

HARDY COUNTY PUBLIC SERVICE DISTRICT  
MARCH 1, 2017  
10:00 A.M.  
2094 US 220 South, Moorefield, West Virginia

Present: Melvin Shook, Clyde See, Logan Moyers, Connie Sherman, HCPSD; Jean Flanagan, Media; Vickie Dyer, resident, Town of Wardensville.

The meeting was called to order at 10:10 a.m. by Vice-Chairman Shook. Melvin Shook made a motion to approve the minutes of the January 11, 2017 regular meeting minutes as presented. Clyde See seconded the motion. It was unanimously approved.

***Unfinished Business:***

***Town of Wardensville*** – Logan Moyers provided an update on the transfer process of the Town of Wardensville’s water and sewer systems. Mr. Moyers reported that the District has changed its position as it regards taking over the Town of Wardensville’s existing sewer lagoon. A meeting is scheduled this afternoon with DEP at the Wardensville sewer lagoon to determine if the lagoon can remain operational for an extended period of time if the sewer system is transferred to the District instead of building a sewer treatment pre-packaged facility right away. This is being considered due to the high anticipated costs to remediate the lagoon. The lagoon are on a large parcel of land which includes the Town of Wardensville’s maintenance building so the Town of Wardensville would transfer approximately 18 acres to the District. This acreage would be large enough to build the sewer plant in the future. The Town of Wardensville is working on this and other real estate issues with their attorney. The Town of Wardensville has had its first reading of the ordinance to raise water and sewer rates to match the District’s and the second reading and hearing will be scheduled next month. Mr. Moyers attended a Town of Wardensville workshop and was available to answer questions from the Town of Wardensville residents along with the Mayor and others. Mr. Moyers anticipates that a draft asset transfer agreement will be ready for review and approval at the next board meeting. Once the asset transfer agreement is agreed upon between both entities, a case can be filed with WVPS.

***Bond Refunding Proposal*** – Logan Moyers provided the results from the District’s request for proposals from commercial banks for its bond refunding. Following review of the responses, Clyde See made a motion to select Highland Bank Shares (Capon Valley /Grant Co Bank) who offered the lowest rates for the bond refunding. Melvin Shook seconded the motion. It was unanimously approved. The District’s bond counsel will attend the next board meeting and pre-closing documents will be executed. Following the refinancing of the bonds, the District will have fully funded reserve accounts and will realize savings from no longer having to fund bond reserve accounts in addition to the savings realized from the refunding.

***Baker Water Quality Issues*** – Logan Moyers provided an update on the improvements being made at the Baker Water plant. A proposal from Ixom for the organics removal system pilot project was presented and reviewed by the board. Per the proposal, the District will pay a down payment in the amount of \$18,000 and \$1,000 each month for the one year pilot period. The proposal included a product performance guarantee from Ixom that states that they will guarantee the system will effectively remove disinfection by-products (DBP) precursors beyond EPA required levels and will reduce the formation of DBP’s to levels below EPA requirements. It is anticipated a contractual agreement will be presented to the board at next month’s meeting where the District will enter into a contract with Ixom for the organics removal system pilot project and to ultimately construct a full scale organics removal system at the Baker Water Plant. A second agreement detailing the product performance guarantee will also be considered in conjunction with the pilot contract. In a separate update, Mr. Moyers informed the board that the new membrane filters have been installed and are operational. The new membranes have a 10 year warranty from the manufacturer and will allow the water plant to make water at the plant’s designed capacity so that shift work at the plant will not be needed.

***New Business:***

***Request for Proposals for Engineering Services-*** The District needs to procure engineering services for future projects including the organics removal system project and potentially the tank painting project in Wardensville should the transfer take place. As part of the process the District must place a legal advertisement in the local newspaper. Logan Moyers presented an advertisement for consulting engineering services in accordance with the District's engineering services procurement policy. Clyde See made a motion to approve the publication of the advertisement. Melvin Shook seconded the motion. It was unanimously approved. Interviews will be held in the upcoming weeks.

***Miscellaneous Business:***

***FY17 Financial Audit*** – The fiscal year 2017 financial audit was provided as part of the board packet. No significant deficiencies were reported. Clyde See made a motion to approve the audit as prepared. Melvin Shook seconded the motion. It was unanimously approved.

***Purchase of Materials-*** Clyde See asked if the District was able to purchase any of the materials from the Pendleton Community Bank's public auction. Logan Moyers reported that the District purchased water pipe, fittings and other miscellaneous water system items at the auction at a good price. Clyde See made a motion to approve the purchase of these materials. 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 11:55 a.m. The meeting was adjourned.

The next regular scheduled board meeting will be held ***April 5, 2017, 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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Melvin Shook, Vice-Chairman

*These minutes represent a summary of the subject discussed and the actions taken by the members of the Hardy County Public Service District for the regular meeting held on March 1, 2017. 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.*