

HARDY COUNTY PUBLIC SERVICE DISTRICT
JANUARY 9, 2019
4:30 P.M.
2094 US 220 South, Moorefield, West Virginia

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

The meeting was called to order at 4:31 p.m. by Acting Chairman Robert Harper. Rose Helmick made a motion to approve the minutes of the December 12, 2018 regular meeting minutes as presented. Robert Harper seconded the motion. The motion was approved.

New Business:

Election of Officers – Election of officers for calendar year 2019 was held. Rose Helmick made a motion to appoint Robert Harper as Chairman of the board. Robert Harper seconded the motion. It was unanimously approved. Robert Harper made a motion to appoint Rose Helmick as Vice-Chairman of the board. Rose Helmick seconded the motion. It was unanimously approved. Robert Harper made a motion that Connie Sherman retain the position of secretary of the board. Rose Helmick seconded the motion. It was unanimously approved.

Recommendation of New Board Member – Discussion was held regarding the qualifications of several individuals to fill the board seat vacancy due to the death of Matthew Gapp. The Hardy County Commission has asked that the new board member be an individual from the Baker, Mathias or Lost River area and be someone who presently does not have access to public water but would like to become a customer of the District as part of an extension project. Following discussion, Robert Harper made a motion to have a letter prepared requesting the appointment of Jesse Halpern-Robinson to fill the board vacancy. Rose Helmick seconded the motion. It was unanimously approved. The letter will be presented to the Hardy County Commission at their next meeting. Rose Helmick suggested that the letter come from Chairman Harper and that he attend the next Hardy County Commission meeting to voice the District's request to have Mr. Halpern-Robinson appointed. Chariman Harper agreed to attend the meeting.

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 we continue to await final approval of our funding application from the USDA-RUS state office. The announcement may be delayed due to the ongoing shutdown of federal government offices. 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. The District has now secured all permits for the project except for WVDOH which needs only a minor change. Additionally, the Distirct's project accountant has completed the necessary update to the Rule 42 financial analysis for the project to include financial information from fiscal year 2018. Once the funding commitment has been received, the accountant can incorporate the terms of the funding package and the Rule 42 analysis will be ready to be included in the certificate case filing with WVPSC. Mr. Moyers provided board members with an anticipated project schedule that shows the items that must be completed to get the project to construction and when the anticipated completion of those remaining items can be expected to occur.

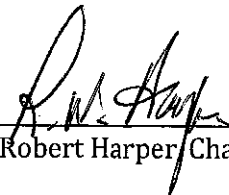
Hampshire County Resale Request – Logan Moyers provided an update on the possibility of selling bulk water to Central Hampshire PSD at the Hampshire County line on US 220 North. Central Hampshire PSD provided the District with some rough demand calculations and requested that the District, in turn, provide them with an estimated resale rate for the water it will sell to Hampshire County. The District engaged our project accountant, Michael Griffith, to complete a class cost of service analysis that is used to develop an estimated resale rate. Mr. Griffith used the information that has been provided thus far by Central Hampshire PSD and also considered the District's future purchased water costs that will be in place following the completion of the Town of Moorefield's new water plant in developing the class cost of service analysis. The class cost of service analysis provided an estimated resale rate of \$4.95 per 1,000 gallons of water purchased. Mr. Moyers will prepare a letter to Central Hampshire PSD informing them of the estimated resale rate. The letter will also include additional information that Central Hampshire PSD will need to provide the District before the District can definitively state that it can and will provide water for resale at the Hampshire County line. There is still quite a lot of work needed to be completed by Hampshire County before the District can make a firm commitment that it can provide water for resale to Hampshire County.

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 costs incurred by the District's as a result of June 1, 2018 storm. Mr. Moyers reported that he is working to secure 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 he continues to work with FEMA to acquire the maximum amount of grants funds eligible to District, he will also continue to work to seek proposals from architects for the development of bid-level architectural and engineering drawings and specifications for the planned rebuild of the PSD office/shop facility. It was discussed that FEMA guidelines will dictate the requirements for architectural and engineering services for the project and that ultimately the provider of architectural and engineering services will have to be obtained by way of the 5G procurement process. Procurement of the architectural and engineering services will not occur until the funds from FEMA have been committed and direction has been given to the District in regard to FEMA's requirements for those services as part of this project.

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 5:30 p.m.

The next regular scheduled board meeting will be held **February 6, 2019, 4:30 p.m.** in the conference room of the HCPSD office located at 2094 US 220 South, Moorefield, West Virginia.


Robert Harper/Chairman