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west virginia department of environmental protection

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Harold D. Ward, Cabinet Secretary  
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**MEMORANDUM**

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

**FROM:** Daniel Bailey, E.I., CFM, DWWM

**DATE:** January 13, 2026

**SUBJECT:** City of Richwood  
IJDC No. 2021W-1959  
Surface Water Intake Impound Structure Project  
Use of Contingency Request

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**RECOMMENDATION & DISCUSSION**

The Use of Contingency Request prepared by Region 4 Planning and Development Council and The Thrasher Group, Inc., for the above referenced project has been reviewed and is technically feasible. Signed change orders for applicable contracts have been submitted for review and final approval.

This request is for a budget revision that proposes to utilize \$85,850 of IJDC Contingency Funds for Change Orders 2 and 3 consisting of grit chamber cleanout, valve replacement and repair, and grout curtain and crack injection for the abutment tie in to native soils.

Engineering Agreement Number 4 increases the Resident Project Representative budget by \$14,550.42 and Candy Darter monitoring by \$10,000 by reducing line items from Administration and Permits as well as remaining contingency.

Each of these items are necessary to complete the project as designed. The project is substantially complete at this time.