

# HARDY COUNTY PUBLIC SERVICE DISTRICT

JANUARY 11, 2012

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; Anna-Marie Collis and Kevin Betler, USDA-RUS and Jean Flanagan, Moorefield Examiner.

The meeting was called to order at 10:10 a.m. by Matthew Gapp, Chairman. Melvin Shook made a motion to approve the December 7, 2011 meeting minutes as presented. 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 – The first raw water was introduced to the water plant Monday, January 9, 2012. Representatives from TONKA and the chemical feed equipment company are on site for testing, sampling and the calibration process. District field staff persons are working with the representatives for training, startup and trouble shooting. Contract #2 – Stonegate is scheduled to return to the work site Monday, January 16, 2012 to finish their remaining contract items. Once water is available the main lines will be filled and pressure tested so bacteriological testing can be completed. Clyde See asked when water will be available to the schools. The District anticipated having water available in February 2012. Contract #4 – J.F. Allen has completed their original contract work with only change order items remaining. Contract #5 – Both tanks are complete. The Parker Hollow tank is waiting for water so it can be sterilized and tested. Change Order #7 for Contract #1 was presented. This change order adds rip/rap stone ditching along the water plant access road to prevent future erosion. The change order is in the amount of \$3,363.00 making a new total contract amount of \$4,328,463.50. Clyde See made a motion to approve the change order as presented. Melvin Shook seconded the motion. It was unanimously approved. Logan Moyers presented the EDA Quarterly Progress Report #9 for approval. Melvin Shook made a motion to approve the report as presented. Clyde See seconded the motion. It was unanimously approved. Logan Moyers presented Pay Requisition #16 to USDA-RUS in the amount of \$77,965.62. Clyde See made a motion to approve the pay requisition as presented. Melvin Shook seconded the motion. It was unanimously approved. Pay Requisition #14 to WVIJDC was presented for approval in the amount of \$1,639.01. 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 and will include a tour of the water plant.

**Baker Sewer Project** – Clay Riley report that he has been working to revise and update any necessary permits and cost estimates and reviewing the design of the Baker Sewer Project to determine if alterations are necessary. A conference call will be conducted in the coming weeks with the District's attorney, accountant, bond counsel and engineer to develop a plan for moving the project toward construction.

## **OLD BUSINESS:**

**Dover Hollow Extension Project** – The District received notification that the Small Cities Block Grant Application for the Dover Hollow Water Extension Project was not awarded funding. Residents have been notified. The District intends to resubmit the application for FY12 funding. Clyde See made a motion to resubmit the application. Melvin Shook seconded the motion. It was unanimously approved. The first public hearing will be scheduled for Wednesday, February 8, 2012, 6:00 p.m. in the conference room of the District's Office.

**FY11 Financial Statements** – The financial statements for fiscal year ending June 30, 2011 were distributed at the previous board meeting for review. Melvin Shook made a motion to approve the document as presented. Clyde See seconded the motion. It was unanimously approved,

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 10:35 a.m. The meeting was adjourned.

The next regular meeting of the HCPSD is scheduled for **Wednesday, February 8, 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

*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 11, 2012. 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 8, 2012

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.

The meeting was called to order at 10:10 a.m. by Matthew Gapp, Chairman. Melvin Shook made a motion to approve the January 11, 2012 meeting minutes as presented. 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 – The water plant is now producing potable water at the plant and water is in the Parker Hollow tank and the first section of main line. Representatives from TONKA and CI Thornburg continue to be on site for testing, set-up and sampling. District field staff persons continue to work with these representatives for training and trouble shooting. Melvin Shook asked if any problems and/or issues had been found since the start-up of the plant. Mr. Riley reported that a preliminary walk-through of the plant about 25 items were noted as punch list items. Contract #2 – Both contractors, Stonegate and Breckenridge, ha returned to the work site and has resumed installing their remaining meters. Since water is available they are filling and flushing their main lines to prepare them for pressure testing and bacteriological sampling. Both contractors, Stonegate and Breckenridge, have requested substantial completion for this contract and an inspection is scheduled for February 21, 2012. Change Order #8 for Contract #1 was presented. This change order adds electric sludge basin telescopic valves, a tie-pipe and valves between sludge basins and a raw water sample tap and discharge drains at the mechanical seals on the UTS tanks. The change order is in the amount of \$63,656.00 making a new total contract amount of \$4,392,119.50. Clyde See made a motion to approve the change order as presented. Melvin Shook seconded the motion. It was unanimously approved. Pam Keplinger presented Pay Requisition #17 to USDA-RUS in the amount of \$66,862.47. Clyde See made a motion to approve the pay requisition as presented. Melvin Shook seconded the motion. It was unanimously approved. Pay Requisition #15 to WVIJDC was presented for approval in the amount of \$16,503.15. Clyde See made a motion to approve the pay requisition as presented. Melvin Shook seconded the motion. It was unanimously approved. Logan Moyers provided an update regarding EDA's request that the District create a Master Sales Agreement per the special conditions of our grant award. Since the District is not the property owner of the Baker Industrial Park and will not be part of future sales within the park, this agreement is not applicable to this project. The District submitted a letter to EDA clarifying the ownership of the property to satisfy the special conditions and it was accepted by EDA. 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** – Clay Riley report that he has been working with WVDOH to make a few revisions to the design in order to get an updated permit. Once all permits have been obtained, Clay will work with our project accountant on an updated Rule 42 so we can file with the WVPSC. Mr. Riley also stated that a new cost estimate will be ready once all design changes have been made. Amendment #2 to the Engineering Agreement was presented increasing the fees by \$25,000.00. The new total for engineering fees for the Baker Sewer Project is \$170,100.00. The increase was necessary due to design changes and updates to permits. Melvin Shook made a motion to approve the amendment as presented. Clyde See seconded the motion. It was unanimously approved. Logan Moyers will continue to work on acquiring the remaining easements for this project.

**OLD BUSINESS:**

**Class II Operator** – Logan Moyers reported that Kevin Markwood has received his Class II water operator license and is now fully certified to operate the Baker Water Plant.

**Rate Increase** – Customers were notified via label on their water bills of the rate increase to be effective with April's billing.

**Phase II BPS** – Melvin Shook asked the status of the Phase II booster pump station. Logan Moyers reported that the station is on order and site work should start soon. Site work must be completed prior to the installation of the electric service.

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 10:45 a.m. The meeting was adjourned.

The next regular meeting of the HCPSD is scheduled for **Wednesday, March 7, 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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# HARDY COUNTY PUBLIC SERVICE DISTRICT

MARCH 7, 2012

10:00 A.M.

2094 US 220 South, Moorefield, West Virginia

Present: Matthew Gapp, Clyde See, Melvin Shook, Logan Moyers and Connie Sherman, HCPSD; Phil Simmons, 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 February 8, 2012 meeting minutes as presented. Clyde See seconded the motion. It was unanimously approved.

**Baker Water Project** – Logan Moyers provided the monthly construction project update on the Baker Water Project. Contract #1 – Substantial completion inspection was performed at the water plant on February 21, 2012 at which time the plant keys and operation was turned over to District personnel. We continue to work with the contractor in fine tuning and adjusting the plant. There are eight remaining days for operational training, as required by the contract, but we do not have them scheduled at this time. Additional training days may be necessary. The contractor is waiting on change order materials to return to the site and will then complete their remaining punch list items. All water samples have passed and the only outstanding issue at this time is a problem with turbidity in the clear well. Phil Simmons explained what he believes is the cause of the problems and has presented this information to the contractor for their opinion. Melvin Shook stated that he noticed that the loading docks at the building were constructed too high. Phil Simmons said Thrasher Engineering is aware of the issue and is working to resolve the issue with hydraulic lifts. Contract #2 – Substantial completion inspection was performed on February 21, 2012. All water lines have passed pressure and bacteriological testing and the lines are ready to be placed into service. The contractor has only a few punch list items to complete and a WVDOH inspection is scheduled for this afternoon. Contract #4 – JF Allen has started site and line work at the Phase II booster station site. The booster station is scheduled for delivery in mid to late April. Contract #5 – Both tanks are filled, sampled and ready for service. The contractor has only a few punch list items to finish. Change Order #4 for Contract #2 was presented. This change order is for the installation of a 6” waterline and fire hydrant in the Baker Industrial Park to the sewer plant site, water meters for the schools, nursing home and mulch plant and sprinkler tie-ins for the schools. The change order is in the amount of \$60,075.00 making a new total contract amount of \$2,447,014. Melvin Shook made a motion to approve the change order as presented. Clyde See seconded the motion. It was unanimously approved. Logan Moyers presented Pay Requisition #18 to USDA-RUS in the amount of \$261,730.69. Clyde See made a motion to approve the pay requisition as presented. Melvin Shook seconded the motion. It was unanimously approved. Pay Requisition #16 to WVIJDC was presented for approval in the amount of \$58,861.24. Clyde See made a motion to approve the pay requisition as presented. Melvin Shook seconded the motion. It was unanimously approved. Logan Moyers stated that he had spoken with Brian Brotherston regarding closeout documents that are required by EDA. Connie Sherman will get the contractor signatures on the original reports and mail the complete packet to Brian Brotherston. Pam Keplinger will have the Final Disbursement Request prepared for the next board meeting. 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** – Phil Simmons reported that the plans have been returned by WVDOH with revisions which Thrasher will review and present back to WVDOH for final design approval. Thrasher Engineering provided Logan a revised construction-only estimate in excess of \$2.15 million. Logan Moyers explained that the project will consist of two contracts, a line contract and a sewer plant contract. The sewer lines needed at the East Hardy School Complex will be presented within the bid package as a deductive alternate for the project in case the school bond levy does not pass. Logan Moyers will continue to work on acquiring the remaining easements for this project.

**Water Plant Open House** – Logan Moyers reported that an Open House will be planned at the water plant once all issues have been resolved and customers are receiving service.

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 10:35 a.m. The meeting was adjourned.

The next regular meeting of the HCPSD is scheduled for ***Wednesday, April 4, 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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# HARDY COUNTY PUBLIC SERVICE DISTRICT

APRIL 4, 2012

10:00 A.M.

2094 US 220 South, Moorefield, West Virginia

Present: Matthew Gapp, Clyde See, Logan Moyers and Connie Sherman, HCPSD; Clay Riley, Thrasher Engineering; Pam Keplinger, Region VIII; Jean Flanagan, Moorefield Examiner; Roger Dean and Larry Funk, Visitors and William Keplinger, Jr., Hardy County Commissioner.

Absent: Melvin Shook

The meeting was called to order at 10:10 a.m. by Matthew Gapp, Chairman. Clyde See made a motion to approve the March 7, 2012 meeting minutes as presented. Matthew Gapp seconded the motion. It was unanimously approved.

**Public Comment:** William Keplinger, Jr. attended the meeting on behalf of citizens who had questions about the rate tariff of the District. He inquired about a study to see if the minimum usage charged by the District could be adjusted in an attempt to reduce monthly water bills. Roger Dean and Larry Funk were also in attendance and had questions for the Board as it regards the recent increase in rates. Clyde See and Logan Moyers answered their questions and felt that the group left the meeting with a better understanding of the rate structure process.

**Baker Water Project** –Clay Riley provided the monthly construction project update on the Baker Water Project. All contracts are now substantially complete and the contractors have only punch list items remaining. There continues to be issues with the clear well at the water plant which are the cause for the delay in the startup of the plant in order to be able to serve customers. Mr. Riley has determined that there has been a change in the makeup of the raw water coming into the plant which has caused corrosion within the pumps in the clear well. The contractor has been notified and is scheduled to be on site next week to begin the process of draining the clear well, pulling the pumps to be returned to the manufacturer to be recoated and to make minor repairs to the clearwell. Mr. Riley has also talked to our staff regarding some chemical dosage changes that may need to be made. Mr. Riley anticipates that it will be approximately six weeks before the plant will be back online following the necessary repairs. It will be necessary to preserve the membrane filters while the clearwell is being repaired. It will also be necessary to retest the lines, tank and the clearwell before customers can be served. Clyde See asked the status of issue with the height of the loading docks. Mr. Riley admitted that it was an engineering error and that in lieu of hydraulic lifts being installed on the docks, the District has deferred to purchase a skid steer which can be used to load and unload trucks and for various other uses within the water system. Pam Keplinger presented Pay Requisition #19 to USDA-RUS in the amount of \$63,498.33. Clyde See made a motion to approve the pay requisition as presented. Matthew Gapp seconded the motion. It was unanimously approved. Pay Requisition #17 to WVIJDC was presented for approval in the amount of \$1,647.92. Clyde See made a motion to approve the pay requisition as presented. Matthew Gapp seconded the motion. It was unanimously approved. Logan Moyers presented EDA's Quarterly Progress Report #10 covering the period from January 1, 2012 to March 31, 2012 and the EDA Federal Financial Report. Clyde See made a motion to approve the reports as prepared. Matthew Gapp seconded the motion. It was unanimously approved. The Certificate of Substantial Completion for Contract #4 was presented by Logan Moyers. The contract work has been completed and this system is now operational following change order work at the booster pump station. Clyde See made a motion to approve the certificate. Matthew Gapp seconded the motion. It was unanimously approved.

**Baker Sewer Project** – Clay Riley reported that the requested information has been resubmitted to WVDOH which means that now all necessary permits for the project have been resubmitted. Logan Moyers will continue to work on acquiring the remaining easements for this project. The other outstanding items include filing a certificate case with WVPSC and the need for additional funding.

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, May 2, 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

*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 4, 2012. The meeting and proceedings were electronically recorded. In the event there may be discrepancies or contradictions between the written minutes and the audio recording, the audio recording shall take precedence.*

# HARDY COUNTY PUBLIC SERVICE DISTRICT

MAY 2, 2012

10:00 A.M.

2094 US 220 South, Moorefield, West Virginia

Present: Matthew Gapp, Melvin Shook, Logan Moyers and Connie Sherman, HCPSD; Pam Keplinger, Region VIII and Jean Flanagan, Moorefield Examiner.

Absent: Clyde See

The meeting was called to order at 10:05 a.m. by Matthew Gapp, Chairman. Melvin Shook made a motion to approve the April 4, 2012 meeting minutes and the April 27, 2012 special meeting minutes as presented. Matthew Gapp seconded the motion. It was unanimously approved.

**Baker Water Project** – Logan Moyers provided a summary of the items discussed Friday in the special meeting held with the project engineer and plant contractor. The issues delaying initiation of service at the water plant are as a result of rust forming on the interior of the four submerged high service pumps in the clear well. The project engineer theorizes a number of factors have contributed to the rust. A major factor was a result of a misunderstanding between the engineer and the contractor as to what parts of the pumps were to be coated. The engineer called for the interior pump bowl to be coated and the assumption was that all parts of the pump's interior would then be coated. However, only portions of the interior were coated as it is standard to only coat the exterior of the pumps rather than both the interior and exterior. Other factors include sustained periods of inactivity that allow oxygen to interact with the uncoated sections of the pump's interior causing rust. The ph level of the treated water entering the clear well also was likely a factor in the formation of rust. Last Thursday the pumps were pulled and are now being shipped to the manufacturer located in Michigan to be sandblasted and recoated and then shipped back and reinstalled. Once the pumps are fully coated, both inside and outside, and operational adjustments have been made to further regulate the ph of the treated water, all issues involving rust should be resolved. The contractor anticipates the entire process to take approximately 4-6 weeks. In addition to the recoating of the pumps, the chlorine analyzer tube will be replaced and the air gap between the filters and the clear well will be removed. It will be necessary to preserve the membrane filters during this time and the chemicals needed for membrane storage have been ordered. Once the work is completed and plant operations have resumed it will be necessary to flush and sterilize the lines, tank and clear well and conduct bacteriological sampling prior to serving customers. Pam Keplinger presented Pay Requisition #20 to USDA-RUS in the amount of \$179,550.03. Melvin Shook made a motion to approve the pay requisition as presented. Matthew Gapp seconded the motion. It was unanimously approved. A special meeting is scheduled for Thursday, May 17, 2012, 1:00 p.m. to approve the final EDA drawdown. The deadline for submitting EDA draws is May 21, 2012. The District received a check for the amount of a skid steer and it has been ordered.

**Phase II Booster Station** – Jean Flanagan asked the status of the Phase II booster pump station. Logan Moyers reported that the station was scheduled for delivery today and will be set this week. The last remaining item is electric service and the power company would not start on the job until such time that the booster station was on site waiting for service and all other site work had been completed. Once the new station is operational, the contractor will remove the old station and its contents completely at its current location.

**Baker Sewer Project** – Logan Moyers reported that we have now secured all necessary permits for the project. The plans have been revised to reflect the changes requested by WVDOH. Logan is now working to identify property boundaries so that easement work can begin.

**Miscellaneous** – Logan Moyers reported that all meters have been changed out and the District now has the entire system on a radio read metering system. Discussion was held regarding the mowing at the Baker Water Plant. An individual had offered to do this work for us, however, we were notified that he must be licensed and insured. Logan is going to mow and trim at the water plant until another individual is available. Melvin Shook noted he could also help with the mowing and trimming. Discussion was held on when an additional field staff person could be hired. Logan reported that until we had established a better understanding of the expenses incurred at the water plant, we could not hire another employee. He is hoping to be in a position to hire at the end of this summer. He also stated that two funds would be created so that money would be set aside monthly for filter replacement and water plant maintenance as necessary.

There being no further business, Melvin Shook made a motion that the meeting be adjourned at 10:45 a.m. The meeting was adjourned.

The next regular meeting of the HCPSD is scheduled for **Wednesday, June 6, 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

*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 2, 2012. The meeting and proceedings were electronically recorded. In the event there may be discrepancies or contradictions between the written minutes and the audio recording, the audio recording shall take precedence.*

HARDY COUNTY PUBLIC SERVICE DISTRICT  
SPECIAL BOARD MEETING  
MAY 17, 2012  
1:00 P.M.  
2094 US 220 South, Moorefield, West Virginia

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

The meeting was called to order at 1:05 p.m. by Matthew Gapp, Chairman.

**Baker Water Project** –Logan Moyers presented Change Order #9 for Contract #1 in the amount of \$42,012.00. This change order is for coating the interior of the high service pumps and back wash pumps and lowering membrane effluent piping. There was discussion amongst the board as to why the HCPSD was responsible for paying for this change order work when as least portions of this work results from miscommunication between the contractor and the engineer. Following discussion, Clyde See made a motion to approve the change order as presented with the option to further examine the issues surrounding the change order work and to seek litigation against the engineer and/or contractor if needed. Melvin Shook seconded the motion. It was unanimously approved. Clyde See then made a motion to withhold the final payment to the engineer until the matter has been resolved. Melvin Shook seconded the motion. It was unanimously approved. Change Order #5 for Contract #2 was presented. This is the final adjusting change order for this contract with an increase of \$14,048.00. Melvin Shook made a motion to approve the change order as presented. Clyde See seconded the motion. It was unanimously approved. Pam Keplinger presented the federal EDA pay request #11 in the amount of \$60,932.00. Clyde See made a motion to approve the pay requisition as presented. Melvin Shook seconded the motion. It was unanimously approved. USDA-RUS pay requisition no. 21 was presented in the amount of \$130,915.02. Clyde See made a motion to approve the pay requisition as presented. Melvin Shook seconded the motion. It was unanimously approved. WVIJDC pay requisition no. 18 was presented in the amount of \$31,428.25. Clyde See made a motion to approve the request as presented. Melvin Shook seconded the motion. It was unanimously approved.

**Executive Session** – The board went in executive session to discuss a personnel matter. Following discussion, the employee was terminated effective May 18, 2012.

There being no further business, Melvin Shook made a motion that the meeting be adjourned at 1:45 p.m. The meeting was adjourned.

The next regular meeting of the HCPSD is scheduled for **Wednesday, June 6, 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

HARDY COUNTY PUBLIC SERVICE DISTRICT  
SPECIAL BOARD MEETING  
MAY 23, 2012  
6:00 P.M.  
2094 US 220 South, Moorefield, West Virginia

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

The meeting was called to order at 6:00 p.m. by Matthew Gapp, Chairman. The purpose of this special meeting was to interview three candidates for a Class II water operator position with the District.

6:05 p.m. – Clint Nesselrodt

6:20 p.m. – Chester Shreve

6:40 p.m. – Amanda Barney

Following the interviews, Logan Moyers contacted Clint Nesselrodt and offered him the position. Clint will need to give notice to his current employer and will contact Logan regarding when he can begin employment with the District.

There being no further business, Melvin Shook made a motion that the meeting be adjourned at 7:15 p.m. The meeting was adjourned.

The next regular meeting of the HCPSD is scheduled for **Wednesday, June 6, 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

# HARDY COUNTY PUBLIC SERVICE DISTRICT

JUNE 6, 2012

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, Pam Keplinger, Region VIII and Anna Marie Collis, USDA-RUS.

The meeting was called to order at 10:05 a.m. by Matthew Gapp, Chairman. Melvin Shook made a motion to approve the May 2, 2012 meeting minutes and the May 17, 2012 and May 23, 2012 special meeting minutes as presented. Clyde See seconded the motion. It was unanimously approved.

**Moorefield/Hardy County Wastewater Authority** – Lucas Gagnon had made a request on behalf of the Moorefield/Hardy County Wastewater Authority to attend this morning's meeting to discuss the plans for water and fire service to the new wastewater facility being constructed north of Moorefield. Previously Mr. Gagnon had dropped off plans showing one line which would be installed around the building for the purpose of potable water as well as fire protection. It is a District policy to have separate lines installed for water service and fire protection. Just prior to the meeting, Mr. Gagnon called to inform the District that no one would be attending the meeting because it had been discussed that the facility is mandated by the national fire code that two separate lines be installed.

**Baker Water Project** –Clay Riley provided an update on the status of the repairs being made to the clearwell pumps. Breckenridge has confirmed that the pumps are on schedule to be returned mid June and installation will take a few days. Following reinstallation, the clear well, tank and lines will need to be flushed and retested for bacteria. Mr. Riley feels that we will be on target to have water service available in July. Stonegate and J.F. Allen will be returning to correct a few minor warranty issues. Clyde See inquired as to the reason the District was paying for the pump repairs with project money. Mr. See questioned how the District is responsible for the pump problems? Clay Riley indicated that operational errors combined with changes in water chemistry started the problems which worsened over time. Subcontractors were mainly responsible for the raw water entering the plant until it passes through the membrane filters. Representatives from our District Health Office then worked with our operators to regulate the water quality of the finished water past filtration. Following discussion, Mr. Riley explained that initial operational procedures did not properly regulate ph levels in the finished water, thus the decision was made to use project contingency funds for the necessary repairs. Mr. Riley will send Phil Simmons over to assist in fine tuning chemical operations of the plant once the pumps are returned and the plant is up and running.

**Baker Sewer Project** – Clay Riley reported that all necessary permits for the project have been renewed. Copies of the permits, project plans and specifications have been provided to Tom Michael for our certificate case filing with WVPS. Michael Griffith will need to revise the Rule 42 to remove Caledonia Heights sewer figures. A project schedule will be developed by Clay Riley so the board can follow the progress of the project. Logan Moyers traveled to Thrasher Engineering's office in an effort to correct the property lines for the Baker and Marvin Chapel projects. Correct property lines are very helpful when attempting to secure easements. A conference call will be scheduled in the near future with all parties involved in the project as work continues on the project.

**Caledonia Heights Sewer Lagoon** – It was recently reported in the Moorefield Examiner that the HCRDA has plans to close and remediate the Caledonia Heights Lagoon by July 1, 2012 for a cost less than \$25,000.00. The District recently discovered that the NPDES Permit with WVDEP covering the lagoon is in the name of the District rather than the HCRDA. The District has been trying to terminate this permit for the past three years with WVDEP because it was our understanding that the permit was for the sewer extension project and had nothing to do with the lagoon. In the Caledonia Heights Transfer Agreement between the District and the HCRDA it was stated that the NPDES permit would be held by the HCRDA. Subsequent court orders have also mandated that the HCRDA would be the permit holder until remediation of the lagoon. The District was recently informed by WVDEP that the permit cannot be

terminated until the lagoon is closed. Logan Moyers and Clay Riley contacted Attorney Tom Michael about this issue and he will work with WVDEP representatives to get the permit transferred to the HCRDA as was agreed upon.

**FY13 HCPSD Board Officers** – Election of board officers for fiscal year 2013 was conducted. Clyde See made a motion to retain the current officers. Melvin Shook seconded the motion. It was unanimously approved. Nominations were closed and the board officers were appointed by acclamation. The board officers include Matthew Gapp, Chairman; Melvin Shook, Vice-Chairman and Connie Sherman, Secretary-Treasurer.

**FY13 Budget** – A copy of the proposed FY13 operating budget was provided to the board members prior the meeting. The expense budget section has been divided into three categories, administrative, distribution system and water plant, in order to gain a better understanding of the expenses associated with the water plant. Clyde See made a motion to approve the budget as presented. Melvin Shook seconded the motion. It was unanimously approved.

**Miscellaneous** – Logan Moyers reported that he plans to obtain his Class I water operator license and will attend the training classes when they are held in Kearneysville, WV. Clyde See made a motion to authorize the General Manager to pursue his Class I water operator license and to approve any costs incurred with travel and/or training needed to obtain the license. Melvin Shook seconded the motion. It was unanimously approved. Mr. Moyers informed the board that he plans to purchase a time clock to be used by employees who are required to work after normal working hours. Clyde See made a motion to direct the purchase of the time clock. Melvin Shook seconded the motion. It was unanimously approved. Clay Riley suggested that he and Logan Moyers set up a meeting with Jeanne Bailes in the WVDO to discuss the Dover Hollow Small Cities Block Grant application. Mr. Riley recommended that we get some pictures, letter of need and/or support and any other pertinent information that may be presented at this meeting.

There being no further business, Clyde See 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, July 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

*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 6, 2012. The meeting and proceedings were electronically recorded. In the event there may be discrepancies or contradictions between the written minutes and the audio recording, the audio recording shall take precedence.*

# HARDY COUNTY PUBLIC SERVICE DISTRICT

JULY 11, 2012

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 and Pam Keplinger, Region VIII.

The meeting was called to order at 10:02 a.m. by Matthew Gapp, Chairman. Melvin Shook made a motion to approve the June 6, 2012 meeting minutes as presented. Clyde See seconded the motion. It was unanimously approved. Logan Moyers informed the group that Anna Marie Collis will no longer be our USDA-RUS representative due to changes in the Martinsburg office. Joe Crickenberger will be our new USDA-RUS representative. Mr. Moyers sadly reported the passing of USDA-RUS employee, Kevin Betler, from complications he received from a fall at his home. Mr. Betler had worked with the HCPSD on many of its major construction projects over the years.

**Baker Water Project** –Logan Moyers provided an update on the status of the Baker Water Plant. The pumps have been returned by the manufacturer and were reinstalled by the contractor on Monday. The plant is pumping water, the clearwell has been filled and we are now charging the mainline and filling the tank with fresh water. We will begin flushing mainlines this week and plan to resample the clearwell, tank and lines early next week. Pending the results of the bacteriological tests, we hope to be able to serve customers during the week of July 23, 2012. Mr. Moyers reminded the HCPSD board that federal EDA funding must be closed out by August 2, 2012 so a special meeting will be scheduled for the week of July 23, 2012 to approve the necessary closeout documents. Mr. Moyers reported that Phil Simmons, Thrasher Engineering, has been assisting the HCPSD water operators to develop a sampling and testing sequence that will allow us to monitor ph levels and water chemistry from where the water enters the building through the filters and into the clearwell. Matthew Gapp asked what happens if we experience problems with the pumps again. Clay Riley reported that we have been given an additional warranty period with the contractor and the HCPSD was provided a copy. Mr. Moyers instructed Connie Sherman to proceed with notifying the Baker Water customer that water will be available during the week of July 23, 2012 if the bacteriological samples are clean. Mr. Moyers reported that he is recognized by the State as a water operator in training and will continue to work to obtain his Class I water operator license. With the completion of the Baker Water Project, Mr. Moyers feels it is time to hire an additional field employee. The funds for this employee were included as part of the increase in the tariff and was included in the FY13 operating budget which was effective July 1, 2012. The operation of the water plant will take one employee approximately 4 days per week so it is necessary to have an additional staff person for the distribution system. Clyde See made a motion to authorize the advertisement of a field staff laborer. Melvin Shook seconded the motion. It was unanimously approved. The advertisement will be placed in the Moorefield Examiner in the next two weeks with interviews to be scheduled at the beginning of August so the person can begin employment in September. Pam Keplinger presented Pay Requisition #21 to USDA-RUS in the amount of \$216,832.08. Clyde See made a motion to approve the pay requisition as presented. Melvin Shook seconded the motion. It was unanimously approved.

**Baker Sewer Project** – Logan Moyers reported that he has participated in two conference calls with members of the project team in order to get the necessary information to file a certificate case with the WVPSC and to submit a pre-bid checklist with documents to the WVIJDC. A time line has been developed and was distributed prior to the meeting. To date, the HPCSD has a grant/loan combination in the amount of \$1.9 million from WVIJDC. Clyde See asked if the amount of the secured funding can cover the cost of the project. Clay Riley said there is no way to predict how the bids will come in based upon the amount of work available at the time. If the bid is more than the approved funding, the HCPSD will request bid overrun funding from WVIJDC. Logan Moyers will provide a status update to WVIJDC along with the pre bid checklist now that additional information is available. An accounting agreement with Griffith & Associates for the Baker Sewer project was presented with a ceiling amount of \$25,000.00. Melvin Shook made a motion to approve the agreement as presented. Clyde See seconded

the motion. It was unanimously approved. Legal services commitment letter from Tom Michael for the Baker Sewer Project was presented. Clyde See made a motion to approve the letter as presented. Melvin Shook seconded the motion. It was unanimously approved. An agreement with Steptoe & Johnson for bond counsel services in the amount of \$18,000.00 was presented for the Baker Sewer Project. Clyde See made a motion to approve the agreement as presented. Melvin Shook seconded the motion. It was unanimously approved. Mr. Moyers does not have the revised sewer use ordinance or the revised sewer user agreement ready for approval at this meeting as was noted on the agenda. He will have these documents prepared and ready for approval at the next board meeting.

**Dover Hollow Water Extension Project** - Logan Moyers traveled to Charleston, WV last week to meet with representatives in the WV Development Office regarding our Dover Hollow Water Extension grant application. Mr. Moyers took photographs and a sample of water from a private well and reviewed the application. We should receive notification of the status of the grant awards in October 2012.

**Miscellaneous** – Logan Moyers provided information regarding the need to purchase generators in order to be able to provide water service in an emergency in light of the power loss due to the recent storms. Because of the layout of our system the HCPSD needs three permanent generators along with a portable generator to keep water to all our tanks in the event that power is lost. Due to the high cost of these generators we would have to include the expense in a future project. Currently, the HCPSD has a 2-3 day capacity in the amount of water in the tanks. Mr. Riley suggested renting portable pumps in lieu of generators. The HCPSD will look into all options and will make a decision if funding is made available. Mr. Moyers reported that the HCPSD was contacted by the Hardy County Wastewater Authority about the need for approximately 12 million gallons of water for construction and testing at the wastewater plant currently being built on US 220 North of Moorefield. It has been determined that the HCPSD cannot provide the water at the volume that is needed due to the size of the pumps at the Walmart booster station. Discussion was held regarding the payment for any water that the HCPSD would provide during the construction of the facility. Clyde See made a motion that the HCPSD dispense no water to the construction of the facility for anything less than the tariff rate. Melvin Shook seconded the motion. It was unanimously approved.

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

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

The next regular meeting of the HCPSD is scheduled for **Wednesday, August 1, 2012, 10:00 a.m.** in the conference room of the HCPSD office located at 2094 US 220 South, Moorefield, West Virginia. It is possible that this meeting will be cancelled depending on the special meeting that is to be scheduled later in July.

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Matthew G. Gapp, Chairman

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HARDY COUNTY PUBLIC SERVICE DISTRICT  
SPECIAL BOARD MEETING  
JULY 25, 2012  
10:00A .M.  
2094 US 220 South, Moorefield, West Virginia

Present: Matthew Gapp, Clyde See, Logan Moyers and Connie Sherman, HCPSD; Pam Keplinger, Region VIII and Jean Flanagan, Examiner.

Absent: Melvin Shook

The meeting was called to order at 10:05 a.m. by Matthew Gapp, Chairman.

**Baker Water Project** –Logan Moyers reported that water is available in Baker as of today in all areas except for Shawnee Road. Water should be available on that road on Friday. Work continues at the water plant to determine how to control the chemicals in the water when the plant is not operating. Submersible pumps have been placed in the uts tank and the clearwell tank with a hose running from each tank in order to constantly cycling the water to keep the chemicals bonded to the contaminants. This process has seemed to alleviate the problems with stopping and restarting plant operations. TONKA will permanently mount the pumps in the tanks and will reprogram the logic in the plant control system to automatically circulate the water when the plant is not being operated. Due to recent storms, the chemical dosages needed to treat the raw water have been spiking drastically. The operators have been working to determine the correct chemical dosages and this is a learning process. A data base is being created so that chemical standards can be developed. Pam Keplinger presented the final Federal EDA Form SF-271 drawdown documents for approval in the amount of \$60,929.00. Clyde See made a motion to approve the documents as presented. Matthew Gapp seconded the motion. It was unanimously approved. These documents will be forwarded to EDA prior to the August 4<sup>th</sup> deadline. Logan reported about an issue with electric service on WV SR 259 where an electric line runs under the road to provide electric service to a barn. Our contractor cut the line during construction but repaired the line. Another incident following the initial damage to the line was repaired by a local contractor. The resident recently contacted Logan about problems with no electric service to the barn once again. The local contractor inspected the damage and determined that the problem area is now located under concrete. Logan will continue to work with the contractor to make the necessary repairs.

**Baker Sewer Project** – Revised Sewer Use Ordinance and Sewer User Agreement were not ready for approval at the meeting. These documents will be revised and presented for approval at the September regular board meeting.

There being no further business, Clyde See made a motion that the meeting be adjourned at 10:20 a.m. The meeting was adjourned.

The next regular meeting of the HCPSD is scheduled for *Wednesday, September 5, 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

# HARDY COUNTY PUBLIC SERVICE DISTRICT

SEPTEMBER 5, 2012

10:00 A.M.

2094 US 220 South, Moorefield, West Virginia

Present: Matthew Gapp, Melvin Shook, Logan Moyers and Connie Sherman, HCPSD; Clay Riley, Thrasher Engineering; Jean Flanagan, Moorefield Examiner.

Absent: Clyde See

The meeting was called to order at 10:02 a.m. by Matthew Gapp, Chairman. Melvin Shook made a motion to approve the July 11, 2012 regular meeting minutes and the July 25, 2012 special minutes as presented. Matthew Gapp seconded the motion. It was unanimously approved.

**Baker Water Project** – Logan Moyers provided an update on the operation of the Baker Water Plant. Mr. Moyers is very pleased with the operation of the plant and how the HCPSD's operators have learned to combat issues with chemicals. In addition to residential users, East Hardy Schools and Loudoun Heights are being served, as well as A Corner Mart and EA Hawse Health Center. Due to greater usage than was originally estimated it is necessary to run the plant 3 three (3) days rather than two (2) days a week as was previously planned. Logan Moyers and Clay Riley met with representatives from Southern Corrosion regarding repairs and repainting of the Phase I water tank. As part of these repairs, it will be necessary to use a temporary tank to serve the Phase I customers until the work is completed. It is estimated to take approximately 4-5 weeks to complete the work and the contractor hopes to begin the work by mid October. A change order for tank painting will be presented for approval at the next meeting. Connie Sherman presented Pay Requisition #22 to USDA-RUS in the amount of \$60,065.26. Melvin Shook made a motion to approve the pay requisition as presented. Matthew Gapp seconded the motion. It was unanimously approved. The Certificate of Substantial Completion for the recoating of the high service and backwash pumps was presented. Melvin Shook made a motion to approve the document as presented. Matthew Gapp seconded the motion. It was unanimously approved. Logan Moyers requested approval to open two new reserve savings accounts that relate to the Baker Water Plant. Mr. Moyers suggested the HCPSD fund one account with \$1,250 per month for membrane filter replacement and another with \$2,000 per month for unforeseen future repairs, maintenance and upgrades at the water treatment plant. The funds to be deposited into each account were included as part of our new rate structure. The savings accounts will be held at the Capon Valley Bank. Melvin Shook made a motion to approve the opening of the two savings accounts at Capon Valley Bank. Matthew Gapp seconded the motion. It was unanimously approved. An Open House will be held at 1:00 p.m. at the Baker Water Treatment Plant with refreshments and plant tour.

**Baker Sewer Project** – Logan Moyers will provide an update on the Baker Sewer Project. Tom Michael has been provided the documentation and information needed to file a certificate case with WVPSD and hopes to file by the end of this month. Michael Griffith has completed the Rule 42 and a minimum sewer bill based on 3,000 gallons of water used would be approximately \$56.00 and a sewer bill based on 4,000 gallons of water would be approximately \$70.00. Discussion was held regarding payment collection from sewer customers who do not connect to the system and who refuse to pay the monthly bill. If the sewer customer is also a water customer then water service can be terminated for non-payment of a sewer bill. Other courses of action for non-payment include civil court action in the form of wage garnishments or the placement of a lien on the customer's property. In the event that the HCPSD would be unable to make its loan payment on this project due to lack of revenue as a result of customer non-payment, the HCPSD would have to go back before the WVPSD for a rate adjustment. Logan Moyers plans to attend an upcoming meeting of the Hardy County Commission to get their input on the direction of this project. Mr. Moyers plans to revisit residents of Baker to see if there is an increase in support of this project since the water project is complete and to see who is/is not interested in signing up and who is/is not agreeable to granting an easement. Logan Moyers presented a Sewer User Agreement and a Sewer Use Resolution to the board for approval. The user agreement is very similar to our existing

water user agreement. Melvin Shook made a motion to approve both documents. Matthew Gapp seconded the motion. It was unanimously approved.

**Termination Policy** – The HCPSD is purchasing an automated telephone messaging system called PhoneTree. The system will be used to notify customers for non-payment of water bills, boil water notices, main water line leaks, etc. As part of the software purchase the HCPSD must file a certificate case with the WVPSC for approval to use this system. The HCPSD must include a Water Termination Policy as part of its certificate case filing. A Water Termination Policy was presented which defines the procedures for termination of water service for non-payment of water bills. Melvin Shook made a motion to approve the policy as presented. Matthew Gapp seconded the motion. It was unanimously approved.

**Alt Property** – Logan Moyers reported that the HCPSD has been contacted by the property owner adjacent to the HCPSD's office regarding interest in purchasing additional property located behind our existing building. Mr. Moyers will get additional information on the property and present it to the board at the next meeting.

**Miscellaneous** – Logan Moyers reported that the HCPSD has hired Jesse Mongold to fill the field staff laborer position. Mr. Mongold has worked for the past ten years as a maintenance employee in the refrigeration department at Pilgrim's Pride. Mr. Mongold will begin employment on Tuesday, September 11, 2012.

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

There being no further business, Melvin Shook made a motion that the meeting be adjourned at 10:45 a.m. The meeting was adjourned.

The next regular meeting of the HCPSD is scheduled for **Wednesday, October 10, 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

*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 5, 2012. 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 10, 2012

10:00 A.M.

2094 US 220 South, Moorefield, West Virginia

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

The meeting was called to order at 10:10 a.m. by Matthew Gapp, Chairman. Melvin Shook made a motion to approve the September 5, 2012 meeting minutes as presented. Clyde See seconded the motion. It was unanimously approved.

**Baker Water Project** – Logan Moyers provided a project update of the Baker Water Project. The water line contractor, Stonegate Construction, will be coming back in the next few weeks to correct an issue with an exposed line in Baker Run. The contractor plans to pour concrete over the line to keep it buried. Some bank re-grading work is needed near the Miller Property on Old Baker Road to correct a drainage issue and some rip-rap needs to be put back in a drainage ditch on SR 259 on the Funkhouser Property. There has been an electrical issue at the water plant when our operator increases plant output to greater than 100 gallons per minute. Potomac Edision is installing a monitor at the plant to see if there is adequate power coming into the plant to support higher production. Change Order #4 for Contract #4 was presented. This change order provides for the complete removal of the WV SR 55 booster pump station and the relocation of the RTU to the new booster station site. The change order is in the amount of \$16,915.07 for a total contract price of \$1,153,387.47. Melvin Shook made a motion to approve the change order. Clyde See seconded the motion. It was unanimously approved. Change Order #5 for Contract #4 was presented. The change order provides for the replacement of the master meter in the WV SR 55 booster pump station. The change order is in the amount of \$4,266.45 for a new total contract price of \$1,157,653.92. Melvin Shook made a motion to approve the change order as presented. Clyde See seconded the motion. It was unanimously approved. Change Order #6 for Contract#4 was presented. This change order provides for the repairs and repainting of the Phase I tank including the use of a portable water storage tank. The change order is in the amount of \$102,716.85 for a total contract price of \$1,262,735.10. Melvin Shook made a motion to approve the change order as presented. Clyde See seconded the motion. It was unanimously approved.

**Baker Sewer Project** – Logan Moyers provided an update on the Baker Sewer Project. Mr. Moyers has visited and spoken to most residents of Old Baker Road regarding easements and sign-ups for the Baker Sewer Project nearly all of whom indicated that they would not grant an easement nor connect to the system and they plan to become an intervenor in the project case with the WVPSC. Logan Moyers, Clay Riley and Tom Michael discussed options for this project and determined that a redesign of the system along Old Baker Road to include the installation of a grinding station and a force main line rather than a gravity line would be the best option. This will allow the sewer line to be placed within the WVDOH right-of-way for nearly the entire distance of Old Baker Road, will eliminate manholes in yards and will not require the residents to connect to the system. Any resident who wishes to connect to the force main will be required to install a grinder pump at their residence to pump their sewer into the sewer main line. The HCPSD will purchase and install the grinder pump for those who sign up prior to the construction bids for this project. Clyde See made a motion to approve the redesign of the Baker Sewer Project along Old Baker Road. Melvin Shook seconded the motion. It was unanimously approved.

**Miscellaneous** – Logan Moyers presented an Internet Banking Transfer memo to the Capon Valley Bank. This document will allow for the transfer of funds from the HCPSD General Revenue account to the newly established water plant reserve accounts. Melvin Shook made a motion to approve the memo. Clyde See seconded the motion. It was unanimously approved. Logan Moyers reported that new field employee, Jesse Mongold, is working out extremely well since beginning employment.

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

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

The next regular meeting of the HCPSD is scheduled for **Wednesday, November 7, 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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# HARDY COUNTY PUBLIC SERVICE DISTRICT

NOVEMBER 7, 2012

10:00 A.M.

2094 US 220 South, Moorefield, West Virginia

Present: Matthew Gapp, Melvin Shook, Clyde See, Logan Moyers and Connie Sherman, HCPSD; Phil Simmons, Thrasher Engineering.

The meeting was called to order at 10:10 a.m. by Matthew Gapp, Chairman. Melvin Shook made a motion to approve the October 10, 2012 meeting minutes as presented. Clyde See seconded the motion. It was unanimously approved.

**Baker Water Project** – Logan Moyers provided an update on the Baker Water Project. Work has been completed in Baker and the contractor is now working on few minor upgrades to the existing system. JF Allen is working to remove the old underground Phase II booster pump station. They will also relocate the master meter to the new Phase II booster pump station. JF Allen's subcontractor, Southern Corrosion, will begin work on placing the temporary portable tank and then draining, making any necessary repairs and repainting the Phase I tank. The work should be completed within the next month weather permitting. Amendment #6 to the engineering services agreement in the amount of \$10,541.82 was presented for approval. The amendment is to cover the cost of hotel and travel expenses for Phil Simmons, Thrasher Engineering, for additional set-up and training at the water plant. Clyde See made a motion to approve Amendment #6 to the Phase I Baker and Marvin Chapel Engineering Services Agreement. Melvin Shook seconded the motion. It was unanimously approved. Clyde See questioned if the water plant reserve accounts had been established for the replacement of the membrane filters and any necessary repairs to the plant. Logan Moyers confirmed that these accounts have been set up and contributions began last month into two separate accounts. Logan Moyers reported that HCPSD staff will do the necessary work to make the UTS recirculation process permanent in the water plant instead of developing a change order to have the work completed by the contractor.

**Baker Sewer Project** – Logan Moyers provided an update on the Baker Sewer Project. Work continues on the redesign of the Old Baker Road portion of the system to a force main sewer line instead of a gravity sewer main. Citizens are not required to make a connection to the force main sewer systems. It is hoped the plans will be available for review by the next board meeting. Mr. Moyers has visited and spoken to nearly all residents of Old Baker Road and they are agreeable to the proposed design changes and are willing to work with the HCPSD regarding easements. Logan has spoken with the owner of the property of the proposed pump station and the owner is willing to work with HCPSD in acquiring the necessary property. Once the proposed site has been surveyed, Mr. Moyers will proceed with the property acquisition. Amendment #3 to the Baker Sanitary Sewer Collection System and Wastewater Treatment Plant was presented in the amount of \$25,000.00 for project design changes. Melvin Shook made a motion to approve Amendment #3 to the Baker Sanitary Sewer Collection System and Wastewater Treatment Plant Engineering Services Agreement. Clyde See seconded the motion. It was unanimously approved.

**Miscellaneous** – The HCPSD Christmas dinner has been scheduled for Thursday, December 13, 2012, 6:30 p.m. at O’Neill’s Restaurant in Moorefield.

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

There being no further business, Clyde See made a motion that the meeting be adjourned at 10:35 a.m. The meeting was adjourned.

The next regular meeting of the HCPSD is scheduled for **Wednesday, December 5, 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

*These minutes represent a summary of the subjects discussed and the actions taken by the members of the Hardy County Public Service District for the meeting held on November 7, 2012. The meeting and proceedings were electronically recorded. In the event there may be discrepancies or contradictions between the written minutes and the audio recording, the audio recording shall take precedence.*

HARDY COUNTY PUBLIC SERVICE DISTRICT  
DECEMBER 5, 2012  
10:00 A.M.  
2094 US 220 South, Moorefield, West Virginia

Present: Matthew Gapp, Melvin Shook, Clyde See, Logan Moyers and Connie Sherman, HCPSD;  
Pam Keplinger, Region VIII PDC.

The meeting was called to order at 10:10 a.m. by Matthew Gapp, Chairman. Clyde See made a motion to approve the November 7, 2012 meeting minutes as prepared. Melvin Shook seconded the motion. It was unanimously approved.

**Baker Water Project** – Logan Moyers provided an update on the Baker Water Project. JF Allen's subcontractor, Southern Corrosion, has completed the repairs and repainting of the Phase I tank. Due to the colder weather conditions we have been asked to allow 14 days rather than 10 days for the paint curing process. It is anticipated to refill the tank on Friday, December 14<sup>th</sup> and following passing bacteriological samples the tank will be put back into service on or around December 20th. Pay Requisition #24 from USDA-RUS was presented in the amount of \$121,327.84. This requisition is for the tank painting change order work and additional engineering services. Clyde See made a motion to approve the pay requisition as presented. Melvin Shook seconded the motion. It was unanimously approved.

**Baker Sewer Project** – Logan Moyers provided an update on the Baker Sewer Project. Thrasher Engineering is working to finalize the redesign of the Old Baker Road portion of the project which includes the addition of a grinder pump station. Once the design work is final, work will continue on acquiring easements and obtaining customer sign ups.

**Miscellaneous** – The HCPSD Christmas dinner will be held Thursday, December 13, 2012, 6:30 p.m. at O'Neill's Restaurant in Moorefield. A letter requesting the reappointment for a six year term of board member Clyde See has been mailed to the Hardy County Commission. Mr. See's term expires December 31, 2012.

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

There being no further business, Melvin Shook made a motion that the meeting be adjourned at 10:30 a.m. The meeting was adjourned. **January 9, 2013, 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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