

WEST VIRGINIA WATER DEVELOPMENT BOARD MINUTES

The West Virginia Water Development Board met at 10:00 a.m., Friday, October 10, 2025, at the Water Development Authority's ("WDA") office in Charleston, West Virginia. Notice of the meeting was posted on the Secretary of State's online meeting notice database, the WDA's website and in the lobby at the WDA's office. Those wanting to attend the meeting could do so in person. Tina Parker recorded the minutes of the meeting. After the Roll Call, the Vice Chair declared a quorum.

BOARD ATTENDEES:

A. Todd Johnston, Chair, Designee for Governor Patrick Morrisey, absent
John Miller, Vice Chair, present
Gary Sutphin, present
Amy Swann, absent
Michael Clowser, present
Thomas Cazad, Designee for the Secretary of the Department of Environmental Protection, present
Meredith Vance, Designee for the Commissioner of the Bureau of Public Health, via conference call

WDA STAFF PRESENT:

Marie Prezioso
Scott Menefee
Brad Sergent
Tina Parker
Wayne Morgan

OTHER ATTENDEES:

Samme Gee, Jackson Kelly PLLC, Counsel to the Board
Julie Merow, Jackson Kelly PLLC
Bruce Mullins, Regional Intergovernmental Council

APPROVAL OF MINUTES

The minutes for the meeting held on Wednesday, June 25, 2025, were presented for approval. MOTION: Moved by Mr. Gary Sutphin; Seconded by Mr. Mike Clowser; Passed unanimously.

RESOLVED, That the minutes of the Board meeting held on June 25, 2025, are approved.

AUDIT COMMITTEE REPORT

Mr. Miller reported that the Audit Committee met this morning with Brown Edwards and Company LLP and recommended the following for approval.

FY 2025 West Virginia Water Development Authority Audit

MOTION: Moved by Mr. Clowser; Seconded by Mr. Sutphin; Passed unanimously.

RESOLVED, That the Fiscal Year 2025 West Virginia Water Development Authority audit be accepted and approved.

FY 2025 West Virginia Infrastructure and Jobs Development Council (“IJDC”) Audit

MOTION: Moved by Mr. Sutphin; Seconded by Mr. Clowser; Passed unanimously.

RESOLVED, That the Fiscal Year 2025 West Virginia Infrastructure and Jobs Development Council audit be accepted and approved.

FY 2025 West Virginia Drinking Water Treatment Revolving Fund Audit

MOTION: Moved by Mr. Thomas Cazad; Seconded by Mr. Sutphin; Passed unanimously.

RESOLVED, That the Fiscal Year 2025 West Virginia Drinking Water Treatment Revolving Fund audit be accepted and approved.

FINANCIAL REPORT

Ms. Prezioso summarized the closed loans and grants report as of June 30, 2025 and reported on the deficiencies.

Mr. Brad Sargent presented the budget for Fiscal Year 2026.

MOTION: Moved by Mr. Clowser; Seconded by Mr. Sutphin; Passed unanimously.

RESOLVED, That the Fiscal Year 2026 Budget, as presented, be approved.

ECONOMIC ENHANCEMENT GRANT FUND PROJECTS

Ms. Prezioso summarized the project application.

MOTION: Moved by Mr. Cazad; Seconded by Mr. Sutphin; Passed unanimously.

RESOLVED, That the Board approves the following project and the listed grant amount contingent on the fulfillment of the Authority’s Economic Enhancement Grant program requirements, be approved:

1. Hancock County PSD \$1,200,000

EXECUTIVE DIRECTOR’S REPORT

Ms. Prezioso provided an update on personnel matters, announcing that Scott Menefee has been hired as our Chief Financial Officer, replacing Brock Jarrett. She also mentioned that we were fortunate to have Sheila Miller’s support with the Audits, and she will continue to assist Mr. Menefee throughout the learning process. She also reported that Veronica Lewis left WDA to be the Executive Director of the Jackson County Development Authority.

Ms. Prezioso informed the Board that the lawsuit involving College of St. Joseph the Worker Inc., has been dismissed.

Finally, she gave a report on funding and projects at the Legislative Joint Standing Committee on Technology and Infrastructure on October 7th.

ELECTION OF OFFICER

Secretary/Treasurer

Mr. Scott Menefee was nominated by Mr. Sutphin to be Secretary/Treasurer; Seconded by Mr. Clowser; Passed unanimously.

UNFINISHED BUSINESS

There was none.

NEW BUSINESS

There was none.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned.

MOTION: **Moved** by Mr. Clowser; Seconded by Mr. Sutphin; Passed unanimously.

RESOLVED, That the Board meeting be adjourned at 10:25 A.M., be approved.



W. Scott Menefee, Secretary/Treasurer

Minutes approved:

02-13-2026 (Date)

Attachments:

- FY2025 WV Water Development Authority Audit (available on WDA website)
- FY2025 WV Infrastructure and Jobs Development Council Audit (available on WDA website)
- FY2025 WV Drinking Water Treatment Revolving Fund Audit (available on WDA website)
- FY2026 Budget
- WDA EEGF Project Application for Consideration

**West Virginia Water Development Authority
2026 Budget**

10/6/2025

	2026 Budget WDA	2025 Actual WDA	2025 Budget WDA	2025 Budget to Actual Variance
<u>Revenues:</u>				
Administration Fee	\$25,000	\$22,517	\$25,000	(\$2,483)
Miscellaneous Income	600,000	501,250	600,000	(\$98,750)
Distribution of Savings	(339,000)	(339,107)	(339,000)	(\$107)
Interest on Investments	3,000,000	3,316,451	3,000,000	\$316,451
Interest on Loans	8,399,509	8,457,234	8,514,959	(\$57,725)
Total Revenues:	11,685,509	11,958,345	11,800,959	157,386
<u>Operating Expenses:</u>				
Labor Overheads:				
Labor	750,000	520,976	750,000	(\$229,024)
Public Employees Insurance	95,000	89,862	77,000	\$12,862
Consolidated Public Retirement	75,000	55,338	75,000	(\$19,662)
Worker's Compensation (est)	1,200	0	1,200	(\$1,200)
Personnel Administrative Fees	2,750	2,530	2,500	\$30
Payroll Taxes	10,875	12,764	10,875	\$1,889
Insurance Expense (1662.5 per qrt)	19,000	19,132	19,000	\$132
Rents	6,500	6,112	6,000	\$112
Office Expense	40,000	34,811	40,000	(\$5,189)
Telecommunications Expense	60,000	52,728	60,000	(\$7,272)
Utilities Expense	45,000	38,852	45,000	(\$6,148)
Computer Services	160,000	142,678	160,000	(\$17,322)
Contractual & Professional	125,000	98,070	180,000	(\$81,930)
Janitorial \$945	15,000	13,728	15,000	(\$1,272)
Postal & Freight	1,600	1,511	1,500	\$11
Directors Expense	48,000	48,000	48,000	\$0
Travel Expense	12,000	5,302	12,000	(\$6,698)
Association Dues	6,000	3,245	6,000	(\$2,755)
Advertising Expense	500	66	500	(\$434)
Maintenance Contracts	70,000	51,439	55,000	(\$3,561)
Hospitality Expense (estimate)	500	152	500	(\$348)
Training Expense (estimate)	7,500	65	7,500	(\$7,436)
Miscellaneous Expense (est)	5,000	1,375	1,000	\$375
Computer Supplies	1,000	0	1,000	(\$1,000)
Bank Expense	45,000	23,340	45,000	(\$21,660)
Legal Expense	75,000	46,939	75,000	(\$28,061)
Total Operating Expenses	1,677,425	1,269,014	1,694,575	(425,561)
Depreciation Expense:				
Depreciation Expense- est	260,000.00	240,063.00	224,000.00	\$16,063
Amortization Expense	3,659.00	3,659.00	3,659.00	\$0
Total Depreciation Expense	263,659	243,722	227,659	16,063
Bond Expense				
Bond Expenses, incl amtz	4,170,416.30	4,554,698.75	5,200,000.00	(\$645,301)
Total Expenses	\$6,111,500	\$6,067,435	\$7,122,234	(\$1,054,799)
Net position	\$5,574,009	\$5,890,910	\$4,678,725	\$1,212,185

**Economic Enhancement Grant Fund
2026 Budget**

10/8/2025

	2026 Budget WDA	2025 Actual WDA	2025 Budget WDA	2025 Budget to Actual Variance
<u>Revenues:</u>				
EEG Interest on Investment	4,500,000.00	14,042,031.05	15,000,000.00	(\$957,969)
EEG Earned Revenues	175,000,000.00	\$246,181,668.70	225,000,000.00	\$21,181,669
State Surplus EEG income		175,000,000.00	-	\$175,000,000
Total Revenues:	179,500,000.00	435,223,699.75	240,000,000.00	195,223,700
<u>Operating Expenses:</u>				
Labor	190,000.00	142,750.28	170,000.00	(\$27,250)
Public Employees Insurance	23,489.58	17,648.13	3,001.89	\$14,646
Consolidated Public Retirement	19,000.00	12,981.50	17,000.00	(\$4,019)
Office Expense	1,000.00	31.14	1,000.00	(\$969)
Contractual & Professional	45,000.00	231,130.00	150,000.00	\$81,130
Postal & Freight	500.00	-	500.00	(\$500)
Travel Expense	1,000.00	474.81		
Training Expense (estimate)	500.00	-	500.00	(\$500)
Miscellaneous Expense (est)	500.00	217.71	500.00	(\$282)
Computer Supplies	1,000.00	-	5,000.00	(\$5,000)
Legal Expense	125,000.00	162,402.40	250,000.00	(\$87,598)
Total Operating Expenses	406,989.58	567,635.97	597,501.89	(30,340.73)
Depreciation Expense:				
Depreciation Expense- est	1,000.00	240.00	15,000.00	(\$14,760)
Amortization Expense	-	-		\$0
Total Depreciation Expense	1,000.00	240.00	15,000.00	(14,760)
General Taxes:				
Payroll Taxes	4,500.00	3,585.22	2,465.00	\$1,120
Property Taxes	-	-	-	\$0
Total General Taxes	4,500.00	3,585.22	2,465.00	915
Transfers (in)/out				
				\$0
EEG grant payments	175,000,000.00	\$197,461,385.43	225,000,000.00	(\$27,538,615)
EEG State Fund Grant Payments	\$ 100,000,000.00	\$ 14,489,702.31		\$14,489,702
EEG investment Earnings Payments	\$ 20,000,000.00			
Total Expenses	\$275,412,490	\$212,522,549	\$225,614,967	(\$13,092,418)
Net position	(\$95,912,490)	\$222,701,151	\$14,385,033	\$208,316,118

APPLICATION FOR WDA ECONOMIC ENHANCEMENT GRANT FUNDING
(WV Code 22C-1-6a(c)(2) – (6))
Designate sub-section 6

- 1) Project Sponsor: Governmental or Not-for-Profit
Name: Hancock County Public Service District
Address: 1205 North Chestnut Street, New Cumberland, WV 26407
Contact Name: Anita Mahan
Email Address: amahan@hancockcountypsd.comcastbiz.net
Phone Number: 304-564-7005
- 2) Project Description: Systems Improvements
- 3) Status of Project design: Ready to request Authorization to Advertise for Bids documents
- 4) Provide Budget/Sources & Uses/Schedule B.
Amount of WDA EEG Fund being requested: \$ 1,700,000.00
Amount, if any, required for a Federal match: N/A
Federal program requiring the match: N/A
- 5) Status of other project funding: Binding Commitment Letters received
- 6) Estimated construction period: 24 months
Estimated completion date: July 2027
- 7) Date approved by WVIJDC: June 2024
- 8) Date of last audit: Last completed was 2023. 2024 audit expected complete at end of March 2025.
- 9) Status of WV PSC approval, if required: Approved January 2, 2025

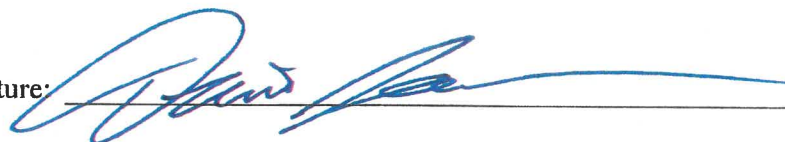
WDA/EEGF/3
(2/2025)

Application Date: **April 23, 2025**

Authorized Representative/Project Sponsor

Name/Title: **David Johnson, Project Coordinator**

Signature:



NOTE: The Project Sponsor must complete and email this application to the West Virginia Water Development Authority at wda@wvwda.org and on <http://wvoasis.gov/VSS/Default.aspx> (1. VSS Portal, 2. View Grant Opportunities, 3. WV Water Development Authority Economic Enhancement Grant Fund).

Hancock County
PUBLIC SERVICE
DISTRICT
WASTEWATER OFFICE
1205 N. CHESTNUT ST.
NEW CUMBERLAND, WV 26047
PHONE: 304-564-7005 FAX: 304-564-7179

March 04, 2025

Marie L. Prezioso
Executive Director
West Virginia Water Development Authority
1009 Bullitt Street
Charleston, WV 25301

Ms. Prezioso:

Re: IJDC #2021S-1968 Funding short fall

The Hancock County Public Service District (HCPSD) is requesting an EEG grant of approximately \$1,200,000 pursuant to West Virginia Code Section 22C-1-6a(c)(6) because the above reference project was fully funded and was ready to request authorization to advertise from the West Virginia DEP, however the recently completed cost estimate is higher than the approved funding.

- 1) HCPSD has two projects that relate to the PSC mandated acquisition of the Newell System. Project 1, to acquire and replace the Newell System, closed in December 2024 to meet the funding requirements. Project 2 is the upgrade of the existing HCPSD system including upgrades at the HCPSD Route 2 wastewater treatment plant, which are needed to take the increased flow from the Newell Project (IJDC # 2021S-1968/C-544691-01). The PSC granted a Certificate of Convenience and Necessity in Case # 24-0770-PSD-CN-PC on January 2, 2025. The Order also approved rates for the Project. HCPSD had requested a rate increase of 23.61% to take the rates from \$52.93 per 3,400 gallons to \$65.43 per 3,400 gallons. The PSC only approved rates of \$60.98 per 3,400 gallons giving the HCPSD a surplus of only \$116. These rates are to be implemented after substantial completion of the System Improvements Project and after completion of the Newell Project.
- 2) The Project is maxed out on grant funding from the WVIJDC with a grant of \$1,000,000. See Schedule B attached.
- 3) The Project has received the maximum CWSRF principal forgiveness of \$1,500,000. See Schedule B attached.
- 4) The HCPSD understands that CWSRF loan funds are limited but has a BCL for \$7,886,530 at 0.75% interest 0.25% admin fee for 30 years.
- 5) If CWSRF loan funds are not available the HCPSD could request a loan from IJDC. The rates needed to support a \$1,200,000 IJDC loan at 2% for 30 years is \$63.02 per 3,400 gallons (more than the PSC approved rates).

- 6) HCPSD has provided certain prebid items to the WVDEP with the exception of the updated cost estimate. The HCPSD will complete the prebid application and request authorization to advertise as soon as the funding shortfall of 1.2 million is resolved.
- 7) On February 7, 2025, the Project Engineer provided the cost estimate showing the increase of \$1,200,000 (cost estimate attached).
- 8) Using either the Hancock County MHI of \$48,140 or the Grant Magisterial District of \$44,854 the approved rates and proposed rates exceed 1.5% of either MHI.
- 9) If grant funds are not available, HCPSD must reopen the PSC rate case further delaying the Project and increasing the cost. This delay will have a negative impact upon the Newell System acquisition case in that the existing Route 2 plant will not be able to adequately treat the increased flow from Newell.

If you have any questions, please feel free to call the office at (304) 564-7005.

Kind regards,

Anita Mahan

Anita Mahan

Office Manager

Hancock County P.S.D.