



west virginia department of environmental protection

Division of Water and Waste Management
601 57th Street, SE
Charleston, WV 25304
Phone: 304-926-0495 / Fax: 304-926-0463

Harold D. Ward, Cabinet Secretary
dep.wv.gov

MEMORANDUM

To: Marie Prezioso, Chair

From: Katheryn Emery, P.E., Program Manager
Sewer Technical Review Committee

Date: December 12, 2025

Subject: Parkersburg Utility Board
15th Avenue Sewer Extension
IJDC CN Application - 2025S-2693

1. This committee has reviewed the preliminary application and engineering report submitted for the above referenced project in accordance with Chapter 31, Article 15A. It has been determined that the proposed project is:
 - a. ☒ Consistent with the intent of the Infrastructure and Jobs Development Act and is the most cost-effective, environmentally sound alternative for solving the wastewater needs in this area.
 - b. ☐ Not consistent with the Act and may not be the most cost effective, environmentally sound alternative for solving the wastewater needs in this area.
 - c. ☐ Same as (a) above except that certain issues need to be addressed prior to design and construction as the attached comments indicate.
2. Our recommendation is that:
 - a. ☐ The Funding Committee needs to review the proposed sources of funding to determine the best mix of grant and/or loan funds in accordance with applicable guidelines.
 - b. ☐ The Funding Committee should recommend that the Council approve the proposed project and its funding plan.

- c. ✓ The Funding Committee does not need to review the funding assumptions on this project. This project will need to be returned.
- d. This project should be referred to the Consolidation Committee.

3. Other remarks:

The project is technically feasible as far as constructibility, but it is not feasible as a Critical Needs request without further justification and description of need. It is recommended that Parkersburg consider adding this scope of work to an existing project.

The Total Engineering Fee appears to be above the ASCE Curve.

The total cost for this project is \$717,000.00 and PUB intends to pursue an IJDC Critical Needs Grant for the total cost.

Preliminary Project Ratings:

Public Health Benefits: 5
Compliance with Standards: 5



STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH
BUREAU FOR PUBLIC HEALTH
OFFICE OF ENVIRONMENTAL HEALTH SERVICES

Arvin Singh, EdD, MBA, MPH, MS, FACHDM, FACHE
Secretary of Health

Jason R. Frame
OEHS Director

MEMORANDUM

TO: Meredith J. Vance, Director
Environmental Engineering Division

FROM: Patrick Murphy, P.E. *PWM*
Environmental Engineering Division

DATE: December 1, 2025

SUBJECT: Parkersburg Utility Board
IJDC Application- **2025S-2693**
Critical Needs Line Extension – 15th Avenue
Wood County

Recommendation: We have reviewed this preliminary application and recommend that it be forwarded to the Funding Committee for review.

Project Scope: This project proposes the extension of the sanitary sewer collection system to serve five residential structures, to include installation of 1,000 LF of sewer main, 6 manholes, 7 service connections, and related appurtenances.

The total project cost is **\$717,000.00**.

Need for the Project: The project is needed to eliminate five on-site septic systems that are located on 15th Avenue.

Concerns: No concerns were noted.

Permits: Permits expected to be required include:

- WV Bureau of Public Health Permit
- WVDEP NPDES Permit
- WV SHPO





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MEMORANDUM

TO: Katheryn Emery, P.E., Program Manager, DWWM

FROM: Cali Carter, P.E., DWWM

DATE: November 19, 2025

SUBJECT: Parkersburg Utility Board
15th Avenue Sewer Extension
IJDC Application - 2025S-2693

RECOMMENDATION

The IJDC Critical Needs Application and Preliminary Engineering Report (PER) prepared by Parkersburg Utility Board, for the above referenced project has been reviewed and is not technically feasible as a Critical Needs project.

PROJECT DESCRIPTION

The Parkersburg Utility Board (PUB) operates and maintains the City of Parkersburg's publicly owned treatment works (POTW) consisting of sanitary sewers, wastewater pumping facilities and related force mains, and a wastewater treatment plant (WWTP) located on 19th Street in the City of Parkersburg. PUB provides wastewater collection and treatment services for the City and several adjacent unincorporated areas, and wastewater treatment services for the City of Vienna, WV. PUB has a total of 15,381 customers, comprising 13,894 residential, 1,315 commercial customers, 16 industrial customers, 96 public authorities, and the City of Vienna. PUB's 15,290 customers equate to 12,231 Equivalent Dwelling Units (EDU's).

This project proposes to extend sanitary sewer service to 5 customers on 15th Avenue. Approximately 1,300 Linear Feet (LF) of 8" gravity sewer and 3 manholes will be installed.

The proposed total cost for this project is \$717,000.00 and PUB intends to pursue an IJDC Critical Needs Grant for the total cost. The current monthly rate for 3,400 gallons is \$42.30 (1.34% MHI).

NEED FOR PROJECT

The area of 15th Avenue in Parkersburg, from approximately Minner Street to Newberry Drive, has never had public sanitary sewer service. The residences in this area rely on on-site septic systems for the treatment and disposal of wastewater. The PER stated that the dimension and topography of the parcels in this area are not adequately sized for properly sized leachfields. Public sanitary sewer service will provide the existing residents treatment as well as provide the opportunity for up to five (5) more homes to be built on vacant parcels in the project area.

DEFICIENCIES/COMMENTS

- Using the Combined Application, the Design Fee appears to be within the ASCE Curve. The Total Engineering Fee appears to be above the ASCE Curve. When Special Services are removed, the Total Engineering Fee appears to be within the ASCE Curve.
- The PER did not provide adequate justification of need for a Critical Needs request. This justification could include health department support, agency order, customer request for service, evidence of failing leach fields, etc.
- Based on the information provided in the PER, no other funding sources were pursued prior to requesting critical needs funding.

Preliminary Project Ratings:

Public Health Benefits: 5
Compliance with Standards: 5

Public Service Commission of West Virginia

201 Brooks Street, P.O. Box 812
Charleston, West Virginia 25323

Phone: (304) 340-0300
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December 2, 2025

Ms. Kathy Emery, P. E.
Office of Water Resources
Department of Environmental Protection
601 57th St.
Charleston, West Virginia 25304

Re: Public Service Commission Staff Review Comments
Application No. 2025S-2693
Parkersburg Utility Board – Sewer Extension (15th Avenue)
Infrastructure Preliminary Application – Critical Need

Dear Ms. Emery:

As requested, the Technical Staff of the Public Service Commission of West Virginia has completed its review of the above-referenced Infrastructure application. In light of Technical Staff's comments enclosed herewith, we are recommending the application be:

☐ Forwarded to the Funding Committee

☐ Forwarded to the Consolidation Committee

☒ Returned to the Applicant

Please advise if you have any questions.

Sincerely,

Brandon Crace

Brandon Crace
Engineering Division

Enclosures

**PUBLIC SERVICE COMMISSION STAFF
TECHNICAL REVIEW**

DATE: December 2, 2025

PROJECT SPONSOR: PARKERSBURG UTILITY BOARD – (SEWER)

PROJECT SUMMARY: Parkersburg Utility Board is proposing to extend sewer service to 5 potential customers on 15th Avenue.

PROPOSED FUNDING: IJDC Critical Needs Grant \$717,000

CURRENT RATES: \$42.30 3,400 gallons
\$46.50 4,000 gallons

Application No. 2025S-2693

RECOMMENDATION: ☐ Forward to the Funding Committee
☐ Forward to the Consolidation Committee
☒ Return to the Applicant

FINANCIAL: William Nelson

1. Current rates (\$42.30 for 3,400 gallons) are above the rates attributable to 1.25% (\$39.51) of the Median Household Income (MHI), but below the rates attributable to 1.5% (\$47.42), 1.75% (\$55.32), and 2% (\$63.22) of the MHI.
2. For purposes of this review, Staff is assuming 100% grant funding. Therefore, no cash flow is provided.
3. Notes to Comments:
 - A. Staff notes the Applicant passed a four-phase rate increase with Phase I being effective for service rendered on and after September 1, 2025. Phase I rates (\$42.30 for 3,400 gallons) are currently in effect and Phase II, III, and IV rates are to become effective July 1, 2026, July 1, 2027, and July 1, 2028, respectively.
 - B. Senate Bill 234, effective June 12, 2015, required water and sewer utilities that are political subdivisions of the state to maintain a cash working capital reserve in an amount of no less than one-eighth (1/8) of actual annual operation and maintenance expenses. It should be noted

that the cash flows provided by the project sponsor include funding for the 1/8 cash working capital reserve. This 1/8 requirement, along with any steps taken to fund this reserve, may be evaluated by the Commission in future filings in accordance with Public Service Commission General Order 183.11.

ENGINEERING: Brandon Crace

1. Pursuant to House Bill 2742 passed in the 2025 Legislative Session, this project will not require a Certificate of Convenience and Necessity from the PSC.
2. Scope: The Parkersburg Utility Board is proposing to extend sewer service to 5 potential sewer customers along 15th Avenue. The proposed project scope includes: 1300 LF of 8-inch gravity sewer main, 1 connection to an existing manhole, 2 sewer cleanouts, 5 sewer laterals, 3 manholes, and all necessary appurtenances. The estimated construction cost is \$511,000 (includes 15.09% construction contingency), and the estimated total project cost is \$717,000 (includes 10.16% project contingency).

Need: The PER indicates that this isolated unserved area has remained unserved “.... in part due to the development and topographic challenges.”, and the area has relied on private on-site septic systems for treatment.

Customer Density: Based upon the provided water main pipe quantities (1300 LF), the proposed water line extensions total approximately 0.25 mile. This is approximately equivalent to 20 customers per mile; however, the project area only serves a total of 5 potential customers and there does not appear to be more than 1 potential future customer.

Cost per Customer: Based upon the estimated total project cost of \$717,000, and proposing to have 5 new customers, the cost to serve each new customer is \$143,400. However, the project is proposed to be 100% grant and contribution funded; therefore, the proposed borrowing is \$0.

3. Project Feasibility: The project appears to be technically feasible and poses little technical risk.
4. Project Alternatives: The PER did include an evaluation of 2 alternatives: Alternative A – Gravity Collection System, and Alternative B – Gravity and Force Main Collection System, both of which propose extending service to

5 potential customers. The PER indicates that Alternative A was selected as the proposed scope will extend sewage service to the 5 potential sewer customers, and a gravity sewer option will result in a lower construction cost and lower O&M Expenses.

5. Consolidation: There are no consolidation opportunities presented by this project.
6. Operation and Maintenance (O&M) Expenses: The PER indicates that O&M expenses are anticipated to increase by \$2,341 annually. The projected increase in O&M expenses is attributed to the anticipated labor and equipment costs.
7. Engineering Agreement: The application includes information to determine compliance with West Virginia Code §5G-1-1, *et seq.* Total technical services (engineering) costs for the project are \$150,000, which is equal to 29.35% of the construction cost of \$511,000 (includes construction 15.09% contingency).
8. Deficiencies/Comments:
 - The PER does not provide a general, or detailed, description of each private on-site septic system and its current operational condition.
 - The PER does not include any evidence of existing, or historical, public health conditions/hazards at, or near, the proposed customers properties.
 - The PER fails to provide adequate justification that this project is a critical need.
 - The PER does not include any discussion of pursuing any other project funding, and is requesting a Critical Needs Grant to fund the entire project cost.
 - Neither the Application or PER includes documentation of community support (written requests for sewer service, user sign-ups, etc.).
 - PUB should evaluate the proposed alignment and ensure the extension will not prohibit developments along the undeveloped portion of 16th Ave. or along Newberry Drive, and consider the use of customer service laterals in lieu of additional portions of sewer main that PUB would be responsible for O&M or consider connections to alternate existing manholes (i.e. Manhole ID: N44-S).