

# 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.*