

HARDY COUNTY PUBLIC SERVICE DISTRICT  
JANUARY 12, 2011  
10:00 A.M.  
2094 US 220 South, Moorefield, West Virginia

Present: Matthew Gapp, Clyde See, Melvin Shook, Logan Moyers, Kevin Markwood, Chuck Ours and Connie Sherman, HCPSD; Clay Riley, Thrasher Engineering; Anna Marie Collis, USDA-RUS; Pam Keplinger, Region VIII and Jean Flanagan, Moorefield Examiner.

The meeting was called to order at 10:05 a.m. Melvin Shook made a motion to approve the minutes of the December 8, 2010 regular board meeting as prepared. Clyde See seconded the motion. It was unanimously approved.

**Baker Water Project** – Logan Moyers provided a brief update on the Baker Water Project. He reported that construction is now underway on all contracts. Clay Riley, project engineer, provided the monthly construction project update on the Baker Water Project. Contract #1 – Breckenridge continues to install rebar, set forms and pour concrete for the underground wall structures. Contract #2 – Stonegate has added two additional crews since the last board meeting currently has a main line crew on Shawnee Road and a main line crew on Parker Hollow Road and a bore crew at the intersection of Grover Smith Road and WV SR 259. They plan to add an additional bore crew this week which required an additional Thrasher project inspector and they plan to add another bore crew on the 24<sup>th</sup> of this month which will also require an additional inspector. Mr. Riley reported that change order #1 to Contract #2 will be presented for approval at next month's meeting. This change order involves the purchase of large non-residential meters and other miscellaneous project improvements. Contract #4 – J. F. Allen has completed 93% of main line installation work and is currently waiting for the arrival of the booster pump station before continuing with construction. Delivery of the booster pump station is anticipated in mid to late February. In light of this, J.F. Allen has requested a winter shutdown effective January 3, 2011 – February 15, 2011 which results in a 42 day time contract extension which would extend their contract completion date to May 28, 2011. Melvin Shook made a motion to accept the winter shut down request of the contractor. Clyde See seconded the motion. It was unanimously approved. Contract #5 – Mid Atlantic Storage Systems, Inc. arrived on site today to begin clearing the Marvin Chapel tank site so earthwork can start. Mr. Riley apologized that the web camera located at the water plant site has been down due to problems with the switch provider but said that it should be up and running again very soon. Logan Moyers reported that the monthly construction progress meetings would be held today at 1:30 p.m. at the water plant field office for all contracts. Clyde See asked why the fire hydrants being installed as part of this project seem to be down in holes. Mr. Riley explained that the contractor was instructed to install the hydrants as construction was taking place according to the locations on the plans and that the hydrants will be raised once when the hydrant extensions arrive which have been ordered. Logan Moyers said he had received several phone calls and questions regarding the hydrant installation. Melvin Shook who lives on Parker Hollow Road noted that there has been some dust issues due to the contractor sweeping in the wrong direction. Mr. Riley said the project inspector is aware of this and that he should report it to the inspector if it happens again. Mr. Riley reported that a minor traffic accident occurred in the construction zone on WV SR 259 but no citations were issued and the contractor and the woman involved are working with their respective insurance companies. Mr. Moyers presented a drawdown request to Federal EDA in the amount of \$163,868.00. Clyde See made a motion to approve the pay requisition as presented. Melvin Shook seconded the motion. It was unanimously approved. A drawdown to USDA-RUS was presented in the amount of \$746,171.55. Clyde See made a motion to approve the pay requisition as presented. Melvin Shook seconded the motion. It was unanimously approved. A drawdown to WVIJDC was presented in the amount of \$68, 239.53. Clyde See made a motion to approve the pay requisition as presented. Melvin Shook seconded the motion. It was

unanimously approved. Logan Moyers noted a payment to ALL Quality, LLC for the water plant security fencing. The HCPSD received notification that the investigation of ALL Quality, LLC's payment practices being conducted by the WV Division of Labor has been closed so the HCPSD can issue payment in full to the contractor.

**Baker Sewer Project** – Logan Moyers reported that he had met on site with representatives of the HCRDA regarding the HCPSD's need to widen the easements and change the direction point to access the Baker sewer plant site property. The HCRDA was agreeable to moving the access point to the plant site from the north to the west. Our engineer will revise the plat to show this change and we can move forward with the execution of the deed and easement. Regarding easements, the HCRDA is granting a 20' temporary construction easement and a 10' permanent easement and they expressed concerns against widening the permanent easement widths because they feel it would negatively impact property values within the industrial park. The HCRDA informed Mr. Moyers that they understand that because there is not sufficient room for the HCPSD to work on the lines once they have been installed, however, they offered a verbal commitment that any future repairs to the line could occur outside the defined 10' easement. Discussion was held regarding the HCRDA's position as it regards the utility easements. While the HCPSD understand this proposal is far from ideal, if the Baker Sewer Project is to become a reality, the HCPSD has little choice but to accept the verbal agreement. Clyde See raised the question as to the legal ramifications of the bond or loan documents of not having a sufficient easement to maintain the lines once they are constructed. Logan Moyers will attempt to get the verbal commitment presented by the HCRDA in writing and will also contact Tom Michael for a legal opinion.

**Phase II Booster Station Site Relocation** – Logan Moyers contacted the Harry Welton heirs regarding property located across from the current Phase II master meter located near the Inskip Property on WV SR 55 for the location of a new Phase II booster pump station. It has been determined that this location is better for radio communication and to avoid disturbing the view shed of a neighboring property that is listed on the national historic register. The HCPSD made an offer of \$10,000.00 for the purchase of 1/8 acre for this booster pump station site. The property owners would like the HCPSD to consider locating the site off the roadway rather than adjacent to the road as proposed. Logan Moyers and Clay Riley will evaluate their request today to see if this would be feasible.

**FY10 Financial Statements** – Copies of the fiscal year 2010 financial statements were provided to each board member in their board meeting packet and copies have been distributed to funding agencies and the Hardy County Commission as required. Jean Flanagan requested a copy and one will be provided to her today.

There were no members of the public in attendance of the meeting to provide comment.

There being no further business, Clyde See made a motion that the meeting be adjourned at 10:55 a.m. The meeting was adjourned.

The next regular meeting of the HCPSD is scheduled for **Wednesday, February 2, 2011, 10:00 a.m.** in the conference room of the HCPSD office located at 2094 US 220 South, Moorefield, West Virginia.

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Matthew G. Gapp, Chairman

*These minutes represent a summary of the subjects discussed and the actions taken by the members of the Hardy County Public Service District for the meeting held on January 12, 2011. 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 2, 2011**  
**10:00 A.M.**  
**2094 US 220 South, Moorefield, West Virginia**

Present: Matthew Gapp, Melvin Shook, Logan Moyers, Kevin Markwood, Chuck Ours and Connie Sherman, HCPSD; Clay Riley and Brian Martin, Thrasher Engineering; Anna Marie Collis, USDA-RUS; Pam Keplinger, Region VIII; Lee Lehman, President, Hardy County Planning Commission, Greg Greenwalt, Vice-President, Hardy County Planning Commission and Patrick Ford, Hardy County Planner.

Absent: Clyde See

The meeting was called to order at 10:03 a.m. Melvin Shook made a motion to approve the minutes of the January 12, 2011 regular board meeting as prepared. Matthew Gapp seconded the motion. It was unanimously approved.

**Hardy County Comprehensive Plan** – Lee Lehman, President, Hardy County Planning Commission provided background regarding the creation of and the need to update the existing Hardy County Comprehensive Plan. In 2008 the Hardy County Planning Commission took steps to begin to update the Plan with the hiring of a consultant. As part of the process the consultant conducted interviews with each member of the Planning Commission and distributed questionnaires throughout the community in an attempt to get outside input into the development of the new plan. Stakeholder meetings were held throughout the County, as well as two public hearings to receive public comments with few citizens or community leaders in attendance which was very disappointing to the members of the Planning Commission. Recently the Planning Commission received a list of comments from the HCRDA which lead to the members of the Planning Commission deciding to attend other board meetings or other organizations meetings to receive comments before the plan can be finalized. Mr. Lehman expressed the importance of cooperation between all County agencies to be able to know where infrastructure is planned, where new businesses are being located, etc. Mr. Lehman also pointed out that if future issues arise from the plan or policies which are adopted to support the plan, the Planning Commission will be able to show that they had explored all possible avenues to obtain comments and input from local groups and citizens throughout the County. Logan Moyers stated that he had worked with the Hardy County Planning Commission on matters pertaining to the HCPSD during the drafting process, had attended one of the public hearings and filled out a questionnaire to provide input from the HCPSD. Any concerns that were identified by the HCPSD have already been addressed so both he and the HCPSD board feel that the HCPSD is comfortable with the plan as presented.

**Baker Water Project** – Logan Moyers provided an update on the status of the Baker Water Project. He reported that construction is now underway on all contracts. Clay Riley, project engineer, provided the monthly construction project update on the Baker Water Project. Contract #1 – Breckenridge continues to install rebar, set forms and pour concrete for the underground wall structures. Thrasher Engineering has received the submittals for the membrane filters and telemetry equipment and will focus on the approval of the membrane filters in the coming weeks. Contract #2 – Stonegate continues progress on the installation of their main line work on WV SR 259 and Parker Hollow Road with two days last week and all of this week's work being shutdown due to weather conditions. To date, there have been two minor complaints, one regarding tearing out rose bushes at the intersection of Parker Hollow Road and the other for driveway settlement at Personal Touch Florist. Both have been addressed. The contractor is sending someone to evaluate additional settlement areas due to recent wet weather conditions. Contract #4 – J. F. Allen has completed 93%

of main line installation work and is currently waiting for the arrival of the booster pump station before continuing with construction. Delivery of the booster pump station is anticipated in mid to late February. Thrasher Engineering continues to monitor the project area for any settlement issues but have found no problem with settlement on this part of the project. Contract #5 – Mid Atlantic Storage Systems, Inc. is on site and has graded in the Marvin Chapel tank site and cut the road entrance. A Notice of Violation was received from WVDEP as a result of an inspection on the day the contractor started clearing the site and stock piling soil. The soil stock pile requires silt fencing around the pile which was on site but had not been set in place until the pile was created. By the end of the day the fence was in place and the issue has been resolved. Site work is planned to begin at the Parker Hollow tank site later this week. Logan Moyers informed the HCPSD board of a recent issue with Federal EDA regarding the release of project funds. EDA has requested that we fully exhaust all ARRA funds for EDA funded contracts prior to utilizing funds from any other funding agencies involved in those contracts. This involved revising the expenditure schedule and receiving approval from other agencies to be able to make the requested change. This request is different from the previously approved expenditure schedule and basically means that USDA-RUS funds will not be drawn down until all EDA funds are spent. Due to this EDA change in funding request, payments to the contractor have been delayed which potentially could result in the HCPSD being charged interest by the contractor. We do not anticipate the contractor enforcing the interest penalty unless their vendors charge interest to them on any late payments on materials. If this would occur the contractor would simply pass the interest charge on to the HCPSD. Revised expenditure schedules have been submitted to EDA and we are waiting approval of the pay requisitions. Pam Keplinger presented a drawdown request to Federal EDA in the amount of \$213,280.00. Melvin Shook made a motion to approve the pay requisition as presented. Matthew Gapp seconded the motion. It was unanimously approved. A drawdown to USDA-RUS was presented in the amount of \$7,307.50. Melvin Shook made a motion to approve the pay requisition as presented. Matthew Gapp seconded the motion. It was unanimously approved. A drawdown to WVJDC was presented in the amount of \$90,046.92. Melvin Shook made a motion to approve the pay requisition as presented. Matthew Gapp seconded the motion. It was unanimously approved. Logan Moyers reported that the monthly construction progress meetings would be held today at 1:30 p.m. in Baker at the water plant field office for all contracts

**Baker Sewer Project** – Logan Moyers provided an update on continuing to work with the HCRDA to reach an agreement to be able to widen the utility easements in the Baker Industrial Park to allow the HCPSD to legally perform future tie-ins, maintenance and repair work. Most recently the HCPSD proposed making a one sentence revision to the draft easement stating that the temporary easement is for the purpose of “construction, reconstruction, maintenance and repair work” rather than the temporary easement being in place during initial construction only. This simple change would keep the permanent easement width at 10’ as the HCRDA is stipulating. Including this one sentence in the HCPSD’s easement would be mirroring the language that was included as part of a drafted easement with Hardy Telecommunications, another utility company with plans for a fiber optic project to be installed in the Baker Industrial Park. It was noted that the fiber optic line is much smaller and installed at a much shallower depth than the HCPSD’s sewer line would be installed. Mr. Moyers discussed the issue with Tom Michael regarding any legal ramifications should the HCPSD accept the HCRDA’s proposed easement. Mr. Michael stated that if property damage or personal injury were to occur outside of the HCRDA’s proposed 10’ easement it could be viewed as an intentional trespass which may increase the HCPSD’s liability exposure and could possibly result in denial of insurance coverage by the HCPSD’s insurer. In his opinion, the HCPSD should not accept anything less than a 20’ easement. Mr. Michael will contact the HCRDA’s attorney to further discuss the HCPSD’s position regarding easement widths and explain why we are not willing to execute the agreement in its present form. If an agreement has not been reached before the next HCRDA meeting, which we have been told by the Hardy County Planning Commission is scheduled for February 24<sup>th</sup>, Mr. Moyers plans to request to be on the agenda or speak during the public comment period concerning the easement issue. Melvin Shook asked that Mr. Moyers inform the HCPSD board members of the HCRDA meeting date and time once confirmed. Thrasher

Engineering has drafted a plat with the revised point of access to the future sewer plant property, which will be attached to the sewer plant site deed. Clay Riley has been in contact with the engineers for Hardy Telecommunications fiber optic project to work through any issues that could arise if fiber optic lines are installed in the same location that the HCPSD's sewer lines will be installed. Hardy Telecommunications has agreed to work with us to keep any impact to our sewer project to a minimum. Mr. Riley is waiting on a set of plans from the engineer so he can review the design of the fiber optic project.

**Phase II Booster Station Site Relocation** – Logan Moyers met on site with one of the Harry Welton heirs regarding the purchase of property located across from the current Phase II master meter for the location of a new Phase II booster pump station. The property owners are agreeable to selling the property for \$10,000.00 if the HCPSD can locate the station in the rear of the property and as long as there is no significant impact on the remaining property. Logan Moyers and Clay Riley will evaluate the site so that an exhibit drawing can be prepared allowing the property owners to view what the proposed station will look like once it is constructed. Once an agreement has been reached with the property owners, we will move forward with a change order as part of the Baker Water Project.

**Dover Hollow Water Extension Project** – Logan Moyers reported that we are working on resubmitting a Small Cities Block Grant application in conjunction with the Hardy County Commission for the Dover Hollow Water Extension Project in the amount of \$510,700.00. We submitted an application last year that was not funded but were encouraged by the West Virginia Development Office to resubmit our application this year. A required public meeting is scheduled for February 8, 2011 at 6:00 p.m. at the HCPSD office to receive public comments from any resident or citizen regarding this project.

There were no members of the public in attendance of the meeting to provide comment.

There being no further business, Melvin Shook made a motion that the meeting be adjourned at 11:05 a.m. The meeting was adjourned.

The next regular meeting of the HCPSD is scheduled for **Wednesday, March 2, 2011, 10:00 a.m.** in the conference room of the HCPSD office located at 2094 US 220 South, Moorefield, West Virginia.

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Matthew G. Gapp, Chairman

*These minutes represent a summary of the subjects discussed and the actions taken by the members of the Hardy County Public Service District for the meeting held on February 2, 2011. 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

MARCH 2, 2011

10:00 A.M.

2094 US 220 South, Moorefield, West Virginia

Present: Matthew Gapp, Melvin Shook, Clyde See, Logan Moyers and Connie Sherman, HCPSD; Clay Riley, Thrasher Engineering; Kevin Betler and Anna Marie Collis, USDA-RUS; Pam Keplinger, Region VIII; Jean Flanagan, Moorefield Examiner.

The meeting was called to order at 10:05 a.m. Clyde See made a motion to approve the minutes of the February 2, 2011 regular board meeting as prepared. Melvin Shook seconded the motion. It was unanimously approved.

**Baker Water Project** –Clay Riley, project engineer, provided the monthly construction project update on the Baker Water Project. Contract #1 – Breckenridge continues to install rebar, set forms and pour concrete for the underground wall structures and plan to pour the floor next week. Thrasher continues to review the sediment basin and membrane filtration submittals and has approved portions of them and is waiting to receive revised submittals from the contractor for components on which comments were made. Color samples are being provided today so that the HCPSD can choose color options for the water plant. Contract #2 – Stonegate continues progress on the installation of their main line work on WV SR 259 and WV SR 55 including the installation of the water line to serve to East Hardy High School. The contractor has taken some of its mainline crews to work on cleanup due to the wet weather conditions. There was one standing water complaint on WV SR 259 from a blocked culvert and after review of the video the contractor plans to install two pieces of water pipe to repair the blocked culvert. Contract #4 – J. F. Allen has completed 93% of main line installation work and is currently waiting for the arrival of the booster pump station which has now been moved back to mid March. Thrasher Engineering continues to monitor the project area typically twice per week for any cleanup issues. Contract #5 – Mid Atlantic Storage Systems, Inc. has cut the entrance and cleared the Marvin Chapel tank site, set the vault and poured the footer and floor. The site crew that is now on site at the Parker Hollow Tank has completed steel work and earthwork and is currently doing some additional work to the access road so that concrete trucks can get up the road to pour the foundation. No change orders were presented at the meeting because we are waiting to confirm prices on a few items. Two change orders will be presented at next month's meeting including a reducing change order for Contract #4 - J.F. Allen and an increase to Contract #2 – Stonegate for additional meters and miscellaneous equipment. Clay Riley made a request to USDA-RUS regarding the budget for the HCPSD to purchase a new work truck. Contract #4 is near completion and will be under budget and the HCPSD has been experiencing numerous problems with their existing work trucks. Mr. Riley requested if the HCPSD could purchase at least one truck as soon as possible to avoid the HCPSD from having to pay an extensive repair bill. USDA-RUS felt this purchase could be expedited. The HCPSD plans to purchase the vehicle through the WV State Contract. Logan Moyers reported that the HCPSD has worked out the issue with Federal EDA regarding the release of project funds. EDA requested that the HCPSD fully exhaust all ARRA funds for EDA funded contracts prior to utilizing funds from any other funding agencies involved in those contracts. The other funding agencies approved the request and to date all contractors are paid in full and the HCPSD was able to avoid paying any interest penalties. Mr. Moyers provided an update regarding the need to temporarily hire a certified Class II water operator for the water plant once constructed and operational. The HCPSD had previously reached an agreement with former Town of Moorefield operator, Bill Henry, however, Mr. Henry recently informed us that due to anticipated schedule conflicts he would not be able to act at the HCPSD's temporary Class II operator. We anticipate that Kevin Markwood will be short approximately 100-200 man hours from being fully certified but are optimistic that we can get a waiver from the WV State Health Department and may be able to avoid the need to employ a

temporary Class II operator. The WV State Health Department realizes that there is very few membrane filtration water plants currently in the State and that Class II operators who are not currently working in a membrane filtration plant know very little about the operation of those types of plants. HCPSD chief operator, Kevin Markwood, gained valuable experience and training in membrane filtration operation during the pilot testing process and in visits to other membrane filtration plants around West Virginia. Given his experience and training the HCPSD believes Mr. Markwood would be as qualified to operate a membrane filtration plant as well as anyone available to us for temporary employment. Mr. Moyers plans to work with the WV State Health Department in an attempt to secure a waiver and will provide an update at next month's meeting. Mr. Moyers has a list of a few individuals who would be qualified should the HCPSD have a need for a temporary Class II operator. Pam Keplinger presented drawdowns for the project and explained the changes due to EDA's reduction from 70.6% to 70.58% which resulted in a shortfall difference of \$454.00. Ms. Keplinger provided details in writing of the adjustments that were needed to cover the shortfall with funds from WVIDJC. Logan Moyers presented the drawdown request to Federal EDA in the amount of \$245,155.00. Clyde See made a motion to approve the pay requisition as presented. Melvin Shook seconded the motion. It was unanimously approved. A drawdown to USDA-RUS was presented in the amount of \$39,249.37. Clyde See made a motion to approve the pay requisition as presented. Melvin Shook seconded the motion. It was unanimously approved. A drawdown to WVIJDC was presented in the amount of \$102,642.79. Clyde See made a motion to approve the pay requisition as presented. Melvin Shook seconded the motion. It was unanimously approved. Logan Moyers reported that the monthly construction progress meetings would be held following this meeting at 1:30 p.m. in Baker at the water plant field office for all contracts followed by a meeting with the residents of Old Baker Road at 2:30 p.m.

**Baker Sewer Project** – Logan Moyers provided an update on the status of working with the HCRDA in an attempt to reach an agreement on easements widths within the Baker Industrial Park that would allow the HCPSD to legally perform future tie-ins, maintenance and repair work. Since last month's meeting, HCPSD attorney, Tom Michael, was contacted by the HCRDA's attorney to discuss the HCPSD's concerns with the proposed 10' widths. During this discussion, the HCRDA's attorney suggested a simple one sentence revision to the drafted easement agreement stating that the temporary easement is for the purpose of "construction, reconstruction, maintenance and repair work" rather than the temporary easement being in place during initial construction only. This would keep the permanent easement width at 10' as the HCRDA has stipulated and would also allow the HCPSD to have the necessary room to perform future maintenance work. As a follow up to that conversation, Mr. Michael received a letter from the HCRDA's attorney which included a letter from the HCRDA's engineer stating their opinion as to why a 10' easement would be sufficient. A copy of the letter was provided to the HCPSD board and was reviewed and discussed. The HCRDA's engineer stated in their letter that they realize 10' is not sufficient room to perform future maintenance and repair work and that the HCPSD would have to work outside the easement boundaries when performing future work in the park. Logan Moyers stated that the letter from the HCRDA's engineer reiterates the very point that the HCPSD has been trying to stress to the HCRDA that future work cannot be completed within the 10' easement boundaries as the HCRDA has mandated. Mr. Moyers also informed the HCSPD board that the HCPSD's attorney has informed him that he could not certify title for the sewer project, as is required by project funding agencies, unless easement widths are extended beyond 10'. Without certification that all necessary easements have been acquired, the HCPSD would be prohibited from going to construction on the sewer project by project lenders and the WVPSC. Mr. Moyers plans to attend the scheduled HCRDA meeting on March 24, 2011 in an effort to express the HCPSD's position regarding easement widths to the full HCRDA board in hopes that an agreement can be reached. If no agreement can be reached, Mr. Moyers will inform the HCRDA board that with no agreement in place, the Baker Industrial Park will not be provided public water or sewer during the initial project construction. The HCRDA would have the option to enter into an Alternate Mainline Extension Agreement with the HCPSD in the future to construct public utilities within the park. This Alternate Mainline Extension Agreement would mandate 20' easement widths. Matthew Gapp asked what happens if no agreement can be

reached and Mr. Moyers said alternate sewer plant sites have been reviewed but there were no other site on which a gravity fed sewer plant could be located. Mr. Riley said the HCPSD would have to look at a site which would require the construction of a pump station which would significantly increase the cost of the project and in turn, the sewer rates to customers. The HCPSD is hopeful that an agreement can be reached with the HCRDA that will allow the Baker Industrial Park to be served during initial construction of both the water and sewer projects.

There were no members of the public in attendance of the meeting to provide comment.

There being no further business, Melvin Shook made a motion that the meeting be adjourned at 10:40 a.m. The meeting was adjourned.

The next regular meeting of the HCPSD is scheduled for **Wednesday, April 6, 2011, 10:00 a.m.** in the conference room of the HCPSD office located at 2094 US 220 South, Moorefield, West Virginia.

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Matthew G. Gapp, Chairman

*These minutes represent a summary of the subjects discussed and the actions taken by the members of the Hardy County Public Service District for the meeting held on March 2, 2011. 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 6, 2011

10:00 A.M.

2094 US 220 South, Moorefield, West Virginia

Present: Matthew Gapp, Melvin Shook, Clyde See, Logan Moyers and Connie Sherman, HCPSD; Clay Riley, Thrasher Engineering; Kevin Betler, USDA-RUS; Pam Keplinger, Region VIII.

The meeting was called to order at 10:05 a.m. Melvin Shook made a motion to approve the minutes of the March 2, 2011 regular board meeting as prepared. Clyde See seconded the motion. It was unanimously approved.

**Baker Water Project** –Clay Riley, project engineer, provided the monthly construction project update on the Baker Water Project. Contract #1 – Breckenridge continues to tie rebar, set forms and has run their floor electrical conduits and drain piping with plans to begin pouring concrete for the floor sections in the next few days. Contract #2 – Stonegate has completed all of their main line bores, completed all of Old Baker Road and has approximately 3,000 LF of main line piping, 12 meters and 6 fire hydrants remaining on the project. Contract #4 – J. F. Allen received, set and has tied in the Marvin Chapel booster pump station and lacks only the tie in to the tank vault, electric service, line flushing and testing and punch list items. Contract #5 – Mid Atlantic Storage Systems, Inc. has both tanks fully erected and lacks only the tank sterilization, fencing, access road stone, electric and solar panel boards remaining at this time. Two change orders were presented at the meeting. Change Order #2 for Contract #1 (water plant) for modifications to the HVAC system including the change from metal duct work to stainless steel, the addition of an explosion proof heater and an upgrade to a 400 amp electrical service. The cost of this change order is \$113,657.00 making the new total cost of this contract \$4,162,157.00. Melvin Shook made a motion to approve the change order as presented. Clyde See seconded the motion. It was unanimously approved. Change order #1 for Contract #4 (Marvin Chapel distribution system) was presented. This change order was for a reduction in the total contract cost in the amount of \$48,004.25 for a final contract price of \$766,669.25. This change order adjusts the contract amount to reflect actual installed quantities, includes the installation of a concrete pad under the booster pump station and increases the contract time due to the winter shutdown. Melvin Shook made a motion to approve the change order as presented. Clyde See seconded the motion. It was unanimously approved. A change order for Contract #2 will be presented at next month's meeting. Melvin Shook inquired as to when water might be available to the residents of the Marvin Chapel project. Assuming there are no issues in receiving electrical service, Mr. Riley anticipates water being available around June 2011. Logan Moyers received notification from the WV State Health Department that it would not be necessary for the HCPSD to hire a temporary Class II water operator to oversee water plant operations until such time as the HCPSD operators were certified as Class II. The Health Department will allow HCPSD operators working toward their Class II certification to operate the plant. Pam Keplinger presented the drawdown request to Federal EDA in the amount of \$453,977.00. Clyde See made a motion to approve the pay requisition as presented. Melvin Shook seconded the motion. It was unanimously approved. A drawdown to USDA-RUS was presented in the amount of \$185,064.88. Clyde See made a motion to approve the pay requisition as presented. Melvin Shook seconded the motion. It was unanimously approved. A drawdown to WVIJDC was presented in the amount of \$189,519.88. Clyde See made a motion to approve the pay requisition as presented. Melvin Shook seconded the motion. It was unanimously approved. Logan Moyers reported that the monthly construction progress meetings would be held following this meeting at 1:30 p.m. in Baker at the water plant field office for all contracts.

**Baker Sewer Project** – Logan Moyers provided an update on the continued attempts to reach an agreement on easements widths within the Baker Industrial Park with the HCRDA. Mr. Moyers recently attended a HCRDA board meeting in anticipation of explaining the need for additional room for the construction of the water and sewer lines into the Baker Industrial Park. Mr. Moyers explain that if the HCRDA did not grant the additional room, the HCPSD would not install water or sewer in the park as part of our project, however the HCRDA would have the option to enter into an Alternate Mainline

Extension Agreement whereby the HCRDA would be responsible for 100% of the extension's cost and would be required to provide the HCPSD with requested easement widths. Following Mr. Moyers' attendance at the meeting the HCRDA did agree to give the HCPSD the requested 10' of additional easement width, however the additional space was allocated in the road rather than off the road's shoulder as was requested. Due to varying elevations of the access road, the HCPSD needs the location of the line to be located off the road's shoulder in order to avoid installing the line at significantly deeper depths which would damage the existing access road and make the project's cost increase. Mr. Moyers has a meeting scheduled on site with HCRDA board members to explain the need to move the line and to determine how to do so without encroaching on useable industrial park property. Mr. Moyers feels that if the HCRDA does not approve the HCPSD's request the HCPSD has no choice but to relocate the sewer plant site in an attempt to move the project forward. Clyde See asked the estimated cost to relocate the sewer plant versus the cost to bury the pipe deeper. Clay Riley explained the cost to relocate the plant would exceed \$100,000.00 which is significantly more than the cost of install the lines in the middle of the park's access road. Mr. See stated that he felt that in order to get the project off center where it has been for over four years, the HCPSD may need to accept the easement widths that the HCRDA has approved, regardless of how illogical they may be, in order to move forward with construction of the project. Mr. Moyers is hopeful that once the HCRDA sees the situation on site, the HCRDA will approve the line relocation.

#### **NEW BUSINESS:**

**HCPSD Office Building Damage** – Logan Moyers reported that water damage had occurred in the conference room due to water leaking in through the roof resulting in the need to replace an exterior wall in the conference room. A contractor is scheduled to begin repair work next week and it is hopeful that the wall will be repaired by next month's meeting.

**Moorefield/Hardy County Wastewater Authority Termination Agreement** – The HCPSD received a draft Water Termination Agreement for non-payment of sewer bills with the Moorefield/Hardy County Wastewater Authority. The WVPSC requires an agreement be made between water and sewer providers so that when a customer is delinquent on a sewer bill that customer's water can be terminated in order to collect payment. Logan Moyers is reviewing the document and has found a few minor revisions that need to be made and will forward the document to Tom Michael for his review prior to the document being presented for approval at next month's meeting.

There were no members of the public in attendance of the meeting to provide comment.

There being no further business, Melvin Shook made a motion that the meeting be adjourned at 11:10 a.m. The meeting was adjourned.

The next regular meeting of the HCPSD is scheduled for **Wednesday, May 4, 2011, 10:00 a.m.** in the conference room of the HCPSD office located at 2094 US 220 South, Moorefield, West Virginia.

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Matthew G. Gapp, Chairman

*These minutes represent a summary of the subjects discussed and the actions taken by the members of the Hardy County Public Service District for the meeting held on April 6, 2011. 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 4, 2011

10:00 A.M.

2094 US 220 South, Moorefield, West Virginia

Present: Matthew Gapp, Melvin Shook, Clyde See, Logan Moyers and Connie Sherman, HCPSD; Brian Martin, Thrasher Engineering; Kevin Betler, USDA-RUS; Pam Keplinger, Region VIII; and Jean Flanagan, Moorefield Examiner.

The meeting was called to order at 10:05 a.m. Melvin Shook made a motion to approve the minutes of the April 6, 2011 regular board meeting as prepared. Clyde See seconded the motion. It was unanimously approved.

**Baker Water Project** – Brian Martin, lead project inspector, provided the monthly construction project update on the Baker Water Project. Contract #1 – Breckenridge continues to tie rebar, set forms, has run their floor electrical conduits and drain piping, have poured concrete for most of the floor sections and have begun laying the exterior wall blocks. Contract #2 – Stonegate has completed all of their main line piping and have only cross side and commercial meters to set and have been working on yard and driveway restoration and their WVDOH punch list items. Contract #4 – J. F. Allen returned crews to the project site on April 25<sup>th</sup> and has been focusing on their WVDOH punch list items and driveway and yard restoration while waiting for power at the booster station before they can begin flushing lines and sampling. Contract #5 – Mid Atlantic Storage Systems, Inc. has both tanks fully erected and have been working on the Parker Hollow access road and punch list items while waiting for electrical and solar equipment to arrive. Mid Atlantic Storage Systems, Inc. is coordinating the Marvin Chapel tank access road work with J.F. Allen and will complete that work once the water main line has been installed. Logan Moyers presented two change orders at the meeting. Change Order #1 for Contract #2 (Baker water distribution system) for 5 additional fire hydrants and 18 fire extensions, two larger meters and the cattle guard on the Parker Hollow tank road. The cost of this change order is \$48,996.00 making the new total cost of this contract \$2,536,793.00. Clyde See made a motion to approve the change order as presented. Melvin Shook seconded the motion. It was unanimously approved. Change order #2 for Contract #2 (Baker water distribution system) was presented. This change order was 26 captivator wrenches, 34 large Neptune meters, Neptune software and a dechlorination unit for hydrant flushing. The cost of this change order is \$58,315.00 making the new total cost of this contract \$2,595,108.00. Clyde See made a motion to approve the change order as presented. Melvin Shook seconded the motion. It was unanimously approved. Mr. Moyers presented the drawdown request to Federal EDA in the amount of \$454,416.00. Melvin Shook made a motion to approve the pay requisition as presented. Clyde See seconded the motion. It was unanimously approved. A drawdown to USDA-RUS was presented in the amount of \$191,415.54. Melvin Shook made a motion to approve the pay requisition as presented. Clyde See seconded the motion. It was unanimously approved. A drawdown to WVIJDC was presented in the amount of \$189,415.54. Melvin Shook made a motion to approve the pay requisition as presented. Clyde See seconded the motion. It was unanimously approved. The monthly construction progress meetings would be held following this meeting at 1:30 p.m. in Baker at the water plant field office for all contracts.

**Baker Sewer Project** – Logan Moyers provided an update on his recent site meeting with Clay Riley and representatives of the HCRDA real estate committee regarding easements widths within the Baker Industrial Park. The HCPSD's concerns were mainly about the location of the line where there are significant increases in elevation at the beginning of the newly constructed access road. Following the site meeting, the HCRDA representatives agreed that the HCPSD's proposed line locations were more logical than those previously proposed and requested that Mr. Riley develop a drawing showing the agreed upon line locations and forward the drawing to the HCRDA's engineer so that he understands where the agreed upon line locations are to be shown on the plat. This plat will be included as part of the deed for the plant site property which includes the necessary easements. Once the deed is finalized with the HCRDA, Mr. Moyers will work on acquiring the remaining private sewer easements for this project.

## MISCELLANEOUS:

**Moorefield/Hardy County Wastewater Authority Termination Agreement** – The HCPSD is required by the WVPSC to enter into a Water Termination Agreement with the Moorefield/Hardy County Wastewater Authority (Wastewater Authority) since we will be providing water service to some customers who will, at the same time, be receiving sewer service from the Wastewater Authority. When a customer is delinquent on a sewer bill the method for collecting those past due sewer bills is to terminate water service. A draft agreement was reviewed by Tom Michael and the only major revision that the HCPSD is requesting is that the Wastewater Authority will be responsible for collecting the \$25.00 reconnection fee from their delinquent customers and forward those reconnection fees to the HCPSD on a monthly basis. Previously the agreement stated that the HCPSD would collect the reconnection fee from the customer. Following discussion, Melvin Shook made a motion to approve the Water Termination Agreement as amended. Clyde See seconded the motion. It was unanimously approved. This agreement will be forwarded to the Wastewater Authority for their review and approval. Any revised agreement received back from the Wastewater Authority will be brought back to the HCPSD's board for review and approval.

**HCPSD Office Building Damage** – Logan Moyers reported that a contractor has started repair work on the conference room and the work should be finalized prior to the next board meeting.

There were no members of the public in attendance of the meeting to provide comment.

There being no further business, Clyde See made a motion that the meeting be adjourned at 10:50 a.m. The meeting was adjourned.

The next regular meeting of the HCPSD is scheduled for **Wednesday, June 1, 2011, 10:00 a.m.** in the conference room of the HCPSD office located at 2094 US 220 South, Moorefield, West Virginia.

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Matthew G. Gapp, Chairman

*These minutes represent a summary of the subjects discussed and the actions taken by the members of the Hardy County Public Service District for the meeting held on May 4, 2011. 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 1, 2011

10:00 A.M.

2094 US 220 South, Moorefield, West Virginia

Present: Matthew Gapp, Melvin Shook, Clyde See, Logan Moyers and Connie Sherman, HCPSD; Clay Riley, Thrasher Engineering; Kevin Betler, USDA-RUS; Pam Keplinger, Region VIII; and Jean Flanagan, Moorefield Examiner and Erin Miller, Summer Intern, Moorefield Examiner.

The meeting was called to order at 10:05 a.m. Melvin Shook made a motion to approve the minutes of the May 4, 2011 regular board meeting as prepared. Clyde See seconded the motion. It was unanimously approved.

**Baker Water Project** –Clay Riley, project engineer, provided the monthly construction project update on the Baker Water Project. Contract #1 – Breckenridge has completed the concrete floor of the water plant and has laid the block for all exterior walls and are currently laying the interior block wall partitions. Roof truss delivery is scheduled for June 13, 2011. Contract #2 – Stonegate has completed all of their main line piping and have only cross side and commercial meters to set and has continued working on yard and driveway restoration this past month. They have left the work site until water is available from the water plant and at that time they plan to complete the remaining items, flush and test the main lines. They do have a person on call in case of a complaint or issue that would need to be addressed prior to them returning to the work site. Melvin Shook noted that he felt the contractor has done a really good job at restoring property in a timely manner. Contract #4 – Electrical service was installed at the Marvin Chapel booster station on May 23, 2011 and we are currently waiting on the contractor to begin line pressure testing and flushing so water sampling can be performed. It is anticipated that the booster station start up can occur this month. Contract #5 – Mid Atlantic Storage Systems, Inc. has continued to work sparingly on their road and site work due to the wet weather. They are currently waiting on electric service and solar panel technicians and the fencing crew. Pam Keplinger presented the drawdown request to Federal EDA in the amount of \$123,910.00. Clyde See made a motion to approve the pay requisition as presented. Melvin Shook seconded the motion. It was unanimously approved. A drawdown to USDA-RUS was presented in the amount of \$45,167.33. Clyde See made a motion to approve the pay requisition as presented. Melvin Shook seconded the motion. It was unanimously approved. A drawdown to WVIJDC was presented in the amount of \$51,650.11. Clyde See made a motion to approve the pay requisition as presented. Melvin Shook seconded the motion. It was unanimously approved. The monthly construction progress meetings will be held following this meeting at 1:30 p.m. in Baker at the water plant field office for all contracts.

**Baker Sewer Project** – Logan Moyers provided an update on the status of the easements and location of the water and sewer lines within the Baker Industrial Park. As previously reported, an agreement has been reached with the HCRDA and Thrasher Engineering is currently working to develop an exhibit drawing showing all line locations and their associated easements which will be passed onto the HCRDA's engineer to develop a plat which will be included as part of the deed. Once the deed is finalized with the HCRDA, Mr. Moyers will work on acquiring the remaining private sewer easements for this project. Mr. Moyers reported that he had recently received a revised deed from the HCRDA's attorney which includes 20' wide easements rather than 10' wide and it seems to include the language previously agreed upon. Clay Riley hopes to have the exhibit drawing completed and forwarded to the HCRDA's engineers in the coming weeks.

## MISCELLANEOUS:

**Board Member Reappointment & Election of Officers** – Clyde See made a motion to retain the current officers of the HCPSD for fiscal year 2012 which includes Matthew Gapp, Chairman; Melvin Shook, Vice-Chairman; and Connie Sherman, Secretary/Treasurer. Melvin Shook seconded the motion. It was unanimously approved. A letter has been sent to the Hardy County Commission requesting the reappointment of Melvin Shook to the HCPSD board. Mr. Shook's current term expires June 30, 2011.

**Fiscal Year 2012 Budget** – A proposed fiscal year 2012 operating budget was provided to each board member prior to the meeting. The fiscal year 2011 operating budget was \$1,000,000 and the fiscal year 2012 operating budget is projected to be \$1,031,000. Following discussion, Clyde See made a motion to approve the budget as presented. Melvin Shook seconded the motion. It was unanimously approved. It is anticipated that a budget revision will be necessary when the Baker Water Plant is operational. Clyde See questioned whether the HCPSD had the necessary income available to cover incoming expenses and what funds the HCPSD has in reserve accounts. Logan Moyers responded that the HCPSD does have money in reserve accounts and that the proposed budget accurately reflects projected incomes and expenses for next fiscal year.

## OLD BUSINESS:

**Office Repairs** – Logan Moyers commented on the progress of the repairs to the wall of the conference room. The repairs will be completed by next month's meeting.

**Alt Property Purchase** – Melvin Shook requested an update on the purchase of the adjacent property from the Alt heirs. The HCPSD received the executed deed this week and closing is scheduled for Friday, June 3<sup>rd</sup>.

**Touch Read Meters** – Logan Moyers reported that the HCPSD will be advertising and exploring other avenues to sell the Sensus touch read meters that are being replaced with the radio read meter system. The meters are in good shape and are still under the manufacturer warranty.

There were no members of the public in attendance of the meeting to provide comment.

There being no further business, Melvin Shook made a motion that the meeting be adjourned at 10:50 a.m. The meeting was adjourned.

The next regular meeting of the HCPSD is scheduled for **Wednesday, July 6, 2011, 10:00 a.m.** in the conference room of the HCPSD office located at 2094 US 220 South, Moorefield, West Virginia.

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Matthew G. Gapp, Chairman

*These minutes represent a summary of the subjects discussed and the actions taken by the members of the Hardy County Public Service District for the meeting held on June 1, 2011. 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 6, 2011  
12:00 P.M.  
2094 US 220 South, Moorefield, West Virginia

Present: Matthew Gapp, Clyde See, Logan Moyers and Connie Sherman, HCPSD; Clay Riley, Thrasher Engineering; Anna-Marie Collis, Kevin Betler, USDA-RUS; Pam Keplinger, Region VIII; and Jean Flanagan, Moorefield Examiner.

Absent: Melvin Shook

The meeting was called to order at 12:05 p.m. Clyde See made a motion to approve the minutes of the June 1, 2011 regular board meeting as prepared. Matthew Gapp seconded the motion. It was unanimously approved.

**Baker Water Project** –Clay Riley, project engineer, provided the monthly construction project update on the Baker Water Project. Contract #1 – Breckenridge has received and set the stainless steel UTS (sedimentation) basins and continue work on setting the roof tresses. Mr. Riley reported that the electrical subcontractor for this contract is no longer in business and the contractor is looking for a replacement. Contract #2 – Stonegate has left the work site until water to flush and test the lines is available. They will finalize work on their contract when they return. Contract #4 – J.F. Allen has completed 90% of the main line pressure testing and is working on punch list items including clean up and paving. It is hoped that bacteria testing can be conducted this month so water can be available in August. Contract #5 – Mid Atlantic Storage Systems, Inc. has worked on their final site grading and stone work at Marvin Chapel. They are waiting on water at both sites to complete tank sterilization. They have not yet installed telemetry, power or fencing at either site. Clay Riley presented Change Order #3 for Contract #1 in the amount of an increase of \$36,495 for a final contract price of \$4,198,652. This change order was to relocate the HVAC units to a concrete pad at the back of the building. Clyde See made a motion that the change order be approved as presented. Matthew Gapp seconded the motion. It was unanimously approved. Change Order #3 for Contract #2 was a quantity adjusting change order for a decrease in the amount of \$208,169 resulting in a final contract price of \$2,386,939. This change order was necessary because the contract bid was based on the total number of potential customers rather than the limited number of actual future customers. Clyde See made a motion to approve the change order as presented. Matthew Gapp seconded the motion. It was unanimously approved. Change Order #1 for Contract #5 in the amount of \$7,480 for a final contract price of \$449,740. This change order is to add solar power to the Parker Hollow tank site in lieu of running electric to the site. Clyde See made a motion to approve the change order as presented. Matthew Gapp seconded the motion. It was unanimously approved. Logan Moyers presented Pay Request #9 to Federal EDA in the amount of \$109,333. Clyde See made a motion to approve the pay requisition as presented. Matthew Gapp seconded the motion. It was unanimously approved. Pay Requisition #10 to USDA-RUS was presented in the amount of \$48,251.67. Clyde See made a motion to approve the pay requisition as presented. Matthew Gapp seconded the motion. It was unanimously approved. Requisition #10 to WVIJDC was presented in the amount of \$45,577.10. Clyde See made a motion to approve the pay requisition as presented. Matthew Gapp seconded the motion. It was unanimously approved. The monthly construction progress meetings will be held following this meeting at 1:30 p.m. in Baker at the water plant field office for all contracts.

**Baker Sewer Project** – Logan Moyers provided an update on the Baker Sewer Project. Thrasher Engineering has had staff on site last week and this week working on the final design for the location of the water and sewer lines within the Baker Industrial Park. Once complete, the HCPSD will forward an exhibit drawing defining easement locations onto the HCRDA's engineer to develop a plat which will be included as part of the deed.

**NEW BUSINESS:**

**Private Fire Protection Service Policy** – A draft policy governing any customer with a private fire protection system was mailed in the board meeting packets. Following review by Clay Riley and Tom Michael a few minor changes were made and were highlighted in yellow in the final copy distributed at the meeting. Following review of the policy, Clyde See made a motion to approve the policy as presented. Matthew Gapp seconded the motion. It was unanimously approved.

**OLD BUSINESS:**

**Alt Property Purchase** – Logan Moyers reported that the HCPSD exercised the option with the Alt heirs for the purchase of the adjacent property. The deed has been executed and recorded and the property purchase finalized.

**Company Vehicles** – Logan Moyers provided update on the status of the new company trucks that have been ordered on the State contract from Stephens Auto Center. The HCPSD will be having safety lighting installed in the trucks prior to picking them up. The F250 is ready to be picked up from the dealer but needs the safety lighting installed. The F150's are scheduled to arrive at the dealership in early August. The HCPSD plans to pick up all trucks in one trip to Charleston.

There were no members of the public in attendance of the meeting to provide comment.

There being no further business, Clyde See made a motion that the meeting be adjourned at 12:25 p.m. The meeting was adjourned.

The next regular meeting of the HCPSD is scheduled for **Wednesday, August 3, 2011, 10:00 a.m.** in the conference room of the HCPSD office located at 2094 US 220 South, Moorefield, West Virginia.

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Matthew G. Gapp, Chairman

*These minutes represent a summary of the subjects discussed and the actions taken by the members of the Hardy County Public Service District for the meeting held on July 6, 2011. The meeting and proceedings were electronically recorded. In the event there may be discrepancies or contradictions between the written minutes and the audio recording, the audio recording shall take precedence.*



HARDY COUNTY PUBLIC SERVICE DISTRICT  
AUGUST 3, 2011  
10:00 A.M.  
2094 US 220 South, Moorefield, West Virginia

Present: Matthew Gapp, Clyde See, Melvin Shook, Logan Moyers and Connie Sherman, HCPSD; Clay Riley, Thrasher Engineering; Kevin Betler, USDA-RUS; Pam Keplinger, Region VIII; and Jean Flanagan and Erin Miller, Moorefield Examiner.

The meeting was called to order at 10:05 p.m. Clyde See made a motion to approve the minutes of the July 6, 2011 regular board meeting as prepared. Melvin Shook seconded the motion. It was unanimously approved.

**Baker Water Project** –Clay Riley, project engineer, provided the monthly construction project update on the Baker Water Project. Contract #1 – Breckenridge has completed the installation of the roof trusses, insulation and ceiling plywood, exterior handrails, HVAC pad, interior wall partitions and the sewer treatment unit along with the waste and sewer discharge structures to the creek. Mr. Riley reported that the membrane filtration and associated equipment should be arriving soon and also the installation of the metal roof should occur soon. Mr. Riley reported that the contractor has replaced the original electrical subcontractor for this contract and the subcontractor was approved to continue work on the contract. Clyde See questioned if the access road and parking lot to the water plant was to be paved as part of this contract. Mr. Riley reported that a portion of the property was to be paved as part of this contract and that he has requested a quote from the contractor for additional paving and would include this work in a future change order. Everyone agreed this was needed due to the steepness of the road and to avoid future road maintenance costs especially in the winter months. Contract #2 – Stonegate has left the work site until water to flush and test the lines is available. They will finalize work on their contract when they return. Representatives of the contractor will be on site today to meet with representatives from WVDOH regarding their remaining punch list items which need to be addressed. Among the punch list items to be discussed is the possible paving of Parker Hollow road in some areas. Contract #4 – J.F. Allen has completed the pressure testing and sampling of the main lines and are currently working on their project and WVDOH punch list items. All bacteriological samples achieved passing results. Contractor representatives are scheduled to meet today with representatives from WVDOH regarding their punch list items. Contract #5 – Mid Atlantic Storage Systems, Inc. was contacted Monday, August 1<sup>st</sup> and was informed that the Marvin Chapel main lines were tested and passed. They will now need to schedule their tank sterilization and sampling before water can be available for this project. The status of the Parker Hollow tank remains unchanged until such time that water is available. Logan Moyers reported that a site visit was held Tuesday, August 2<sup>nd</sup> with representatives from USDA-NRCS, congressional representatives and others to tour the dam site and water plant and to gain information regarding the project. Logan Moyers presented Pay Request #10 to Federal EDA in the amount of \$697,005. Melvin Shook made a motion to approve the pay requisition as presented. Clyde See seconded the motion. It was unanimously approved. Pay Requisition #11 to USDA-RUS was presented in the amount of \$211,767.53. Melvin Shook made a motion to approve the pay requisition as presented. Clyde See seconded the motion. It was unanimously approved. Requisition #12 to WVIJDC was presented in the amount of \$138,268.49. Melvin Shook made a motion to approve the pay requisition as presented. Clyde See seconded the motion. It was unanimously approved. The monthly construction progress meetings will be held following this meeting at 1:30 p.m. in Baker at the water plant field office for all contracts.

**Baker Sewer Project** – Logan Moyers provided a plat prepared by Thrasher Engineering from an exhibit drawing provided by Potesta & Associates, Inc. which shows the locations and easements of the water and sewer lines within the Baker Industrial Park. Following discussion and review, Clyde See made a motion to approve the plat as prepared for it to be included with the deed and easement agreement for the plant site property purchase from the HCRDA. Melvin Shook seconded the motion. It was unanimously approved. The plat will now be forwarded to the HCRDA for approval at their next meeting. Once approved by the HCRDA, the HCPSD will move forward with the property purchase and the Baker Sewer Project. Jean Flanagan asked about the monetary exchange for the property purchase. Logan Moyers stated that at such time the deed is approved by both agencies, the HCPSD will pay \$29,000 for the purchase of the property from the HCRDA.

There were no members of the public in attendance of the meeting to provide comment.

There being no further business, Melvin Shook made a motion that the meeting be adjourned at 10:30 a.m. The meeting was adjourned.

The next regular meeting of the HCPSD is scheduled for **Wednesday, September 7, 2011, 10:00 a.m.** in the conference room of the HCPSD office located at 2094 US 220 South, Moorefield, West Virginia.

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Matthew G. Gapp, Chairman

*These minutes represent a summary of the subjects discussed and the actions taken by the members of the Hardy County Public Service District for the meeting held on August 3, 2011. 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 7, 2011  
10:00 A.M.  
2094 US 220 South, Moorefield, West Virginia

Present: Clyde See, Melvin Shook, Logan Moyers and Connie Sherman, HCPSD; Clay Riley, Thrasher Engineering; Anna-Marie Collis and Kevin Betler, USDA-RUS; Pam Keplinger, Region VIII; and Jean Flanagan, Moorefield Examiner.

Absent: Matthew Gapp

The meeting was called to order at 10:03 a.m by Melvin Shook, Vice-Chairman. Clyde See made a motion to approve the minutes of the August 3, 2011 regular board meeting as prepared. Melvin Shook seconded the motion. It was unanimously approved.

**Baker Water Project** –Clay Riley, project engineer, provided the monthly construction project update on the Baker Water Project. Contract #1 – Breckenridge has completed the parking lot drains and has placed parking lot filter fabric and base stone there in anticipation of the paving work. The exterior lighting has been installed, as well as most of the interior HVAC ductwork. Installation of the metal roofing has been delayed due to weather conditions. The Tonka filter units and lab cabinetry is scheduled for delivery next week. Contract #2 – Stonegate’s status remains unchanged. They will finalize work on their contract when water is available. Clay Riley reported that the Parker Hollow Road issues have been resolved with WVDOH and the contractor will be repairing the road in some sections. Contract #4 – J.F. Allen has completed most of their contract, however a few change order and punch list items are remaining. A substantial completion inspection was conducted on August 25, 2011. Clay Riley reported that he will not issue substantial completion until an electrical issue at the booster pump station is resolved. He and Logan Moyers are going to review the issue this afternoon. Once the booster pump station is working correctly, Marvin Chapel customers will be notified that water is available. Contract #5 – Mid Atlantic Storage Systems, Inc. conducted bacteriological samples on the Marvin Chapel tank last week which received passing results. Only punch list items remain on their contract and we will be issuing substantial completion for this contract. The status of the Parker Hollow tank remains unchanged until such time that water is available from the water plant. Change Order #4 for Contract #1 was presented. This change order includes the paving of the water plant access road, modifying drainage at the water plant, relocation of the fence gate, modifications in lab cabinetry and the addition of some interior trim. The change order is in the amount of \$81,500.00 making a new total contract amount of \$4,280,152.00. Clyde See made a motion to approve the change order as presented. Melvin Shook seconded the motion. It was unanimously approved. Clay Riley reported that the HCPSD is looking at a possible location for the installation of a bulk water “salesman” in Baker where bulk water can be purchased for personal use. Due to security and access issues, he does not feel the structure should be installed at the water plant. The board agreed with his decision. An update will be provided at the next meeting. Pam Keplinger requested to draw the funds for the change order from USDA-RUS. Pam Keplinger presented the pay requisition for payment and explained that no additional funds will be requested from EDA until such time that the project is complete because the project is 90% completed and EDA guidelines specify that the remaining 10% cannot be drawn down until project closeout. Pay Requisition #12 to USDA-RUS was presented in the amount of \$479,466.88. Clyde See made a motion to approve the pay requisition as presented. Melvin Shook seconded the motion. It was unanimously approved. Clay Riley reported that the HCPSD has received a bond claim in the amount of \$9,062.99 against Breckenridge (Contract #1) regarding an electrical subcontractor who has filed bankruptcy and is no longer on the job. According to the contract documents the HCPSD, as owner of the project, has the right to withhold the amount of the bond claim until such time the claim has been resolved. Clyde See made a motion that the HCPSD withhold the amount of the bond claim from the payment to Breckenridge in the amount of \$9,062.99. Melvin Shook seconded the motion. It was unanimously approved. Once the HCPSD is notified that the claim has been resolved, the funds will be immediately released. A letter has been drafted and will be sent to the contractor with this month’s payment stating the HCPSD’s decision to

withhold the claim amount. The monthly construction progress meetings will be held following this meeting at 1:30 p.m. in Baker at the water plant field office for all contracts.

**Baker Sewer Project** – Logan Moyers provided an update on the status of acquiring the property for the sewer plant site. The HCPSD previously approved the plat, as prepared by Thrasher Engineering developed from an exhibit drawing provided by HCRDA engineer, Potesta & Associates, which shows the line locations and easement boundaries for all water and sewer lines within the Baker Industrial Park and forwarded the plat to the HCRDA. The HCRDA now needs to make minor revisions to the deed to reflect the revised plat and approve the deed and plat at a HCRDA meeting. This did not happen at their August meeting. Logan Moyers contacted the HCRDA executive director, Mallie Combs-Snyder, regarding the status and was informed that the HCRDA's engineer was reviewing the plat that was developed by Thrasher. At this time the HCPSD is waiting on the HCRDA board's approval of the complete deed and easement agreement. The HCPSD has stressed to the HCRDA that nothing be recorded until both parties have agreed on the deed and associated plat.

Clyde See inquired as to the capacity of the Baker water and sewer systems once completed as it regards the potential construction of a consolidated high school in that area. Logan Moyers and Clay Riles stated that both systems should have the capacity and if not, both are designed to be able to increase capacity if necessary.

#### **UPDATES:**

Logan Moyers reported that the HCPSD traveled to South Charleston, WV to pick up three new company trucks. Advertisement for sealed bids for the two older company trucks have been placed in the Moorefield Examiner and bids will be accepted until September 19<sup>th</sup> for bid opening on September 20<sup>th</sup>. The HCPSD sold the 2,000 Sensus SRII touch read meters to the Town of West Hamlin for \$40,000.00. Melvin Shook asked if the paint booth had been sold. Logan Moyers reported that the issue is with the demolition of the paint booth but he feels that if the HCPSD removed the components of the paint booth, the components could be easily sold.

There were no members of the public in attendance of the meeting to provide comment.

There being no further business, Clyde See made a motion that the meeting be adjourned at 10:30 a.m. The meeting was adjourned.

The next regular meeting of the HCPSD is scheduled for **Wednesday, October 5, 2011, 10:00 a.m.** in the conference room of the HCPSD office located at 2094 US 220 South, Moorefield, West Virginia.

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Matthew G. Gapp, Chairman

*These minutes represent a summary of the subjects discussed and the actions taken by the members of the Hardy County Public Service District for the meeting held on September 7, 2011. The meeting and proceedings were electronically recorded. In the event there may be discrepancies or contradictions between the written minutes and the audio recording, the audio recording shall take precedence.*

HARDY COUNTY PUBLIC SERVICE DISTRICT  
OCTOBER 5, 2011  
10:00 A.M.  
2094 US 220 South, Moorefield, West Virginia

Present: Matthew Gapp, Clyde See, Melvin Shook, Logan Moyers and Connie Sherman, HCPSD; Clay Riley, Thrasher Engineering; Anna-Marie Collis and Kevin Betler, USDA-RUS; and Pam Keplinger, Region VIII.

The meeting was called to order at 10:05 a.m. by Matthew Gapp, Chairman. Clyde See made a motion to approve the minutes of the September 7, 2011 regular board meeting as prepared. Melvin Shook seconded the motion. It was unanimously approved.

**Baker Water Project** –Clay Riley, project engineer, provided the monthly construction project update on the Baker Water Project. Contract #1 – Breckenridge has received the TONKA filter units and have been working on filter unit hook up, CIP installation, high service pumps installation, cabinetry and accessories in the lab and bathroom areas. In addition, their roof, electric, paint and HVAC subcontractors are working to close out their portions of the contract. Contract #2 – Stonegate’s status remains unchanged. They will finalize work on their contract when water is available which is expected in the next 3-4 weeks. The HCPSD was notified by a property owner who had lost electric service on his property which he believed resulted from main line installation work. The contractor is hiring a local electrician to correct this electrical issue. Contract #4 – J.F. Allen has completed the majority of their contract with only change order items remaining. The contractor plans to adjust the pressure relief valve in the booster station this week and following passing water sample results, water should be available by the end of this month. Contract #5 – Mid Atlantic Storage Systems, Inc. has the Marvin Chapel tank ready for service once it is drained and retested. The fencing is scheduled for installation next week at both tank sites. Change Order #5 for Contract #1 was presented. This change order includes the relocation of the electric control panel from inside the plant to outside in a location where the meter can be read without entering the fenced area. The change order is in the amount of \$32,261.00 making a new total contract amount of \$4,312,413. Melvin Shook made a motion to approve the change order as presented. Clyde See seconded the motion. It was unanimously approved. Change Order #2 for Contract #4 was presented. This change order includes the relocation of the power disconnect switch, installation of a 6” valve and air conditioning unit at the Marvin Chapel booster pump station, replacing a 2” Sensus meter with a 2” Neptune meter and the addition of a remote reader outside the booster station. The change order is in the amount of \$33,651.15 making the new total contract amount of \$800,320.40. Melvin Shook made a motion to approve the change order as presented. Clyde See seconded the motion. It was unanimously approved. Logan Moyers presented the semi-annual Federal Financial Report as required by EDA and prepared by Region VIII. Melvin Shook made a motion to approve the report as presented. Clyde See seconded the motion. It was unanimously approved. Quarterly Progress Reports for each contract were also presented per the EDA requirement. Melvin Shook made a motion to approve the progress reports as presented. Clyde See seconded the motion. It was unanimously approved. Pam Keplinger reported that she received notification that our current EDA representatives will no longer be employed by EDA after October 31, 2011. The HCPSD will submit a request for a time extension for the contracts which need additional contract time due to change orders and adverse weather days. Pam Keplinger presented Pay Requisition #13 to USDA-RUS in the amount of \$261,747.14. Melvin Shook made a motion to approve the pay requisition as presented. Clyde See seconded the motion. It was unanimously approved. Clay Riley reported that the HCPSD received an email notification from a subcontractor who has not been paid from Stonegate Construction for paving work in Baker. Logan Moyers and Clay Riley will look into the situation in an attempt to get it resolved. The monthly construction progress meetings will be held following this meeting at 1:30 p.m. in Baker at the water plant field office for all contracts. Logan Moyers reported that he and Clay Riley were meeting with a representative of the proposed location for the installation of a bulk water salesman in the Baker area this afternoon.

**Baker Sewer Project** – Logan Moyers provided as part of the board meeting packets a copy of the proposed deed agreement along with associated easements for the sewer plant site. The HCRDA has approved and executed the deed. The deed has been reviewed by the HCPSD attorney and deemed suitable for execution. Logan Moyers reported that he and Clay Riley would begin work on acquiring easements and additional funding, if needed, in order to move the project forward now that the plant site has been secured. Clay Riley reported that the HCPSD would need to update the permits for the project. Following approval of the deed by the HCPSD board, Logan Moyers and Chairman Gapp are scheduled for deed execution at the HCRDA's attorney's office, thus completing the transaction. Clyde See made a motion to approve the deed as presented and to authorize the Chairman to execute the deed and finalize the purchase of the plant site property. Melvin Shook seconded the motion. It was unanimously approved. Clyde See asked about the reversionary clause included in the deed which states that the HCPSD must commence construction within two years from the date of the deed or ownership may revert to the HCRDA. Logan Moyers explained that a revision was made to the deed that should the HCPSD not have commenced construction at that time, the HCRDA board can choose to act on the reversion of the property and must obtain a majority vote of the full HCRDA board to do so. The HCPSD would receive a full refund of the purchase price of the property if the HCRDA would choose to exercise reversion of the property.

#### **UPDATES:**

Logan Moyers reported that the HCPSD accepted the high bid for the sale of the two older company trucks. He also reported that the HCPSD plans to have a snow plow installed on the new F250 truck.

There were no members of the public in attendance of the meeting to provide comment.

There being no further business, Clyde See made a motion that the meeting be adjourned at 10:50 a.m. The meeting was adjourned.

The next regular meeting of the HCPSD is scheduled for **Wednesday, November 2, 2011, 10:00 a.m.** in the conference room of the HCPSD office located at 2094 US 220 South, Moorefield, West Virginia.

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Matthew G. Gapp, Chairman

*These minutes represent a summary of the subjects discussed and the actions taken by the members of the Hardy County Public Service District for the meeting held on October 5, 2011. The meeting and proceedings were electronically recorded. In the event there may be discrepancies or contradictions between the written minutes and the audio recording, the audio recording shall take precedence.*

HARDY COUNTY PUBLIC SERVICE DISTRICT  
NOVEMBER 2, 2011  
10:00 A.M.  
2094 US 220 South, Moorefield, West Virginia

Present: Matthew Gapp, Clyde See, Melvin Shook, Logan Moyers and Connie Sherman, HCPSD; Clay Riley, Thrasher Engineering; Pam Keplinger, Region VIII and Jean Flanagan, Moorefield Examiner.

The meeting was called to order at 10:05 a.m. by Matthew Gapp, Chairman. Melvin Shook made a motion to approve the minutes of the October 5, 2011 regular board meeting as prepared. Clyde See seconded the motion. It was unanimously approved.

**Baker Water Project** –Clay Riley, project engineer, provided the monthly construction project update on the Baker Water Project. Contract #1 – Breckenridge has installed the membrane filters and has been making the piping and power connections, as well as installing and running the chemical feed and water supply lines to the TONKA filter units and CIP equipment. The contractor is waiting for the power company inspection and subsequent connection so that startup and testing can begin in December. Paving of the access road and plant grounds is scheduled to be completed this weekend due to a favorable weather forecast. Contract #2 – Stonegate’s status remains unchanged. They will finalize work on their contract when water is available which is expected in December. It is hoped customers will have potable water at the beginning of the 2012 year. Contract #4 – J.F. Allen has completed the majority of their contract with only change order items remaining. The contractor continues to work to resolve issues at the booster pump station. Contract #5 – The Marvin Chapel tank is ready for service. The fencing contractor has set all line and corner posts at both tank sites. Change Order #3 for Contract #4 was presented. This change order is for the construction of a new above-ground Phase II booster pump station to replace the failing underground existing station. The change order is in the amount of \$336,152 making a new total contract amount of \$1,136,472.40. Clyde See made a motion to approve the change order as presented. Melvin Shook seconded the motion. It was unanimously approved. Logan Moyers presented Pay Requisition #14 to USDA-RUS in the amount of \$515,850.27. Clyde See made a motion to approve the pay requisition as presented. Melvin Shook seconded the motion. It was unanimously approved. Pay Requisition #13 to WVIJDC in the amount of \$33,064.91 was presented. Clyde See made a motion to approve the pay requisition as presented. Melvin Shook seconded the motion. It was unanimously approved. The monthly construction progress meetings will be held following this meeting at 1:30 p.m. in Baker at the water plant field office for all contracts.

**Baker Sewer Project** – Logan Moyers reported that the purchase of the sewer plant site has been finalized so that we can focus our attention on moving the sewer project forward to construction. As part of this process, Logan has instructed Clay Riley to review the current project design to determine if alterations are necessary so an updated cost estimate can be prepared. We will need to determine if previously committed funding remains in place, as well as applying for additional funding, if needed. Logan will continue to work to acquire the necessary remaining easements but feels condemnation may be necessary for many properties along Old Baker Road.

## UPDATES:

- Logan Moyers reported that the HCPSD received reimbursement in the amount of \$2,500.00 from the HCRDA for a DEP imposed fine which had been inadvertently paid from the HCPSD's sewer revenue account.
- Mr. Moyers reported that the bulk water salesman will not be installed at the Mathias/Baker fire station due to future plans at the facility. Several other locations in the immediate Baker area were evaluated but all were determined to be less than ideal. We now feel it would be best to install the salesman as part of the Baker sewer project near the sewer plant site.
- Mr. Moyers reported that he has asked Thrasher Engineering to develop a detailed maintenance plan for the water plant and components, as well as to develop an asset management plan encompassing the entire HCPSD system. Moyers informed the board that it will be necessary to amend our existing engineering agreement with Thrasher Engineering for the Baker Water Project at an upcoming board meeting to include this additional work. The WVBPB is now requiring all utilities to develop and implement a system-wide asset management plan part of which must include a preventative maintenance plan.
- The HCPSD Christmas dinner is scheduled for Thursday, December 15, 2011, 6:30 p.m. at O'Neill's Restaurant.

There were no members of the public in attendance of the meeting to provide comment.

There being no further business, Clyde See made a motion that the meeting be adjourned at 11:00 a.m. The meeting was adjourned.

The next regular meeting of the HCPSD is scheduled for **Wednesday, December 7, 2011, 10:00 a.m.** in the conference room of the HCPSD office located at 2094 US 220 South, Moorefield, West Virginia.

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Matthew G. Gapp, Chairman

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# HARDY COUNTY PUBLIC SERVICE DISTRICT

DECEMBER 7, 2011

10:00 A.M.

2094 US 220 South, Moorefield, West Virginia

Present: Matthew Gapp, Clyde See, Melvin Shook, Logan Moyers and Connie Sherman, HCPSD; Clay Riley, Thrasher Engineering; Pam Keplinger, Region VIII; Kevin Betler, USDA-RUS and Jean Flanagan, Moorefield Examiner.

The meeting was called to order at 10:10 a.m. by Matthew Gapp, Chairman. Clyde See noted that the October 5, 2011 meeting minutes were mailed in error in the December board meeting packet. Connie Sherman distributed the November 2, 2011 meeting minutes to each board member at the meeting. Following review, Melvin Shook made a motion to approve the minutes of the November 2, 2011 regular board meeting as prepared. Clyde See seconded the motion. It was unanimously approved.

**Baker Water Project** –Clay Riley, project engineer, provided the monthly construction project update on the Baker Water Project. Contract #1 – Electric, phone and internet service has been installed at the water plant since the last board meeting. The asphalt has been completed on the parking lot and access road areas. The plumbing work has been completed for most of the chemical feed equipment and the carbon feed equipment is on site. The telemetry has been installed and is operational at the water plant. Start up of the water plant is scheduled for January 9, 2012. Contract #2 – Stonegate’s status remains unchanged. They will finalize work on their contract when water is available. Contract #4 – J.F. Allen has completed the majority of their contract with only change order items remaining. The issues at the booster pump station have been resolved and water service is being provided to customers as of November 18, 2011. Contract #5 – The Marvin Chapel tank is in service. The fencing and solar panels have been installed at the Parker Hollow site and telemetry will be installed there when water is available. Change Order #6 for Contract #1 was presented. This change order is for the installation of additional chemical feed pump water supply lines, alarm signal light wiring and a credit for the non-installation of two fill lines for citric acid and caustic in the CIP room. The change order is in the amount of \$12,687.50 making a new total contract amount of \$4,325,100.50. Melvin Shook made a motion to approve the change order as presented. Clyde See seconded the motion. It was unanimously approved. Logan Moyers presented an amendment to the engineering agreement in the amount of \$47,500 for the Baker Water Project. The amendment includes design fees of \$16,500 for the Route 55 booster station and a \$31,000 increase in inspection fees necessary because project construction will extend into 2012 rather than reaching completion in 2011 as was previously planned. Melvin Shook made a motion to approve the amendment as presented. Clyde See seconded the motion. It was unanimously approved. Logan Moyers informed the board that he has received approval from federal EDA of our time extension request and that the paperwork has been mailed from their office. This would extend the EDA funding deadline to April 4, 2012. Clyde See made a motion to authorize the Chairman to execute the amendment to the financial assistance award once it is received. Melvin Shook seconded the motion. It was unanimously approved. Logan Moyers presented Pay Requisition #15 to USDA-RUS in the amount of \$546,312.75. Clyde See made a motion to approve the pay requisition as presented. Melvin Shook seconded the motion. It was unanimously approved. The monthly construction progress meetings will be held following this meeting at 1:30 p.m. in Baker at the water plant field office for all contracts.

**Baker Sewer Project** – Logan Moyers reported that Clay Riley will be reviewing the current project design of the Baker Sewer Project to determine if alterations are necessary so an updated cost estimate can be prepared and we can then determine if additional funding is needed. Clay Riley reported that most of the permits will need to be revised due to the time lapse since the original permits were approved. Logan will continue to work to acquire the necessary remaining easements including the preparation of a list of any potential properties where he feels condemnation may be necessary. Connie Sherman reported that she had received a phone call from WVIJDC inquiring the status of this project and when we might be ready to advertise for bids. She provided an update and explained that our project engineer was reviewing the project and that a construction status letter would be forthcoming. Clyde See asked Mr. Riley, assuming we retain the \$1.9 million in WVIJDC grant/loan funds, how much additional

funding he anticipated would be needed to complete the project. Mr. Riley stated he felt the funding shortfall would be approximately “a couple of hundred thousand dollars.” Discussion was held regarding extending the waterline in the Baker Industrial Park to the sewer plant site with remaining funds from the Baker Water Project now that the necessary easements have been secured. Clay Riley stated that if funds remained at project completion that this additional work could be considered.

#### **UPDATES:**

- Reminder that the HCPSD Christmas dinner is scheduled for Thursday, December 15, 2011, 6:30 p.m. at O’Neill’s Restaurant.

#### **NEW BUSINESS**

- Financial statements for fiscal year ending June 30, 2011 have been received and were distributed at the meeting. The board will act on the approval of the document at the next board meeting.
- Clyde See questioned the amount of additional work, both field and office, that will be created with the completion of the new projects and if the General Manager had considered employee raises to compensate for the added responsibilities. Logan Moyers stated that employee salaries will be evaluated at the beginning of the next fiscal year when budget numbers are reviewed.
- Matthew Gapp asked if any additional staff will be needed when the projects are completed due to the increase in the number of customers and the need to operate the water plant. Logan Moyers stated that the District anticipates hiring one additional field staff laborer when the new rates are in place and the revenue can support an increase in the payroll. He also noted that the meter reading workload has been drastically reduced with the changeover to the radio read metering system and that all facilities of the District are now on the SCADA system which allows the tanks and pumps to be controlled in the office or remotely rather than having to travel to each facility.
- Logan Moyers reported that we have received notification from the WVBPH certification & training department that our request for a waiver to allow our Chief Operator, Kevin Markwood, to operate the water plant has been granted. Mr. Markwood currently lacks approximately 200 hours of the required 1,000 hours of in-plant experience required to obtain a Class II operator’s license which is a requirement for the Baker Water plant. Mr. Markwood has passed his Class II examination and should have fulfilled the remaining in-plant hours requirement following plant start-up.

There were no members of the public in attendance of the meeting to provide comment.

There being no further business, Melvin Shook made a motion that the meeting be adjourned at 11:05 a.m. The meeting was adjourned.

The next regular meeting of the HCPSD is scheduled for **Wednesday, January 11, 2012, 10:00 a.m.** in the conference room of the HCPSD office located at 2094 US 220 South, Moorefield, West Virginia.

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Matthew G. Gapp, Chairman

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