

HARDY COUNTY PUBLIC SERVICE DISTRICT
SEPTEMBER 3, 2025
4:30 P.M.
45 District Drive, Moorefield, West Virginia

Present: Logan Moyers, Robert Harper, Rose Helmick, Melvin Shook and Connie Sherman – HCPSD.

The meeting was called to order at 4:35 p.m. by Chairman Robert Harper. The minutes of the July 9, 2025 regular meeting were presented. Melvin Shook made a motion to approve the minutes as presented. Rose Helmick seconded the motion. It was unanimously approved.

Unfinished Business:

Baker Phase II Water Project – Logan Moyers provided an update on the Baker Phase II water project. The District is moving forward with efforts to gauge interest in the extension areas that are being considered for inclusion in a Baker Phase II water project. Several residents in 'The Summit' subdivision in Baker have returned their signup documents, however no money is being collected at this time. Moyers is planning to meet with a local individual who lives in 'The Summit' about acquiring the right-of-way that will be needed for construction of this extension. Interest is also being gauged in the Lost River Valley subdivision located off Mill Gap Rd. in Lost River, a larger subdivision with over 200 properties. The president of this HOA has requested that the District hold a second informational meeting in the subdivision where residents can sign up for service. Moyers said a tentative date of Saturday morning, November 8, 2025 has been set for this meeting. Lenders for the project require that at least 80% of the potential customer base in a proposed extension area sign up to receive water service and both HOA's report roughly 80% interest in initial polling they conducted with property owners, which Moyers said was positive news. Efforts to gauge interest in the area so that determinations can be made regarding what areas will and will not be included in the proposed extension project will continue.

Baker Secondary Water Source Project – Logan Moyers provided an update regarding the District's work to develop a project that will utilize groundwater wells to serve as an emergency backup water source for the Baker water system. Moyers met with Charlie Cooper, the emerging contaminants specialist with the WV Rural Water Association (WVRWA) at the WVRWA annual conference in August about potential funding for this project. The Parker Hollow impoundment experienced an algal bloom in late April/early May that was determined to be a harmful algal bloom (HAB) after the impacted water tested positive for microcystins. Because microcystins, which are considered an emerging contaminant, were detected in the Impoundment, it is believed this project will qualify for funding from the Emerging Contaminant Funding pool through WVDEP's Drinking Water State Revolving Fund (DWSRF). It is hoped that the District can secure most, if not all, of the funds for this project in the form of grants. The next step in the project is for the District's project engineer, The Thrasher Group, to develop a preliminary engineering report (PER) for this project. Thrasher is currently working on putting a PER for the project together. Once the PER has been prepared, it will be included as part of a funding application that will be submitted to WVIJDC who oversees the Emerging Contaminant Funding Pool.

District Former Facility & Property – Logan Moyers reported that the sale of the District's former office and shop facility located at 2094 US 220 South in Moorefield was completed in July. After fees, the District netted \$229,800.00 from the sale. All utilities associated with the property have been transferred to the new owner and the property has been removed from the District's property insurance policy. The proceeds from the sale of the property were deposited into the District's general operating account and will be used toward the purchase of a new all-in-one billing and accounting software system. All remaining proceeds from the sale of the property will be placed in a high-yield interest bearing account with the WV State Treasurer's Office.

District Website – The District’s newly upgraded website was presented to board members during the meeting. The District has worked with consultant, DigiFox Designs, LLC, over the past several months to develop an entirely new website with a modern look that flows and presents very well and should provide many benefits to District customers. The new website was also developed to bring the District into compliance with soon-to-be-enacted standards for government-operated websites to be accessible for individuals with hearing and/or vision disabilities. It is planned for the new website to launch in mid-September. The web domain for the site will remain www.hardycountypsd.com. Following the initial launch of the website, the District will resume responsibility for the updates and additions going forward. All in attendance were very impressed and pleased with the new website.

New Business:

Service Outage Communication Plan – A recently issued order by the WV Public Service Commission required all public utilities in WV to create a Service Outage Communication Plan to outline the procedures in place to notify customers of any planned or unplanned disruption to utility services. The order stipulated that, once developed, the plan must be filed with the Commission. The District prepared its plan with the assistance of the WV Rural Community Assistance Program. The District uses an automated call system to notify its customers of such outages. Board chairman Robert Harper asked about the District procedure when a water outage occurs. Moyers explained that currently the on call field staff person will receive an emergency call or sometimes Moyers is contacted by the 911 center. Once field staff have been coordinated and the situation has assessed and a plan of action has been determined, the outage is communicated to office personnel who then work to notify the affected customers. It is a team effort so that no one individual is handling the sole responsibility of notifying customers. Following discussion, Robert Harper made a motion to approve the plan as presented. Rose Helmick seconded the motion. It was unanimously approved. A Resolution was adopted by the District board formally approving the District’s Service Outage Communication Plan.

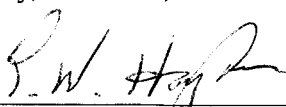
Miscellaneous Business:

Accounting and Billing Software – The District is moving forward with upgrading its existing accounting & billing software to an “all-in-one” accounting system that will include billing, payroll and general ledger capabilities. Previously, the District utilized different software packages to facilitate its general ledger, utility billing and payroll accounts and the new system will encompass all facets under one software program. Mountaineer Computer Systems Inc. will be assisting the District in transitioning to using the Accu-Fund government accounting software system. As part of this transition, the District has purchased a server and will be hosting the software on-site at the District’s office. It is anticipated that the software will be up and running for October’s billing cycle.

WVRWA Conference - District staff members recently attended the annual WVRWA conference held at Oglebay Resort in Wheeling, WV. District General Manager, Logan Moyers, was named Utility System Manager of the Year at the Awards of Excellence banquet during the conference. Moyers was selected from over 500- member utility systems throughout West Virginia. The board congratulated Moyers on his well-deserved accomplishment and requested a press release be provided to the Moorefield Examiner for publication.

There being no further business, Robert Harper made a motion that the meeting be adjourned. Rose Helmick seconded the motion. The meeting was adjourned at 5:40 p.m.

The next board meeting will be held on Wednesday, October 1, 2025 at 4:30 pm at the office of the District located at 45 District Drive.


Robert Harper, 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 September 3, 2025. 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.