reported that while we wait for a final determination to be made by FEMA on the exact amount of grant funds that the District will be awarded, he has solicited quotes from architects/designers for developing bid-level drawings and specifications for the planned rebuild of the PSD office/shop facility. We will review these quotes at a future meeting to determine who we will hire to develop plans and specs for the rebuild project. Mr. Moyers told board members that once we have a final dollar figure that we can expect to receive from FEMA and we have an idea on the costs associated with design and construction of the new facility, we will be able to determine a scope of the rebuild project and begin to move forward with the rebuild process.

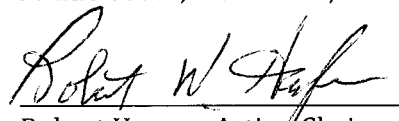
***Miscellaneous Business:***

**Yearly Meeting Schedule** – A 2019 yearly meeting scheduled was included as part of the board packet which included changing the meeting time to 4:30 p.m. on the first Wednesday of the month except for the months of January and December. Rose Helmick made a motion to approve the schedule as presented. Robert Harper seconded the motion. It was unanimously approved. The schedule will be published in the newspaper.

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

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 4:50 p.m.

The next regular scheduled board meeting will be held **January 9, 2019, 4:30 p.m.** in the conference room of the HCPSD office located at 2094 US 220 South, Moorefield, West Virginia.

  
Robert Harper, Acting 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 December 12, 2018. 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

## Resolution in Memory of Matthew G. Gapp

**WHEREAS**, Matthew G. Gapp, a resident of Hardy County, West Virginia, passed from this earth on November 29, 2018; and,

**WHEREAS**, Matthew G. Gapp was a founding member of the Board of Directors of the Hardy County Public Service District and held the position of Chairman of the District Board for over forty-four years since the District was created in 1974; and,

**WHEREAS**, during his tenure as a member of the Board of Directors Matthew G. Gapp faithfully served the District and the citizens of Hardy County, West Virginia and was instrumental in bringing public water and wastewater service to residents throughout Hardy County who previously had no such access

**WHEREAS**, during Chariman Matthew G. Gapp's tenure on the Board of Directors, the District has grown to serve over 2,000 homes and businesses throughout Hardy County.

**NOW, THEREFORE, WITNESSETH**, that the Hardy County Public Service District adopts this Resolution recognizing the life of Matthew G. Gapp and his service to this District and to Hardy County, West Virginia.

**Adopted this 12<sup>th</sup> day of December, 2018.**

[Seal]

By:

  
Robert W. Harper, Board Member

  
Rose Helmick, Board Member

Attest:

  
Logan Moyers, General Manager

  
Connie Sherman, Secretary

HARDY COUNTY PUBLIC SERVICE DISTRICT  
OCTOBER 3, 2018  
4:00 P.M.  
2094 US 220 South, Moorefield, West Virginia

Present: Matthew Gapp, Rob Harper, Rose Helmick, Logan Moyers, Connie Sherman, HCPD;  
Tre Kerns, The Thrasher Group; Jean Flanagan, Media and Donald Judy, Guest.

The meeting was called to order at 4:10 p.m. by Chairman Matthew Gapp. Rose Helmick made a motion to approve the minutes of the September 5, 2018 regular meeting minutes as presented. Robert Harper seconded the motion. The motion was approved.

***New Business:***

***Request for Water by Hampshire County Residents*** - Donald Judy, Jr. a resident of Hampshire County, was in attendance at the meeting to make a request of the District to extend water service to residents in the Purgitsville area of Hampshire County. Mr. Judy is the pastor of the White Pine Church and explained in detail of the water quality issues with groundwater in the Purgitsville area. This is not the first time that residents in that area have approached the District about extending water into Hampshire County however previous instances have never advanced past a conceptual stage. The District has an existing line that stops at the Hampshire/Hardy line and Logan Moyers stated that it is his opinion that the best option for the District would be to place a master meter at the end of the District's line and to sell water to Hampshire County and allow a Hampshire County utility to construct a water system to serve the Purgitsville area. This type of arrangement, as proposed by Mr. Moyers, would be the same type of arrangement that exists between the District and the Towns of Moorefield and Wardensville where the District purchases water from those utilities to distribute to its customers. Mr. Moyers said this option would likely be a more agreeable option to both Hardy County and Hampshire County for a multitude of reasons. First, it wouldn't require the significant work and time investment of the County Commissions of both Hardy and Hampshire County that would be necessary to extend and reduce the current service territories for both Counties. Secondly, by eliminating the time consuming process of amending service territories it would allow for the project to proceed much sooner than it otherwise would. And lastly, it would prevent any potential issues that could arise from Hardy County residents who may feel that the District shouldn't consider investing the time and money necessary to extend water into Hampshire County when there are still unserved areas of Hardy County. Following discussion, it was the consensus of District board members that while the District wants to do what it can to help residents of the Purgitsville area to get good quality, safe drinking water it is in the best interest of the District to consider selling water to Hampshire County at the county line rather to have the District extend its water system into Hampshire County. Logan Moyers said the first step in the process would be to have Hampshire County do some preliminary work to determine a proposed demand it would have for water from Hardy County so that the District could perform some hydraulic modeling to determine the feasibility of the project. Mr. Judy asked if the District would be willing to put in writing what was proposed at the meeting so that Hampshire County could start contacting citizens and begin the preliminary work that is necessary to determine the feasibility of the project. The board directed Mr. Moyers to draft a letter and provide it to Hampshire County informing them of the District's position.

***Unfinished Business:***

***Baker WTP Upgrade Project Update*** - Logan Moyers gave an update on the progress of the Baker WTP Upgrade project. Mr. Moyers reported that the District was informed late last week that USDA-RUS staff would not be able to complete the review process of our funding application and we would not receive the binding commitment letter before the end of their fiscal year (September 30, 2018). This means that we will not receive funding approval until November or possibly December because no applications are processed during the month of

October due to USDA's end-of-fiscal year audit. Mr. Moyers said that while he was disappointed that the project wasn't funded as quickly as had been hoped, he was very confident that the project will ultimately receive a favorable funding package through USDA. Mr. Moyers reminded the board that while the USDA funding process can be somewhat time consuming, the District opted to go with USDA as a potential lender for the project because it was the only option where the District qualified for both loan and grant funds and was the only avenue that would allow the District to complete the project without the need for a rate increase. Mr. Moyers also reminded the board that the District has done everything it can do to move the project forward but that at this point the pace of the project is being dictated by the funding agency and later will be dictated by the Public Service Commission. Mr. Moyers also informed the board that one consequence of not being funded prior to the end of the federal fiscal year is that it will now be necessary for the District to update the Rule 42 financial analysis to include fiscal year 2018. This is something that can occur during the time the District is waiting to get a funding commitment from USDA. Contact has already been made with both the District's auditor and project accountant to make sure this can be completed while the District awaits the funding commitment. Work continues on the submission of all necessary permit applications as well as the work to complete all components of project design so that project plans and specifications can be finalized. It is anticipated that all this work will be completed in advance of receiving the funding commitment so that once a commitment is received, all the District will need to do to be ready to file a certificate with the Public Service Commission will be to incorporate the funding terms into the Rule 42 and then the certificate case filing can take place. Logan Moyers will work with project engineer, Kylea Radcliff, to draft a revised project schedule which will be presented to the board at the next board meeting.

***District Office Flood Damage*** - Logan Moyers reported that he has been working with FEMA representatives to go through the detailed process to receive federal grant funding to cover the damages sustained during the severe storm that occurred the weekend of June 1, 2018. A FEMA site inspection was held during the month of September 2018 and Logan continues to work with our FEMA contact to provide the necessary information to determine the amount of funds the District may qualify for to assist with the remodel and upgrade to the District's office. We have learned that FEMA funds 75% of the cost of the damages and the State will cover the remaining 25%. Mr. Moyers also reported that he continues to work with both FEMA and the WV Dept. of Homeland Security and Emergency Management in an effort to obtain funding to complete a mitigation project that should prevent any future flooding occurrences similar to what occurred the weekend of June 1, 2018.

***District Office Rebuild Project*** - Logan Moyers reported that he continues to work with architects at The Thrasher Group to develop a cost estimate for the rebuilding of the District's office. It is the preference of the District to rebuild the damaged office space rather than attempt to remediate the damages that occurred from the June 1, 2018 storm. Logan is working with the architects to develop a cost breakdown for rebuilding different portions of the office building. They are working to develop separate cost estimates for the office portion, the shop portion, and the storage shed portion of the project so that the District can better determine which portions it feels it can afford to include in a potential rebuild project. Mr. Moyers suggested that the District wait until they receive notification from FEMA on the amount of grant funds that will be issued to the District before taking any action on determining what portions of the office and shop can be included as part of the rebuild project. Mr. Moyers spoke with our FEMA representative to try to get an idea of when the District may be informed of the amount of grant funds that District will receive from FEMA and was told it would likely be at least 3 months and potentially longer. Board members agreed that determining the scope of the rebuild project should wait until the District is aware of the amount of funds it will have available for the rebuild project. In the meantime, Logan will continue to work to develop a solid estimate for the cost to rebuild each portion of the rebuild project that will be considered to be included as part of the overall project scope.

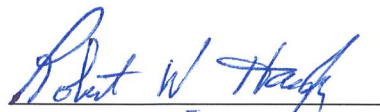
**Miscellaneous Business:**

**Back Flow Prevention Policy** – The District was informed by the WV Bureau for Public Health in early October of the need to increase enforcement of its backflow prevention policy. The WVBPH recently completed a sanitary survey on the District’s 220 South water system which includes US Rt. 220 South of Moorefield as well as the Fisher, Rig, Frosty Hollow and Welton Orchard areas of Hardy County and noted as part of the survey report that the District needed to increase enforcement of backflow prevention requirements for all commercial users in these areas. Since the implementation of the District’s backflow prevention policy in 2010, the District has required all new commercial water customers to install backflow prevention devices on their private water systems in an effort to prevent any potential back siphonage of water from the user’s private water system into the District’s public water system, but has not completed surveys of all commercial users who had service prior to the implementation of the policy to determine if they too needed to install backflow prevention devices. The WVBPH has directed the District to complete surveys on all commercial customers who have not yet gone through a survey and determine which of those customers require the installation of a backflow prevention device. Logan Moyers told the board 24 commercial users on the 220 South water system have been identified who will need to undergo surveys to determine if they need to install a backflow prevention device. Certain commercial users, such as poultry houses, animal feeding operations, funeral homes, hair salons and campgrounds are required by the State to always have backflow prevention devices in place. Many of the 24 users who will be surveyed fall into one of those categories and will be required to install a backflow device. Users who have been identified as needing a device must purchase an approved device and have it installed at their expense. Users with devices are also required to have their device tested at least once every 12 months and must provide documentation to the District that this required testing has occurred. It is the District’s responsibility to see that the devices are installed where needed and that they are tested as required. The District is also responsible for maintaining records of each device that has been installed as well as the records detailing the testing of each of those devices on file at its office. The District has informed WVBPH it will complete the necessary surveys during the month of October 2018 and will then give customers needing a device 90 days to comply with the policy. The District has purchased several of the type of backflow devices it requires and will have them on hand for customers to purchase and will assist the customers in getting into compliance with the policy. Once all surveys and installations have been completed on the 220 South water system, the District will proceed onto the remaining water systems and complete surveys and oversee the installation process until all commercial customers of the District are in compliance with the policy.

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

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 **November 7, 2018, 4:00 p.m.** in the conference room of the HCPSD office located at 2094 US 220 South, Moorefield, West Virginia.

  
Robert Harper, Vice Chairman

HARDY COUNTY PUBLIC SERVICE DISTRICT  
SEPTEMBER 5, 2018  
4:00 P.M.  
2094 US 220 South, Moorefield, West Virginia

Present: Matthew Gapp, Rob Harper, Rose Helmick, Logan Moyers, Connie Sherman, HCPSD; Kylea Radcliff and Tre Kerns, The Thrasher Group; Jean Flanagan, Media.

The meeting was called to order at 4:15 p.m. by Chairman Matthew Gapp. Robert Harper made a motion to approve the minutes of the August 8, 2018 regular meeting minutes as presented. Rose Helmick seconded the motion. The motion was approved.

***New Business:***

***Professional Services Agreements for Baker WTP Upgrade Project*** – Logan Moyers provided professional services agreements for the Baker Water Treatment Plant Upgrade project to the Board for review and approval. The first agreement was an amendment to the previously approved Engineering Services Agreement with the Thrasher Group which involves no change in the dollar amount but added the project lender's requirement regarding the American Iron and Steel Act which requires that all iron and steel purchased as part of the project be American made. Robert Harper made a motion to approve the amendment to the engineering services agreement as presented. Rose Helmick seconded the motion. It was unanimously approved. An accounting services agreement with Griffith and Associates was presented in an amount not to exceed \$39,000.00. Rose Helmick made a motion to approve the accounting services agreement. Robert Harper seconded the motion. It was unanimously approved. A legal services agreement with David Glover, Smith, McMunn & Glover, was presented in an amount not to exceed \$10,000.00. Robert Harper made a motion to approve the legal services agreement. Rose Helmick seconded the motion. It was unanimously approved. A bond counsel agreement with Steptoe & Johnson, was presented in the amount of \$24,000.00. Rose Helmick made a motion to approve the bond counsel agreement. Robert Harper seconded the motion. It was unanimously approved. All costs associated with the professional services agreements were within the budgeted amount established for the project.

***Unfinished Business:***

***Baker WTP Upgrade Project Update*** - Logan Moyers gave an update on the progress of the Baker WTP Upgrade project. Mr. Moyers reported that the District is currently waiting to get a funding commitment from USDA funding approval before we can move forward with the PSC certificate case. It is our hope to receive funding approval before the end of the federal fiscal year which ends September 30, 2018. If a funding commitment is not received by the end of the current fiscal year, the District won't receive a funding commitment until, at the earliest, November 2018 because USDA does not issue funding commitments during its annual audit period which will last through the end of October. Mr. Moyers told board members that he is optimistic the District will received a funding commitment from USDA before the end of the federal fiscal year, however he explained that we have reached the point in the project where the pace at which the project progresses to construction it out of the District's control. At this point the pace of the project will be dictated by the funding agency and the Public Service Commission.

Some preliminary mapping on the extension areas was available to review at the meeting. Mr. Moyers reported that the District received an Administrative Order from WVBPB regarding the elevated levels of disinfection by-products in the Baker water system. The District has responded to the order with information on the proposed upgrades at the Baker water treatment plant including testing results from a pilot study the District recently completed which showed very positive results that should allow for compliance with disinfectant by-product limits.

Logan Moyers presented the most recent drafts of the Ixom Equipment/Technical Proposal & Performance Guarantee agreements to the Board for final approval. Both agreements are between the District and Ixom, the manufacturer of the organics removal system to be installed at the Baker WTP. The Equipment/Technical Proposal outlines the purchase, installation and start-up of the organics removal system. The performance guarantee is essentially a money-back guarantee that through the use of the organics removal system, the District will realize reductions in disinfection by-product levels to an acceptable level within EPA's allowable range. These agreements have been revised numerous times in order to develop a document that is acceptable to both the District and Ixom. The draft that was presented to the Board for approval has been reviewed and deemed acceptable for approval and execution by an attorney with the District's bond counsel. Rose Helmick made a motion to approve the Ixom Equipment/Technical Proposal agreement. Robert Harper seconded the motion. It was unanimously approved. Robert Harper made a motion to approve the Performance Guarantee agreement as presented. Rose Helmick seconded the motion. It was unanimously approved.

***District Office Flood Damage*** - Logan Moyers reported that he has been working with FEMA representatives to go through the detailed process to receive federal funding to cover the damages sustained during the heavy rainfall the weekend of June 1, 2018. The District has provided all the requested documentation regarding the expenses incurred as a result of the water damage. A FEMA site inspection will be held during the month of September 2018. The District plans to utilize any funds received from FEMA on the planned rebuild of the District's office and shop.

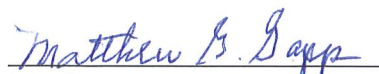
In addition to receiving funds for the water damage, the District is also working with both FEMA and the West Virginia Dept. of Homeland Security and Emergency Management to receive funding to complete a mitigation project on the District's office property in an effort to prevent any future water damage.

Logan Moyers informed the Board that architects with the Thrasher Group have estimated a complete cost to rebuild the office and shop to be approximately \$459,000. Mr. Moyers suggested tabling any action on determining a scope of the rebuild project until we have a better idea of how much funding the District will receive from FEMA. District board members agreed and will make a determination on the full scope of the rebuild project at a later meeting. Mr. Moyers requested that Thrasher's architects provide a breakdown of the complete rebuild estimate to list separately the estimated costs for rebuilding the office portion, the shop portion, and the storage shed portion of the project so that the District can better determine which portions it feels it can afford to include in the rebuild project. Kylea Radcliff will work with Thrasher's architect's to make sure this happens and will provide an estimate with portion breakdowns at a future meeting.

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

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 5:00 p.m.

The next regular scheduled board meeting will be held ***October 3, 2018, 4:00 p.m.*** in the conference room of the HCPSD office located at 2094 US 220 South, Moorefield, West Virginia.

  
Matthew Gapp, Chairman



## **Hardy County Public Service District**

### **Dover Hollow, Fort Run and Kill Deer Lane Water Line Extension, Water Line Upgrades and Baker WTP Improvements**

**Public Meeting Wednesday, September 5, 2018**

- 1. Meeting Called to Order – 3:45 PM**
- 2. Introductions – Kylea Radcliff - Thrasher, Tre Kerns – Thrasher, Logan Moyers – HCPSD General Manager, Connie Sherman – HCPSD Secretary, HCPSD Board Chairman – Matthew Gapp, HCPSD Board Member – Robbie Harper and Robert and James Williams – General Public and Jean Flanagan – News Media.**

#### **3. Description of Project**

The proposed project will consist of waterline extensions and upgrades and an upgrade to the existing Baker Water Treatment Plant (WTP). This proposed project will extend potable water services to the residents of the Dover Hollow, Fort Run, and Killdeer Lane as well as improve potable water service to customers on Trough Road and Trout Run Cutoff. The water line extension would install approximately 22,550 LF of water line along with thirty eight (38) meter settings and other system appurtenances. The upgrade to the Baker WTP includes the addition of an Ion Exchange system and tank mixing system. The upgrade would help the Baker WTP to meet EPA regulations concerning Stage 2 Disinfection Byproducts.

#### **4. Project Funding (USDA – Rural Development)**

This proposed project will be fully funded by the USDA – Rural Development – Rural Utility Services Division.

The total estimated project cost is \$3,028,000. The project is proposed to be funded with a \$2,073,000 loan at 2.75% for 38 years from the United States Department of Agriculture Rural Development (USDA RD) and a USDA RD grant of \$955,000. A detailed analysis of the construction cost estimates, project costs, and O&M costs is available for review. The District currently should qualify for poverty level limits.

## **5. Rights-of-Way (ROW)**

There will be one (1) property required for this project, which will be used for a small water booster pump station. This property has already been acquired. There are several ROWs required for this project, and all have been acquired to date.

## **6. Public Comments**

- a. What is the funding source ? – The project is to be funded by the USDA Rural Development Loan/Grant RUS program.
- b. Will there be a rate increase because of this project? – No, the project is intended to be rate neutral.
- c. Can the 38 new customers cover the cost of the project? – With the additional customers, and changes to the operation and maintenance of the system, it is anticipated that no additional rate increase will be necessary.

## **7. Meeting Adjournment – 4:01 PM**

AFFIDAVIT OF PUBLICATON

Cost of Publication \$128.00

I, Phoebe Fisher Heishman, being first sworn upon my oath, do depose and say that I am President of the R. E. Fisher Company, a corporation, and publisher of the newspaper entitled THE MOOREFIELD EXAMINER, a Democratic newspaper; that I have been duly authorized by the Board of Directors of such corporation to execute all affidavits of publication; that such newspaper has been published for more than one year prior to publication of the annexed notice described below; that such newspaper is regularly published twice weekly on Wednesdays and Saturdays, for at least fifty weeks during a calendar year, in the municipality of Moorefield, Hardy County, West Virginia; that such newspaper is a newspaper of "general circulation," as that term is defined in article three, chapter fifty-nine of the Code of West Virginia, 1931, as amended within the publication area or areas of aforesaid municipality and county; that such newspaper averages in length four or more pages, exclusive of any cover, per issue; that such newspaper is circulated to the general public at a definite price or consideration; that such newspaper is a newspaper to which the general public resorts for passing events of a political, religious, commercial, and social nature, and for current happenings, announcements, miscellaneous reading matters, that the annexed

Notice of Intent to File Application, PSD

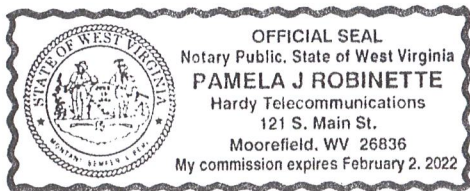
was duly published in said newspaper once a week for 2 successive week(s), commencing with the issue of the 22<sup>nd</sup> day of August, 2018, and ending with the issue of the 29<sup>th</sup> day of August, 2018, and was posted at the N/A on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

/S/ Phoebe Fisher Heishman  
Phoebe Fisher Heishman, Publisher  
The Moorefield Examiner

Taken, subscribed and sworn to before me in my said county this 31 day of August, 2018.

My commission expires Feb. 2, 2022

/S/ Pamela J Robinette  
Notary Public of Hardy County, WV



Petersburg, WV 26847.

Deadline: September 7, 2018

**EQUAL OPPORTUNITY EMPLOYER**



**GRANT MEMORIAL HOSPITAL**

*Job Openings*

- **STAFF PHARMACIST**, full-time, Monday through Friday, with alternating weekends and occasional holidays also required. Current West Virginia Pharmacy license required. Apply by 9/3/18.
- **RN**, full-time, Medical Surgical Unit. night shift, (3) 12-hour shifts per week, with alternating weekends required. Medical surgical experience preferred, but not required. Current WV license required. Apply by 9/3/18.

**CANDIDATES FOR ALL POSITIONS MUST HAVE EXCELLENT CUSTOMER SERVICE, COMMUNICATION & COMPUTER SKILLS**

**TO APPLY go to [www.grantmemorial.com](http://www.grantmemorial.com), click resources, opportunities and then pick the job you want to apply for.**

**Human Resource Office  
Grant Memorial Hospital  
P.O. Box 1019, Petersburg, WV 26847  
304-257-1026**

EOE

**HEALTHY SATURDAY** - September Healthy Saturday will be the second Saturday due to the holiday, from 7 - 9 a.m. in the Administration Hallway.

**CPR CLASSES:** Every first Thursday, RHI training room, 8 a.m.

**GMH Gift Shop:** MON/TUES/THURS - 10 to 2.

**GMH BOARD MEETINGS** are the fourth Monday of every month at 6 p.m. in the board room at GMH.

- **Bankruptcy • Death Claims • Divorce & Custody**
- **Domestic Violence • Criminal Law & DUI • Personal Injury**
- **Motor Vehicle Accidents • Social Security Disability & Worker's Compensation**

**Moorefield Office:** (304) 538-3799 **Romney Office:** (304) 822-4740

**Toll Free:** 1-800-619-4740

**Lawrence E. Sherman, Jr., Esq. • Brian J. Vance, Esq.**

**HARDY COUNTY E9-1-1**

**DISPATCH POSITION AVAILABLE**

The Hardy County E9-1-1 Center is accepting applications for the positions of "Dispatcher". The position available is one **full-time** position with benefits.

An application may be picked up at the Hardy County E9-1-1 Center any day or time.

Any questions regarding the position available, please contact Paul Lewis, Director or Tammy Gilhuys, Deputy Director at 530-0291.

**The deadline for applications is Friday, August 31, 2018, at 4:00 p.m.**



**HELP WANTED**

**All crew positions now available for every shift!  
We are hiring part time, full time, any time!**

**Maintenance position open.  
Wage is dependent upon experience.**

**We work with you to provide a flexible schedule to meet your needs!  
Applications can be submitted online at [www.mcdonalds.com/career](http://www.mcdonalds.com/career).**

**Give us a call at (304) 538-6545 today!**



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[www.pilgrims.com](http://www.pilgrims.com)

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Moorefield Fresh Plant

**Contact Gina Fulk with questions at:**

(304) 538-5364

EOE/M/F/VET/DISABLED

**HARDY COUNTY PUBLIC SERVICE DISTRICT  
PUBLIC NOTIFICATION  
NOTICE OF INTENT TO FILE APPLICATION**

The Hardy County Public Service District intends to file an application for federal assistance with the US Department of Agriculture, Rural Development, Rural Utilities Service. The purpose of this notice is to inform the public of the proposed project, which consists of the addition of a pre-treatment process at the Baker Water Treatment Plant, as well as water line extension projects in the Dover Hollow, Fort Run and Trough Road areas of Hardy County and line upgrades on Trough Road and Trout Run Cut-off Road.

A public hearing will be held at 3:45 p.m., Wednesday, September 5, 2018, in the Hardy County Public Service District modular office located at 2094 US Highway 220 South, Moorefield, West Virginia to provide an opportunity to become acquainted with the proposed project and to comment on economic and environmental impacts, service area, or alternatives to the project.

For further information regarding the proposed project please contact the Rural Development Area office in Elkins, WV at (304) 636-2158 or The Thrasher Group at (800) 273-6541.

# MHS Football Preview

Continued from page 1B

The Yellow Jackets have 45 players on the official roster featuring seven seniors: Matthew Wright, Benjamin Pyles, Derek Hoyt, Grant Keller, Caden Kim-

interceptions in a junior varsity game against the Cougars showing tremendous potential.

In varsity competition, Wright had 144 receiving yards and 200 kickoff return yards.

be Hoyt and the strong safety is junior Jason Kenyon.

Moorefield's roster spots continue to grow stronger with daily competition in practice and the substitutes coming in to play will

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Continued from page 6B

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**HARDY COUNTY E9-1-1**  
**DISPATCH POSITION AVAILABLE**

The Hardy County E9-1-1 Center is accepting applications for the positions of "Dispatcher". The position available is one **full-time** position with benefits.

An application may be picked up at the Hardy County E9-1-1 Center any day or time. Any questions regarding the position available, please contact Paul Lewis, Director or Tammy Gilhuys, Deputy Director at 530-0291.

**The deadline for applications is**  
**Friday, August 31, 2018, at 4:00 p.m.**

**HARDY COUNTY PUBLIC SERVICE DISTRICT**  
**PUBLIC NOTIFICATION**  
**NOTICE OF INTENT TO FILE APPLICATION**

The Hardy County Public Service District intends to file an application for federal assistance with the US Department of Agriculture, Rural Development, Rural Utilities Service. The purpose of this notice is to inform the public of the proposed project, which consists of the addition of a pre-treatment process at the Baker Water Treatment Plant, as well as water line extension projects in the Dover Hollow, Fort Run and Trough Road areas of Hardy County and line upgrades on Trough Road and Trout Run Cut-off Road.

A public hearing will be held at 3:45 p.m., Wednesday, September 5, 2018, in the Hardy County Public Service District modular office located at 2094 US Highway 220 South, Moorefield, West Virginia to provide an opportunity to become acquainted with the proposed project and to comment on economic and environmental impacts, service area, or alternatives to the project.

For further information regarding the proposed project please contact the Rural Development Area office in Elkins, WV at (304) 636-2158 or The Thrasher Group at (800) 273-6541.

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**OPEN THE DOOR**  
**TO A CAREER**  
**IN LAW ENFORCEMENT**

**The West Virginia State Police will test for Trooper recruits in**  
**August 2018 at the WV State Police Academy in Dunbar:**

Saturday, Aug. 25 – 9:00 a.m.	Friday, Sept. 7 – 9:00 a.m.
Monday, Aug. 27 – 9:00 a.m.	Saturday, Sept. 8 – 9:00 a.m.
Wednesday, Aug. 29 – 9:00 a.m.	

**SALARY:** \$3012.83 per month during training(\$36,154 annually);  
\$3617.83 per month upon Academy graduation (\$43,414 annually)

HARDY COUNTY PUBLIC SERVICE DISTRICT  
AUGUST 8, 2018  
4:00 P.M.  
2094 US 220 South, Moorefield, West Virginia

Present: Matthew Gapp, Rob Harper, Rose Helmick, Logan Moyers, Connie Sherman, HCPSD; Kylea Radcliff, The Thrasher Group; Jean Flanagan, Media.

The meeting was called to order at 4:15 p.m. by Chairman Matthew Gapp. Robert Harper made a motion to approve the minutes of the July 11, 2018 regular meeting minutes as presented. Rose Helmick seconded the motion. The motion was approved.

***Unfinished Business:***

***Upcoming Water Project Update*** – Logan Moyers provided an update on the Baker Water Treatment Plant Upgrade project. Mr. Moyers reported that they are reviewing the project funding application this week. We should receive comments from them regarding the application next week. This will be the second review of the application following their original request for additional financial information which was previously provided. The District is optimistic it will have a funding commitment from USDA prior to the October board meeting. Kylea Radcliff reported that she has an upcoming meeting scheduled with the engineering staff at WVPSC at which time she will inquire about the possibility of getting a waiver to avoid the need for a certificate case proceeding for the project. It is hoped that since the project is rate neutral and involves only an addition to the existing water treatment process rather than major alterations to the treatment process that WVPSC may consider the work to be within the normal scope of business and will grant the certificate case waiver. Getting a waiver would reduce the amount of time it would take to get the project to construction, however because the project is anticipated to be rate neutral the District is optimistic that even if the request for a waiver is denied, the project can receive WVPSC approval through a certificate case proceeding near the end of 2018 with construction beginning in early 2019.

Mr. Moyers revisited the previously tabled request from last month's meeting from a water customer on the Dover Hollow extension project who is requesting to be released from her agreement to receive water service. Board member Rose Helmick requested to table the matter until the District is ready to finalize the customer count for the project with the funding agency.

The latest Ixom Equipment/Technical Proposal & Performance Guarantee agreements were provided to board members for review prior to the meeting. Robert Harper had a few questions following his review of the document and those questions were addressed by Logan Moyers to Mr. Harper's satisfaction. The District had the agreement reviewed by an attorney who works for the Districts bond counsel, Steptoe & Johnson, who recommended a few minor revisions to the legal section of the Equipment/Technical Proposal. He found no changes needed on the Performance Guarantee Agreement. Logan Moyers will contact Ixom representatives and request the revisions recommended by the attorney be incorporated into the equipment/technical proposal. Robert Harper made a motion to table action on the documents until the next board meeting where both agreements can be approved together. Rose Helmick seconded the motion. It was unanimously approved.

***District Office Flood Damage-*** Logan Moyers reported that the District has submitted a request for assistance with FEMA which starts the process to be able to receive funding toward the HCPSD office rebuild/renovations which are necessary due to significant water damage sustained during the heavy rainfall the weekend of June 1, 2018. Representatives with the WV Dept. of Homeland Security and Emergency Management have informed the District that FEMA representatives will contact them in the near future to schedule an appointment for representatives to come and meet with the District to start the process for getting funding assistance. In the meantime, the District continues to compile all costs associated with the event.

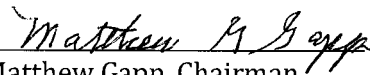
Representatives from Thrasher's architectural division were at the office last week to take measurements and to inspect the existing building to begin the designing of the new office and garage facilities. It was discovered that under the stucco and brick façade of the office building is a steel-framed pole building which means that the District should be able to utilize the existing steel frame during the renovations. This will save time and money because a complete demolition of the building will not be necessary. A draft of the proposed office floor plan design was reviewed at the meeting. Kylea Radcliff presented a quote for pre-design and planning architectural fees in the amount of \$6,500.00. Robert Harper made a motion to approve the expenditure for architectural services. Rose Helmick seconded the motion. It was unanimously approved. It is hoped that cost estimates and additional information will be available for the September meeting following additional site visits by Thrasher staff.

The District is conducting business from the temporary modular office trailer that was installed in the parking area adjacent to the existing HCPSD office and continues to work to clean out and move everything out of the existing office space.

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

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 **September 5, 2018, 4:00 p.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 subject discussed and the actions taken by the members of the Hardy County Public Service District for the regular meeting held on August 8, 2018. 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  
JULY 11, 2018  
4:00 P.M.  
2094 US 220 South, Moorefield, West Virginia

Present: Matthew Gapp, Rob Harper, Rose Helmick, Logan Moyers, Connie Sherman, HCPSD; Kylea Radcliff, The Thrasher Group; Jean Flanagan, Media.

The meeting was called to order at 4:10 p.m. by Chairman Matthew Gapp. Robert Harper made a motion to approve the minutes of the June 6, 2018 regular meeting minutes and the June 19, 2018 special meeting minutes as presented. Rose Helmick seconded the motion. The motion was approved.

***Unfinished Business:***

***Upcoming Water Project Update*** – Logan Moyers provided an update on the upcoming water project including the organics removal system at the Baker water plant and the water line extensions. Mr. Moyers reported that all easements have been acquired for the water line extensions and information has been provided to the PSD attorney for the completion of the Final Title Opinion. The final title opinion is required as part of the USDA funding application process. Mr. Moyers presented draft plans for the Ixom system and the building in which it will be located. These plans were passed around at the meeting and project engineer, Kylea Radcliff, went over the plans with the board. The building will have the same exterior look as the existing water plant, being a block building with a metal roof and blue garage doors. Prior to the meeting today, Logan had a conference call with Ixom regarding the final revisions to the performance guarantee. He believes that all issues have been agreed upon and that when the document is received it will be the fifth and final revision of the agreement. Mr. Moyers is not sure that the document will be received by the August board meeting but it should be ready for review by the September board meeting. Once the HCPSD board has reviewed and approved the document, it will be forwarded to an attorney for final review. We have submitted all of our preliminary application information, as well as additional information to USDA-RD and are waiting to hear back from them. Kylea Radcliff will reach out to our USDA-RD representative next week to see where our project is on the review list. The District is anticipating getting a funding commitment from USDA sometime soon and as soon as we do we will file a certificate case proceeding with the West Virginia Public Service Commission. Since the project is anticipated to be rate neutral the District is optimistic the project can receive WVPSC approval by the end of 2018 with construction beginning in early 2019.

Mr. Moyers revisited the previously tabled request from last month's meeting from a water customer on the Dover Hollow extension project who is requesting to be released from her agreement to receive water as part of the extension project due to a change in family situation. Board member Rose Helmick asked to have additional time to contact the customer and no action was taken on this request. The matter was tabled until the next board meeting.

***Sewer Service Territory*** – Logan Moyers provided an update on the District's efforts, in conjunction with the Moorefield/Hardy County Wastewater Authority, to establish a defined boundary for the two entities sewer service territories. The Hardy County Commission held a public hearing regarding the reduction of the District's service territory on July 3, 2018 and an order reducing the service territory was approved by the Commission. Mr. Moyers has forwarded the necessary information to the HCPSD's attorney to be filed with the West Virginia Public Service Commission to complete the process.

***District Office Flood Damage***- Logan Moyers provided an update on the HCPSD office rebuild/renovations which are necessary due to significant water damage sustained during the heavy rainfall the weekend of June 1, 2018. A temporary modular office trailer was installed this



week in the parking area adjacent to the existing HCPSD office. The HCPSD will move into this modular and conduct business there until the rebuild/renovation are complete. At this point both electric and water service have been installed to the modular and the handicap ramp and steps have been constructed. We are waiting to hear from Hardy Telecommunications regarding telephone and internet service. Once phone and internet service have been established the telemetry system can be relocated to the modular. Office furniture is scheduled for delivery next week and it is anticipated the District can begin operation out of the modular during the week of July 23<sup>rd</sup>. Logan has been in contact with FEMA regarding opportunities for reimbursement of expenses. Mr. Moyers has been told that nothing can happen until there has been a formal federal disaster declaration however he is keeping a detailed record of all expenses incurred to both the office and the water system as a result of the water damage, including all costs associated with moving into the modular office. The cost estimate for renovating the existing office was approximately \$54,000.00 but this cost did not include any renovations to the shop or garage. FEMA has an Alternate Project Program whereby the District could receive funds in the amount it would cost to renovate the office which could then be used toward a rebuild of the HCPSD office. FEMA's policy is to reimburse costs associated with renovation rather than a rebuild. Logan presented a draft floor plan for a new office and garage for review by the board. The office will be extended by 15' toward US 220 and will include a larger file room, kitchen/break area, bathroom, two offices, open work space and lobby for customers. Work is also planned to the garage including new metal and insulation and an additional garage bay. The Thrasher Group will aid the District with the development of estimates, building plans and an estimated time line for the rebuild project.

**Miscellaneous Business** – Rose Helmick asked about the possibility of have WVDOH install water lines adjacent to the roadway for all new road construction projects in Hardy County. Ms. Helmick suggested having the District pursue having water lines installed as part of the remaining Corridor H road sections yet to be constructed in Hardy County, specifically between Wardensville and the Virginia state line. Mr. Moyers informed Ms. Helmick that the HCPSD already serves the area in question including the last residence in Hardy County before the Virginia line. Kylea Radcliff stated that WVDOH does not allow public utilities to be constructed within the controlled access areas of the interstate highway but will allow casing to be installed under the road during construction for future development. This will be considered if it is deemed necessary once the road plans are finalized and the road is nearing construction.

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

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 5:10 p.m.

The next regular scheduled board meeting will be held **August 8, 2018, 4:00 p.m.** in the conference room of the HCPSD office located at 2094 US 220 South, Moorefield, West Virginia.

  
Matthew Gapp, Chairman

HARDY COUNTY PUBLIC SERVICE DISTRICT  
SPECIAL MEETING  
JUNE 19, 2018  
4:00 P.M.  
2094 US 220 South, Moorefield, West Virginia

Present: Rob Harper, Rose Helmick, Logan Moyers, Connie Sherman, HCPSD; Lucas Gagnon, Town of Moorefield; Jean Flanagan, Media.

The meeting was called to order at 4:25 p.m. by Vice Chairman Robert Harper. The purpose of the meeting was to discuss the Town of Moorefield proposed rate increase, excavation at HCPSD office property, temporary office space and HCPSD office remodeling work. Chairman Matthew Gapp was not present at the meeting.

***Town of Moorefield Water Rate Increase*** – Board member Robert Harper had requested this topic be brought back up for discussion during the special meeting. Mr. Harper expressed that he was reconsidering his position on the matter and wanted further discussion as part of the special meeting. Mr. Harper along with fellow board members Rose Helmick and Matthew Gapp took unanimous action at the June 6, 2018 regular PSD board meeting to protest the proposed 120% increase in the rate charged to the PSD for the water it purchases from the Town of Moorefield. As part of that same action the board requested that a fair and just rate be determined by the Public Service Commission of West Virginia (WVPSC). Following the board's action at the June 6, 2018 meeting, representatives from the Town of Moorefield contacted PSD board members and requested that they reconsider protesting the Town's proposed rate. The Town told PSD board members there were two reasons they felt the board should reconsider protesting the rate increase. First, the Town said they are concerned that the Town's existing water plant would fall into complete disrepair during the two to four months it would take WVPSC to make a determination on a fair rate for the PSD and if that would happen before the new plant could be constructed, all public water customers in western Hardy County would be without public water service. Second, the Town suggested the PSD was currently "getting a deal" and that the rate the PSD was currently paying was not as high as the PSD should be getting charged.

In response to the board now considering rescinding its previous action, PSD General Manager Logan Moyers presented a letter, addressed to the PSD board and PSD customers, which he read aloud and provided a copy to all persons present at the meeting. The letter explained in detail, his opinion that it is not in the best interest of the PSD or PSD customers for the board to rescind its previous action to protest the proposed rate increase and to request that WVPSC determine a fair rate. Mr. Moyers stated that while the PSD supports the Town of Moorefield's project, he feels that the cost of the project needs to be spread fairly and evenly among all customer classes and that the PSD's 120% increase, which is a much larger increase than the increases proposed to other customer classes, is excessive. Mr. Moyers stated that the PSD Board's task was to act in the best interest of the PSD and its customers and that continued operation of the water plant is the responsibility of the Town of Moorefield and should not be considered if the PSD board is looking out for the best interest of PSD customers. He also said he finds it hard to believe the Town's claim that its existing plant can operate without issue for the two years it will take to obtain final clearances and complete construction of the new plant but the plant will fall into complete disrepair and cease to operate if two to four months was added to that timeframe. Mr. Moyers also reminded the board that the PSD was in a similar situation in 2016 when the Town of Moorefield proposed a rate increase which the PSD felt was excessive. The PSD protested the rate increase in 2016 and asked WVPSC to make a determination on a fair rate, just as it had done at the June 6, 2018 meeting. After reviewing the proposed increase in 2016, WVPSC determined the rate proposed by the Town was indeed too high and that a fair and just rate for the PSD was just one penny higher than the rate they were already paying. As a result the Town raised the PSD's rate by one penny to what WVPSC determined was a fair rate. The PSD is currently paying a rate to the Town that was determined to be a fair and just rate by the WVPSC so it is simply not true for the Town to suggest that the PSD "has been getting a deal" and not paying its fair share.

Following the reading of the letter, Rob Harper made a motion to revisit the board's decision to protest the Town's proposed rate increase. Rose Helmick seconded the motion. Ms. Helmick then requested to contact Michael Griffith, the accountant who helped determine the Town of Moorefield's proposed rate increases, by phone conference to answer questions on how he calculated the proposed increases to the resale, industrial and residential customers of the Town of Moorefield. Mr. Griffith was contacted and explained that he did his best to mimic how WVPSC would conduct a class cost of service study in calculating the rates for the Town of Moorefield's customers. Mr. Griffith stated that he went to painstaking detail in an attempt to set the resale and industrial rates fairly by removing the fire protection fee from the resale rate and also by keeping the cost to cover depreciation at a minimum for the resale rate. Mr. Griffith went on to say, in reference to the one penny increase determined by WVPSC in 2016, that he felt there were inaccuracies in the data WVPSC used to calculate the rate and at the time the Town of Moorefield chose not to argue the increase determined by WVPSC. Following the phone call with Mr. Griffith, Jean Flanagan asked about the inaccurate data used by WVPSC during the 2016 study as stated by Mr. Griffith. Lucas Gagnon replied that it was likely due to WVPSC using data from the Town's annual report it submits to WVPSC which may have contained some inaccurate information. Mr. Gagnon also stated that during the 2016 rate protest the only rate reviewed by the WVPSC was the resale rate and that the rates for other classes got the increase the Town had proposed so that is why the other rate classifications are being raised at a lower percentage this time around. Mr. Gagnon also reiterated what he had previously told PSD board members that the additional two to four months the WVPSC would take to determine a fair rate for the PSD could be detrimental to the Town due to the poor condition of their existing water plant. Lucas Gagnon also provided the resale rates of several surrounding PSDs and all were paying a resale rate higher than the Town of Moorefield's proposed resale rate.

Discussion ensued amongst the board as to whether the members should vote to rescind their previous motion to have a fair rate determined by WVPSC. Rose Helmick asked if the WVPSC review could be expedited to alleviate the Town's concern that its existing plant cannot make it an additional two to four months. Mr. Moyers said it can be requested to expedite the process but there are no guarantees that it would happen. Rob Harper suggested that if the board opts to rescind its motion to protest the proposed increase at this time, that the rate be review again once the new plant is operational and there is data available regarding actual operation and maintenance expenses associated with the new plant. Logan Moyers informed the board that State code requires the rate to be protested within a 30 day window of the Town issuing its proposed rates and cannot be protested at a later date. Rose Helmick expressed that she had not considered the emergency situation with the Town of Moorefield's existing water plant when she previously voted to protest the rate. She stressed the importance of having a continued water source for everyone and said that she failed to consider this point when she initially voted to protest the proposed water rate increase. Robert Harper made a motion to rescind the previous action of the last PSD board meeting to protest the Town of Moorefield's proposed water rate increase and to file a motion to dismiss the formal complaint case with the WVPSC. Rose Helmick seconded the motion, saying her decision was based on the emergency need for a continued water supply and what she feels is in the best interest of the County as a whole. The motion was approved. Logan Moyers will work with the PSD attorney to rescind the board's previous action to protest the rate and have a fair rate determined for the PSD.

**Excavation at HCPSD Office-** Logan Moyers has met with representatives of the WVDOH and private contractors regarding site work needed at the PSD office property to avoid future drainage issues resulting in water damage to the PSD office. All parties agree that the best option to prevent future issues is to have a portion of the bank located along the roadside of the PSD office property removed and a retaining wall be built along with a rip rap ditch across the front of the property and a drop inlet and culvert installed to divert the water to the back of the property. Mr. Moyers has gotten a few estimates from private contractors to complete the work or another option would be for the PSD to utilize the State contract with the WVDOH's heavy equipment contractor. However, an issue with using the contractor on contract with the State would be that the contract only covers operation heavy equipment and another firm would need to be hired for installation of the retaining wall. For this reason, Mr. Moyers believes it would

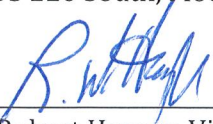
better serve the PSD to use a private contractor. He also suggested that if the board opts for a complete rebuild of the PSD office in the existing footprint of the current building, they should consider raising the floor of the new office several inches to further aid in preventing any future water damage to the office. Mr. Moyers also stated he feels it would make the most sense to remodel/rebuild in the same footprint of the existing building citing the importance of keeping the parking lot open area for deliveries, material storage and parking PSD equipment. Representatives from FEMA visited the PSD office and informed the PSD to not move forward with any excavation work until a decision has been made by the federal government as to whether an emergency declaration will be issued for damages from the June 1, 2018 storm that resulted in the water damage. FEMA representatives suggested a determination on an emergency declaration would be made by the end of July. The cost estimate from private contractors for the excavation work is \$30,000.00 and it is hoped that if a disaster declaration is made FEMA funds will be available to assist with the cost of the excavation. It is hoped that more information will be available at the July meeting. No action was taken at this time.

**Temporary Office Space** – Logan Moyers reported that the PSD had mold testing preformed in the office following the water damage that occurred on June 1, 2018 and the results of the mold testing showed elevated levels of mold in the PSD office. Due to the results of the mold testing, the PSD has been informed it will need to relocate to temporary office space due to potential health risks associated with the mold species present. Mr. Moyers has checked into leasing available office space in the Town of Moorefield and has also looked at several different options for modular office rentals. After looking at all options Mr. Moyers informed the board it would be most economical to lease a modular office to be located adjacent to the current office. This would also suit the PSD better as it would not be as difficult or as costly to move the telemetry equipment to a modular office and it would allow the staff to have easy access to the PSD shop and equipment. The most affordable of several quotes received for modular office rentals was from a company named ModSpace, located in Baltimore, MD, at a cost of \$15,887.79 which includes delivery, setup and a 6 month lease agreement. The trailer must be ADA accessible. The PSD can cut the total cost by over \$8,000.00 by choosing not to have skirting installed and by constructing the handicap ramp onsite rather than renting a ramp from the supplier. The modular will be a 12 x 60 office trailer consisting of 2 offices, bathroom and open area for waiting on customers. Robert Harper made a motion to move forward with acquiring a temporary modular office from ModSpace without skirting and without rental of the ADA ramp (which will be built onsite.) Rose Helmick seconded the motion. Mr. Moyers explained that there would be additional costs in the setup of the temporary office relocation including the relocation of the telemetry equipment, establishing phone/internet service and, having other utilities provided to the modular such as electric, water and septic service.

**HCPD Office Rebuild/Renovation**- Discussion was held regarding the direction of the PSD office and the consensus was to rebuild an office in the footprint of the existing building following the completion of the site excavation work. Logan Moyers was instructed to move forward with working with Thrasher Engineering on a design, cost estimates and time frame. We will need to go through the public bid process and additional information will be forthcoming at future meeting. No action was taken.

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 5:55 p.m.

The next regular scheduled board meeting will be held **July 11, 2018, 4:00 p.m.** in the conference room of the HCPD office located at 2094 US 220 South, Moorefield, West Virginia.

  
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Robert Harper, Vice-Chairman

HARDY COUNTY PUBLIC SERVICE DISTRICT  
JUNE 6, 2018  
4:00 P.M.  
2094 US 220 South, Moorefield, West Virginia

Present: Matthew Gapp, Rob Harper, Rose Helmick, Logan Moyers, Connie Sherman, Kevin Markwood, HCPSD; Lucas Gagnon, Town of Moorefield; Jean Flanagan, Media.

The meeting was called to order at 4:10 p.m. by Chairman Matthew Gapp. Robert Harper made a motion to approve the minutes of the May 2, 2018 regular meeting minutes as presented. Matthew Gapp seconded the motion. The motion was approved.

***Unfinished Business:***

***Upcoming Water Project Update*** – Logan Moyers provided an update on the upcoming water project including the organics removal system at the Baker water plant and the water line extensions. Mr. Moyers reported that he had received a response from Ixom regarding the comments he had sent requesting changes and revisions to the performance guarantee being offered by Ixom. He is reviewing the revised document as is project engineer, Kylea Radcliff, and they will soon discuss any further revisions that may be needed to the document with Ixom representatives as they work toward a document that is agreeable to all parties. He is hopeful that a revised equipment proposal and performance guarantee will be available for review and discussion at the next board meeting. Mr. Moyers also reported that work continues on design for a new building at the Baker water plant site that will house the organics removal system. Ms. Radcliff will be here next week to evaluate the proposed location for the building and to work on preliminary building design.

Mr. Moyers reported that work continues to finalize the mapping and permit work for the line extension projects. He is hoping to receive additional plans and maps from Thrasher, the project engineering firm, in the near future. It is hoped that the new plans will be available for review at the next board meeting.

The PSD's accountant has completed the Rule 42 financial review which is an assessment of the financial impact the project will have on the PSD and how much, if any, of an increase in rates is necessary as a result of the project. Mr. Moyers was happy to report that the Rule 42 showed that if the PSD receives the funding package as requested from USDA-RD, the PSD can construct the project without having to raise water rates. The funding request for the total project cost is \$955,000 in grant funds and a \$2 million low-interest loan. Kylea Radcliff met with USDA-RD representatives and was informed there are funds available in our District to fund projects and that the loan/grant ratio appeared acceptable. The PSD will have to go through the complete application review process before a binding commitment can be given by USDA-RD. We were informed that unfortunately the review and approval process may take a little longer than normal due to staffing issues at USDA-RD that has resulted in our area specialist having to cover additional areas around the State. However, USDA representatives did state that the information submitted by the District to USDA-RD at this point was in order and that would only speed the application review process.

Mr. Moyers requested direction from the board regarding a water customer on the Dover Hollow extension project who is requesting to be released from her agreement to receive water as part of the extension project due to a change in family situation and a financial hardship. Discussion was held regarding the request. No action was taken on this request. It will be tabled until the next board meeting.

***Sewer Service Territory*** – Logan Moyers provided an update on the District’s efforts, in conjunction with the Moorefield/Hardy County Wastewater Authority, to establish a defined boundary for the two entities sewer service territories. The proposed revision of sewer service territories would have the PSD serving eastern Hardy County and the Wastewater Authority serving western Hardy County. A public hearing has been set for July 3, 2018 at 9:45 a.m. at the office of the Hardy County Commission. A Class I legal ad notifying the public of the hearing will be placed in the Moorefield Examiner next week. Public notices will also be posted around both Moorefield and Baker. Following the public hearing, it is anticipated the County Commission will approve an order reducing the size of the PSD’s sewer service territory which, at the same time, will effectively expand the Wastewater Authority’s territory. Once the order has been approved, it will be filed with the West Virginia Public Service Commission to complete the process.

***New Business:***

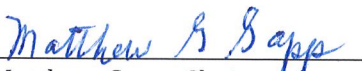
***Town of Moorefield Water Rate Increase*** – Lucas Gagnon, Town of Moorefield, was in attendance at the meeting to address questions regarding the Town of Moorefield’s proposed water rate increase as part of the Town of Moorefield’s upcoming project which includes construction of a new water plant. Mr. Gagnon explained that the Town hired an accountant to perform a class cost of service study and the proposed rates are what was recommended following the results of the study. The Town’s resale rate that is charged to the PSD is proposed to increase from \$1.08 per thousand gallons of water to \$2.38 per thousand gallons of water, a 120% increase. Additionally, the residential customers of the Town will see approximately 30% increase and the industrial customers approximately a 60% increase. Mr. Gagnon said that it was determined that the PSD’s rate had been too low for many years thus the reason for the larger percentage of increase. Once the rate increase has occurred, the PSD will have to increase rates to its customers in order to be able to pay the increased rate for purchased water to the Town. In the past the PSD has absorbed small increases without having to raise the rates to its customers but this proposed increase is too large to absorb and will result in an increase to the PSD’s customers. Mr. Moyers stated that he felt that by asking to the PSD to take on a much larger percentage increase than other customers are being asked to take on, the Town was placing undue burden on the PSD to cover a larger percentage of the increase than can be justified. Following discussion, all board members were polled and it was unanimously voted to request a WVPSA review of the proposed rate increase by filing official protest of the Town’s proposed rate increase. While the PSD fully supports the Town of Moorefield’s project and the need for a new water plant, the board agreed with Mr. Moyers that it has an obligation to look out for the best interests of PSD customers and as a result would file formal protest to the increase proposed to the PSD. Mr. Moyers noted that the rate that will be determined by WVPSA is the rate that must be accepted following their review of the rate case. The WVPSA review will extend the approval process for the Town of Moorefield’s rate increase by several months.

***District Office Flood Damage***- Logan Moyers reported that the PSD’s office received significant damage as a result of the heavy rainfall the weekend of June 1-2 resulting in standing water throughout the entire office. Both front office computers were damaged and had to be replaced before business operations could resume. A professional carpet cleaning service was called to clean the carpets and dry out the office. This is not the first time the office has had water due to drainage issues at the front of the property. Mr. Moyers asked for direction from the board regarding the renovations and repairs needed on the building and the need for additional drainage work at the front of the property. Detailed discussion was held including a review of the exterior of the building and the PSD property. It was recommended to contact the District’s engineer to get additional information about a modular temporary office, office renovations/construction, landscaping/drainage repairs, etc. Discussion was held regarding the possibility of building a new office rather than sinking significant money to repair the current aging office. Mr. Moyers will work to compile additional information for the board to consider regarding renovating the current office versus constructing a new office. A special board meeting may be needed prior to the next scheduled board meeting to act on the renting of a modular office to house the PSD while renovations or new construction takes place.

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

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 5:30 p.m.

The next regular scheduled board meeting will be held **July 11, 2018, 4:00 p.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 subject discussed and the actions taken by the members of the Hardy County Public Service District for the regular meeting held on June 6, 2018. The meeting and proceedings were electronically recorded. In the event there may be discrepancies or contradictions between the written minutes and the audio recording, the audio recording shall take precedence.*

HARDY COUNTY PUBLIC SERVICE DISTRICT  
MAY 2, 2018  
4:00 P.M.  
2094 US 220 South, Moorefield, West Virginia

Present: Matthew Gapp, Rob Harper, Rose Helmick, Logan Moyers, Connie Sherman, Kevin Markwood, HCPSD; Kylea Radcliff, The Thrasher Group; Jean Flanagan, Media.

The meeting was called to order at 4:00 p.m. by Chairman Matthew Gapp. Rose Helmick made a motion to approve the minutes of the April 4, 2018 regular meeting minutes as presented. Robert Harper seconded the motion. The motion was approved.

***Unfinished Business:***

***Upcoming Water Project Update*** – Kylea Radcliff, project engineer, provided an update on the upcoming water project including the organics removal system at the Baker water plant and the water line extensions. Mrs. Radcliff reported that work continues on acquiring permits necessary for the project as on design for the new extension areas, the line upgrades and the organics removal system at the Baker water plant. The project will consist of several different construction contracts. The new extension areas are where the bulk of the permitting is required due to the railroad crossing and the environmental clearances required for undisturbed ground in those areas. The goal is to have all permit applications submitted, design work complete and final drawings out to the WVBPH by the end of May or early June.

An extensive conference call was held earlier in the week with PSD general manager, Logan Moyers, Ms. Radcliff and representatives at Ixom, the manufacturers of the organics removal system to discuss the process performance guarantee and specifics of the project. During the design and planning of the organics removal system up to this point, the intention has been to install the organics removal equipment outdoors adjacent to the water plant however, during the conference call it was determined that due to weather conditions in our area, the MIEX unit will need to be located in a building. The footprint of the organics removal system is quite large and will prevent the equipment from being installed in the current WTP building. Another building will have to be constructed at the water plant to house the organics removal system. Kylea Radcliff will investigate different types of buildings to determine what building will be best suited for housing the system. Because of this change the cost of the project will be increased to include a total project cost of \$3 million. The funding application with USDA-RUS is being revised to reflect the change in the project cost and will include a request for \$2 million in loan funds and a \$955,000 grant.

A conference call was held with project accountant, Michael Griffith, to discuss the increase in the project costs and to see if it is still possible to construct the project without a rate increase to the District's customers. Logan Moyers expressed that he is optimistic that the project can still be completed without needing to increase rates. Michael Griffith will review the numbers and get back with additional information on the rate impact.

Discussion was held regarding the District's requested changes and revisions to the performance guarantee being offered by Ixom. The performance guarantee states that the MIEX organics removal system will allow for the District to be in compliance with disinfection by-products levels in the Baker distribution system *or* will, at the least, remove a sufficient amount of organic matter that will allow for DBP compliance based on the testing that has been completed by both the District and Ixom. As part of the performance guarantee, Ixom requires that the raw water entering its MIEX system have parameters within certain allowable ranges in order for the MIEX to be effective at removing organic matter. The District is requesting some changes be made in the allowable raw water characteristics and will continue to work through those requested changes with Ixom representatives until an agreement can be reached Mr. Moyers is confident these details can be worked out in a timely manner and that an agreement can be reached.



**Sewer Service Territory** – Logan Moyers provided an update on the District’s efforts, in conjunction with the Moorefield/Hardy County Wastewater Authority, to establish a defined boundary for the two entities sewer service territories. Mr. Moyers reported that since the last meeting, the District received consent from its bondholders to establish the new sewer boundary. Mr. Moyers has also been working with the County Clerk and County Coordinator and recently attended a meeting of the Hardy County Commission where the Commission indicated they would move forward with the process necessary to establish a new sewer boundary between the District and the Authority. The Commission will enter a proposed order establishing the new service territories at their June meeting and will hold a public hearing on the matter to finalize the order prior to their July meeting. Following the completion of these two items, the necessary information will be filed with the West Virginia Public Service Commission to complete the process.

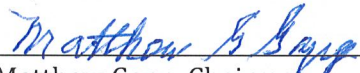
***New Business:***

**FY19 Water/Sewer Budgets** – Proposed fiscal year 2019 water and sewer operating budgets were presented by Mr. Moyers during the meeting. The proposed budgets were included as part of the board packets for review by board members prior to the meeting. This was the first budget approval process for new board members Rob Harper and Rose Helmick. Rose Helmick brought about several questions regarding budget line items. Logan Moyers provided additional information and following discussion, Rose Helmick made a motion to approve both budgets as presented. Robert Harper seconded the motion. It was unanimously approved.

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

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 4:50 p.m.

The next regular scheduled board meeting will be held **June 6, 2018, 4:00 p.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 subject discussed and the actions taken by the members of the Hardy County Public Service District for the regular meeting held on May 2, 2018. The meeting and proceedings were electronically recorded. In the event there may be discrepancies or contradictions between the written minutes and the audio recording, the audio recording shall take precedence.*

HARDY COUNTY PUBLIC SERVICE DISTRICT  
APRIL 4, 2018  
4:00 P.M.  
2094 US 220 South, Moorefield, West Virginia

Present: Matthew Gapp, Rob Harper, Rose Helmick, Logan Moyers, Connie Sherman, HCPSD;  
Jean Flanagan, Media.

The meeting was called to order at 4:10 p.m. by Chairman Matthew Gapp. Robert Harper made a motion to approve the minutes of the March 7, 2018 regular meeting minutes as presented. Rose Helmick seconded the motion. The motion was approved.

***Unfinished Business:***

***Upcoming Water Project Update*** – Logan Moyers provided an update on the upcoming water project including the organics removal system at the Baker water plant and the water line extensions. The funding application to USDA has been submitted requesting a \$1.75 million loan and a \$500,000 grant. The current poverty level interest rate with USDA is 2.375% and Hardy County qualifies for this rate based on the county-wide MHI. Work on the necessary permitting process for the project is ongoing and will continue as plans and specifications are finalized.

Mr. Moyers reported that Ixom, manufacturers of the organics removal system, provided a detailed report on all testing that was done as part of the pilot project. A copy of this report was included in the board packet for review prior to the meeting. In reviewing the report with board members, Mr. Moyers pointed out the drastic increase in the percentage of DOC removal from raw water with the use of the MIEX system. Mr. Moyers also reported that he has received an updated draft process performance agreement from Ixom, in which they will guarantee that the District will have disinfection by-product levels within the allowable limits as defined by the US-EPA for a period of five years as long as the raw water coming into the plant is within the parameters outlined in the agreement. After reviewing this latest draft of the process performance guarantee, Mr. Moyers knows that a wider range is needed for several of the raw water parameters defined in the guarantee and will work with Ixom to get those parameters adjusted to a suitable level for both the District and Ixom. Mr. Moyers will review the agreement with the board members at next month's meeting.

The District continues to work with WVDEP to get authorization for Hardy County DOH to use the salt brine waste from the MIEX system for roadway treatment. Mr. Moyers does not anticipate any issues with being able to dispose of the salt brine waste.

Thrasher engineers and surveyors spent several days in March working to finalize mapping, layout and design for the extensions and line upgrades included in this project. Preliminary mapping was reviewed and final mapping should be completed soon. Mr. Moyers reported that during the engineers' visit to the extension areas it was determined that an additional easement is needed on the Trout Run Cut-Off Road. Mr. Moyers has already contacted those property owners and was successful in acquiring that easement. Of the 44 total easements needed for the project, only one easement as yet to be obtained which is located at the end of the Fort Run Road extension project. The District has recently been in contact with that property owner who indicated they intend to provide the easement. By having all easements acquired prior to closing on funding for the project, the District will realize some savings on attorney fees by being able to complete one final title opinion rather than having the attorney complete preliminary title opinions that are typically required as part of the funding and permitting process for projects. This should also help with the lender requirements and the PSC process.

***Sewer Rate Increase*** – Logan Moyers gave an update on the Baker sewer rate case with WVPSC. As was discussed at last month’s meeting, the District was waiting for a case report to be filed by the WVPSC engineer assigned to the case before officially dismissing the rate case. The deadline with WVPSC to dismiss the case was March 15, 2018. After not seeing any report being filed by the staff engineer in the time frame that had been identified, Mr. Moyers contacted the WVPSC engineer who informed him that he had drafted a report and as part of the report recommended that “a rate differential between residential and commercial users is appropriate in this instance”. However, because his report, which supported the District’s request of a split sewer rate for residential and commercial customers, goes against the existing WVPSC policy, his superiors would not allow him to file the report as part of the case. Facing the March 15<sup>th</sup> deadline the District requested dismissal of the case and the case was officially dismissed by WVPSC on March 16, 2018. The District will continue to operate with the current rate structure. Robert Harper asked if the District could resubmit a request for a sewer rate increase at any time. Mr. Moyers stated that while the District could request a sewer rate increase at any time, until there has been a change in WVPSC policy allowing a split rate structure for sewer rates, most likely the results of a resubmitted case would be the same as the recently dismissed case and the District would not receive approval for a split rate.

***Sewer Service Territory*** – Logan Moyers provided an update on the District’s efforts, in conjunction with the Moorefield/Hardy County Wastewater Authority, to establish a defined boundary for the two entities sewer service territories. Mr. Moyers reported that although the District board previously adopted a resolution, as did the Wastewater Authority, in which boundaries were established that defined the separate sewer service territories between the two utilities, there is an additional process that must be completed to officially establish the boundaries at the state level. The additional process includes getting consent from the District’s bondholders to establish the new boundary and then having the Hardy County Commission hold a public hearing and issue an order establishing the new boundary between the two entities. The District is currently working to get consent from our existing bondholders and then will begin work with the County Commission to complete the process.

***New Business:***

***HCPD Insurance Matters*** – Logan Moyers report that at the Board’s request, the District has been looking into options for potential savings in our worker’s compensation coverage. Our current provider, Brickstreet which is administered by Bill Bailey Insurance, informed us that in the past 5 years we have had only 2 minor claims totaling \$285.00 and that both claims are closed and there are no reserves attached to those claims. We also have an experience modification (emod) factor which provides a 16% discount on our base premium which is very good. We contacted two additional potential carriers requesting a quote for worker’s compensation coverage. One agency was unable to provide a stand alone quote for worker’s compensation coverage and we are waiting to hear back from the other. The District’s current policy will expire on April 24, 2018 which is prior to the next scheduled board meeting. If the District would get a cheaper rate from the quote we are awaiting, we would need to make the switch prior to the expiration date of our current policy. If the quote comes back cheaper than our current coverage, Mr. Moyers will contact all board member and poll each member as to whether they feel we should switch carriers. If a majority of board members vote to switch carriers we will make the change effective on the date our current coverage expires.

As part of the process for renewing our existing coverage or switching carriers, the District board must decide if they want to be included or excluded from the District’s worker’s compensation coverage. In the past, the District board members have been excluded from the District’s policy. Board member Rose Helmick disagrees with board members being excluded from the policy. Mrs. Helmick requested that the District get additional information regarding the increase in the District’s policy if the board members would be included. Logan Moyers and Connie Sherman will work on getting that information and will pass it onto board members and poll them to determine if we will extend coverage to cover board members or not.

Underinsured and Uninsured auto insurance coverage was also discussed. The District's current property/auto/liability insurance carrier has asked the Board to execute a form which waives coverage for damages resulting from uninsured or underinsured motorists. The District has not had this type of coverage in the past and the increase in the auto insurance premium if the District would choose to add this coverage would be \$5,832.00. Rose Helmick raised the issue of being "double" covered by worker's compensation and auto insurance if there was to be an auto accident involving an uninsured or underinsured party. Logan Moyers and Connie Sherman will contact our carrier, Bill Bailey Insurance Agency, regarding this issue also and will report the information to the Board and get direction from them as to how they wish to proceed.

**Postage Costs** – At the request of board member Robert Harper, the District looked into ways for potentially saving money on postage costs. District staff contacted other county offices and the local post office to ask about potential options for saving money on postage. The District has a postage permit for the monthly water bill postcards and this is the cheapest rate possible. We also looked into postage meters and found out that while we could save approximately \$.03 per first class letter, the lease on the machine is around \$20.00 per month which would eliminate any potential savings. We were unable to identify any ways to reduce postage costs at this time.

**Miscellaneous Business:**


**Summer Employment** – For the past several years, the District has hired college students to assist during the summer months. Having additional staff helps to cover employee vacations and this year will be beneficial due to the extended medical absence of an office employee. Logan Moyers requested to advertise in the local newspaper for 2 part-time/summer employees to work for approximately 12 weeks from early May to early August. Rose Helmick requested that the applicants be reviewed by the Board before any hiring for those positions occurred. The District will solicit applications and consult with board members before filling those positions.

**Hardy County Commission Request** – On behalf of the Hardy County Commission, Rose Helmick asked Mr. Moyers to begin submitting a quarterly financial report and provided an example of the format for such from another County agency. The District will begin providing the Commission with the requested information beginning with the second quarter of 2018.

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

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 5:10 p.m.

The next regular scheduled board meeting will be held **May 2, 2018, 4:00 p.m.** in the conference room of the HCPSD office located at 2094 US 220 South, Moorefield, West Virginia.

  
Matthew Gapp, Chairman

HARDY COUNTY PUBLIC SERVICE DISTRICT  
MARCH 7, 2018  
4:00 P.M.  
2094 US 220 South, Moorefield, West Virginia

Present: Matthew Gapp, Rob Harper, Logan Moyers, Connie Sherman, Kevin Markwood, HCPD; Jean Flanagan, Media.

The meeting was called to order at 4:15 p.m. by Chairman Matthew Gapp. Robert Harper made a motion to approve the minutes of the February 7, 2018 regular meeting minutes as presented. Connie Sherman seconded the motion. The motion was approved.

***Unfinished Business:***

***Upcoming Water Project Update*** – Logan Moyers provided an update on the upcoming water project including the organics removal system at the Baker water plant and the water extensions. Project engineer, Kylea Radcliff, will be here next week to finalize layouts at the water plant and the extension projects as well as determine if any additional easements may be needed.

Mr. Moyers reported that he has been in contact with Ixom, manufacturers of the organics removal system and expects to receive the second draft of the performance guarantee agreement soon. He anticipates the agreement will be ready to review at the next meeting.

Mr. Moyers reported that the purchase of the property for the location of the booster station needed for the Fort Run/Dover Hollow extension has been finalized. Out of a total of 42 easements for the water extension projects, 41 have been acquired with just one easement remaining. The remaining easement is for property located at the end of the Fort Run extensions project so if the PSD is unable to secure the easement this section of main line can be eliminated.

Mr. Moyers reported that work continues with our project engineer to finalize the USDA-RUS funding application for the water project, including work on the preliminary environmental assessment as well as project design and mapping. We hope to be able to submit the funding application later this month. Once the funding application has been submitted, the District must wait to receive a commitment letter from USDA-RUS before we can file a certificate case with WVPSC for the project. In addition to the funding commitment letter we must also have a completed preliminary Rule 42 cash flow analysis, as prepared by our project accountant and have applied for all necessary project permits before filing with WVPSC. Work to secure the necessary permits is ongoing and work with the project accountant on the cash flows is also underway.

***Sewer Rate Increase*** – Logan Moyers gave an update on the Baker sewer rate case with WVPSC. Mr. Moyers reported that following the action of the District's board at the February board meeting, where the board elected to dismiss the sewer rate case, the District's attorney recommended waiting to see if we may receive a written notice from the WVPSC detailing their reasoning for denying the requested split rate before filing the motion to dismiss. Representatives with WVPSC have verbally informed the District that the reason they will not consider a split rate was due to internal WVPSC policy but have not made that position part of the official case record. While WVPSC did not address their reasoning behind denying a split rate, they did issue an order directing the District to make a filing with its intention to either proceed with the case or dismiss the case by March 15<sup>th</sup>, 2018. In the meantime, Mr. Moyers was contacted by the PSC staff engineer for the case who requested a site visit to review the Baker Sewer system. During the site visit, Mr. Moyers accompanied the WVPSC engineer and provided a tour of the Baker sewer plant and collection system and the District provided additional information as requested by the PSC staff engineer. Following the site visit, the PSC staff

engineer informed the District that he agrees with the District's position and supports the split rate requested by the District. The WVPSC engineer will now prepare a memo to be filed as an official document in the case that will detail his position supporting a split rate. Before the District makes the required case filing stating how it wishes to proceed with the case, we will wait for the engineer's memo to be filed to see if his position supporting a split rate will have any bearing on WVPSC's stance denying a split rate. If WVPSC continues its denial of the District's request for a split rate, the District will proceed with the motion to dismiss the case.

***Miscellaneous Business:***

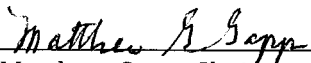
***Postage Costs*** – Board member Robert Harper asked about the monthly cost of postage of the District. The District has a postage permit for the monthly water bill postcards but uses first class stamps for other mailings. Logan Moyers said the District would check into this matter with the local postmaster.

***Worker's Compensation*** – Board member Robert Harper asked who the District has for worker's compensation coverage. Currently the District has a policy with Brickstreet for its worker's compensation coverage. Mr. Harper suggested that the District may want to pursue quotes from other carriers.

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

There being no further business, the meeting was adjourned at 4:50 p.m.

The next regular scheduled board meeting will be held ***April 4, 2018, 4:00 p.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 subject discussed and the actions taken by the members of the Hardy County Public Service District for the regular meeting held on March 7, 2018. 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 7, 2018  
4:00 P.M.  
2094 US 220 South, Moorefield, West Virginia

Present: Rose Helmick, Rob Harper, Logan Moyers, Connie Sherman, Kevin Markwood, HCPSD; Jean Flanagan, Media.

The meeting was called to order at 4:10 p.m. by Vice-Chairman Robert Harper. Rose Helmick made a motion to approve the minutes of the January 10, 2018 regular meeting minutes as presented. Robert Harper seconded the motion. The motion was approved.

***Unfinished Business:***

***Upcoming Water Project Update*** – Logan Moyers reported that he has not received the second draft of the performance guarantee agreement with Ixom for the MIEX system. If he has not heard back from them in the next few weeks, he will contact them.

Mr. Moyers provided an update on the possibility of the District starting an Oracle pilot study. Oracle is a chemical that can be added to the water leaving the treatment plant with the intended purpose of lowering disinfection by-product (DBP) levels in the distribution system. The District continues to wait for data from the City of Weirton's Oracle study before making a decision regarding if and when to begin testing the chemical in Baker.

Mr. Moyers reported that he planned to meet with the property owner of the booster station site for the Fort Run/Dover Hollow extension in the coming days to finalize purchase of the property. Work to acquire the few remaining easements needed for the project is ongoing. Since the last meeting, employees of Thrasher Engineering, the project engineer, have been on location working on finalizing mapping and layout for the project.

Mr. Moyers reported that USDA-RUS received notice that funding from the federal government has been allocated, meaning the District will have the opportunity to apply for project funding through USDA-RUS as we had hoped. The District is currently working on the preliminary environmental assessment that is required prior to submission of a USDA-RUS funding application. We hope to be able to submit the funding application likely sometime next month. Once the funding application has been submitted, the District hopes to hear from USDA-RUS regarding the potential funding commitment within approximately six weeks following submission of the application. Once a funding commitment has been received by the District, we must have our project accountant draft a preliminary Rule 42 analysis, which evaluates the District's ability to cash flow the project. The District and our project engineer are currently working to apply for all necessary project permits. The District must have a funding commitment letter from USDA-RUS, have a completed preliminary Rule 42 analysis and have applied for all necessary permits before we can file a certificate case with PSC. The District is optimistic all this can be accomplished allowing us to file a certificate case with WVPSC in May or early June.

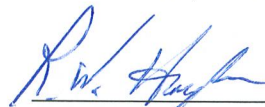
***Sewer Rate Increase*** – Logan Moyers gave an update on the Baker sewer rate case with WVPSC. Mr. Moyers reported that in mid-January, after having reviewed the District's financial records and evaluated the funds necessary to effectively operate the Baker sewer system, WVPSC filed their recommended rates for Baker sewer customers. The District has requested a split rate that would charge residential customers a rate of \$14.00 per thousand gallons treated with a minimum bill of \$42.00 and for commercial customers a rate of \$24.00 per thousand gallons treated with a minimum bill of \$72.00. WVPSC staff denied the District's request for a split sewer rate among residential and commercial customers and recommended the District charge all users at the same rate of \$24.01 per thousand gallons of sewage treated, with a minimum bill for all metered customers of \$72.03 and \$96.04 for all non-metered customers. The District and WVPSC agree on the amount that should be charged to commercial customers

but the District does not wish to charge residential users at that same rate because residential users contribute far less sewage for treatment and the entire basis for needing an increase is due to the overwhelming volume of sewage being contributed by commercial customers. Commercial customers contribute over 90% of the overall volume of sewer treated by the District in Baker, and the District does not feel that residential users should be held responsible for paying the same rate as commercial users given that they contribute far less sewage and in turn cost the District far less in treatment expenses. The District's attorney prepared a response to WVPSC's recommended rate increase which included a letter prepared by Mr. Moyers. Mr. Moyers' letter stated the District's frustrations over WVPSC's decision to deny the request for a split rate and requested that WVPSC reconsider the split rate sought by the District. Mr. Moyers explained in his letter that both sides agree on the amount to be charged to commercial users, the only issue was that the District could not in good conscience charge residential users the same rate. In response to Mr. Moyers' letter, WVPSC requested that Mr. Moyers along with the District's attorney participate in a conference call with WVPSC staff. During the conference call Mr. Moyers reiterated the District's position that it is not fair to charge the residential users at the same rate as commercial users given the vast difference in overall sewage contributions. WVPSC responded that while they understand and sympathize with the District's position regarding a split rate, it was an internal policy of the WVPSC not to allow for split rates among residential and commercial sewer customers and that WVPSC superiors had advised them that WVPSC must adhere to that policy. With WVPSC unwilling to budge from their position, it left the District with three options moving forward. The first option is for the District to agree with WVPSC's recommended rates and charge both classes of customers at the same rate of \$24.01 per thousand gallons treated. The second option is for the District to request dismissal of the case and continue to operate with our current rates. The drawback to this option is that current rates are inadequate do not fully cover the costs the District incurs to operate the Baker sewer system and in order to compensate for the shortfall of funds needed to operate the system, the District would need to subsidize sewer operations with water revenue. If the District would choose to go forward with this option and use a portion of water revenue to cover sewer operation expenses, it will receive a noted finding on all future financial audits that the District is improperly subsidizing its sewer operations with water revenue. While such a noted finding would be considered a negative mark on the audit, it would not be considered a significant deficiency resulting in greater scrutiny. The final option remaining for the District would be to choose to continue with the case knowing that it would ultimately appeal WVPSC's decision. Appealing WVPSC's decision not to allow a split rate would allow the District the opportunity to argue its case for a split rate in a court of law, but comes with no guarantee of any success. In fact, the District's attorney, David Glover, believed that appealing the case to a WVPSC court wouldn't likely result in the court overturning WVPSC policy not to allow a split rate. Appealing the case would also result in significant legal expenses to the District and should the appeal be denied, the District would then be *forced* to charge all customers the WVPSC recommended rates without the option to dismiss the case and continue operating under the current rate structure. Following discussion, Robert Harper made a motion that the District proceed with the option to dismiss the case and continue operations within the existing sewer rate structure. Rose Helmick seconded the motion. It was unanimously approved.

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

There being no further business, the meeting was adjourned at 4:50 p.m.

The next regular scheduled board meeting will be held **March 7, 2018, 4:00 p.m.** in the conference room of the HCPSD office located at 2094 US 220 South, Moorefield, West Virginia.



Robert Harper, Vice-Chairman



HARDY COUNTY PUBLIC SERVICE DISTRICT  
JANUARY 10, 2018  
4:00 P.M.  
2094 US 220 South, Moorefield, West Virginia

Present: Matthew Gapp, Rose Helmick, Rob Harper, Logan Moyers, Connie Sherman, Kevin Markwood, HCPSD; Kylea Radcliff, The Thrasher Group; Jean Flanagan, Media.

The meeting was called to order at 4:10 p.m. by Chairman Matthew Gapp. Robert Harper made a motion to approve the minutes of the December 13, 2017 regular meeting minutes as presented. Rose Helmick seconded the motion. The motion was approved.

***Unfinished Business:***

***Upcoming Water Project Update*** – Logan Moyers reported that the MIEX pilot study is now complete as well as the water sampling associated with the pilot test for the Baker water system. An Ixom representative will be coming to the plant to disassemble the unit and ship it to its next destination. Mr. Moyers reviewed the results of the second month testing data with the HCPSD board. The results continue to show significant improvement in total organic carbon (TOC) removal rates from water treated by the MIEX pilot as compared to water that had not been treated by the MIEX equipment. TOC removal rates from the water coming off the MIEX pilot unit showed removal percentages as that approximately 75% compared to removal percentages of less than 20% in water that had not been treated by the MIEX pilot unit.

Mr. Moyers and Kylea Radliff met with representatives from WVDOH and it has been determined by the WVDOH that the salt brine waste that is produced by the MIEX unit can be used in the treatment of the roads and they are willing to remove and haul the brine waste from the District's Baker water plant which would eliminate the need for the District to dispose the waste. A sample of the brine will now be sent to a certified laboratory for testing and the results will be provided to the WVDEP, who must give final approval for the salt brine to be transferred to WVDOH for treatment on roads.

Mr. Moyers reported on the Process Performance Guarantee to be provided by Ixom which will guarantee that water treated by the MIEX system will be in full compliance with EPA standards for TOC removal and disinfection by-product (DBP) levels. Mr. Moyers reported that he and Ixom representatives have been working through revisions to the initial draft and he anticipates that we will receive the second draft of the agreement within the next few weeks. Once the agreement has been reviewed by all parties, it will be reviewed by an attorney with the District's bond counsel firm and will then be presented to the board for approval.

Mr. Moyers provided an update on the Oracle chemical that the District has considered testing in Baker in an effort to reduce disinfection by product (DBP) levels in the distribution system. The City of Weirton has been using the chemical in an effort to reduce their DBP levels and the District would like to review their data and see how successful the chemical has been for them before beginning a pilot study in Baker. The chemical is said to be effective in reducing DBP levels by depleting the bio-film located in the water distribution lines. Thereby eliminating organic matter contained in the bio-film which is the medium by which DBP's are formed. However, at the same time, it is believed that the bio-film in distribution lines helps to control levels of the HAA5 DBP and with the other changes the District has made, the District is now in compliance with this DBP. Having or not having a bio-film in distribution lines is a difficult situation to manage and is difficult to find the right balance. Mr. Moyers is concerned that using the Oracle chemical could cause the levels of HAA5's to increase and he does not want to interfere with the positive progress the District had made to this point, especially given the encouraging results we are seeing with the MIEX system. Following review of the City of

Weirton's data, a decision will be made regarding the use of the Oracle chemical. Rose Helmick asked if the chemical would cause any damage to the water pipe or if the chemical was in any way harmful if consumed. Mr. Moyers said the chemical is safe for public use and is NSF approved as well as approved for use by the EPA.

Mr. Moyers reported that Thrasher has completed the survey work and has developed a plat and description on the property needed for the pump station on the Dover Hollow and Fort Run extensions. The deed is ready for execution and then payment will be made to the property owner. It is anticipated that the transaction will be made before next month's board meeting. Following the purchase of the booster station property, the board's attorney can begin to prepare the preliminary title opinion which is needed by the funding agency as part of the closing process.

**Sewer Rate Increase** – Logan Moyers reported that a PSC staff person has completed the review of the District's sewer records and reports. It is anticipated that the PSC will inform the District of its proposed new sewer rate schedule before the end of January 2018 and that the rate will go into effect in July 2018. Rose Helmick asked if the PSC staff person provided any information about the approval of the request for a split sewer rate. Mr. Moyers said that PSC staff agreed with the need for a split rate but that the final approval would be made by department heads with the PSC utility division.

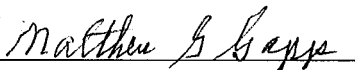
***New Business:***

**Fiscal Year 2017 Financial Statements** – The financial statements for the fiscal year ending June 30, 2017 were mailed to each board member prior to the meeting for review. Rose Helmick made a motion to approve the financial statements. Robert Harper seconded the motion. It was unanimously approved.

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

There being no further business, the meeting was adjourned at 4:50 p.m.

The next regular scheduled board meeting will be held **February 7, 2018, 4:00 p.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 subject discussed and the actions taken by the members of the Hardy County Public Service District for the regular meeting held on January 10, 2018. 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.*