

HARDY COUNTY PUBLIC SERVICE DISTRICT
MAY 3, 2017
10:00 A.M.
2094 US 220 South, Moorefield, West Virginia

Present: Matthew Gapp, Melvin Shook, Logan Moyers, Kevin Markwood, Connie Sherman, HCPSD; Jean Flanagan, Media; Kylea Radcliff, The Thrasher Group.

The meeting was called to order at 10:10 a.m. by Chairman Matthew Gapp. Melvin Shook made a motion to approve the minutes of the April 5, 2017 regular meeting minutes as presented. Matthew Gapp seconded the motion. It was unanimously approved.

Resolution – Logan Moyers presented and read aloud a Resolution in memory of Clyde See, Jr., HCPSD board member who passed away April 6, 2017. Melvin Shook made a motion to authorize the adoption of the Resolution. Matthew Gapp seconded the motion. It was unanimously approved. The Resolution will be given to Mr. See’s family.

New Business:

Engineering Consultant Selection Committee: The HCPSD is in the process of conducting interviews for engineering consultants for future HCPSD projects. Due to the passing of HCPSD board member Clyde See, the HCPSD must select an individual for an engineering consultant committee because the committee must consist of at least three people. Melvin Shook made a motion to appoint HCPSD General Manager, Logan Moyers, to the selection committee. Matthew Gapp seconded the motion. It was unanimously approved.

Selection of Engineering Consultant – The District advertised for engineering services for future projects of the HCPSD and received one proposal from The Thrasher Group, who is the current HCPSD engineer. Logan Moyers presented the board members with some information on the work and history of the HCPSD and The Thrasher Group. Kylea Radcliff, representative of The Thrasher Group, was available for any questions. Following discussion, Melvin Shook made a motion to retain the services of The Thrasher Group as the HCPSD’s engineering firm. Matthew Gapp seconded the motion. It was unanimously approved.

Unfinished Business:

Bond Refunding Supplemental Resolution – Logan Moyers presented a resolution which will allow the transfer of funds from the “old” bond reserve account to the Municipal Bond Commission to fully fund the remaining reserve on two water bond series. This “old” reserve account will be closed and the remaining funds will be transferred to a savings account. This is the final stage of the refunding process and will save the HCPSD approximately \$1,200 per month. A Supplemental Resolution authorizing to provide funds to fully fund the reserve accounts with the Municipal Bond Commission was presented. Melvin Shook made a motion to approve the resolution as presented. Matthew Gapp seconded the motion. It was unanimously approved.

Fiscal Year 2018 Water and Sewer Budget – Logan Moyers provided an update on the current water budget of the HCPSD. Mr. Moyers feels that the HCPSD needs to hire an additional field staff person to begin employment in the upcoming fiscal year. After review of the existing operating budget, the HCPSD can financially handle the expense at this time and the new employee is included in the proposed fiscal year 2018 water budget. Melvin Shook made a motion to advertise and hire a field staff employee. Matthew Gapp seconded the motion. It was unanimously approved. An advertisement will be placed in the Examiner for the next three weeks with a deadline for applications of May 31, 2017. With the addition of a field staff employee, the HCPSD will need to purchase a vehicle. Mr. Moyers has received quotes from several auto dealerships that are within the public bid limit. Melvin Shook made a motion to

approve the purchase of a truck for the HCPSD fleet and requested the purchase be made locally if possible. Matthew Gapp seconded the motion. It was unanimously approved. The HCPSD will need a letter from the Hardy County Commission (HCC) to purchase the truck under the HCC's Fleet Contract with Ford in order to take advantage of rebates to purchase the truck at a price less than the public bid limit. Mr. Moyers presented the proposed fiscal year 2018 water and sewer budgets. On the water budget, it was noted that there was a small decrease in projected water revenue for the coming year but it could be offset by the savings realized by the bond refunding. Mr. Moyers noted it was also the savings realized from bond refunding that made it possible to add a new field staff employee. It was also discussed that the HCPSD has requested a quote on property and liability insurance with a new company who may be able to provide this insurance cheaper than the HCPSD's current insurance provider. However, any savings that may be realized have not been factored into the proposed budget. On the sewer budget, Mr. Moyers noted that sewer revenues do not allow for any staff salary and the District must resolve by either raising rates or possibly transferring the system to the Hardy County Wastewater Authority. Melvin Shook made a motion to approve the fiscal year 2018 water and sewer budgets as presented. Matthew Gapp seconded the motion. It was unanimously approved. Any action regarding a sewer rate increase or transfer of the Baker Sewer System will be taken up at a future meeting.

Baker Water Quality Issues – Logan Moyers reported that a conference call with Ixom representatives and the District's engineer, was held and the remaining issues regarding the contract have been resolved and he is waiting to receive the revised draft agreement for the completion of a 12-month pilot testing period and implementation of the organics removal system for the Baker Water Plant. Once the agreement is received, he will forward it to the District's attorney for review before being presented to the HCPSD board for approval. It is anticipated to have the agreement ready for approval at next month's meeting.

There were no other 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 scheduled board meeting will be held ***June 7, 2017, 10:00 a.m.*** in the conference room of the HCPSD office located at 2094 US 220 South, Moorefield, West Virginia.

Matthew Gapp, 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 May 3, 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.