

HARDY COUNTY PUBLIC SERVICE DISTRICT
DECEMBER 9, 2020
4:30 P.M.
2094 US 220 South, Moorefield, West Virginia

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

The meeting was called to order at 4:32 p.m. by General Manager Logan Moyers. Robert Harper made a motion to approve the minutes of the November 4, 2020 regular meeting minutes as presented. Justin Basye seconded the motion. The motion was approved.

Unfinished Business:

Baker WTP Upgrade Project – Logan Moyers gave an update on the progress of this project. Moyers reported that Contract #1 – Main Line Extensions & Upgrades is complete. Contract #2 - Baker WTP Upgrade project is substantially complete following a project inspection which occurred prior to the board meeting and included the USDA state engineer, the project contractor, project engineer and PSD staff. To finish contract #2, work needs to be completed on the upgrade to the clearwell exhaust system and a pump must be installed in the MIEX building. The MIEX organics removal system equipment has been operational since the second week in November and has shown immediate improvement in the removal of organic material from the raw water. The District is required to remove a minimum of 45% of the organic matter to be in compliance with regulations established as part of the Safe Drinking Water Act. Prior to the startup of the MIEX system the District removed, on average, around 30% of the organic matter through conventional treatment processes, falling well short of the 45% minimum removal requirement. Following installation and operational startup of the MIEX equipment, the District was able to remove 93% of organic matter from the raw water. Moyers notes that typically there is a higher removal percent when virgin media is initially introduced and it is likely that the removal percent may be reduced somewhat as the media filter ages but the initial results are as good as we could have possibly hoped for. It was also noted that since the startup of the MIEX system there has realized the additional benefit of a reduction in chemical feeds used in water production, saving on production costs. Moyers noted that the District's MIEX Mini system is the fourth system of its kind to be installed in the world, all of which have become operational in the past year. Moyers anticipates many visitors in the future because many water systems could benefit from the installation of a system similar to this to aid in organic matter removal and the reduction of disinfection by-products. An Open House will be held at a future date.

Change Order #2 for Contract #1 was presented in the amount of \$3,939.00. This change order is necessary for a quick connect receptacle for the Fort Run Road booster pump station to allow for connection to a generator in a power outage situation. Justin Basye made a motion to approve the change order. Rose Helmick seconded the motion. It was unanimously approved.

Pay Requisition #10 was presented in the amount of \$14,787.45. The pay requisition was to Breckenridge Corporation for construction work completed on Contract #1 – MIEX system installation. Robert Harper made a motion to approve the pay requisition as presented. Rose Helmick seconded the motion. It was unanimously approved.

New PSD Facility Project – Logan Moyers reported that District has officially received environmental clearance on the property from FEMA and has completed the purchase of a 4.38 acre lot in the Robert C. Byrd Industrial Park that will be the site of the District's new facility. The next step is to put construction of the new facility out to bid. The District will simultaneously work to get seek loan funding from a private bank to cover the cost of this project not already covered by FEMA funding and the District's funding contribution.

Currently the District is working with our bond counsel to obtain parity consent from our existing bondholders so that we can enter into the loan agreement after the low bid contractor has been identified. We will not know how the amount of the loan until we have opened bids for the project. A tentative schedule has been developed and includes advertising for bids on January 6, 2021, pre bid conference on January 20, 2021, opening bids on February 2, 2021 with a 90 day bid hold, soliciting loan funds in February and March, and closing on funding and beginning construction in April. The contract will be an 8 month construction contract which would make construction complete near the end of the year in 2021.

Central Hampshire PSD Water Purchase Contract – Moyers presented a Water Purchase Contract between the District and Central Hampshire PSD that establishes an arrangement for the District to sell water to CHPSD at the Hampshire County line for a yet to be constructed Purgitsville public water system. The contract outlines the responsibilities of both parties and includes the purchase of up to 500,000 gallons of water per month. As part of the agreement, a resale rate of \$4.95 per 1,000 gallons of water purchased with a minimum monthly bill of \$623.52 was established. Robert Harper made a motion to approve the water purchase contract as presented including the resale rate of \$4.95 per 1,000 gallons of water. Justin Basye seconded the motion. It was unanimously approved. The approval of this agreement will allow Central Hampshire PSD to move forward with its Purgitsville water project.

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

Miscellaneous Business:

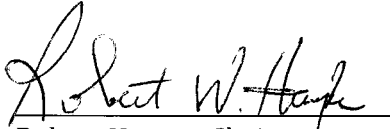
Board member Rose Helmick asked about the status of the Town of Moorefield's water plant. Logan Moyers reported that Moorefield's new water plant is scheduled to be operational in the summer of 2021 and that the increased water rates associated with the project would go into effect in July 2021 resulting in a significant increase to the District and its customers. Helmick also asked about the status of the Town of Wardensville's water project and Moyers said he was informed that Wardensville had received good news that the new well is not under the influence of surface water, meaning that water filtration will not be needed as part of their upcoming project. Moyers was not aware of a timeline for the Wardensville project at this time.

Due to the increase in COVID-19 cases in our area the PSD Christmas dinner will not be held this year.

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

There being no further business, Robert Harper made a motion that the meeting be adjourned. Justin Basye seconded the motion. The meeting was adjourned at 5:07 p.m.

The next regular scheduled board meeting will be held **January 6, 2021, 4:30 p.m.** Attendees will continue to have the option to attend the meeting in person in the District's office or via conference call due to the ongoing pandemic.


Robert Harper, Chairman

HARDY COUNTY PUBLIC SERVICE DISTRICT
NOVEMBER 7, 2020
4:30 P.M.
2094 US 220 South, Moorefield, West Virginia

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

The meeting was called to order at 4:35 p.m. by General Manager Logan Moyers. Robert Harper made a motion to approve the minutes of the October 7, 2020 regular meeting minutes as presented. Rose Helmick seconded the motion. The motion was approved.

Unfinished Business:

Baker WTP Upgrade Project Update – Logan Moyers gave an update on the progress of Contract #1 – Main Line Extensions & Upgrades. Moyers reported that Contract #1 is complete and most customers are connected and using the water. All customers are being billed per the three year billing requirement of the funding agency. Some punch list work has been completed however the contractor will need to return in the spring for seed and mulch work because the weather has turned too cold for grass to start growing. Moyers also provided an update on Contract #2 - Baker WTP Upgrade project. Startup of the MIEX organics removal system equipment is scheduled to take place next week. Ixom representatives will be here for the entire week with startup and training to begin in the later part of the week. Also, representatives from CITCO Water will be on site for necessary upgrades to the telemetry system. This means that the MIEX system should be operational at the end of next week. The contractor is almost finished the upgrades to the clearwell exhaust systems and should be able to finalize work on Contract #2 within the next 2 weeks. Pay Requisition #9 was presented in the amount of \$36,072.94. The pay requisition was broken down as follows: \$32,443.69 to Breckenridge Corporation for construction work completed and \$3,629.25 to The Thrasher Group for services rendered. Justin Basye made a motion to approve the pay requisition as presented. Rose Helmick seconded the motion. It was unanimously approved.

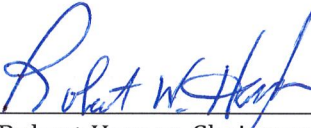
New PSD Facility Project – Logan Moyers reported that FEMA has informed him that they have completed the environmental assessment process and the Findings of No Significant Impact statement has been signed but we have not received the official notification from FEMA. We must have this notification before we can proceed with the purchase of the property and begin the bidding process. We hope to receive this notification in the next couple of weeks. Our bid documents are ready and these documents must also be approved by FEMA before the project can be put out for bids. Work has started with bond counsel, accountant and contacts of local banks for the additional funding that is needed for the facility. We will not know how much money will be needed until we have the bids for the project. Mr. Moyers has made contact with the HCRDA and they requested a few days notice once we are ready to complete the property purchase in the RCB Industrial Park so that they may get the deed prepared and the closing scheduled.

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

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

There being no further business, Robert Harper made a motion that the meeting be adjourned. Justin Basye seconded the motion. The meeting was adjourned at 4:45 p.m.

The next regular scheduled board meeting will be held **December 9, 2020, 4:30 p.m.** Attendees will continue to have the option to attend the meeting in person in the District's office or if via conference call due to the ongoing pandemic. The annual Christmas dinner will be held following the December meeting at O'Neil's and details will be provided in the December board meeting packet.



Robert Harper, Chairman

HARDY COUNTY PUBLIC SERVICE DISTRICT
OCTOBER 7, 2020
4:30 P.M.
2094 US 220 South, Moorefield, West Virginia

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

The meeting was called to order at 4:34 p.m. by General Manager Logan Moyers. Robert Harper made a motion to approve the minutes of the September 2, 2020 regular meeting minutes as presented. Rose Helmick seconded the motion. The motion was approved.

Unfinished Business:

Baker WTP Upgrade Project Update – Logan Moyers gave an update on the progress of Contract #1 – Main Line Extensions & Upgrades. Moyers reported that Contract #1 is substantially complete except for minor punch list items. Water is available to all customers in all areas of the project and most customers are using the water. There is fire protection on the Trough Road but District field staff need to finish the installation of a few fire hydrants. Moyers also provided an update on Contract #2 - Baker WTP Upgrade project. The necessary power upgrade was completed at the water plant this week. Concrete and paving were also completed. The MIEX organics removal system equipment has been installed with startup planned for the week of November 9th. Ixom representatives will be here for the startup and training and the system should be operational at the end of that week. Change Order #1 for Contract #2 was presented for approval. The change order in the amount of \$8,885.00 is necessary for upgrades to the ventilation system that serves the existing clearwell spray aeration system the water plant. Robert Harper made a motion to approve Change Order #1 as presented. Rose Helmick seconded the motion. It was unanimously approved. Change Order #2 for Contract #2 was presented for approval. The change order in the amount of \$3,939.00 is to cover the cost of the materials that were for needed to construct a plumbing system at the Baker water plant that allowed for the continuation of water service to Baker water customers while the Parker Hollow tank was taken out of service during the installation of a mixing unit that will aid in the prevention of disinfection by-product formation. Robert Harper made a motion to approve Change Order #2 as presented. Rose Helmick seconded the motion. It was unanimously approved. Pay Requisition #8 was presented in the amount of \$369,608.85. The pay requisition was broken down as follows: \$134,963.90 to Breckenridge Corporation for construction work completed, \$212,220.00 to Ixom Watercare, Inc. for the MIEX equipment and \$22,424.95 to The Thrasher Group for services rendered. Moyers noted that all expenditures were within the previously approved project budget. Robert Harper made a motion to approve the pay requisition as presented. Rose Helmick seconded the motion. It was unanimously approved.

New PSD Facility Project – Logan Moyers reported that he hopes to receive approval from FEMA regarding the environmental assessment for the site of the new facility soon. Once the site has been environmentally cleared, the District will proceed with purchasing the property from Hardy County RDA. Moyers requested to get board approval to purchase the property from funds in the District's operating revenue account once environmental clearance had been obtained. Rose Helmick made a motion to purchase the property with funds from the revenue account. Robert Harper seconded the motion. It was unanimously approved. Moyers noted that construction costs are inflated due to the ongoing COVID-19 pandemic. He suggested the District may want to hold off putting the project out to bid immediately after receiving environmental clearance in hopes that materials cost may decrease with time. Moyers said the District is required by FEMA to have construction on this project completed by July 2022 and that must be kept in mind when determining the best time for the District to go to bid with this project.

Office Closure due to COVID-19 Pandemic – There will be no changes regarding the operations of the District’s office surrounding the COVID-19 pandemic. Logan Moyers reported that although the District’s office continues to be closed to the public, except by appointment, the setup has been working well for both the District and its customers largely because customers still have five options for paying their bills aside from in person at the office and assistance remains available by phone during business hours. Moyers suggested the District continue operating in this manner and revisit the topic on a month to month basis.

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

There being no further business, Robert Harper made a motion that the meeting be adjourned. Rose Helmick seconded the motion. The meeting was adjourned at 5:05 p.m.

The next regular scheduled board meeting will be held **November 4, 2020, 4:30 p.m.** Attendees will continue to have the option to attend the meeting in person in the District’s office or if via conference call due to the ongoing pandemic.



Robert Harper, Chairman

These minutes represent a summary of the subject discussed and the actions taken by the members of the Hardy County Public Service District for the regular meeting held on October 7, 2020. The meeting and proceedings were electronically recorded. In the event there may be discrepancies or contradictions between the written minutes and the audio recording, the audio recording shall take precedence.

HARDY COUNTY PUBLIC SERVICE DISTRICT
SEPTEMBER 2, 2020
4:30 P.M.
2094 US 220 South, Moorefield, West Virginia

The meeting was held at the office of the District and via telephone conference due to the COVID-19 pandemic. Participating via telephone conference was Rose Helmick and Justin Basye, HCPSD and Jean Flanagan, Moorefield Examiner. Present at the meeting was Logan Moyers, Kevin Markwood, Robert Harper and Connie Sherman, HCPSD; Kylea Radcliff and Tre Kerns, Thrasher Group; Betsy Orndorff-Sayers, Town of Wardensville; Chuck Young, a CPA with Cox Hollida Young PLLC who is Wardensville's project accountant and Matthew Youngblood, a PE with RK&K Engineering, who is Wardensville's project engineer.

The meeting was called to order at 4:32 p.m. by General Manager Logan Moyers. Justin Basye made a motion to approve the minutes of the August 5, 2020 regular meeting minutes as presented. Rose Helmick seconded the motion. The motion was approved.

Unfinished Business:

Town of Wardensville Project Update- - Betsy Orndorff Sayers, Mayor of the Town of Wardensville, attended the meeting to provide an update on the status of the Town of Wardensville's proposed project for a new water source/water plant due to the Town's two existing water wells having been found to be under the influence of groundwater. The project accountant and engineer for the proposed project accompanied Ms. Sayers at the meeting to help answer any questions from the District. Ms. Sayers reported that the Town has drilled a third well which has produced a high volume of water. The water from the new well is being tested to determine if it is under the influence of groundwater per the requirements of the WVBPH and the Town anticipates receiving the results of that testing in the near future. The results of this testing will determine the scope of the Town's upcoming project. Ms. Sayers provided two scenarios for their upcoming project. The first scenario includes the construction of a new water plant without filtration with a total project cost of approximately \$3.25 million. Wardensville will move forward with this scenario if the new water source is determined *not* to be under the influence of groundwater. The second scenario would involve a water plant with filtration at a cost of approx. \$4.7 million. Wardensville will move forward with this scenario if the new source is determined to be under the influence of groundwater. The first scenario would result in the District incurring a 34% increase in purchase water costs. The second scenario would result in a 92% increase in the District's purchased water costs. Mr. Moyers asked if the proposed increases would consist of an across the board increase to all customer classes and Mr. Young indicated that is what the Town has proposed for each scenario. Mr. Moyers also asked if a timeline for the project could be provided, as the District would like to incorporate this increase from Wardensville along with a separate pending increase in purchased water costs from the Town of Moorefield into one rate increase for District customers. Ms. Sayers said the Town plans to submit their application for funding to the WVIJDC later this month and move the project toward construction as quickly as possible. It is hoped that an approved rate for the District for purchased water from Wardensville will be place by July 2021, when the Town of Moorefield's rate increase will go into effect. Moyers said if that is the case, it would allow the District to incorporate the increases from both Town's into one increase for District customers. Ms. Sayers told the District that would continue to update the District as the project moves forward.

Baker WTP Upgrade Project Update – Logan Moyers gave an update on the progress of Contract #1 – Main Line Extensions & Upgrades. Moyers reported that all portions Contract #1 are complete and a final walk through was held and a punch list was created. Water is available to all customers in all areas of the project including Fort Run Road, Dover Hollow Road, Killdeer Lane and Trout Run Cut-Off Road. This makes Contract #1 substantially complete. Board member Rose Helmick inquired about the installation of fire hydrants on Trough Road. Moyers reported that fire hydrants are currently being installed on Trough Road by District field staff now that the line upgrade on Trough Road has been completed allowing for adequate water flow necessary for fire protection. To date, there are fire hydrants at the intersection of Cunningham Lane and Trough Road, Juniper Ridge, Cedar Tree Lane and hydrants are planned to be installed at the Poling Farm, VanMeter Farm and near Sycamore Hill Road.

Contract #2 - Baker WTP Upgrade project. Work is almost complete on the building that will house the organics removal system. Garage doors and windows still need to be installed. The MIEX organics removal system equipment has been delivered and is onsite with installation planned in the next few weeks and startup to follow. The mixing unit was installed in the Parker Hollow Tank this week which involved draining the tank, installing the mixing system equipment and then sampling the tank and putting it back into service. This work resulted in the customers of the Baker Water system being issued a Boil Water Notice until such time as the tank sampling results had been returned. It was noted that no customers were without water service during the work. Moyers said that contractors hope to be substantially complete on this project by no later than October.

Change Order #1 for Contract #1 was presented for approval. This is a quantity adjusting change order now that project construction is complete and reduces the cost of the contract in the amount of \$39,912.50. These funds will be moved from Contract #1 to project contingency. Justin Basye made a motion to approve Change Order #1 as presented. Robert Harper seconded the motion. It was unanimously approved.

Pay Requisition #7 was presented in the amount of \$363,264.35. The pay requisition was broken down as follows: \$147,657.98 to Chojnacki Construction and \$200,192.37 to Breckinridge Corporation for construction work completed and \$15,414.00 to The Thrasher Group for services rendered. Moyers noted that all expenditures were within the previously approved project budget. Robert Harper made a motion to approve the pay requisition as presented. Rose Helmick seconded the motion. It was unanimously approved.

New PSD Facility Project – Logan Moyers reported that FEMA is nearing the completion of the environmental assessment of the site of the new facility. Once the site has been environmentally cleared, the District will proceed with purchasing the property from Hardy County RDA and soon thereafter will move to get approval to put the project out for both funding and construction bids.

Office Closure due to COVID-19 Pandemic – Discussion was held regarding the operations of the District's office to the public surrounding the COVID-19 pandemic. Logan Moyers reported that although the District's office continues to be closed to the public, except by appointment, the setup has been working well for both the District and its customers largely because customers still have five options for paying their bills aside from in person at the office and assistance remains available by phone during business hours. Moyers suggested the District continue operating in this manner and revisit the topic on a month to month basis.

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

There being no further business, Robert Harper made a motion that the meeting be adjourned. Justin Basye seconded the motion. The meeting was adjourned at 5:20 p.m.

The next regular scheduled board meeting will be held **October 7, 2020, 4:30 p.m.** Attendees will continue to have the option to attend the meeting in person in the District's office or if via conference call due to the ongoing pandemic.


Robert Harper, Chairman

HARDY COUNTY PUBLIC SERVICE DISTRICT
AUGUST 5, 2020
4:30 P.M.
2094 US 220 South, Moorefield, West Virginia

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

The meeting was called to order at 4:35 p.m. by General Manager Logan Moyers. Rose Helmick made a motion to approve the minutes of the July 1, 2020 regular meeting minutes as presented. Justin Basye seconded the motion. The motion was approved.

Unfinished Business:

Baker WTP Upgrade Project Update – Logan Moyers gave an update on the progress of Contract #1 – Main Line Extensions & Upgrades. Moyers reported that customers on Killdeer Lane have water service and are using water, customers are being served on the new line on Trout Run Cutoff Road, line extension work on Fort Run and Dover Hollow Road is complete, the booster pump station serving Fort Run and Dover Hollow has been delivered and set in place with startup scheduled for Tuesday, August 11, 2020. Following the start up of the booster station all residents on Fort Run Road and Dover Hollow Road will be under a Boil Water Notice. Once the notice has been lifted, which we anticipate to be Friday, August 14, 2020, all customers on the Fort Run/Dover Hollow extension will have water service. Work continues on the line upgrade on Trough Road that will allow for fire protection for customers in that area. The District's field staff started the installation of fire hydrants on Trough Road so that customers will have fire protection as soon as the line upgrade work is complete. We anticipate this upgrade work being finalized later this month. It is anticipated that all Contract #1 work will be wrapped up and the contract completed by the end of the month.

Contract #2 - Baker WTP Upgrade project. Work continues on the construction of the building that will house the organics removal system. The delivery of the MIEX equipment is scheduled for the week of August 17, 2020. Once the equipment has arrived and has been installed, representatives from IXOM will come to complete equipment start-up and train the staff on its operation. It is currently anticipated that Contract #2 will be completed by the end of October.

Pay Requisition #6 was presented in the amount of \$241,847.05. The pay requisition was broken down as follows: \$166,781.25 to Chojnacki Construction and \$107,541.55 to Breckinridge Corporation for construction work completed and \$29,026.95 to The Thrasher Group for services rendered. Moyers noted that all expenditures were within the previously approved project budget. Justin Basye made a motion to approve the pay requisition as presented. Rose Helmick seconded the motion. It was unanimously approved.

New PSD Facility Project – Logan Moyers reported that he received an update from FEMA who is nearing the completion of the environmental assessment of the site of the new facility. Once the site has been environmentally cleared, the District will proceed with purchase of the property from Hardy County RDA and soon thereafter will put the project out to bid. Moyers also reported that finalized construction plans are available for review by any board member or other interested party at the District's office.


Procurement of Auditing Services – Moyers provided an update from the audit committee regarding the District's procurement of auditing services for the next three years as required by the WV Auditor's office. As required, the District submitted their request for proposals to three auditing firms who had expressed interest in providing auditing services to the District. Two of the firms ultimately declined to bid and it was recommended by the committee to hire the lone accounting firm who submitted a bid, Roth & White. Roth & White has been providing auditing services to the District for many years so the District was very comfortable to continue working with them. Rose Helmick made a motion to hire Roth & White for auditing services for fiscal years 2020-2022. Justin Basye seconded the motion. It was unanimously approved.

Office Closure due to COVID-19 Pandemic – Discussion was held regarding the operations of the District’s office to the public surrounding the COVID-19 pandemic. Logan Moyers reported that although the District’s office continues to be closed to the public, except by appointment, the setup has been working well for both the District and its customers largely because customers still have five options for paying their bills aside from in person at the office and assistance remains available by phone during business hours. Moyers suggested the District continue operating in this manner and revisit the topic on a month to month basis.

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

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

The next regular scheduled board meeting will be held **September 2, 2020, 4:30 p.m.** Attendees will continue to have the option to attend the meeting in person in the District’s office or if via conference call due to the ongoing pandemic.


Rose Helmick, Vice-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 5, 2020. 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 1, 2020
4:30 P.M.
2094 US 220 South, Moorefield, West Virginia

The meeting was held at the office of the District and via telephone conference due to the COVID-19 pandemic. Participating via telephone conference was Rose Helmick, HCPSD and Jean Flanagan, Moorefield Examiner. Present at the meeting was Rob Harper, Logan Moyers, HCPSD; Tre Kerns, Thrasher Group; and Betsy Orndorff-Sayers, Town of Wardensville.

The meeting was called to order at 4:35 p.m. by Chairman Robert Harper. Robert Harper made a motion to approve the minutes of the June 3, 2020 regular meeting minutes as presented. Rose Helmick seconded the motion. The motion was approved.

New Business:

Town of Wardensville Update – Betsy Orndorff-Sayers, Mayor of Wardensville, was present at the meeting to inform the District of an upcoming major water project. Orndorff-Sayers told the Board that Wardensville was under order from the WV Bureau of Public Health to construct a filtration plant for their water system because their source water had recently been declared as being “groundwater under the influence of surface water.” Wardensville’s water system has never been required to filter their source water because it has always been a groundwater system fed by wells and springs that requires only chlorination and does not require advanced filtration. Once groundwater has been declared “under the influence of surface water” it, like all surface water systems must go through an advanced filtration process. The Mayor went on to say that the current incoming flow from the Town’s raw water sources was not sufficient to supply a filtration plant and as a result the Town must add another well before installing the required filtration system. Orndorff-Sayers said the Town has hired an engineering firm and developed a project that includes an additional well, filtration plant, the replacement of all existing water storage tanks, new water meters and a SCADA telemetry system for an approximate total cost of \$4.5 million. As part of the project the Town will be increasing its water rates including the rate it charges the District for water provided to the District’s Trout Run and Marvin Chapel water systems. Orndorff-Sayers said the Town anticipates submitting a funding application to the WV Infrastructure & Jobs Development Council in August 2020. Logan Moyers thanked the Mayor for attending the meeting and providing information about the Town’s upcoming project. Moyers said the District is facing a similar situation with the Town of Moorefield due to the construction of their new filtration plant and will be facing a 120% increase in the District’s rate for purchased water from Moorefield in July 2021. Moyers told District board members with the upcoming increases in purchased water costs from both Town’s, the District will be facing an annual increase of over \$200,000 in purchased water costs this time next year. Moyers said that although the District has absorbed multiple increases from both Town’s in recent years, these upcoming increases are so significant that the District has no choice but to increase its water rates so that the District has sufficient income to cover the increase costs from the Towns. Moyers stated that the District would like to incorporate the rate increases from both Towns into a single increase to the District’s customers. Mayor Orndorff-Sayers will keep the District informed of the status of Wardensville’s project as it moves forward. She thanked Logan Moyers for his guidance and assistance in helping her in her new role on the Wardensville Water Board. Moyers requested the Town of Wardensville provide the District with a copy of its Rule 42 financial report, once completed, to aid in the preplanning work of the District.

Procurement of Auditing Services – The WV Auditor’s Office has requested that Public Service District’s procure auditing services for the next three years in accordance with the Procedures Manual for Procuring and Conducting Audits and Reviews of Local Governments. An audit committee must be appointed to develop and issue a request for proposals and later make a recommendation to hire the selected firm. Rose Helmick made a motion to appoint Robert Harper, Logan Moyers and Connie Sherman to the audit committee. Robert Harper seconded the motion. It was unanimously approved. Moyers said the audit committee would be prepared to make a recommendation on hiring an auditing firm at next month’s meeting.

Unfinished Business:

Baker WTP Upgrade Project Update – Logan Moyers gave an update on the progress of the Baker WTP Upgrade project. Breckenridge Corporation, the contractor for Contract #2 - Baker water plant upgrades, the block work is almost complete and the roof trusses arrived this week so the building will be under roof soon. The delivery of the MIEX equipment is scheduled for late July or early August. A water mixing system will be installed in the Parker Hollow tank as part of this project which will require draining the tank. Plans to take the tank out of service without the need for a temporary tank are being considered by using a system that will utilize the existing pumps at the water plant to keep the distribution system under pressure to be able to provide uninterrupted water service to District customers. Moyers said the plan to complete the tank work with the use of a temporary tank would only work if, the District's largest water consumer, the Grant County Mulch plant in Baker, discontinued water usage during the time that the tank will be out of service. Moyers said Grant County Mulch graciously agreed to discontinue water use while the tank work is taking place. A test will occur on July 15th, prior to draining the tank, to ensure the water system will be able to maintain adequate pressure to be able to provide service to customers. If the system works as planned, the tank will be drained by July 20th for the installation of the mixing unit. The installation should take two days to complete then the tank can be refilled, tested and put back in service with the mixing unit installed. It may be necessary to put the Baker system under a boil water notice when the tank is put back in service. All customers will be notified by telephone if a boil water notice is needed.

Chojnacki Construction, the contractor for Contract #1 – line extension projects, has completed and pressure tested the extension projects including Fort Run, Dover Hollow, Killdeer Lane and Trout Run Cutoff. Bacteriological tests are scheduled for early next week for Trout Run Cutoff and Killdeer Lane. If the test results are clean, customers on Killdeer Lane and some customers in Dover Hollow could have water service by the end of next week. Fort Run Road and most Dover Hollow customers are not able to get water service until a booster pump station which will serve those extensions has been installed. Installation of the booster station is scheduled for August. Construction continues on the line upgrade on Trough Road. Moyers said customers on Trough Road will likely experience some brief service interruptions later this month that will result in boil water notices being issued to those customers. All affected customers will be notified in advance of any service interruptions and will be informed of the boil water notice at that time.

Pay Requisition #5 was presented in the amount of \$241,847.05. The pay requisition was broken down as follows: \$135,920.70 to Chojnacki Construction and \$76,899.40 to Breckinridge Corporation for construction work completed and \$29,026.95 to The Thrasher Group for services rendered. Moyers noted that all expenditures were within the previously approved project budget. Robert Harper made a motion to approve the pay requisition as presented. Rose Helmick seconded the motion. It was unanimously approved.

New PSD Facility Project – Logan Moyers reported that we continue to wait on environmental clearance from FEMA for the site of the new facility. In the meantime, the District will work to obtain the necessary construction permits for the project and on preparation of the necessary bidding documents. Final construction plans and specifications should be complete this month. Moyers reminded board members that it will be necessary to acquire a loan from a private banking institution to fund part of the new facility cost. The District will need to solicit bids from private banks and Logan plans to get guidance from the District's bond counsel attorneys in preparing a request for proposals for a 30 year fixed construction loan. Moyers will provide an update at next month's meeting.


Office Closure due to COVID-19 Pandemic – Discussion was held regarding the reopening of the District's office to the public surrounding the COVID-19 pandemic. Logan Moyers reported that although the District's office continues to be closed to the public, except by appointment, the setup has been working well for both the District and its customers largely because customers still have five options for paying their bills aside from in person at the office. Moyers suggested the District continue operating in this manner and revisit the topic at the August meeting. Board members agreed and the topic will be reviewed on a month to month basis.

Miscellaneous Business – Logan Moyers reported that the WV Public Service Commission has issued an order informing public utilities who discontinued service terminations as a result of the COVID-19 pandemic to reinstate service terminations any time after July 1st. Moyers told board members while nonpayment of customers had not been a major issue for the District, there are approximately two dozen customers who have not paid their bill over the past several months. Moyers said he feels the District should act in accordance with WVPSC order and resume disconnections to delinquent customers during the month of July. Robert Harper made a motion to reinstate terminations in the month of July. Rose Helmick seconded the motion. It was unanimously approved.

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

There being no further business, Robert Harper made a motion that the meeting be adjourned. Rose Helmick seconded the motion. The meeting was adjourned at 5:20 p.m.

The next regular scheduled board meeting will be held **August 5, 2020, 4:30 p.m.** It will be determined at a later date if the meeting will be held in the District's office or if via conference call due to the ongoing pandemic.


Robert Harper, Chairman

These minutes represent a summary of the subject discussed and the actions taken by the members of the Hardy County Public Service District for the regular meeting held on July 1, 2020. The meeting and proceedings were electronically recorded. In the event there may be discrepancies or contradictions between the written minutes and the audio recording, the audio recording shall take precedence.

HARDY COUNTY PUBLIC SERVICE DISTRICT
JUNE 3, 2020
4:30 P.M.
2094 US 220 South, Moorefield, West Virginia

The meeting was held via telephone conference due to the COVID-19 pandemic and the Governor's order to close the office to the public. Participating in the call was: Rob Harper, Justin Basye, Rose Helmick, Logan Moyers, Connie Sherman, HCPSD; Kylea Radcliff, Thrasher Group; Jean Flanagan, Examiner.

The meeting was called to order at 4:30 p.m. by Chairman Robert Harper. Robert Harper made a motion to approve the minutes of the May 6, 2020 regular meeting minutes as presented. Justin Basye seconded the motion. The motion was approved.

Unfinished Business:

Baker WTP Upgrade Project Update – Logan Moyers gave an update on the progress of the Baker WTP Upgrade project. Chojnacki Construction, the contractor for Contract #1 – line extension projects, completed the tie-in of the extension to the main water line on Fort Run Road this week and meters and other system components have been installed. The main water line has been installed on Ridgetop Drive and Oak Hill Road and work is nearly complete on Twin Maple Drive. The tie-ins for these areas is scheduled for next week. The contractor will then complete the installation of the extension located at the end of Dover Hollow Road. Work is scheduled to begin this week also on the line replacement on Trout Run Cutoff Road. The last project area to be completed will be the Trough Road upgrade due to the fact that customers will experience service interruptions during the time that work on this section of the project is being completed. Breckenridge Corporation, the contractor for Contract #2 - Baker water plant upgrades, continues to work on the construction of the building that will house the MIEX equipment. Delivery of the MIEX equipment is scheduled for late July. Moyers said he planned to meet later this month with representatives from Thrasher and the contractor to discuss options for a temporary tank that will be needed while the aeration unit is installed in the Parker Hollow storage tank. Pay Requisition #4 was presented in the amount of \$275,756.63. The pay requisition was broken down as follows: \$134,547.30 to Chojnacki Construction and \$122,215.69 to Brekinridge Corporation for construction work completed and \$18,993.64 to The Thrasher Group for services rendered. Justin Basye made a motion to approve the pay requisition as presented. Rose Helmick seconded the motion. It was unanimously approved. The requisition will be forwarded to USDA for processing.

New PSD Facility Project – Logan Moyers reported all construction plans, contract documents and material specifications have been fully prepared and provided to FEMA who is reviewing them at this time. We continue to hope for a quick turn around on receiving environmental clearance from FEMA so we can proceed with the purchase of the property and get the bidding process for construction of the facility under way.

New Business:

Fiscal Year 2021 Budgets – Fiscal year 2021 water and sewer operating budgets were mailed in the packet for review prior to the meeting. The new fiscal year begins July 1, 2020. The proposed water budget was in the amount of \$1,535,000 and the proposed sewer budget was in the amount of \$75,000. Following discussion, Justin Basye made a motion to approve both budgets as presented. Robert Harper seconded the motion. It was unanimously approved.

Hardy Telecommunication Easement – A Right-of-Way Agreement was discussed to allow Hardy Telecommunications to install aerial fiber optic cable across the Phase I booster station property. The agreement and an aerial photo was provided by Hardy Telecom. This overhead cable will not affect the District's property. Rose Helmick made a motion to grant the easement. Robert Harper seconded the motion. It was unanimously approved.

Hampshire County Resale Project – A Proposal from The Thrasher Group for engineering services associated with the Hampshire County resale project was presented to the board by Logan Moyers. The proposal presented was for a cost not to exceed \$7,500. The board previously approved a proposal for an amount not to exceed \$21,000 at the May 2020 board meeting however in the time since the May meeting the scope of the project was drastically reduced, allowing for a significant reduction in the cost of the engineering services needed for this project. The reduction in cost is due to alterations to Hardy County PSD's end of this project including the relocation of the District's master meter to Hampshire County's booster station rather than in an in-ground vault as we previously planned. Logan Moyers reported that the reduction in the scope for the work needed on Hardy County's end will allow the extension to be installed by the District's staff rather than having to bid the work out to an outside contractor. Moyers said the reduction in scope will mean less expense for Hampshire County as all costs incurred by the District for this project will be reimbursed by Hampshire County as part of their Purgitsville distribution system project. Robert Harper made a motion to approve the proposal as presented in an amount not to exceed \$7,500. Justin Basye seconded the motion. It was unanimously approved.

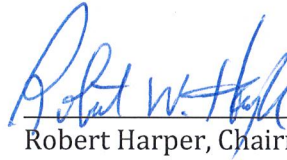
Office Closure due to COVID-19 Pandemic – Discussion was held regarding the reopening of the District's office to the public. Logan Moyers reported that all District employees have been back to working full time for the past two weeks. Moyers reported the office continues to be closed to the public but that has been working well for both the District and its customers largely because customers still have five other options for paying their bills aside from in person at the office. Moyers suggested the District continue operating in this manner and revisit the topic at the July meeting. Board members agreed and topic will be revisited in July.

Miscellaneous Business – Rose Helmick asked Moyers if a large poultry farm development planned for the Old Fields area had approached the District about using public water. Moyers told board members the District had been approached by the developer but that the water demand for the development was so large that the District's distribution system, as is currently in place, is not adequately sized to be able to provide the very large demand. Moyers said he has worked with the District's engineers to determine what upgrades to the District's system would be necessary in order to be able to provide the development with public water. The necessary upgrades to the distribution system would include the addition of another water storage tank in the Old Fields area as well as pump upgrades at booster pump stations serving the area and a small main water line extension to extend service to the development area. It is estimated these upgrades would cost in the neighborhood of \$500,000 to \$750,000. Moyers said all costs for these upgrades would be the responsibility of the developer. Moyers did say that the District would like to be able to serve the development and with that in mind had reached out to representatives at the U.S. Economic Development Administration (EDA) regarding grant opportunities to help alleviate the cost of the system upgrades. The EDA responded that there were grants available to the developer that could potentially cover up to 50% of the cost to upgrade the District's distribution system. Moyers had communicated to the developer that this grant opportunity was available and the developer is interested in exploring the water system upgrades so that the poultry farm development could realize the benefits that come from utilizing public water. Moyers told board members another Hardy County broiler poultry farm had recently run its own test to determine the benefits of using public water vs. untreated groundwater and found that the chickens who were raised on public water averaged a half pound heavier than chickens from the same flock that utilized untreated groundwater. Moyers said the both the developer and Pilgrim's Pride were aware of these results and as a result were only further encouraged to explore the possibility of completing the necessary water system upgrades that would allow the development to be served with public water. Helmick asked if the District's current purchase agreement with the Town of Moorefield allowed for enough water to be purchased in order to meet the large demand of the poultry farm development. Moyers said that the purchase agreement currently in place did not allow for the increased purchased water that would be necessary to serve the development, but that the District is in talks with the Town of Moorefield to increase that purchased water allowance to an amount that would allow the District to sufficiently serve the development once Moorefield's new water treatment plant, currently under construction, is completed.

No members of the public participated in the conference call.

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

The next regular scheduled board meeting will be held **July 1, 2020, 4:30 p.m.** Moyers said he would determine at a later date if the meeting would be held in the District's office or if meeting will continue to be held via conference call due to the ongoing pandemic.

A handwritten signature in blue ink, appearing to read "Robert W. Harper", is written over a horizontal line.

Robert Harper, Chairman

These minutes represent a summary of the subject discussed and the actions taken by the members of the Hardy County Public Service District for the regular meeting held on June 3, 2020. 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 6, 2020
4:30 P.M.
2094 US 220 South, Moorefield, West Virginia

The meeting was held via telephone conference due to the COVID-19 pandemic and the Governor's order to close the office to the public. Participating in the call was: Rob Harper, Justin Basye, Rose Helmick, Logan Moyers, Kevin Markwood, Connie Sherman, HCPD; Tre Kerns, Thrasher Group; Jean Flanagan, Examiner.

The meeting was called to order at 4:35 p.m. by Chairman Robert Harper. Justin Basye made a motion to approve the minutes of the April 1, 2020 regular meeting minutes as presented. Robert Harper seconded the motion. The motion was approved.

Unfinished Business:

Baker WTP Upgrade Project Update – Tre Kerns gave an update on the progress of the Baker WTP Upgrade project. Chojnacki Construction has completed the installation of the main water line on Killdeer Lane and has started construction in the Fort Run and Dover Hollow areas of the project after being shut down for three weeks in April due to the COVID-19 pandemic and weather. Breckenridge Corporation, the contractor for Contract #2 (Baker water plant upgrades), plans to mobilize equipment starting next Monday and start work later in the week. To date, the delivery of the MIEX equipment has not been affected by the pandemic. Logan Moyers reported to the board members that he has been pleased with Thrasher's project representative who is overseeing construction of the project. Construction is going smoothly and no significant issues have been reported at this time. Pay Requisition #3 was presented in the amount of \$147,211.76. The pay requisition was broken down as follows: \$125,680.50 to Chojnacki Construction for construction work completed; and \$21,531.26 to The Thrasher Group for services rendered. Rose Helmick made a motion to approve the pay requisition as presented. Justin Basye seconded the motion. It was unanimously approved. The requisition will be forwarded to USDA for processing.

New PSD Facility Project – Logan Moyers reported that he has received the revised construction plans as well as the contract documents and specifications from Thrasher for the District's new facility. Moyers told the board he will continue to work with the architects at Thrasher to finalize the construction plans and that he will also be reviewing the contract documents and specs and forwarding them to FEMA for their review and approval in the near future. Mr. Moyers also reported that FEMA representatives have indicated there have been no issues with the environmental assessment to date and that process is ongoing. We are hopeful for a quick turn around on receiving environmental clearance so we can proceed with the purchase of the property and get the bidding process for construction of the facility under way.

New Business:

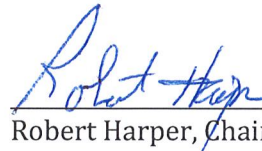
Hampshire County Resale Project – Prior to the board meeting a conference call was held with representatives from engineering firm who is designing the Purgitsville water system for Central Hampshire PSD regarding the Hampshire County Resale Project. An engagement letter with Thrasher for engineering services will need to be entered into by the District for the engineering work performed on this project. All costs incurred by the District for professional services will be reimbursed to the District by Central Hampshire PSD when the project is under construction. The engagement letter had not yet been prepared, but Thrasher provided a proposal letter stating the work would not exceed \$21,000. An engagement letter will be developed for execution in the near future. Justin Basye made a motion to approve an engagement letter, once prepared, for the engineering work on this project in an amount not to exceed \$21,000. Robert Harper seconded the motion. It was unanimously approved. The engagement letter will be developed and sent to the District for execution.

Office Closure due to COVID-19 Pandemic – The Hardy County Commission discussed the reopening of the courthouse for regular business at its meeting held on May 5th. It was decided that the courthouse would remain closed to the public until at least June 1, 2020 with the exact reopening date to be determined later. The District is currently following the lead of the courthouse regarding when to resume normal business operations. We will continue to monitor the spread of the virus on the local level and will operate as we have been over the past several weeks. Rose Helmick asked if the District had any safety or personal protective needs because Hardy County had received COVID-19 pandemic grant funds which may be available to cover those types of expenses. Moyers said nothing came to mind at the moment but that he would try to determine if the District could utilize those grant funds in any manner.

No members of the public participated in the conference call.

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

The next regular scheduled board meeting will be held **June 3, 2020, 4:30 p.m.** Moyers said he would determine at a later date if the meeting would be held in the District's office or if meeting will continue to be held via conference call due to the ongoing pandemic.


Robert Harper, Chairman

HARDY COUNTY PUBLIC SERVICE DISTRICT
APRIL 1, 2020
4:30 P.M.
2094 US 220 South, Moorefield, West Virginia

The meeting was held via telephone conference due to the COVID-19 pandemic and the Governor's order to close the office to the public. Participating in the call was: Rob Harper, Justin Basye, Logan Moyers, Connie Sherman, HCPD; Tre Kerns, Thrasher Group; Jean Flanagan, Examiner.

The meeting was called to order at 4:45 p.m. by Chairman Robert Harper. Robert Harper made a motion to approve the minutes of the March 4, 2020 regular meeting minutes as presented. Justin Basye seconded the motion. The motion was approved.

Unfinished Business:

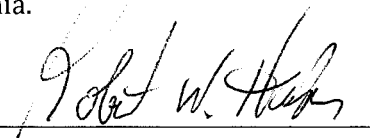
Baker WTP Upgrade Project Update - Logan Moyers gave an update on the progress of the Baker WTP Upgrade project. Chojnacki Construction is almost finished with installing the main water line on Killdeer Lane. Water meters will be installed at a later date. A second work crew has started construction in the Fort Run Road area. No construction will be done on the Trough Road upgrade or the Dover Hollow area extensions that will result in an interruption in service to existing customers in those areas. Moyers told board members crews should be able to work around the areas where some customers would be impacted with temporary interruptions in service. Breckenridge Corporation, the contractor for Contract #2 (Baker water plant upgrades) has been meeting with Potomac Edison at the water plant to resolve some power issues related to the upgrade project. Moyers told board members that Breckenridge issued a company-wide shutdown of all construction work for the protection of their employees during the ongoing COVID-19 pandemic. Breckenridge hadn't planned to begin work on the District's project until early May so Moyers said it is unknown as to how this shutdown may impact the timing of our project. Pay Requisition #2 was presented in the amount of \$301,739.15. The pay requisition was broken down as follows: \$212,220 to Ixom Watercare, who makes the MIEX system; \$57,150 to Breckenridge for purchased materials; \$19,869.15 to Hardy Co. PSD as reimbursement for project permit fees; and \$12,500 to The Thrasher Group for services rendered. Justin Basye made a motion to approve the pay requisition as presented. Robert Harper seconded the motion. It was unanimously approved. The requisition will be forwarded to USDA for processing.

New PSD Facility Project - Logan Moyers reported to the District that he has been in contact with FEMA representatives and they do not anticipate any delays or issues with completing the environmental assessment due to the COVID-19 pandemic. There has been no issues with any of the information they have reviewed so far in the process. Logan continues to work with the architect from The Thrasher Group to finalize the design plans and specifications for the District's new facility. Moyers said once design was complete they would begin working to prepare the bid documents so that the project will be ready to go to bid at the conclusion of the environmental assessment process.

No members of the public participated in the conference call.

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

The next regular scheduled board meeting will be held **May 6, 2020, 4:30 p.m.** in the District's office located at 2094 US 220 South, Moorefield, West Virginia.


Robert Harper, Chairman

HARDY COUNTY PUBLIC SERVICE DISTRICT
MARCH 4, 2020
4:30 P.M.
2094 US 220 South, Moorefield, West Virginia

Present: Rob Harper, Justin Basye, Logan Moyers, Connie Sherman, HCPSD; Tre Kerns, Thrasher Group.

The meeting was called to order at 4:35 p.m. by Chairman Robert Harper. Robert Harper made a motion to approve the minutes of the February 5, 2020 regular meeting minutes as presented. Justin Basye seconded the motion. The motion was approved.

Unfinished Business:

Baker WTP Upgrade Project Update - Logan Moyers gave an update on the progress of the Baker WTP Upgrade project. Loan closing, contract award and pre-construction conferences were held on February 6, 2020 at the Hardy County Public Library. Chojnacki Construction is scheduled to begin construction on Contract #1 (mainline extensions and line upgrades) the week of March 9, 2020. Their plan is to start with the line extension at Kill Deer Lane, then move onto the Trough Road upgrade, and later the Fort Run/Dover Hollow extensions and finally finish up with the Trout Run Cutoff Road line upgrade. Breckenridge Corporation, the contractor for Contract #2 (Baker water plant upgrades) isn't planning to begin work on the Baker WTP upgrades until mid-April due to the lead time on delivery of the MIEX equipment which won't occur until June 2020.

New PSD Facility Project - Logan Moyers reported to the District that he met with the architect from The Thrasher Group to review and finalize the design plans and specifications for the District's new facility. Moyers also told the board FEMA has started the environmental clearance process and requested additional information which has been provided. FEMA could not give an estimate on when the environmental clearance process may be complete other than to say the process can take up to one year. Moyers said he is hopeful that the process can conclude much quicker than that. Moyers reported that FEMA representatives did tell him that the District could go ahead and prepare bid documents and provide those to FEMA for review during the environmental clearance process. Moyers told the board, if the District has completed, FEMA approved bid documents before environmental clearance is received, the project will be ready to go to bid at the conclusion of the environmental clearance process. Mr. Moyers also reported that he recently attended a meeting of the HCRDA, who owns and operates the RCB Industrial Park, in order to address any comments or issues they may have with the proposed site layout for the new facility. Moyers reported the HCRDA had no issues with the District's plans for the property.

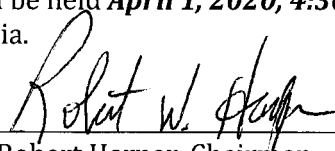
Miscellaneous Business:

Hydrant Training - Moyers informed board members the District has put together a hydrant training class scheduled for March 18, 2020 at the Mathias/Baker Volunteer Fire Department in Baker hosted by Core and Main representative Mark Sterling. All County volunteer fire departments and others have been invited to attend. Dinner will be provided.

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

There being no further business, Justin Basye made a motion that the meeting be adjourned. Robert Harper seconded the motion. The meeting was adjourned at 4:50 p.m.

The next regular scheduled board meeting will be held **April 1, 2020, 4:30 p.m.** in the District's office located at 2094 US 220 South, Moorefield, West Virginia.


Robert Harper, Chairman

HARDY COUNTY PUBLIC SERVICE DISTRICT
FEBRUARY 5, 2020
4:30 P.M.
2094 US 220 South, Moorefield, West Virginia

Present: Rob Harper, Rose Helmick, Justin Basye, Logan Moyers, Connie Sherman, HCPSD; Tre Kerns, The Thrasher Group and Ryan Ewing, Steptoe & Johnson.

The meeting was called to order at 4:35 p.m. by Chairman Robert Harper. Robert Harper made a motion to approve the minutes of the December 11, 2019 regular meeting minutes as presented. Rose Helmick seconded the motion. The motion was approved.

New Business:

Election of Officers – Election of officers for calendar year 2020 was held. Justin Basye made a motion to retain the current officers including Robert Harper, Chairman; Rose Helmick, Vice-Chairman; and Connie Sherman, Secretary/Treasurer. Rose Helmick seconded the motion. It was unanimously approved.

Financial Statements FY19 – A copy of the FY19 Financial Statements were included as part of the board packet. It was noted that there were no major deficiencies found during the audit. Justin Basye made a motion to approve the FY19 Financial Statements. Robert Harper seconded the motion. It was unanimously approved. Rose Helmick will deliver a copy of the Financial Statements to the Hardy County Clerk as is required. Additional copies will be distributed to USDA-RD and the West Virginia Water Development Authority.

Unfinished Business:

Baker WTP Upgrade Project Update - Logan Moyers gave an update on the progress of the Baker WTP Upgrade project. Bids have been opened for both contracts and loan closing, contract award and pre-construction conferences are scheduled for February 6, 2020 at the Hardy County Public Library. Both contracts are 5 month contracts. Chojnacki Construction is scheduled to begin construction on Contract #1 (mainline extensions and replacements) by the end of March and be complete by early Fall 2020. Breckenridge Corporation, the contractor for Contract #2 (Baker water plant upgrades) has requested to delay the start of the contract period by 60 days due to the 17 week lead time on the MIEX equipment. The District agreed to this request. We now anticipate construction on Contract #2 to start in May and completed before the end of the year. Ryan Ewing, attorney with the District's bond counsel, Steptoe & Johnson, attended the meeting and read aloud the Bond Resolution for the project. The bond includes grant funds in the amount of \$955,000 and loan funds in the amount of \$2,073,000 for a total project cost of \$3,028,000. Rose Helmick made a motion to accept and pass the Bond Resolution. Justin Basye seconded the motion. It was unanimously approved. The Chairman acknowledged the passing of the Resolution. Draw Resolution #1 was presented for approved in the amount of \$322,097.51. Robert Harper made a motion to approve Draw Resolution #1 as presented. Rose Helmick seconded the motion. It was unanimously approved. The Chairman acknowledged the approval of Draw Resolution #1. Funds should be transferred and be available for distribution in February 2020.

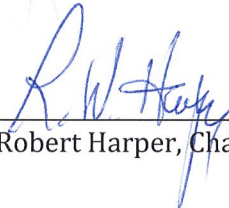
New PSD Facility Project – Logan Moyers reported that the District continues to work with architects at The Thrasher Group to finalize the design for the District's new facility. The District has provided FEMA with preliminary site and construction plans, photo array of the site and a narrative summary of the project which was required before they could begin the environmental clearance process. That process is now underway. Logan Moyers told the board he will soon be providing final site plans to the Hardy County Rural Development Authority

(HCRDA) who owns the property in the Robert C. Byrd Industrial Park which the District will purchase for the site of the new facility. The HCRDA had previously asked the District to provide the proposed site plans once they were prepared so that they may review them to ensure compliance with the Industrial Park's covenants. Moyers said he plans to attend the next HCRDA board meeting in February to be available to answer any questions that may arise during the review of the site plans. Once the HCRDA has approved the District's site plans and FEMA has completed the environmental clearance process the District can complete the purchase of the property.

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

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

The next regular scheduled board meeting will be held **March 4, 2020, 4:30 p.m.** in the District's office located at 2094 US 220 South, Moorefield, West Virginia.



Robert Harper, Chairman