



WEST VIRGINIA

Infrastructure & Jobs Development Council

APPROVED

TECHNICAL & FUNDING COMMITTEES MEETING MINUTES

The Technical & Funding Committees meeting was held at the Infrastructure & Jobs Development Council Public Meeting Room on **February 23, 2021** at **10:00 A.M.**

Funding Committee Voting Members present were:

Marie Prezioso, WV Water Development Authority - Chair

Voting Members that were present via phone:

Technical Committee Voting Members:

Stephanie Hickerson, WV Bureau for Public Health - Chair Water

Kathy Emery, WV Department of Environmental Protection - Chair Sewer

Jim Ellars, WV Public Service Commission

Funding Committee Voting Members:

Caren Wilcher, WV Economic Development Authority

Kathy Emery, WV Department of Environmental Protection

Jim Ellars, WV Public Service Commission

Stephanie Hickerson, WV Bureau for Public Health

Erica Boggess, WV Housing Development

Voting Members that were not present:

None

Others in attendance:

Wayne Morgan, WV Infrastructure & Jobs Development Council

Kristi Ritchie, WV Infrastructure & Jobs Development Council

Others invited and in attendance via phone and livestream:

Brandon Crace, WV Infrastructure & Jobs Development Council

Randy Lengyel, WV Infrastructure & Jobs Development Council

Mike Duminiak, WV Infrastructure & Jobs Development Council

Ann Urling, Governor's Office

Samme Gee, Jackson Kelly PLLC

Jason Billups, WV Department of Environmental Protection

Lesley Taylor, Region 4 Planning & Development Council

Wayne Hypes, Dunn Engineering

Chris Arrington, WV Bureau for Public Health

John Giroir, WV Department of Environmental Protection

Alan Harris, USDA
Cassie Lawson, Region 4 Planning & Development Council
T. G. Griffith, Birch River PSD Board Member
Alvin Rose, Birch River PSD Board Member
Elizabeth “Libby” Coffman, Birch River PSD Board Member
Michael Griffith, Griffith & Associates CPAs
Eric Combs, Region 1 Planning & Development Council
Jacob Pack, Kanawha County PSD
Anthony Brown, E L Robinson
Terry Martin, Region 3 Planning & Development Council
Pam Keplinger, Region 8 Planning & Development Council
Penny Hiser, Region 8 Planning & Development Council
John Carson, City of Fairmont
Steve Buchanan, The Thrasher Group
Shane Whitehair, Region 7 Planning & Development Council
Terry Moran, Potesta & Associates
Dan Ferrell, The Thrasher Group
Zack Dobbins, Bennett & Dobbins CPA
Jana Lowery, USDA
Tim Meeks, MOVRC

Call to Order Chair Marie Prezioso called the meeting to order and verified a quorum was present.

Approval of Minutes Chair Prezioso asked for approval of the draft minutes of **January 26, 2021**. Kathy Emery moved for approval and Caren Wilcher seconded the motion. The motion passed.

Albright, Town of (2019S-1786) System Improvements – District 1 (Engineering Fee Variance)

Jason Billups described the request.

The Funding Committee recommends the Town of Albright’s requested engineering fee variance for total engineering fees be approved.

Ms. Emery moved that the recommendation be approved, Erica Boggess seconded the motion. The motion passed.

Grafton, City of (2021S-1934) System Improvements – District 1 (New Application)

Mr. Billups described the request, and it is technically feasible.

The Funding Committee recommends the City of Grafton pursue a \$1,000,000 USDA Grant, a \$5,000,000 USDA Loan (1.25%, 40 yrs.), and a \$500,000 IJDC District 1 Grant for a \$6,500,000 estimated project cost.

Ms. Emery moved that the recommendation be approved, Jim Ellars seconded the motion. The motion passed.

Preston Co. PSD (2015S-1614) Bruceton Mills WWTP Improvements – District 1 (Funding Change)

Wayne Morgan described the request.

The Funding Committee recommends the Preston County Sewer PSD pursue a \$1,000,000 CWSRF Debt Forgiveness Loan, a \$3,696,000 CWSRF Loan (0.25%, 0.25 adm. fee, 40 yrs.), a \$1,000,000 IJDC District 1 Grant, a \$65,000 IJDC Soft Cost Grant, and a \$100,000 IJDC District 1 Bid Overrun Grant for a \$5,861,000 estimated project cost.

Ms. Emery moved that the recommendation be approved, Ms. Wilcher seconded the motion. The motion passed.

Kanawha County PSD (2016S-1625) Lens Creek Extension – District 2 (Funding Change)

Mr. Morgan described the request.

The Funding Committee recommends the Kanawha County PSD pursue a \$2,075,000 US ACE Grant, a \$1,975,000 USDA Grant, a \$250,000 USDA Loan (2.375%, 40 yrs.), a \$125,000 IJDC Soft Cost Grant, a \$875,000 IJDC District 2 Grant, and a \$2,575,000 IJDC District 2 Loan (1%, 40 yrs.) for a \$7,875,000 estimated project cost.

Ms. Emery moved that the recommendation be approved, Ms. Boggess seconded the motion. The motion passed.

Boone County PSD (2020S-1929) Hospital Clinic Extension / Critical Needs – District 3 (New Application)

Ms. Emery described the application, and it is technically feasible.

There was some discussion about the level of the critical need, usage, and no change in revenue.

The Funding Committee recommends the Boone County PSD request to pursue a \$720,000 IJDC Critical Needs Grant be approved.

Ms. Emery moved that the recommendation be approved, Mr. Ellars seconded the motion. The motion passed.

Ms. Prezioso noted this request was for an extension, not a critical needs request level 2. She further noted the request was reviewed and it is good in that it will be able to provide an extension to the hospital clinic.

Ms. Emery noted the total fees are above the curve and the project will require an engineering fee variance request. Ms. Emery further noted the PSD should take note of the comment by the Public Service Commission regarding debt service coverage and their proposed rates. They did have to adjust those rates in their review.

Bradley PSD (2020S-1884) NW County Extension – District 3 (Tabled Application)

Mr. Billups described the application.

The Technical Committee recommends the Bradley PSD application be tabled for three (3) months, to allow time to gather additional information.

Ms. Emery moved that the recommendation be approved, Mr. Ellars seconded the motion. The motion passed.

Pax, Town of (2021S-1933) Willis Branch Extension – District 3 (New Application)

Mr. Billups described the request

The Technical Committee recommends the Town of Pax application be tabled until the March 23rd meeting.

Ms. Emery moved that the recommendation be approved, Ms. Boggess seconded the motion. The motion passed.

Fairmont, City of (2020W-1932) River Run Extension – District 1 (New Application, Critical Needs Extension)

Stephanie Hickerson described the request, and it is technically feasible.

The Funding Committee recommends the City of Fairmont request to pursue a \$98,907 IJDC Critical Needs Grant be approved.

Ms. Hickerson moved that the recommendation be approved, Ms. Emery seconded the motion. The motion passed.

Ms. Emery asked if other members of the Council had considered if this should be a critical needs loan or a grant considering the proposed rates were below 1.25% of the MHI.

Ms. Prezioso responded stating this was a grant because this is an extension, and the City of Fairmont was not going to do it if it had to affect their rates.

Birch River PSD (2018W-1770) Wilson Ridge II Extension – District 2 (Scope, Cost & Funding Change / Critical Needs Request)

Ms. Hickerson described the request, and it is technically feasible.

The Funding Committee recommends the Birch River PSD request to pursue a \$800,000 IJDC Critical Needs Grant be approved.

Ms. Hickerson moved that the recommendation be approved, Ms. Wilcher seconded the motion. The motion passed.

Ms. Prezioso noted this project is right up against the limit of \$800,000.00. Ms. Prezioso further noted there was a review with the project team with some follow-up questions due to changes from the original request.

Mr. Morgan stated, as they went through some detailed questions, it was discovered they would not be eliminating the end of the line thanks to the District having provided service to some customers.

Ms. Prezioso noted the project was looked at including the revenues that would come from the 25 customers. It was further noted the review for extensions looks at the service for the customers, why they are doing it, and if it were not for this special fund, it probably would not get done. If it is found that significant revenues are coming from new customers, that would be taken into consideration and recommendations made to pursue loan money or a combination of grant and loan money.

Canaan Valley PSD (2020W-1928) Source Water Study – District 1 (PFA Binding Commitment)

Mr. Morgan described the request.

The Funding Committee recommends the Canaan Valley PSD receive a \$40,000 Pre-Application Funding Assistance (PFA) District 1 Binding Commitment for its Source Water Study contingent upon a \$25,000 ARC Grant (\$15,000 Tucker County Commission commitment has been obtained).

Ms. Hickerson moved that the recommendation be approved, Ms. Emery seconded the motion. The motion passed.

Pennsboro, City of (2018W-1766) System Improvements – District 1 (Binding Commitment Extension)

Mr. Morgan described the request.

The Funding Committee recommends the City of Pennsboro receive a six (6) month binding commitment extension from April 1 till October 1, 2021.

Ms. Hickerson moved that the recommendation be approved, Ms. Emery seconded the motion. The motion passed.

Preston County PSD (2015S-1614) Bruceton Mills WWTP Improvements – District 1 (Binding Commitment)

Mr. Morgan described the request.

The Funding Committee recommends the Preston County PSD receive a \$100,000 IJDC District 1 Bid Overrun Grant Binding Commitment.

Ms. Emery moved that the recommendation be approved, Ms. Wilcher seconded the motion. The motion passed.

Buffalo, Town of (2020S-1901) Krystal Lane Extension – District 2 (Binding Commitment)

Mr. Morgan described the request. It was confirmed with Terry Martin that the professional services agreements for both the legal and the accounting are on the agenda for the Town.

The Funding Committee recommends the Town of Buffalo binding commitment request for a \$332,788 IJDC Critical Needs Grant be deferred till the Council Meeting to see if the Town submits all the documentation needed to receive a binding commitment.

Ms. Emery moved that the recommendation be approved, Ms. Boggess seconded the motion. The motion passed.

Central Hampshire PSD (2019W-1792) System Improvements II – District 2 (Binding Commitment Extension)

Mr. Morgan described the request.

The Funding Committee recommends the Central Hampshire PSD receive a six (6) month binding commitment extension from March 4, 2021 until September 6, 2021.

Ms. Hickerson moved that the recommendation be approved, Ms. Wilcher seconded the motion. The motion passed.

Ms. Prezioso noted that when binding commitments are being reviewed, audits are checked. The last audit on file for this project was 2011. Ms. Prezioso asked if anyone from Central Hampshire PSD could provide an update on the status of their audits and bringing them up to date.

Pam Keplinger responded stating she would reach out to the PSD today and email Ms. Prezioso an update.

Reedy, Town of (2014S-1507) System Improvements – District 2 (Binding Commitment)

Mr. Morgan described the request and the recent income survey that was completed for the Town of Reedy.

There was some additional discussion regarding the Town's most recent audit being dated 2012. It was requested a status update be provided for the project. The importance of audits was further noted, and they need to be up to date when requesting funding.

The Funding Committee recommends the Town of Reedy receive a \$202,000 IJDC District 2 Grant Binding Commitment.

Ms. Emery moved that the recommendation be approved, Ms. Boggess seconded the motion. The motion passed.

There was a request for clarification on USDA administering the funds for this project. A response was provided offering details contained in the letter from USDA Rural Development and the estimated total project cost was confirmed.

Kanawha County PSD (2016S-1625) Lens Creek Extension – District 2 (Binding Commitment)

Mr. Morgan described the request.

Ms. Prezioso noted the 2020 audit was received this morning.

The Funding Committee recommends the Kanawha County PSD receive a binding commitment for a \$125,000 IJDC Soft Cost Grant, a \$875,000 IJDC District 2 Grant, and a \$2,575,000 IJDC District 2 Loan (1%, 40 yrs.).

Ms. Emery moved that the recommendation be approved, Ms. Wilcher seconded the motion. The motion passed.

Cowen PSD (2018W-1768) System Improvements II – District 3 (Use of Bid Underrun)

Ms. Hickerson described the request, and it is technically feasible.

The Technical Committee recommends the Cowen PSD request for a \$512,127 bid underrun for replacement of a 2-1/2 mile section of main between the WTP and Bolair be approved.

Ms. Hickerson moved that the recommendation be approved, Ms. Emery seconded the motion. The motion passed.

Malden PSD (2012S-1365) WWTP Improvements – District 2 (Use of Contingency/Ancillary Funds)

Mr. Billups described the request, and it is technically feasible.

The Funding Committee recommends the Malden PSD \$274,327.90 (approximately) ancillary fund request for spare equipment and a crane truck be approved (\$11,983.75 USDA funds remaining plus \$262,344.15 IJDC contingency funds).

Ms. Emery moved that the recommendation be approved, Ms. Wilcher seconded the motion. The motion passed.

Business Items:

Resolution Updating Policies with Respect to the Critical Needs and Failing Systems Sub Account Marie Prezioso

Ms. Prezioso stated there were minimal changes from the last time.

Ms. Gee offered a brief overview of the changes and noted they are primarily related to how they go on the IJDC system.

Ms. Emery moved that the recommendation be approved, Ms. Wilcher seconded the motion. The motion passed.

Executive Director Comments:

None

Other Comments:

Marie Prezioso

Ms. Prezioso noted there has been some questions regarding IJDC looking at the interest rates on their twenty (20) year loans and possibly lowering that interest rate. Ms. Prezioso noted the 1% for 40 years and the 2% for 30 years are both good, but the 3% for 20 years is probably a little high. This can be brought back to the Funding Committee next month to discuss possibly lowering that rate. Ms. Prezioso then stated she would prepare a summary of what it would mean if the rate was lowered and where the other programs are. She then welcomed any comments to be sent to her for review.

Ms. Emery stated Ms. Prezioso was welcome to share what the CWSRF Program is doing as they have to offer below the current mark rates.

USDA	Alan Harris
US ACE	Leslie Smith
Development Office	Sherry Risk

**Requests
Received:**

(Applications by February 10, 2021 and requests to date.)

**Information
Report**

Sewer:

Brooke Co. PSD – Eldersville Rd./Mahan Lane Ph. 2C (new app.)-1	2021S-1945
Greater Harrison Co. PSD – Lagoon Project (new application)-1	2021S-1943
Belle Sanitary Board – West Reynolds Improvements (new app.)-2	2021S-1937
Ceredo, Town of – 6 th St. Sewer Line Ext./Crit. Needs (new app.)-3	2021S-1946

Water:

None

Public Comment: None

Adjournment: The Chair entertained a motion to adjourn. Ms. Emery moved to adjourn; Ms. Wilcher seconded the motion. The motion passed. Meeting was adjourned at 10:47 a.m.

Wayne D. Morgan
Secretary & Executive Director