

**West Virginia Infrastructure and Jobs Development Council
PRELIMINARY APPLICATION**

I. ADMINISTRATIVE AND IDENTIFYING INFORMATION AND DATA:

A. GENERAL PROJECT INFORMATION

1. Project Sponsor: Jefferson County Public Service District / Jefferson Utilities, Inc.
2. Application Prepared By: John W. Tuggle, P.E.; Pentree, Incorporated
3. Project Type: Water Wastewater Stormwater
 New System Extension Upgrade
4. Project Location - City: Millville County: Jefferson
5. Total customers served (existing): 356 New customers to be served by project: 0
6. Project Description:
Replacement of existing inadequate distribution systems serving the communities of Keyes Ferry Acres, Westridge Hills, and Harpers Ferry Campsites. Provide new source water for all systems.
7. Is the Sponsor requesting emergency status as defined by § 31-15A-2? Yes No
 If Yes, explain: (supporting documentation must be attached)

8. List utilities adjacent to the proposed project area (include approximate distance to nearest connection):
JUI currently serves the area. Harpers Ferry is nearest other water system, approx. 12,000 ft distant
9. Have the listed utilities been notified w/regard to this application? Yes No

B. PROJECT FUNDING SCENARIOS

	Preferred Funding Package			Loan Package (5%, 40 yrs.)		
	Source	Amount (\$)	Terms	Source	Amount (\$)	Terms
1	IJDC Loan	\$4,650,000.00	0%, 40 yrs.	Loan Source	\$14,450,000.00	5%, 40 yrs.
2	DWTRF Loan	\$1,750,000.00	1%, 30 yrs			
3	SCBG	\$1,500,000.00	---			
4	IJDC Grant	\$2,000,000.00	---			
5	DWTRF Neg. Int. Loan	\$750,000.00	---			
6	DWTRF Green or SAP	\$3,600,000.00	---			
7	DWTRF PLANNING GRANT	\$200,000.00				
Total		\$14,450,000				
	Resulting Rate \$ / 4000 gal	\$81.15		Resulting Rate \$ / 4000 gal	\$108.65	

Attach cash flows to substantiate the rates shown above. (If not, application will be returned.)

C. APPLICATION IDENTIFICATION

- New Application Revised Application
- Council Project Number: 2009W-1117
- If revised, explain:
Revised PER and funding information See Cover letter for more information.
- (Add extra sheets if necessary.)

Council Use Only

1. Project Name/Number: _____
2. Location: _____
3. Date Received: / /

III. BUDGET AND FINANCIAL INFORMATION (Continued)

B. PROJECT FINANCING SUMMARY			Source (If Committed)	
Federal Grants	<input type="checkbox"/> Committed	<input checked="" type="checkbox"/> Uncommitted	\$ 3600000.00	_____
	<input type="checkbox"/> Committed	<input type="checkbox"/> Uncommitted	\$ _____	_____
State Grants	<input type="checkbox"/> Committed	<input checked="" type="checkbox"/> Uncommitted	\$ 1500000.00	_____
	<input type="checkbox"/> Committed	<input checked="" type="checkbox"/> Uncommitted	\$ 2000000.00	_____
Federal Loans @ _____ % for 38 years	<input type="checkbox"/> Committed	<input type="checkbox"/> Uncommitted	\$ _____	_____
	<input type="checkbox"/> Committed	<input type="checkbox"/> Uncommitted	\$ _____	_____
State Loans @ 0% for 40 years	<input type="checkbox"/> Committed	<input checked="" type="checkbox"/> Uncommitted	\$ 1750000.00	_____
	<input type="checkbox"/> Committed	<input checked="" type="checkbox"/> Uncommitted	\$ 4650000.00	_____
Other Funding	<input type="checkbox"/> Committed	<input checked="" type="checkbox"/> Uncommitted	\$ 750000.00	_____
	<input checked="" type="checkbox"/> Committed	<input type="checkbox"/> Uncommitted	\$ 200000.00	DWTRF
TOTAL PROJECT			\$ 14450000.00	_____

Cost Estimates Prepared By: John W. Tuggle, P.E.; Pentree, Incorporated

Date: 12/29/2009

C. GENERAL FINANCIAL AND MANAGEMENT INFORMATION SUMMARY				
1. Sponsor's most recent fiscal year's Public Service Commission (PSC) annual report, as applicable - date - <u>06/30/2009</u> Is a copy attached, or is the annual report available on PSC website? (If No, application will be returned) Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>				
2. Have Sponsor's financial audits been completed for the last three fiscal years? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A <input type="checkbox"/>				
3. Has Sponsor completed and filed its most recent Performance Measures as required by PSC? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>				
4. Does Sponsor have a formal Asset Management Plan in place? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A <input type="checkbox"/>				
5. Has the Applicant implemented an Environmental Management System? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A <input type="checkbox"/> (*N/A is only applicable to new utilities)				
6. List holder of outstanding bonds or other long term debt and the status (current, delinquent or defaulted):				
Lender	Terms	Balance (\$)	Date of Maturity	Current Status
1) WDA Note Payable		145,000		145,000
2)				
3)				
4)			/ /	
7. Are debt service reserve accounts funded at the required level? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>				
8. Debt service coverage FY 2008, <u>147%</u>				
9. Has the sponsor ever been delinquent on any long term debt issued? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If Yes, list lender, dates of delinquency and current status of listed delinquencies:				
Lender	Date of Delinquency			Current Status
1)	/ /			
2)	/ /			

III. BUDGET AND FINANCIAL INFORMATION (Continued)

C. GENERAL FINANCIAL AND MANAGEMENT INFORMATION SUMMARY (Continued)

10. Status Report - Provide the following data:

Item	Current Amount (\$)	Proposed Project Amount (\$)	Total (\$)
Estimated Operating Revenues – Annual	50372	232478	282850.00
Interest Income & Other Miscellaneous Revenues (unmetered & metered sales)	826.00	0.00	826.00
Other Revenues			
TOTAL	51198.00	232478.00	283676.00
Operation and Maintenance Budget – Annual* + Administrative Fee	41686.00	16241.00	57927.00
Debt Service – Annual (P&I only excluding administrative fees)	0.00	216237.00	216237.00
Purchased Water Cost – Annual	0.00	0.00	0.00
Taxes other than income	0.00	0.00	0.00
Average monthly rate cost per customer (per 4000 gallons/month) Are the rates reflective of the listed annual report? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	81.15		81.15

*Itemized Costs for Labor, Power, Chemicals, Maintenance, Administration, etc., must be itemized on either Attachment 1A, 1B, 1C, or 1D

11. Date of Last Rate Increase? – (08/29/2001): PSC Case No.: 00-563-PWD-19A or Ordinance Effective Date 08/29/2001
Percentage Increase: 20%

12. Median Household Income \$44374.00 How was this figure obtained?
Jefferson County 2000 Census

IV. JOB CREATION

A. ECONOMIC CONSIDERATIONS

1. Describe the area's economic conditions and needs for the project:

The Eastern Panhandle has seen substantial growth and development. This project will reinvigorate three communities which provide affordable housing opportunities through lifting the long standing moratorium on new customers. See Pentree PER..

2. Describe the economic impact of the project:

The economic impact will be to foster the construction of affordable homes for working class homeowners. This market is underserved in Jefferson County.

B. JOB CREATION

1. Describe the nature and number of permanent full time and part time jobs created or retained by the project:

The project will foster jobs in the home building industry. The long term benefit will be due to increased opportunity for affordable housing for the employees of existing and future businesses located nearby.

2. Number of jobs created by project during construction: 16

C. BUSINESS COMMITMENTS

1. Provide a list of businesses that are committed to the project and dollar amount of commitment:

Name of Business	Commitment Amount	Jobs Retained	Jobs Created
1) N/A	\$		
2)	\$		
3)	\$		

A. ECONOMIC CONSIDERATIONS

4)	\$		
5)	\$		

2. Describe nature of business:

V. GENERAL ISSUES:

A. NON DOMESTIC WASTEWATER DISCHARGE INFORMATION

1. Itemize and describe each specific non domestic discharge:

Discharge	Flow (MGD)		Pollutants Expected To Be Present
	Average	Maximum	
N/A			

Describe:

2. Is the discharge direct or indirect? Direct Indirect

If this is an indirect discharge, name the publicly owned treatment works providing treatment:

Has the wastewater treatment plant agreed to treat the non domestic wastewater? Yes No

3. Do Clean Water Act Section 307 effluent guidelines or pretreatment standards apply? Yes No

If Yes, specify effluent guidelines that apply: _____

Calculate guideline based effluent limitations: _____

B. ENVIRONMENTAL HEALTH SERVICES

Has the Office of Environmental Health Services (OEHS) completed a capacity development analysis of the Sponsor's operation / system within the last five years? Yes No

VI. TRAINING INFORMATION

If the project sponsor is a Public Service District, or the project in any way involves service by a public service district, identify the district board members, along with the date and location of the most recent PSC training seminar attended.

Joseph Hankins	10/14/2004	Canaan Valley Resort, Davis, WV
Peter L. Appignani		New Board Member
James Cummins	02/07/2008	Summit Center, Charleston, WV
Board Members	Date	Location

VII. PROJECT TEAM INFORMATION:

1. Sponsor: Jefferson Utilities, Inc Jefferson County Public Service District
Contact: B. Lee Snyder Joseph Hankins, Chairman
Address: 270 Industrial Drive 340 Edmond Road, Ste A, Kearneysville, WV
City: Kearneysville State: WV Zip Code: 25430-

Telephone: (304) 725-9140
Fax: (304) 728-7326
E-mail: leesnyder@seswater.net joseph.hankins@gmail.com
2. Consulting Engineer: Pentree, Incorporated
Contact: John W. Tuggle, P.E.
Address: P.O. Box 1309
City: Princeton State: WV Zip Code: 24740-

Telephone (304) 431-7800
Fax: (304) 425-0445
E-mail: jtuggle@pentree.com
3. Administrator: Region 9 Planning and Development Council
Contact: Carol Crabtree
Address: 400 West Stephen Street, Suite 301
City: Martinsburg State: WV Zip Code: 25401-

Telephone (304) 263-1743
Fax: (304) 263-7156
E-mail: ccrabtree@region9wv.org
4. Bond Counsel: Steptoe and Johnson
Contact: John Stump
Address: P.O. Box 1588
City: Charleston State: WV Zip Code: 25326-1588

Telephone (304) 353-8196
Fax: (304) 353-8180
E-mail: john.stump@steptoe-johnson.com
5. Local Counsel: To Be Determined
Contact: _____
Address: _____
City: _____ State: _____ Zip Code: _____ - _____

Telephone () -
Fax: () -
E-mail: _____
6. Certified Public Accountant: Griffith and Associates
Contact: Michael Griffith
Address: 950 Little Coal River Road
City: Alum Creek State: WV Zip Code: 25003-

Telephone (304) 756-3600
Fax: (304) 756-2911
E-mail: michaelgriffithcpa@verizon.net
7. PSC Counsel: Kelsh Law Office
Contact: James V. Kelsh
Address: P.O. Box 3713
City: Charleston State: WV Zip Code: 25337-3713

Telephone (304) 343-1654
Fax: (304) 343-1657
E-mail: kelshlaw@yahoo.com

VIII. CERTIFICATION

I certify, under penalty of law, that this document and all the attachments submitted are, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for known violations.

Peter L. Appignani, Treasurer
Name and Official Title (type or print)

Sponsor's Signature

Date

Acknowledged before the Subscriber by _____
(SPONSOR)

This Day of _____ 20__

(NOTARY PUBLIC)

My Commission Expires _____ 20__

SEAL

VIII. CERTIFICATION

I certify, under penalty of law, that this document and all the attachments submitted are, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for known violations.

B. Lee Snyder, President
Name and Official Title (type or print)

_____ Sponsor's Signature _____ Date

Acknowledged before the Subscriber by _____
(SPONSOR)

This Day of _____ 20__

(NOTARY PUBLIC)

My Commission Expires _____ 20__

SEAL

Attachment 1

**ACKNOWLEDGMENT OF UNIFORM BIDDING PROCEDURES FOR PROJECTS
RECOMMENDED BY THE WV INFRASTRUCTURE AND JOBS DEVELOPMENT COUNCIL**

The following bidding procedures, effective June 5, 2003, must be followed on all public water and wastewater projects reviewed by the West Virginia Infrastructure and Jobs Development Council, regardless of the specific funding sources recommended:

1. The date, time and place that the bids will be received shall be included in the Advertisement for Bid.
2. The bids shall be read aloud at the time and place specified in the advertisement.
3. The Pre-Bid Meeting, when deemed necessary, is to be held at least 10 calendar days before the bid date.
4. The last addendum issued shall be received by contractors no fewer than five calendar days prior to the bid date.
5. Bid date will be extended if items 3 and 4 cannot be met.
6. Bid date will not follow a weekend or holiday unless absolutely necessary
7. Bid openings should be in the afternoon, when possible.
8. Equipment should be pre-qualified by the Engineer, where feasible.
9. The following items must be submitted with the bid:
 - a. EEO Certification: Only one is required for all agencies.
 - b. Acknowledgment of Receipt of Addenda.
 - c. Bid Bond.
 - d. Signed Bid.
 - e. Federal Requirements when they are involved.
10. Bidding Documents must include a Bid Form and a Measurement and Payment section. Each bid item must be adequately described including how it is to be paid and what is to be included.

We hereby certify that the above procedures will be followed to the best of our ability.

Utility: _____ Date: _____

Utility's Agent/Engineer: _____ Date: _____