

HARDY COUNTY PUBLIC SERVICE DISTRICT
OCTOBER 5, 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; Anna-Marie Collis and Kevin Betler, USDA-RUS; and Pam Keplinger, Region VIII.

The meeting was called to order at 10:05 a.m. by Matthew Gapp, Chairman. Clyde See made a motion to approve the minutes of the September 7, 2011 regular board meeting as prepared. Melvin Shook 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 received the TONKA filter units and have been working on filter unit hook up, CIP installation, high service pumps installation, cabinetry and accessories in the lab and bathroom areas. In addition, their roof, electric, paint and HVAC subcontractors are working to close out their portions of the contract. Contract #2 – Stonegate’s status remains unchanged. They will finalize work on their contract when water is available which is expected in the next 3-4 weeks. The HCPSD was notified by a property owner who had lost electric service on his property which he believed resulted from main line installation work. The contractor is hiring a local electrician to correct this electrical issue. Contract #4 – J.F. Allen has completed the majority of their contract with only change order items remaining. The contractor plans to adjust the pressure relief valve in the booster station this week and following passing water sample results, water should be available by the end of this month. Contract #5 – Mid Atlantic Storage Systems, Inc. has the Marvin Chapel tank ready for service once it is drained and retested. The fencing is scheduled for installation next week at both tank sites. Change Order #5 for Contract #1 was presented. This change order includes the relocation of the electric control panel from inside the plant to outside in a location where the meter can be read without entering the fenced area. The change order is in the amount of \$32,261.00 making a new total contract amount of \$4,312,413. Melvin Shook made a motion to approve the change order as presented. Clyde See seconded the motion. It was unanimously approved. Change Order #2 for Contract #4 was presented. This change order includes the relocation of the power disconnect switch, installation of a 6” valve and air conditioning unit at the Marvin Chapel booster pump station, replacing a 2” Sensus meter with a 2” Neptune meter and the addition of a remote reader outside the booster station. The change order is in the amount of \$33,651.15 making the new total contract amount of \$800,320.40. Melvin Shook made a motion to approve the change order as presented. Clyde See seconded the motion. It was unanimously approved. Logan Moyers presented the semi-annual Federal Financial Report as required by EDA and prepared by Region VIII. Melvin Shook made a motion to approve the report as presented. Clyde See seconded the motion. It was unanimously approved. Quarterly Progress Reports for each contract were also presented per the EDA requirement. Melvin Shook made a motion to approve the progress reports as presented. Clyde See seconded the motion. It was unanimously approved. Pam Keplinger reported that she received notification that our current EDA representatives will no longer be employed by EDA after October 31, 2011. The HCPSD will submit a request for a time extension for the contracts which need additional contract time due to change orders and adverse weather days. Pam Keplinger presented Pay Requisition #13 to USDA-RUS in the amount of \$261,747.14. Melvin Shook made a motion to approve the pay requisition as presented. Clyde See seconded the motion. It was unanimously approved. Clay Riley reported that the HCPSD received an email notification from a subcontractor who has not been paid from Stonegate Construction for paving work in Baker. Logan Moyers and Clay Riley will look into the situation in an attempt to get it resolved. 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. Logan Moyers reported that he and Clay Riley were meeting with a representative of the proposed location for the installation of a bulk water salesman in the Baker area this afternoon.

Baker Sewer Project – Logan Moyers provided as part of the board meeting packets a copy of the proposed deed agreement along with associated easements for the sewer plant site. The HCRDA has approved and executed the deed. The deed has been reviewed by the HCPSD attorney and deemed suitable for execution. Logan Moyers reported that he and Clay Riley would begin work on acquiring easements and additional funding, if needed, in order to move the project forward now that the plant site has been secured. Clay Riley reported that the HCPSD would need to update the permits for the project. Following approval of the deed by the HCPSD board, Logan Moyers and Chairman Gapp are scheduled for deed execution at the HCRDA's attorney's office, thus completing the transaction. Clyde See made a motion to approve the deed as presented and to authorize the Chairman to execute the deed and finalize the purchase of the plant site property. Melvin Shook seconded the motion. It was unanimously approved. Clyde See asked about the reversionary clause included in the deed which states that the HCPSD must commence construction within two years from the date of the deed or ownership may revert to the HCRDA. Logan Moyers explained that a revision was made to the deed that should the HCPSD not have commenced construction at that time, the HCRDA board can choose to act on the reversion of the property and must obtain a majority vote of the full HCRDA board to do so. The HCPSD would receive a full refund of the purchase price of the property if the HCRDA would choose to exercise reversion of the property.

UPDATES:

Logan Moyers reported that the HCPSD accepted the high bid for the sale of the two older company trucks. He also reported that the HCPSD plans to have a snow plow installed on the new F250 truck.

There were no members of the public in attendance of the meeting to provide 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, November 2, 2011, 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 October 5, 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.