

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.

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 December 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.