



# City of South Charleston

Frank A. Mullens Jr.  
Mayor

## AGENDA

REGULAR COUNCIL MEETING

February 6, 2025

1. ROLL CALL
2. PRAYER
3. PLEDGE OF ALLEGIANCE TO OUR FLAG
4. MINUTES OF PREVIOUS MEETING: Regular Meeting: 01-16-25
5. CITY'S MONTHLY FINANCIAL STATEMENT
6. PETITIONS, COMMUNICATIONS AND PUBLIC HEARINGS

a. Resolution authorizing city officials to take any and all actions to accept a grant from West Virginia local economic development for Heart and Hand Ministries (Mayor)
b. Recognize Roger Samples (Walker)
c. Approve re-appointment of Bill Spence to Board of Zoning Appeals (Mayor)
d. Resolution approving invoices related to services for the Liberty Street Life Station (Mayor)
e.
f.
g.
h.
i.
j.
k.

7. CONSIDERATION OF BIDS
8. REPORT OF RECREATION COMMITTEE
9. REPORT OF FIRE CHIEF
10. REPORT OF POLICE CHIEF
11. REPORT OF SANITARY BOARD MANAGER/ENGINEER
12. REPORT OF CITY MANAGER
13. REPORT OF PUBLIC WORKS DIRECTOR
14. REPORT OF CITY ATTORNEY
15. REPORT OF CITY TREASURER
16. COMMITTEE REPORTS
17. MISCELLANEOUS BUSINESS
18. ADJOURNMENT

**JOURNAL OF THE COUNCIL**  
**CITY OF SOUTH CHARLESTON**

The council met in its chambers in City Hall on January 16, 2025 at 7:30 p.m., EST for the second meeting and was called to order by Mayor Mullens.

Margie Spence, City Clerk, called the roll and the following members were present:

Tommy Spurlock  
Kathleen Walker  
Kent Rymer  
David DiFilippo

Bob Lilly  
Westley Smolder  
Adam Strider  
Mayor Mullens

Absent was: Laura Marker.

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**PRAYER**

Given by Kent Rymer.

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**PLEDGE OF ALLEGIANCE**

Led by Margie Spence, City Clerk.

\*\*\*\*\*

**ALSO IN ATTENDANCE**

Hunter Moles, Recreation Director  
Brad Rinehart, Chief, Police Department  
Steve DeBarr, Engineering  
Rick Atkinson, City Manager  
Jake Arnold, Director, Public Works Department  
Michael Moore, City Attorney  
Hannah Parsons, City Treasurer

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**MINUTES OF PREVIOUS MEETING**

It was moved by Mrs. Walker; seconded by Mr. DiFilippo to approve the minutes of the January 2, 2025 council meeting. This passed by a unanimous voice vote.

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**FINANCIAL REPORT**

It was moved by Mr. DiFilippo; seconded by Mr. Spurlock to approve the financial report. This passed by a unanimous voice vote.

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**PETITIONS, COMMUNICATIONS AND PUBLIC HEARINGS**

**THERE WERE NO PETITIONS, COMMUNICATIONS, OR PUBLIC HEARINGS TO COME BEFORE COUNCIL AT THIS MEETING.**

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**BIDS**

None.

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**REPORT OF RECREATION DIRECTOR** – No written report.

**REPORT OF FIRE CHIEF** – No written report.

**REPORT OF POLICE CHIEF** – No written report.

**REPORT OF SANITARY BOARD MANAGER/ENGINEER** – No written report.

**REPORT OF CITY MANAGER** – No written report.

**REPORT OF PUBLIC WORKS DIRECTOR** – No written report.

**REPORT OF CITY ATTORNEY** – No written report.

**REPORT OF CITY TREASURER** – No written report.

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**COMMITTEE REPORTS**

None.

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**MISCELLANEOUS BUSINESS**

None.

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**ADJORNMENT**

It was moved by Mr. DiFilippo; seconded by Mr. Spurlock to adjourn the meeting. The meeting was adjourned at 7:40 pm.

**APPROVAL**

Approved this \_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Frank A. Mullens, Jr. Mayor

ATTEST:

\_\_\_\_\_  
Margie Spence, City Clerk

**INTRODUCED BY:**

Frank A. Mullens, Jr., Mayor

**RESOLUTION NO:**

\_\_\_\_\_

**REFERRED TO:**

\_\_\_\_\_

**APPROVED ON:**

\_\_\_\_\_

**RESOLUTION AUTHORIZING CITY OFFICIALS TO TAKE ANY AND ALL ACTIONS NECESSARY TO ACCEPT A GRANT FROM THE WEST VIRGINIA LOCAL ECONOMIC DEVELOPMENT ASSISTANCE GRANT FOR THE CITY OF SOUTH CHARLESTON – HEART + HAND OUTREACH MINISTRIES AND TO FURTHER ADMINISTER THE GRANT AS REQUIRED BY THE GRANT AGREEMENT.**

WHEREAS, the City of South Charleston applied for a grant from the West Virginia Local Economic Assistance Grant program and has been notified of a pending award in the amount of \$3,000.00, and;

WHEREAS, the funds will provide for assistance for food distribution provided by Heart + Hand Outreach Ministries, and;

WHEREAS, South Charleston Municipal Code § 115.05 requires City Council approve any federal or state grant proposal prior to acceptance; and

WHEREAS, City Council, upon the recommendation of the Mayor and City Manager find that acceptance of the Local Economic Development Assistance Grant is in the best interests of the City of South Charleston and the Heart + Hand Outreach Ministries.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOUTH CHARLESTON THAT:**

The Mayor, City Attorney, City Treasurer, City Manager, and City Clerk are authorized to accept on behalf of the City of South Charleston a grant from the West Virginia Governor’s Office – Local Economic Development Assistance Grant and to administer the grant in accordance with the grant agreement. The grant award letter is attached and made a part of this Resolution.

This Resolution is effective immediately upon passage.

ATTEST:

\_\_\_\_\_  
Margie Spence, City Clerk

\_\_\_\_\_  
Frank A. Mullens, Mayor



*Jim Justice*  
*Governor of West Virginia*

December 23, 2024

City of South Charleston  
The Honorable Frank Mullens, Mayor  
PO Box 8597  
South Charleston, WV 25303

Dear Mayor Mullens:

Congratulations on the Local Economic Development Assistance Grant you have been awarded by the West Virginia House of Delegates. Please find enclosed a check for \$3,000 as requested by the West Virginia House of Delegates to be used to assist Heart and Hand Outreach Ministries with the Christmas Program for Families. If you should have any questions, comments, or concerns related to your grant please contact the West Virginia House of Delegates Finance Committee at 304-340-3230.

Thank you for your commitment to doing great work for the State of West Virginia.

Sincerely,

A handwritten signature in black ink, appearing to read "Jim Justice".

Jim Justice  
Governor

**INTRODUCED BY:**

**RESOLUTION NO:**

Frank A. Mullens, Jr., Mayor

**RESOLUTION OF THE SOUTH CHARLESTON CITY COUNCIL APPROVING INVOICES RELATING TO DESIGN, CONSTRUCTION AND OTHER SERVICES FOR THE LIBERTY STREET LIFT STATION REHABILITATION PROJECT**

WHEREAS, the South Charleston Sanitary Board (SCSB) has reviewed the invoices attached hereto and incorporated herein by reference relating to the construction of certain additions, betterments, and improvements to the SCSB’s Liberty Street Lift Station and surrounding manholes (the “Project”) to be funded in part by the West Virginia Department of Environmental Protection State Revolving Fund (C-544839), the West Virginia Infrastructure and Jobs Development Council (2023S-2330), and a Grant from the Water Development Authority finding:

- (a) That none of the items for which the payment is proposed to be made has formed the basis for any disbursement theretofore made;
- (b) That all expenses represented are or were necessary in connection with the Project and constitutes a cost of the services for the Project;
- (c) That each of such costs has been otherwise properly incurred; and
- (d) That payment for each of the items proposed is or was then due and owing.

WHEREAS, the SCSB, in an open meeting held on January 21<sup>st</sup>, 2025, did adopt a resolution acknowledging that the SCSB reviewed the attached invoices, approving these expenses, and recommending that the South Charleston City Council request funds, authorize, and direct the payment of the attached invoices as summarized below;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL AS FOLLOWS:**

**The South Charleston Sanitary Board is hereby authorized and directed to pay the attached invoices and requested funds as summarized as follows:**

Expense:				To Be Paid With Proceeds of:		Amounts Paid to Date By SCSB:	
Vendor	Invoice Date	Invoice Number	Invoice Total	DEP CWSRF C-544829	WDA EEGF Grant	Amount Paid By SCSB (to be reimbursed)	Date Paid
ORDERS Construction Inc.	1/14/2025	#5	\$36,721.80		\$ 36,721.80		
Regional Intergovernmental Council	10/14/2024	307525-6	\$1,413.65	\$1,413.65			
Regional Intergovernmental Council	11/21/2024	3075-7	\$326.60	\$326.60			
Regional Intergovernmental Council	1/16/2025	3075-8	\$2,010.35	\$2,010.35			
Bell Engineering, Inc.	9/30/2024	213984	\$19,621.73	\$19,621.73			
Bell Engineering, Inc.	10/31/2024	214103	\$6,468.38	\$6,468.38			
Bell Engineering, Inc.	11/30/2024	214178	\$9,600.00	\$9,600.00			
Bell Engineering, Inc.	12/31/2024	214205	\$14,400.00	\$14,400.00			
<b>Totals</b>			<b>\$90,562.51</b>	<b>\$53,840.71</b>	<b>\$36,721.80</b>	<b>\$0.00</b>	

This Resolution shall become effective immediately upon adoption. Adopted this 6<sup>th</sup> day of February, 2025.

ATTEST:

Margie Spence, City Clerk

Frank A. Mullens, Jr., Mayor

This resolution has been reviewed and approved by Moore & Biser, PLLC, City Attorney.



SRF PAYMENT REQUISITION FORM

1. LOAN RECIPIENT/VENDOR: City of South Charleston 2. INVOICE #: C-544839-2025-05  
 NAME: City of South Charleston 3. REQUEST NUMBER: 5 (Five)  
 ADDRESS: P.O. Box 8597 4. INVOICE PERIOD COVERED BY THIS REQUEST (MO/DAY/YR)  
South Charleston WV 25303 FROM: (MO/DAY/YR) 9/1/2024 TO: (MO/DAY/YR) 1/16/2025  
 FEIN: 55-6000255 5. % of PHYSICAL CONSTRUCTION COMPLETION 5%  
 DUNS: 068132133 UEI: R2WJQ1Z3CGT9

CLASSIFICATION	A) APPROVED BUDGET	B) PREVIOUS APPROVED	C) THIS REQUEST	D) TOTAL COLUMNS B&C	E) AGENCY USE ONLY	
					LOAN \$	PF \$
1) CONSTRUCTION	\$ 2,809,010.00	\$ -		\$ -		
2) CONTINGENCY	\$ 76,990.00	\$ -		\$ -		
3) EQUIPMENT	\$ -	\$ -		\$ -		
4) ENGINEERING						
a. Planning	\$ 9,850.00	\$ 9,850.00		\$ 9,850.00		
b. Design	\$ 136,000.00	\$ 136,000.00		\$ 136,000.00		
c. Bidding Phase	\$ 20,000.00	\$ 20,000.00		\$ 20,000.00		
d. Eng. During Const.	\$ 96,000.00	\$ 33,833.45	\$ 38,400.00	\$ 72,233.45		
e. RPR	\$ 260,000.00	\$ 17,656.83	\$ 11,690.11	\$ 29,346.94		
f. Special Services	\$ 21,000.00	\$ 19,950.00		\$ 19,950.00		
5) LEGAL	\$ -	\$ -		\$ -		
6) ACCOUNTING	\$ 25,000.00	\$ 25,000.00		\$ 25,000.00		
7) ADMINISTRATIVE	\$ 36,000.00	\$ 13,197.21	\$ 3,750.60	\$ 16,947.81		
8) PERMITS	\$ 2,500.00	\$ -		\$ -		
9) LOAN REPAYMENT	\$ -	\$ -		\$ -		
10) Bond Counsel	\$ 30,000.00	\$ 30,000.00		\$ 30,000.00		
11)				\$ -		
12)				\$ -		
13) CLOSING COSTS	\$ 500.00	\$ 500.00		\$ 500.00		
14) SUBTOTAL	\$ 3,522,850.00	\$ 305,987.49	\$ 53,840.71	\$ 359,828.20		
15) LESS PREVIOUSLY PAID				\$ 305,987.49		
16) REQUEST AMOUNT				\$ 53,840.71		

17) _____	2/6/2025	18) <u>Bruce Mullins</u>	1/20/2024
AUTHORIZED SIGNATURE	DATE	PERSON PREPARING FORM SIGNATURE	DATE
Frank Mullens Jr., Mayor City of South Charleston		Bruce Mullins, Projec Coordinator, Regional Intergovernmental Council	
TYPED OR PRINTED NAME AND TITLE		TYPED OR PRINTED NAME AND TITLE	

AGENCY USE ONLY:

THIS REQUEST APPROVED BY: <b>WV DEPARTMENT OF ENVIRONMENTAL PROTECTION</b>			
PROJECT REVIEWER	DATE	AUTHORIZED OFFICER	DATE
_____	_____	_____	_____
TYPED OR PRINTED NAME		TYPED OR PRINTED NAME	

# City of South Charleston

401 D Street  
P.O. Box 8597  
South Charleston, WV 25303

February 6, 2025

John Giroir  
West Virginia Department of Environmental Protection  
601 57th Street  
Charleston, WV 25304

RE: [City of South Charleston](#)  
[C-544839](#)  
[Sanitary Sewer Rehabilitation](#)  
Drawdown #

5

Dear John,

We request funds in the amount of [\\$53,840.71](#) for this Drawdown.

Invoices			
Vendor	Date	Invoice Number	Amount
Regional Intergovernmental Council	10/14/2024	307525-6	\$1,413.65
Regional Intergovernmental Council	11/21/2024	3075-7	\$326.60
Regional Intergovernmental Council	1/16/2025	3075-8	\$2,010.35
Bell Engineering, Inc.	9/30/2024	213984	\$19,621.73
Bell Engineering, Inc.	10/31/2024	214103	\$6,468.38
Bell Engineering, Inc.	11/30/2024	214178	\$9,600.00
Bell Engineering, Inc.	12/31/2024	214205	\$14,400.00
TOTALS			\$53,840.71

If you should have any questions, please contact Bruce Mullins of the RIC office at 744-4258.

Sincerely,

Frank Mullens Jr.  
Mayor  
Encls.

copy/file





# Contractor's Application for Payment No. 5

Application Period:	October 1, 2024 TO December 31, 2024	Application Date:	1/14/2025
To (Owner):	South Charleston Sanitary Band	Via (Engineer):	Bell Engineering
Project:	Project #C-54829 - Liberty Street Pump Station Structural Rehabilitation and Manhole Lining	Engineer's Project No.:	106-20-02
Owner's Contract No.:	1532	Engineer's Project No.:	106-20-02

### Application For Payment Change Order Summary

Accepted Change Orders Number	Additions	Deductions	1. ORIGINAL CONTRACT PRICE..... \$
1	\$79,781.25		\$ 53,809,010.00
			2. Net change by Change Orders..... \$
			3. Current Contract Price (Line 1 + 2)..... \$
			4. TOTAL COMPLETED AND STORED TO DATE (Column F total on Progress Estimates)..... \$
			5. RETAINAGE:
		a. 10% X	\$801,041.25 Work Completed..... \$
		b. 10% X	\$80,104.12 Stored Material..... \$
		c. Total Retainage (Line 5.a + Line 5.b)	\$881,145.37
			6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c)..... \$
			7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)..... \$
			8. AMOUNT DUE THIS APPLICATION..... \$
			9. BALANCE TO FINISH, PLUS RETAINAGE (Column G total on Progress Estimates + Line 5.c above)..... \$
			\$3,167,854.12

### Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:

- (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment.
- (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and
- (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor Signature 	Date:
By: James A. Anton Project Manager	1/14/2025

Payment of: \$	\$36,721.80
(Line 8 or other - attach explanation of the other amount)	
is recommended by:	<i>Lee Lowe for Jeff Teal</i> 01/15/2025 DATE
is recommended by:	<i>James A. Anton</i> 01/15/2025 DATE
Payment of: \$	\$36,721.80
(Line 8 or other - attach explanation of the other amount)	
is approved by:	Owner (Date)
Approved by:	Funding or Financing Entity (if applicable) (Date)



**Progress Estimate - Unit Price Work**

**Contractor's Application**

For Contract: 106-20-02		Application Number: 5											
Application Period: October 1, 2024 TO December 31, 2024		Application Date: 1/14/2025											
Bid Item No.	Item Description	Contract Information			B	C	D	E	F	G	H		I
		Item Quantity	Units	Unit Price							Total Value of Item (\$)	Estimated Quantity Installed This Period	
	<b>DIVISION A--WETWELL STRUCTURAL REHABILITATION</b>												
	Wetwell structural rehabilitation, furnishing and installation of all items necessary to rehabilitate the Liberty Street Pump Station wetwell, including dewatering, surface preparation, structural steel grid, shoring and admixture, removing and replacing upward acting sluice gates (3), including bypass pumping as needed, complete, as specified and shown on the drawings and details.	1	L.S.	\$2,725,000.00	\$2,725,000.00	\$0.00	0.01	\$27,250.00			\$27,250.00	1.0%	\$2,697,750.00
	<b>SUBTOTAL DIVISION A</b>				\$2,725,000.00	\$0.00		\$27,250.00			\$27,250.00		\$2,697,750.00
	<b>DIVISION B--QUICK CONNECT VAULT</b>												
	For the complete construction and furnishing of all items necessary for a new quick connect assembly and concrete vault including all valves, piping, fittings, excavation, regrade, site work, fence, concrete work, bypass pumping if needed, as specified and shown on the drawings, complete.	1	L.S.	\$570,000.00	\$570,000.00	\$0.00	50.0%	\$285,000.00			\$285,000.00	50.0%	\$285,000.00
	<b>SUBTOTAL DIVISION B</b>				\$570,000.00	\$0.00		\$285,000.00			\$285,000.00		\$285,000.00
	<b>DIVISION C--MANHOLE LINING</b>												
1.	Full depth manhole lining with high compressive resistant system, including crack repair and surface preparation according to manufacturer's recommendations, bypass pumping if needed, complete.	125	V.F.	\$860.00	\$110,000.00	\$0.00	125	\$110,000.00			\$110,000.00	100.0%	\$0.00
	<b>SUBTOTAL DIVISION C</b>				\$110,000.00	\$0.00		\$110,000.00			\$110,000.00		\$0.00
CO. 01	Full depth manhole difference between bid item 1 and surface preparation, structural steel grid, shoring and admixture	125	V.F.	\$638.25	\$79,781.25	\$0.00	125	\$79,781.25			\$79,781.25	100.0%	\$0.00
	<b>SUBTOTAL DIVISION C</b>				\$79,781.25	\$0.00		\$79,781.25			\$79,781.25		\$0.00
	<b>DIVISION D--ALLOWANCE</b>												
1.	Cash allowance for services and refurbishment of the FCS Biological Control System.	1	L.S.	\$204,010.00	\$204,010.00	\$40,802.00	20%	\$40,802.00			\$40,802.00	100.0%	\$0.00
	<b>SUBTOTAL DIVISION D</b>				\$204,010.00	\$40,802.00		\$40,802.00			\$40,802.00		\$0.00
	<b>DIVISION E--ADDITIONAL ITEMS</b>												
1.	Mobilization and Demobilization	1	L.S.	\$160,000.00	\$160,000.00	\$0.00	46.9%	\$75,000.00			\$75,000.00	46.9%	\$85,000.00
2.	Erosion and Sediment Control	1	L.S.	\$40,000.00	\$40,000.00	\$0.00	50.0%	\$20,000.00			\$20,000.00	50.0%	\$20,000.00
	<b>SUBTOTAL DIVISION E</b>				\$200,000.00	\$0.00		\$95,000.00			\$95,000.00		\$105,000.00
	<b>SUMMARY</b>												
	<b>DIVISION A--WETWELL STRUCTURAL REHABILITATION</b>				\$2,725,000.00	\$0.00		\$27,250.00			\$27,250.00		\$2,697,750.00
	<b>DIVISION B--QUICK CONNECT VAULT</b>				\$570,000.00	\$0.00		\$285,000.00			\$285,000.00		\$285,000.00
	<b>DIVISION C--MANHOLE LINING</b>				\$110,000.00	\$0.00		\$110,000.00			\$110,000.00		\$0.00
	<b>DIVISION D--ALLOWANCE</b>				\$204,010.00	\$40,802.00		\$40,802.00			\$40,802.00		\$0.00
	<b>DIVISION E--ADDITIONAL ITEMS</b>				\$200,000.00	\$0.00		\$95,000.00			\$95,000.00		\$105,000.00
	<b>Totals</b>				\$3,809,010.00	\$40,802.00		\$760,239.25		\$0.00	\$801,041.25	20.6%	\$3,087,750.00





REGIONAL  
INTERGOVERNMENTAL  
COUNCIL



BOONE, CLAY, KANAWHA, PUTNAM COUNTIES

315 D Street  
South Charleston, WV 25303

website: [www.wvregion3.org](http://www.wvregion3.org)  
email: [mail@wvregion3.org](mailto:mail@wvregion3.org)

P. (304) 744 4258  
F. (304) 744 2534

DAVE CASEBOLT  
Chairman

TYLER FERRELL  
Executive Director

## Invoice for Project Administration

TO: South Charleston Sanitary Board

INVOICE NUMBER: 307525-6

PROJECT: Liberty Street

September 1, 2024 -September 31, 2024

DATE: October 14, 2024

AMOUNT: **\$1,413.65**

CONTRACT AMOUNT \$ 35,000.00  
TOTAL \$ 35,000.00

TOTAL INVOICED: \$14,610.86

PREVIOUSLY INVOICED: \$13,197.21

AMOUNT DUE: \$1,413.65

I certify this invoice represents eligible costs incurred on this project.

Bruce Mullins  
Project Coordinator

Brandy Whittington  
Finance Manager

REGIONAL  
INTERGOVERNMENTAL  
COUNCIL



BOONE, CLAY, KANAWHA, PUTNAM COUNTIES

315 D Street  
South Charleston, WV 25303

website: [www.wvregion3.org](http://www.wvregion3.org)  
email: [mail@wvregion3.org](mailto:mail@wvregion3.org)

P. (304) 744 4258  
F. (304) 744 2534

DAVE CASEBOLT  
Chairman

TYLER FERRELL  
Executive Director

## Invoice for Project Administration

TO: South Charleston Sanitary Board

INVOICE NUMBER: 3075-7

PROJECT: Liberty Street

October 1, 2024 -October 31, 2024

DATE: November 21, 2024

AMOUNT: **\$326.60**

CONTRACT AMOUNT      \$ 35,000.00  
TOTAL                      \$ 35,000.00

TOTAL INVOICED:              \$14,937.46

PREVIOUSLY INVOICED:      \$14,610.86

AMOUNT DUE:                      \$326.60

I certify this invoice represents eligible costs incurred on this project.

Bruce Mullins  
Project Coordinator

Brandy Whittington  
Finance Manager



REGIONAL  
INTERGOVERNMENTAL  
COUNCIL



BOONE, CLAY, KANAWHA, PUTNAM COUNTIES

315 D Street  
South Charleston, WV 25303

website: [www.wvregion3.org](http://www.wvregion3.org)  
email: [mail@wvregion3.org](mailto:mail@wvregion3.org)

P. (304) 744 4258  
F. (304) 744 2534

DAVE CASEBOLT  
Chairman

TYLER FERRELL  
Executive Director

## Invoice for Project Administration

TO: South Charleston Sanitary Board

INVOICE NUMBER: 3075-8

PROJECT: Liberty Street

November 1, 2024-December 31, 2024

DATE: January 16, 2025

AMOUNT: **\$2,010.35**

CONTRACT AMOUNT \$ 35,000.00  
TOTAL \$ 35,000.00

TOTAL INVOICED: \$16,947.81

PREVIOUSLY INVOICED: \$14,937.46

AMOUNT DUE: \$2,010.35

I certify this invoice represents eligible costs incurred on this project.

Bruce Mullins  
Project Coordinator

**SOUTH CHARLESTON SANITARY BOARD**  
PO BOX 8336  
SOUTH CHARLESTON, WV 25303

Invoice Number: 213984  
Date: September 30, 2024  
Project Number: 106-164A

**LIBERTY STREET PUMP STATION REHABILITATION**

**For Professional Services Rendered Through: September 30, 2024**

ahoston@scsbwv.com, jbenett@scsbwv.com, brucemullins@wvregion3.org

**Fee Services**

		<b>Contract Amount</b>	<b>% Comp</b>	<b>Fee Earned</b>	<b>Prior Billings</b>	<b>Current Billings</b>
106164	Design	\$136,000.00	100 %	\$136,000.00	\$136,000.00	\$0.00
106165	Study and Report	\$9,850.00	100 %	\$9,850.00	\$9,850.00	\$0.00
106166	Special Services	\$21,000.00	95 %	\$19,950.00	\$19,950.00	\$0.00
106167	Bidding	\$20,000.00	100 %	\$20,000.00	\$20,000.00	\$0.00
106168	Construction Administration	\$96,000.00	45 %	\$43,200.00	\$33,600.00	\$9,600.00
		<b>\$282,850.00</b>		<b>\$229,000.00</b>	<b>\$219,400.00</b>	<b>\$9,600.00</b>
						<b>\$9,600.00</b>

**Professional Services**

		<b>Hours</b>	<b>Rate</b>	<b>Amount</b>
<b>106169 RPR (Hourly)</b>				
	Inspector II	98.00	99.06	\$9,707.88
<b>Total for 106169 RPR (Hourly)</b>		<b>98.00</b>		<b>\$9,707.88</b>
<b>Total Professional Services</b>		<b>98.00</b>		<b>\$9,707.88</b>

**Reimbursable Expenses**

	<b>Amount</b>
Mileage	\$241.20
Per Month - Raken	\$39.15
Per Month - Tablet	\$33.50
	<b>\$313.85</b>

**Invoice Total \$19,621.73**

**SOUTH CHARLESTON SANITARY BOARD**  
PO BOX 8336  
SOUTH CHARLESTON, WV 25303

Invoice Number: 214103  
Date: October 31, 2024  
Project Number: 106-164A

**LIBERTY STREET PUMP STATION REHABILITATION**

**For Professional Services Rendered Through: October 31, 2024**

ahoston@scsbwv.com, jbenett@scsbwv.com, brucemullins@wvregion3.org

**Fee Services**

		<b>Contract Amount</b>	<b>% Comp</b>	<b>Fee Earned</b>	<b>Prior Billings</b>	<b>Current Billings</b>	
106164	Design	\$136,000.00	100 %	\$136,000.00	\$136,000.00	\$0.00	
106165	Study and Report	\$9,850.00	100 %	\$9,850.00	\$9,850.00	\$0.00	
106166	Special Services	\$21,000.00	95 %	\$19,950.00	\$19,950.00	\$0.00	
106167	Bidding	\$20,000.00	100 %	\$20,000.00	\$20,000.00	\$0.00	
106168	Construction Administration	\$96,000.00	50 %	\$48,000.00	\$43,200.00	\$4,800.00	
		<b>\$282,850.00</b>		<b>\$233,800.00</b>	<b>\$229,000.00</b>	<b>\$4,800.00</b>	<b>\$4,800.00</b>

**Professional Services**

		<b>Hours</b>	<b>Rate</b>	<b>Amount</b>
<b>106169 RPR (Hourly)</b>				
	Inspector II	15.50	99.06	\$1,535.43
<b>Total for 106169 RPR (Hourly)</b>		<b>15.50</b>		<b>\$1,535.43</b>
<b>Total Professional Services</b>		<b>15.50</b>		<b>\$1,535.43</b>

**Reimbursable Expenses**

	<b>Amount</b>
Mileage	\$60.30
Per Month - Raken	\$39.15
Per Month - Tablet	\$33.50
	<b>\$132.95</b>

**Invoice Total \$6,468.38**

**SOUTH CHARLESTON SANITARY BOARD**  
PO BOX 8336  
SOUTH CHARLESTON, WV 25303

Invoice Number: 214178  
Date: November 30, 2024  
Project Number: 106-164A

**LIBERTY STREET PUMP STATION REHABILITATION**

**For Professional Services Rendered Through: November 30, 2024**

ahoston@scsbwv.com, jbenett@scsbwv.com, brucemullins@wvregion3.org

**Fee Services**

		<b>Contract Amount</b>	<b>% Comp</b>	<b>Fee Earned</b>	<b>Prior Billings</b>	<b>Current Billings</b>
106164	Design	\$136,000.00	100 %	\$136,000.00	\$136,000.00	\$0.00
106165	Study and Report	\$9,850.00	100 %	\$9,850.00	\$9,850.00	\$0.00
106166	Special Services	\$21,000.00	95 %	\$19,950.00	\$19,950.00	\$0.00
106167	Bidding	\$20,000.00	100 %	\$20,000.00	\$20,000.00	\$0.00
106168	Construction Administration	\$96,000.00	60 %	\$57,600.00	\$48,000.00	\$9,600.00
		<b>\$282,850.00</b>		<b>\$243,400.00</b>	<b>\$233,800.00</b>	<b>\$9,600.00</b>
						<b>\$9,600.00</b>
<b>Invoice Total</b>						<b>\$9,600.00</b>



**INVOICE**  
 Phone: (859) 278-5412  
 Fax: (859) 278-2911

**SOUTH CHARLESTON SANITARY BOARD**  
 PO BOX 8336  
 SOUTH CHARLESTON, WV 25303

Invoice Number: 214205  
 Date: December 31, 2024  
 Project Number: 106-164A

**LIBERTY STREET PUMP STATION REHABILITATION**

**For Professional Services Rendered Through: December 31, 2024**

ahoston@scsbwv.com, jbennett@scsbwv.com, brucemullins@wvregion3.org

**Fee Services**

		<b>Contract Amount</b>	<b>% Comp</b>	<b>Fee Earned</b>	<b>Prior Billings</b>	<b>Current Billings</b>
106164	Design	\$136,000.00	100 %	\$136,000.00	\$136,000.00	\$0.00
106165	Study and Report	\$9,850.00	100 %	\$9,850.00	\$9,850.00	\$0.00
106166	Special Services	\$21,000.00	95 %	\$19,950.00	\$19,950.00	\$0.00
106167	Bidding	\$20,000.00	100 %	\$20,000.00	\$20,000.00	\$0.00
106168	Construction Administration	\$96,000.00	75 %	\$72,000.00	\$57,600.00	\$14,400.00
		<b>\$282,850.00</b>		<b>\$257,800.00</b>	<b>\$243,400.00</b>	<b>\$14,400.00</b>

\$14,400.00

**Invoice Total**

**\$14,400.00**



South Charleston Liberty Street Lift Station Structural Rehabilitation  
 Expenditures

WV DEP CWSRF C-544839

A. COST OF PROJECT		Original Budget as of 4-2-24	Adjustment	Current Budget	May 2024	June 2024	July 2024	August 2024	September 2024	October 2024	January 2025	February 2025	Total to Date	Funds Remaining
1	Construction	\$2,809,010.00	\$76,990.00	\$2,886,000.00									\$0.00	\$2,886,000.00
2	Contract 1 (Orders Construction)													
a	Study/ & Report	\$9,850.00		\$9,850.00	\$9,850.00								\$9,850.00	\$0.00
b	Design Phase	\$136,000.00		\$136,000.00	\$136,000.00								\$136,000.00	\$0.00
c	Bidding Phase	\$20,000.00		\$20,000.00	\$15,000.00		\$5,000.00						\$20,000.00	\$0.00
d	Construction Administration	\$96,000.00		\$96,000.00	\$9,600.00		\$290.87	\$19,200.00		\$5,033.45	\$38,400.00		\$72,233.45	\$23,766.55
e	Resident Project Representative	\$260,000.00		\$260,000.00	\$290.87		\$12,660.81			\$4,705.35	\$11,590.11		\$29,346.94	\$230,653.06
f	Special Services	\$21,000.00		\$21,000.00	\$9,450.00								\$19,950.00	\$1,050.00
3	Leial & Fiscal													
a	Leial (Local and Title)	\$0.00		\$0.00									\$0.00	\$0.00
4	Administrative													
a	Project Coordinator (Region 3)	\$35,000.00		\$35,000.00	\$7,561.35		\$3,564.97			\$2,070.89	\$3,750.60		\$16,947.81	\$18,052.19
b	Accountant (Smith Cochran Hicks PLLC)	\$25,000.00		\$25,000.00	\$25,000.00								\$25,000.00	\$0.00
c	Other Administrative Costs	\$1,000.00		\$1,000.00									\$0.00	\$1,000.00
8	Contingency/	\$76,990.00	-\$76,990.00	\$0.00									\$0.00	\$0.00
9	Miscellaneous													
a	Permits	\$2,500.00		\$2,500.00									\$0.00	\$2,500.00
18	Financing - Other Costs													
a	Registrar Fees	\$500.00		\$500.00	\$500.00								\$500.00	\$0.00
b	Bond Counsel	\$30,000.00		\$30,000.00	\$30,000.00								\$30,000.00	\$0.00
Totals		\$3,522,850.00	\$0.00	\$3,522,850.00	\$234,411.35	\$0.00	\$27,905.84	\$31,980.61	\$0.00	\$11,809.69	\$53,940.71	\$0.00	\$359,828.20	\$3,163,021.80

\*\$76,990.00 Contingency Funds moved to Construction in support of Change Order #1

WDA EEGF Grant

A. COST OF PROJECT		Original Budget as of 4-2-24	Adjustment	Current Budget	May 2024	June 2024	July 2024	August 2024	September 2024	October 2024	January 2025	February 2025	Total to Date	Funds Remaining
1	Construction	\$1,000,000.00		\$1,000,000.00									\$720,937.13	\$279,062.87
2	Contract 1 (Orders Construction)													
a	Stud/ & Report	\$0.00		\$0.00									\$0.00	\$0.00
b	Design Phase	\$0.00		\$0.00									\$0.00	\$0.00
c	Bidding Phase	\$0.00		\$0.00									\$0.00	\$0.00
d	Construction Administration	\$0.00		\$0.00									\$0.00	\$0.00
e	Resident Project Representative	\$0.00		\$0.00									\$0.00	\$0.00
f	Special Services	\$0.00		\$0.00									\$0.00	\$0.00
3	Leial & Fiscal													
a	Leial (Local and Title)	\$0.00		\$0.00									\$0.00	\$0.00
4	Administrative													
a	Project Coordinator (Region 3)	\$0.00		\$0.00									\$0.00	\$0.00
b	Accountant (Smith Cochran Hicks PLLC)	\$0.00		\$0.00									\$0.00	\$0.00
c	Other Administrative Costs	\$0.00		\$0.00									\$0.00	\$0.00
8	Contingency/	\$0.00		\$0.00									\$0.00	\$0.00
9	Miscellaneous													
a	Permits	\$0.00		\$0.00									\$0.00	\$0.00
18	Financing - Other Costs													
a	Registrar Fees	\$0.00		\$0.00									\$0.00	\$0.00
b	Bond Counsel	\$0.00		\$0.00									\$0.00	\$0.00
Totals		\$1,000,000.00	\$0.00	\$1,000,000.00	\$0.00	\$0.00	\$85,500.00	\$76,590.00	\$0.00	\$522,125.33	\$36,721.80	\$0.00	\$720,937.13	\$279,062.87





**Totals**

A. COST OF PROJECT		Original Budget as of 4-2-24	Adjustment	Current Budget	May 2024	June 2024	July 2024	August 2024	September 2024	October 2024	January 2025	February 2025	Total to Date	Funds Remaining
1 Construction														
Contract 1 (Orders Construction)		\$3,809,010.00	\$79,781.25	\$3,888,791.25	\$0.00	\$0.00	\$85,500.00	\$76,590.00	\$0.00	\$522,125.33	\$36,721.80	\$0.00	\$720,937.13	\$3,167,854.12
2														
a Shut & Rerort		\$9,850.00	\$0.00	\$9,850.00	\$9,850.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,850.00	\$0.00
b Design Phase		\$136,000.00	\$0.00	\$136,000.00	\$136,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$136,000.00	\$0.00
c Bidding Phase		\$20,000.00	\$0.00	\$20,000.00	\$15,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,000.00	\$0.00
d Construction Administration		\$96,000.00	\$0.00	\$96,000.00	\$0.00	\$0.00	\$9,600.00	\$19,200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$29,800.00	\$0.00
e Resident Project Representative		\$260,000.00	\$0.00	\$260,000.00	\$0.00	\$0.00	\$230.87	\$12,660.61	\$0.00	\$4,705.35	\$11,690.11	\$0.00	\$29,346.94	\$230,653.06
f Special Services		\$21,000.00	\$0.00	\$21,000.00	\$10,500.00	\$0.00	\$9,450.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$19,950.00	\$1,050.00
3 Legal & Fiscal														
a Legal (Local and Title)		\$7,000.00	\$0.00	\$7,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,000.00	\$0.00
4 Administrative														
a Project Coordinator (Region 3)		\$35,000.00	\$0.00	\$35,000.00	\$7,561.35	\$0.00	\$3,564.97	\$0.00	\$0.00	\$2,070.89	\$3,750.60	\$0.00	\$16,947.81	\$18,052.19
b Accountant (Smith Cochran Hicks PLLC)		\$25,000.00	\$0.00	\$25,000.00	\$25,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00	\$0.00
c Other Administrative Costs		\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$0.00
8 Contingency		\$190,450.00	-\$79,781.25	\$110,668.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$110,668.75	\$0.00
9 Miscellaneous														
a Permits		\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00	\$0.00
18 Financial - Other Costs														
a Registrar Fees		\$500.00	\$0.00	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00
b Bond Counsel		\$30,000.00	\$0.00	\$30,000.00	\$30,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,000.00	\$0.00
Totals		\$4,643,310.00	\$0.00	\$4,643,310.00	\$234,411.35	\$0.00	\$113,405.84	\$108,450.61	\$0.00	\$533,935.02	\$90,562.51	\$0.00	\$1,080,765.33	\$3,562,544.67

\*\$79,781.25 Contingency Funds moved to Construction in support of Change Order #1

**B SOURCES OF FUNDS**

	Original Budget as of 4-2-24	Adjustment	Current Budget	May 2024	June 2024	July 2024	August 2024	September 2024	October 2024	January 2025	February 2025	Total to Date	Funds Remaining
12 State Grants (UDC Bid Overrun Grant)	113,460.00	0.00	113,460.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00	\$113,460.00
13 Other Grants (WDA EEGF Grant)	1,000,000.00	0.00	1,000,000.00	0.00	0.00	85,500.00	76,590.00	0.00	522,125.33	36,721.80	0.00	\$720,937.13	\$279,062.87
14 Local Funds (South Charleston Sanitary Board)	7,000.00	0.00	7,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00	\$7,000.00
16 Net Proceeds from Bond Issue	3,522,850.00	0.00	3,522,850.00	234,411.35	0.00	27,905.84	31,860.61	0.00	11,809.69	53,840.71	0.00	\$359,828.20	\$3,163,021.80
	4,643,310.00	0.00	4,643,310.00	234,411.35	0.00	113,405.84	108,450.61	0.00	533,935.02	90,562.51	0.00	1,080,765.33	3,562,544.67

## **FINANCE COMMITTEE**

**February 6, 2025**

The South Charleston Finance Committee will meet at **7:00P.M.** We will meet in the Finance Room at South Charleston City Hall.

### **APPROVAL OF MINUTES:**

- Approval of minutes for regular meeting January 16, 2025.

### **OLD BUSINESS:**

### **NEW BUSINES:**

- Fire and Police Pension Funds Update- Rick Atkinson
- Monthly Collections Fiscal Year 2025- Rick Atkinson
- Employee Health Insurance Fund- Rick Atkinson
- Solar Holler RFP Response\_ Rick Atkinson

### **BUDGET PERFORMANCE:**

### **MISCELLANEOUS:**

### **EXCUTIVE SESSION:**

### **ADJOURNMENT:**



## 2024 4th Quarter Performance

### SC Fire Pension Fund

Beginning Balance 10-1-24	4,858,583.28
Additions	0.00
Investment Income	39,653.72
Fees and Charges	5,467.59
Balance 12-31-24	4,892,769.41
Total Assets	5,656,806.64
Rate of Return	0.82%
Fees Percentage	0.112%
Projected Assets 12-31-24	4,713,331.00
Increase over Projection	943,475.64
Projected Liability	47,611,298.50
Projected Unfunded Liability	42,897,967.00
Actual Unfunded Liability	41,954,491.86
Decrease over Projection	943,475.14
Percent Funded	13.48%

### SC Police Pension Fund

Beginning Balance 10-1-24	5,138,946.18
Additions	34,381.87
Investment Income	-54,335.71
Fees and Charges	7,552.20
Balance 12-31-24	5,111,440.14
Total Assets	5,222,618.85
Rate of Return	-1.06%
Fees Percentage	0.148%
Projected Assets 12-31-24	4,699,582.50
Increase over Projection	523,036.35
Projected Liability	36,526,302.50
Projected Unfunded Liability	32,151,251.00
Actual Unfunded Liability	31,303,683.65
Decrease over Projection	847,567.35
Percent Funded	16.68%

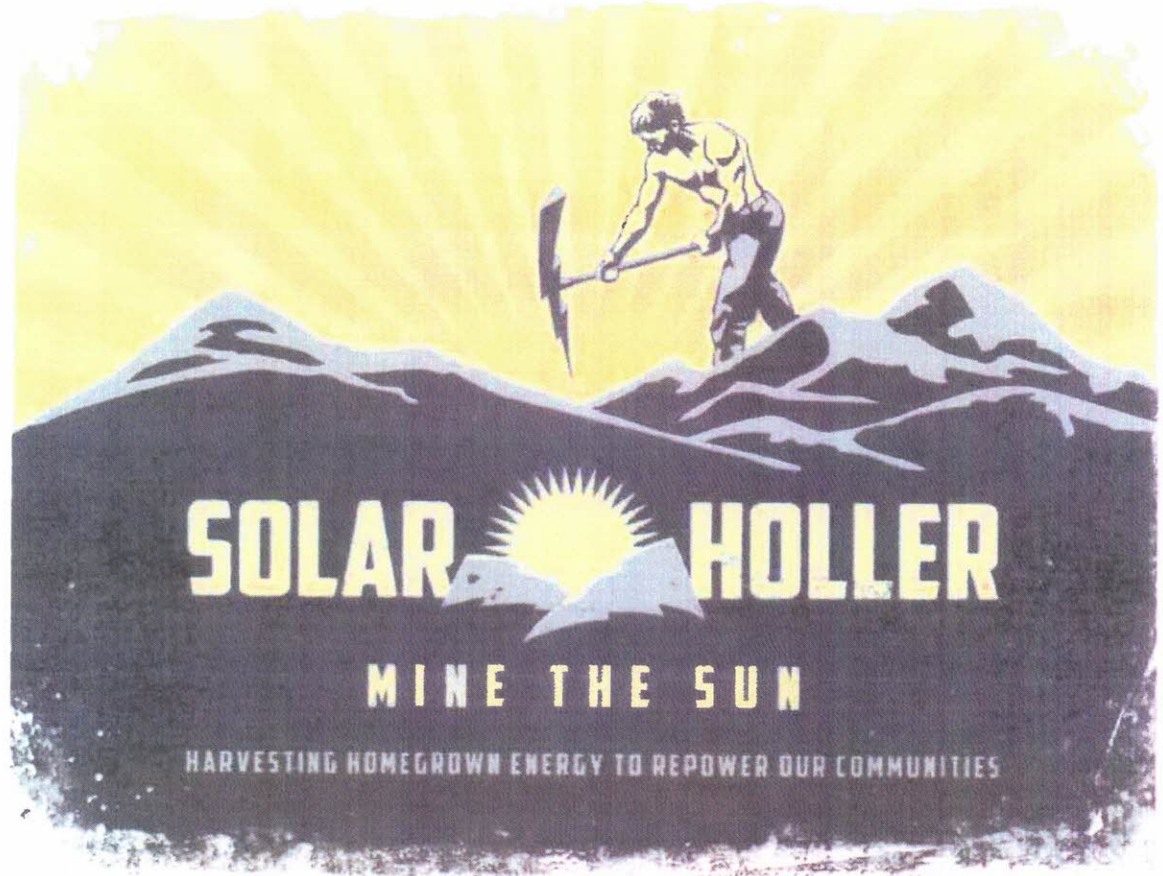
Monthly Collections - Fiscal Year 25

	FY25	FY24	FY23	FY22	FY21	FY20	Average 24-21	% of Total	Compare to Avg	Increase	Estimate FY25	Compare to Est	Increase
July	4,695,764.44	3,318,691.05	3,471,088.89	2,886,757.68	2,668,134.82	2,972,526.12	3,086,168.11	9.74%	1,413,408.33	31.41%	3,288,813.40	1,210,763.04	26.91%
Aug	2,701,552.77	2,040,907.03	2,309,012.54	2,078,372.53	1,924,655.25	1,793,976.78	2,088,236.84	6.59%	281,965.43	11.90%	2,225,355.53	144,846.74	6.27%
Sept	3,041,513.14	3,174,824.60	3,939,232.70	3,881,111.14	2,897,373.48	2,808,230.25	3,473,135.48	10.96%	576,366.66	13.16%	3,701,189.98	298,312.16	7.57%
Oct	5,056,080.47	3,644,834.15	3,535,668.56	4,001,596.24	3,828,567.15	3,828,567.15	4,165,836.57	13.15%	890,243.90	17.61%	4,439,375.51	616,704.96	16.92%
Nov	1,821,498.09	1,739,730.58	1,744,223.98	1,744,223.98	1,401,578.02	1,193,643.75	1,812,219.19	5.77%	9,278.90	0.51%	1,931,213.90	-109,715.81	-6.31%
Dec	1,490,755.85	1,618,305.96	1,618,305.96	1,481,595.63	1,281,266.36	1,641,091.62	1,494,288.79	4.72%	-3,522.93	-0.27%	1,592,407.41	-101,641.56	-6.28%
Jan	4,489,931.91	3,622,231.00	3,694,705.99	3,508,275.81	2,894,978.35	2,932,725.57	3,430,047.54	10.83%	1,028,994.37	35.54%	3,655,272.79	803,769.12	21.75%
Feb	1,849,916.20	1,747,798.51	1,747,798.51	1,835,932.32	1,486,767.13	1,722,841.70	1,734,805.80	5.49%	-1,734,805.80	-116.68%	1,848,717.35	-1,848,717.35	-105.77%
Mar	1,849,916.20	3,024,632.26	3,024,632.26	3,035,944.25	2,749,757.11	2,999,827.92	3,035,822.95	9.58%	-3,035,822.95	-110.40%	3,235,162.45	-3,235,162.45	-106.56%
Apr	4,172,269.48	4,172,269.48	4,172,269.48	3,504,560.84	3,185,623.41	3,099,531.69	3,804,933.01	12.01%	-3,804,933.01	-119.44%	4,054,774.14	-4,054,774.14	-93.06%
May	2,082,072.41	2,082,072.41	2,082,072.41	2,080,846.64	1,566,211.87	1,775,569.85	2,005,063.25	6.33%	-2,005,063.25	-128.02%	2,136,720.56	-2,136,720.56	-93.26%
June	1,546,481.04	1,546,481.04	1,546,481.04	1,391,087.35	1,620,244.45	1,418,947.66	1,545,983.92	4.88%	-1,545,983.92	-95.42%	1,647,496.97	-1,647,496.97	-101.31%
Total	23,696,667.17	34,649,737.74	33,463,864.81	30,914,376.73	27,678,186.49	28,148,480.06	31,676,541.44	100.00%	-7,979,874.27	-23.03%	33,756,500.00	-10,059,832.83	12.08%
YTD	23,696,667.17	21,647,231.42	20,416,910.81	19,066,005.33	17,069,582.52	17,191,761.24	19,549,932.52	61.77%	4,146,734.65	17.50%	20,833,628.52	2,863,038.65	12.08%

**City of South Charleston**  
**Employee Health Insurance Fund - FY24**

	Budget	YTD Budget	September	October	November	December	YTD Actual	Variance	Monthly
<b>Revenue</b>									
City Contribution	\$4,900,000	\$2,450,000.00	\$632,000.00	\$424,000.00	\$410,222.72	\$210,222.72	\$3,052,447.31	\$602,447.31	\$408,333.33
Sanitary Board	\$552,000	\$276,000.00	\$40,608.86	\$43,620.44	\$41,570.83	\$41,570.83	\$208,155.92	-\$67,844.08	\$46,000.00
Employee W/H	\$300,000	\$150,000.00	\$24,356.11	\$23,772.75	\$23,625.13	\$23,598.83	\$156,516.50	\$6,516.50	\$25,000.00
Pension W/H	\$72,000	\$36,000.00	\$7,521.63	\$7,606.63	\$7,720.73	\$7,770.73	\$45,527.77	\$9,527.77	\$6,000.00
Retiree Payments	\$72,000	\$36,000.00	\$6,912.32	\$7,977.27	\$7,586.30	\$9,105.04	\$48,106.55	\$12,106.55	\$6,000.00
Express Refunds	\$72,000	\$36,000.00	\$711,398.92	\$24,550.00	\$490,725.71	\$250,697.32	\$47,950.00	\$11,950.00	\$6,000.00
Total	\$5,968,000	\$2,984,000.00	\$711,398.92	\$531,527.09	\$490,725.71	\$250,697.32	\$3,558,704.05	\$574,704.05	\$497,333.33
<b>Expense</b>									
Health Claims	\$2,750,000	\$1,375,000.00	\$559,848.00	\$305,206.00	\$255,798.00	\$184,048.00	\$1,953,787.00	\$578,787.00	\$229,166.67
Vision and Dental	\$160,000	\$80,000.00	\$13,039.00	\$13,075.00	\$14,409.00	\$10,801.00	\$72,877.00	-\$7,123.00	\$13,333.33
RX	\$850,000	\$425,000.00	\$72,722.00	\$178,334.00	\$60,223.00	\$29,430.00	\$590,492.00	\$165,492.00	\$70,833.33
Reinsurance/Admin	\$1,190,645	\$595,322.50	\$100,848.00	\$101,652.00	\$101,667.00	\$97,592.00	\$607,249.00	\$11,926.50	\$99,220.42
Clinic	\$600,000	\$300,000.00	\$49,862.28	\$55,722.71	\$62,556.09	\$53,347.34	\$324,980.74	\$24,980.74	\$50,000.00
Laser Liability	\$375,000	\$187,500.00	\$796,319.28	\$653,989.71	\$494,653.09	\$375,218.34	\$0.00	-\$187,500.00	\$31,250.00
Total	\$5,925,645	\$2,962,822.50	\$796,319.28	\$653,989.71	\$494,653.09	\$375,218.34	\$3,549,385.74	\$586,563.24	\$493,803.75
Net Income	\$42,355	\$21,178	-\$84,920	-\$122,463	-\$3,927	-\$124,521	\$9,318	-\$11,859	\$3,530





## **City of South Charleston**

### **Proposal for Power Purchase Agreements and Purchased Grid-tied System Options**

Solar Holler  
2835 Park Avenue  
Huntington, WV 25704

Prepared by: Steve Jones, Commercial Sales Administrator and Grant Writer  
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Victoria Koy, Designer  
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In addition to the information presented herein, the following is also being provided.

- Attachment A - Sample Contract for Power Purchase Agreement
- Attachment B - Sample PPA Rooftop Lease Agreement
- Attachment C - Sample Contract with Bridge Loan
- Attachment D - Hardware Specifications
- Attachment E - Solar Holler Certificates and Proof of Insurance



## About Solar Holler

Solar Holler is a full-service solar developer and installer for the Appalachian Region. We are a rare breed — a fully licensed electrical contracting firm with policy and financing expertise, a finger on the pulse of cutting-edge technology, and an absolute commitment to bringing affordable solar energy within reach of everyone in Appalachia. At Solar Holler, we relentlessly pursue innovative approaches that bring solar within reach of the people and places who have always been left out.

Our first project won Interfaith Power & Light's National Renewable Role Model award for our first-of-its-kind crowdfunding program with businesses. We use our deep knowledge of energy policy and financing to build programs that work — even in Appalachia. Faced with unprecedented demand in the state, we worked with partners to launch the first solar job training and apprenticeship program in West Virginia resulting in new jobs and opportunities in the coalfields. Now, all across West Virginia, our teams of trained and talented electricians and installers are building beautiful solar systems that are remaking our state. As of the end of 2024, we have been mining the sun for over a decade, and our workforce has expanded to around 100 employees!

To date, Solar Holler has successfully installed over 2,000 solar systems across central Appalachia, totaling 27.7 MW of solar capacity. Additionally, 6.5 MW of commercial projects are currently under development.

We've been able to successfully deliver solar projects - and energy savings - to so many different businesses and institutions across Appalachia because of our creativity and innovation. We operate at a large-enough scale to tap into leading-edge technology and financial solutions. And yet, we will always remain the local, West Virginia-based solar shop, delivering high quality solutions to our neighbors.





## Solar Holler Proposal Overview

Solar Holler has completed a review of the City of South Charleston's facilities and the utility bills provided to determine the most financially advantageous approach for implementing solar energy. Given the current uncertainties surrounding federal grant funding, Solar Holler believes that relying solely on grants for financing a large-scale solar project introduces significant financial risks, particularly as significant rate increases loom. As a more secure and timely alternative, we recommend the City proceed with a Power Purchase Agreement (PPA).

The PPA model has proven successful for other entities, including the Wayne County Board of Education and Cabell County Public Libraries, by offering immediate and long-term financial benefits with no upfront capital investment. Under the PPA, Solar Holler will assume full responsibility for:

- System development, equipment procurement, and installation
- Ongoing system maintenance and insurance
- Performance monitoring and system management throughout its lifespan

This structure ensures that the City will begin realizing energy savings from the start. In the first year - assuming today's utility rates - the City is projected to save \$5,000 - 7,000, with these savings increasing annually due to the compounded effect of avoiding rising utility rates. Over the course of 25 years, the projected cumulative savings for the City will exceed the \$599,000 in the RFP—a figure based on a conservative 3% annual rate increase.

It is important to note that this 3% rate increase assumption is significantly lower than the actual rate increases currently under review by the Public Service Commission for AEP territory. In fact, 15 of the City's solar-ready properties are facing a proposed 26.5% rate increase, while the remaining properties face increases ranging from 15% to 19%. Given these extraordinary increases, the savings estimates provided in this proposal are intentionally conservative. If AEP's proposed rates are confirmed by the PSC and go into effect this fall, the City will save over \$11,000 in its first year of solar.

The PPA model offers the City a predictable, long-term savings solution while eliminating financial uncertainty and the risks associated with upfront capital investment. It also shields the City from the increasing costs of traditional electricity, locking in lower energy rates for the future. This approach ensures the City of South Charleston will benefit from stable, reduced energy costs for decades, with no reliance on fluctuating grant opportunities.



## Assessment of City Properties & Financial Options

As part of this proposal, Solar Holler has identified 18 solar-ready properties across the City. Based on the utility rates at each facility, we recommend 5 of these properties as potential candidates for grant funding, based on current grant availability and the likelihood of securing such funds. For the remaining 13 properties, we recommend pursuing PPAs, which offer a cost-effective solution that requires no upfront investment and delivers immediate savings.

Should the City decide to move forward with a full PPA approach for all 18 properties, Solar Holler can offer a highly competitive \$0.070 per kWh rate, reflecting the economies of scale associated with a larger portfolio. This rate ensures that the City will receive the lowest possible energy price.

Alternatively, if the City prefers a hybrid approach, where 13 properties are financed via PPA and 5 grant-eligible properties are pursued for funding, Solar Holler can offer a slightly higher \$0.073 per kWh rate for the 13 properties under the PPA.

In either scenario, Solar Holler is committed to providing the City with the most financially advantageous solar energy solution. Both options offer substantial savings over time, with the PPA model ensuring immediate cost reductions and no financial burden for the City. Solar Holler stands ready to work with the City to ensure the best possible outcome, whether through a full PPA solution or a hybrid approach involving grants.



## Your Current Utility Costs Summary

Our designers have analyzed the utility bills for the 18 locations. After factoring in the demand charges (the peak energy needed for the entire month), energy charges (how many kWh used), and the customer charge (minimum or meter fee). We've determined that your average monthly utility bill can be broken down the following way:

Customer Charge	Demand Charges	Energy Charge	Total Average Utility Bill
\$635.00	\$19,480	\$24,203	\$44,318

Note: This estimate of annual charges is based on a single month's worth of utility bills. A more accurate estimate can be drawn from a full year of utility bills.

The following pages show how Solar Holler will offset around 35% of your current costs.



## Company Solar Analysis for 18 Locations

The following analysis is a review of the solar potential of the City of South Charleston's facilities and considers both the technical and financial feasibility of producing solar power with Solar Holler photovoltaic systems. The technical assessment combines satellite imagery, weather data and sunlight mapping, as well as utility rate and bill analysis. The result is a set of solar arrays that produce the maximum amount of solar energy within the space available without going beyond the annual usage needs of each property.

Project Site	System Size	Current Utility Rate	Annual Production	Annual Usage	Solar Offset
City Hall	52.32 kW	\$0.068842	60,428 kWh	86,980 kWh	69.55%
Community Center	61.59 kW	\$0.067092	71,372 kWh	1,950,000 kWh	3.66%
Finance	21.07 kW	\$0.072158	25,744 kWh	25,020 kWh	102.89%
Fire Station 1	80.84 kW	\$0.070719	100,145 kWh	95,600 kWh	104.75%
Fire Station 2	25.37 kW	\$0.072163	31,663 kWh	30,500 kWh	103.81%
Fire Station 3	29.24 kW	\$0.071417	22,141 kWh	35,000 kWh	63.26%
Fire Station 5	65.36 kW	\$0.072164	75,061 kWh	71,280 kWh	105.30%
Ice Arena	414.75 kW	\$0.072164	491,478 kWh	792,576 kWh	62.01%
Library	118.81 kW	\$0.060230	141,559 kWh	175,000 kWh	80.89%
Little Creek Concessions	5.16 kW	\$0.072162	5,449 kWh	43,200 kWh	12.61%
Little Creek Garage	36.55 kW	\$0.165551	33,970 kWh	35,508 kWh	95.67%
Oakes Field	21.93 kW	\$0.120809	17,566 kWh	16,500 kWh	106.46%
Oakes Gym	21.93 kW	\$0.072158	20,637 kWh	25,000 kWh	106.55%
Park House	9.03 kW	\$0.169556	7,126 kWh	15,000 kWh	47.51%
Police Dept	50.74 kW	\$0.065737	61,015 kWh	141,000 kWh	43.27%
Pool House	47.73 kW	\$0.087654	54,577 kWh	138,500 kWh	39.41%
Pro Shop	40.42 kW	\$0.072167	48,416 kWh	45,000 kWh	107.59%
Public Works	117.72 kW	\$0.072164	107,237 kWh	199,880 kWh	53.70%
<b>Totals</b>	<b>1220.55 kW</b>	<b>\$0.073372</b>	<b>1,381,585 kWh</b>	<b>3,921,244 kWh</b>	<b>35.23%</b>



## System Hardware & Services

Solar Holler works with select manufacturers and distributors to find the best components when designing your solar installation. The utmost consideration is taken for each piece from the panels and inverters down to the wires that connect the arrays to your facilities.

The chart below shows the hardware and services we are currently providing. More detailed information on solar panels and modules can be found in the spec sheet attachment. We've included with this submission the spec sheets for QCell modules and Enphase microinverters, the primary equipment we're installing at the moment. Additional spec sheets can be provided upon request.

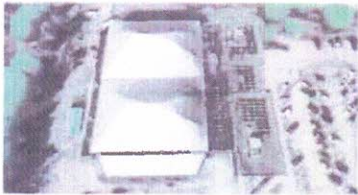
System Component	Manufacturer/Provider	Minimum Warranty Standard
Solar Panels	QCell, JA Solar, Silfab, SEG	12 year product warranty; 25 year performance guarantee
Inverters	Enphase, Solar Edge, Yotta, SMA	25 years for a micro-inverter; 10 years for a centralized inverter
Monitoring	Enphase, Solar Edge, Yotta	5 year hardware
Installation	Solar Holler	10 year workmanship



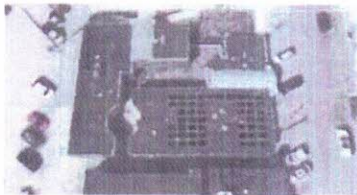
# Installation Designs



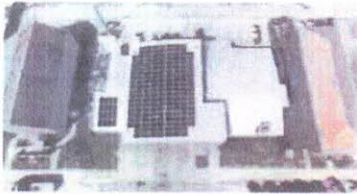
City Hall



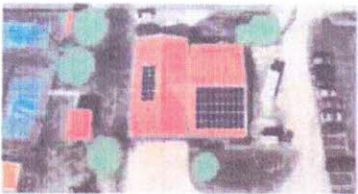
Community Center



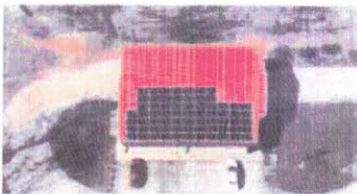
Finance



Fire Station 1



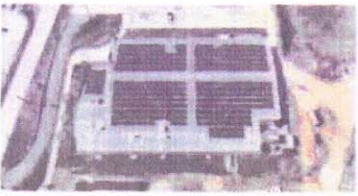
Fire Station 2



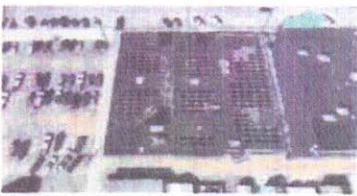
Fire Station 3



Fire Station 5



Ice Arena



Library



Little Creek Concession Stands



Little Creek Garage



Oakes Field



Oakes Gym



Park House



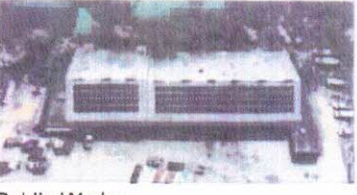
Police Dept



Pool House



Pro Shop



Public Works





## Operations and Maintenance

Solar Holler's team includes a professional Service Department made up of both dedicated office and field staff. We currently support over 2,000 solar arrays in our fleet with a combination of remote support and site visits. While solar arrays require little maintenance - there are no moving parts after all! - from time-to-time a system's monitoring may need to be reconnected to the internet or a piece of equipment fails and needs to be replaced. Our Service Department handles issues within and without warranty for our fleet, and for the fleets of several local electricians who've retired and turned their customers over to us.

In sum, our fleet consistently delivers more than 103% of the estimated solar production our customers are counting on each year. Some years, as high as 108% of estimated production. Our systems deliver strong performance, and our Service Department adds a safety net of support to ensure the systems we've installed don't skip a beat.

How can we ensure we'll be here to continue servicing systems throughout their lifetimes? Solar Holler just rounded the corner on our 12th year in business, and with nearly 100 employees and a diversified business model serving four states of central Appalachia, we look forward to serving our customers over the coming decades. And yet, we've done more than build a sound business to ensure the longevity of our Service Department. As part of this proposal - as with all of our proposals - we offer our Solar Holler SREC Rebate in payment for each customer's future Renewable Energy Credits (RECs). We then register and monetize the SRECs generated by our fleet each month, as 2,000 systems produce power. Our customers benefit from the upfront payment of the SREC Rebate, offering savings at the point of sale. And Solar Holler benefits from a small, but steady revenue stream that covers the fixed costs of our Service Department. Our SREC program will continue to generate revenue as the systems in our fleet produce power - aligning our interests with our customers: high-performing solar systems for the long run.

## Financial Model No. 1: All Power Purchase Agreements

Using a Power Purchase Agreement, South Charleston would host solar on its facilities' rooftops and purchase the electricity generated by the arrays. Solar Holler would develop, install, own, operate, maintain, and insure the solar systems. The City would grant us a lease to do so. The City would purchase the power produced by the solar at a rate set by the PPA terms: \$0.070/kWh with an annual escalator of 1.9%.

The City would purchase the solar power produced each year - no more, no less - in lieu of paying a higher rate to the utility for the same power. Put another way, there is no expense to the City until the solar power is flowing into its buildings.

Our standard PPA is in place for 25 years with the opportunity to renew through Year 35. Buy-out options begin at Year 6 if the City opts to purchase the systems and own their own electricity generation.



### Savings Analysis

Monthly Savings (Yr 1)

(Reduced Energy Charges)

\$320

Avoided AEP Payments

(Over 25 years)

\$3,455,845

Solar Offset

35.23%

Savings with Solar

\$599,240



## What is my Monthly Breakdown?

Current Utility Rate

\$0.073

AEP Rate Increase

\$0.092

PPA Rate

\$0.070

Old Utility Bill

\$41,745

Bills After Rate Increase

\$52,610

Solar Payment  
+ New Utility Bill

\$41,425

## Cash Flow Analysis for PPAs \*

Year	Utility Costs w/o Solar	Solar Payments	New Utility Bill	Annual Savings
1	\$281,369	\$95,168	\$181,223	\$4,978
2	\$289,607	\$96,601	\$186,854	\$6,152
3	\$298,092	\$98,056	\$192,664	\$7,372
4	\$306,831	\$99,533	\$198,658	\$8,640
5	\$315,833	\$101,033	\$204,842	\$9,957
6	\$325,104	\$102,556	\$211,223	\$11,325
7	\$334,654	\$104,100	\$217,809	\$12,745
8	\$344,490	\$105,660	\$224,611	\$14,219
9	\$354,621	\$107,238	\$231,637	\$15,747
10	\$365,057	\$108,834	\$238,893	\$17,331
11	\$375,805	\$110,424	\$246,412	\$18,969
12	\$386,876	\$112,006	\$254,207	\$20,663
13	\$398,279	\$113,601	\$262,263	\$22,414
14	\$410,024	\$115,212	\$270,588	\$24,224
15	\$422,121	\$116,834	\$279,196	\$26,091
16	\$434,581	\$118,471	\$288,089	\$28,020
17	\$447,415	\$120,119	\$297,283	\$30,013
18	\$460,634	\$121,789	\$306,771	\$32,074
19	\$474,250	\$123,482	\$316,564	\$34,204
20	\$488,274	\$125,199	\$326,669	\$36,405
21	\$502,719	\$126,940	\$337,098	\$38,680
22	\$517,597	\$128,705	\$347,861	\$41,031
23	\$532,921	\$130,495	\$358,967	\$43,459
24	\$548,706	\$132,310	\$370,429	\$45,967
25	\$564,963	\$134,149	\$382,256	\$48,558
<b>Total</b>	<b>\$10,180,823</b>	<b>\$2,848,515</b>	<b>\$6,733,068</b>	<b>\$599,240</b>

\*This chart references only *Energy Charges*. Solar cannot *directly* offset *Demand Charges*, but can indirectly impact them favorably.



## Financial Model No. 2: 13 Power Purchase Agreements and 5 Zero-Investment Financed Systems

In this second option, Solar Holler again provides the City of South Charleston with a solar project at no cost. Should the City select this option, we would collaborate closely with grant-writing experts to secure and administer a federal grant that will cover nearly half of the project costs for the solar at 5 City properties. Federal support through the Inflation Reduction Act will cover another 50% of project costs. The remaining costs will be offset by the sale of the project's environmental attributes through Solar Holler's SREC Rebate Program. To align funding and project timelines, our proposal includes a guarantee of a 0% interest bridge loan.

<b>Avoided Monthly AEP Bills</b> (Reduced Energy Charges)	<b>Minimum Bill</b> (Fixed charges & Demand)	<b>Lifetime Avoided Bills</b> (Over 25 years)
\$8,345	\$18,862	\$3,457,513
<b>Solar Offset</b>	<b>Savings with Solar</b>	<b>Expected Utility Spend</b> (Over 25 years)
35.23%	\$1,008,912	\$17,110,918

### What is my Monthly Breakdown?

<b>Current Utility Rate</b>	<b>AEP Rate Increase</b>	<b>PPA Rate</b>
\$0.077	\$0.096	\$0.073
<b>Old Utility Bill</b>	<b>Bills After Rate Increase</b>	<b>Solar Payment + New Utility Bill</b>
\$19,206	\$23,945	\$18,724

## Pricing Breakdown

Base price of solar arrays	\$993,460
Consulting fee for grant writing and administration	\$55,639
Finance fee for 0% bridge loan (if needed)	\$61,241
<b>TOTAL PROJECT PRICE</b>	<b>\$1,110,340</b>

## Total Investment

### Total Investment

Total Project Price	\$1,110,340
Solar Holler SREC Purchase Rebate	\$165,593
Post SREC Rebate Final Cost	\$944,748
30% Solar Tax Credit	\$333,102
10% Energy Community Tax Credit	\$111,034
10% Domestic Content Tax Credit	\$111,034
Federal Grant	\$485,000
Your Final Net Investment	\$0
Your Net Lifetime Savings	\$464,072

## Cash Flow Analysis for Zero-Investment and PPA Projects \*

Year	Utility Costs w/o Solar	Solar Payments	New Utility Bill	Annual Savings
1	\$113,280	\$68,055	\$38,312	\$6,913
2	\$116,538	\$69,111	\$39,589	\$7,838
3	\$119,893	\$70,184	\$40,910	\$8,799
4	\$123,350	\$71,274	\$42,279	\$9,798
5	\$126,910	\$72,381	\$43,695	\$10,834
6	\$130,577	\$73,505	\$45,161	\$11,910
7	\$134,354	\$74,645	\$46,681	\$13,027
8	\$138,244	\$75,796	\$48,263	\$14,185
9	\$142,251	\$76,958	\$49,907	\$15,385
10	\$146,378	\$78,133	\$51,616	\$16,629
11	\$150,629	\$79,296	\$53,418	\$17,914
12	\$155,007	\$80,446	\$55,321	\$19,240
13	\$159,517	\$81,602	\$57,304	\$20,611
14	\$164,162	\$82,768	\$59,369	\$22,026
15	\$168,947	\$83,939	\$61,525	\$23,483
16	\$173,875	\$85,119	\$63,768	\$24,988
17	\$178,951	\$86,302	\$66,108	\$26,541
18	\$184,179	\$87,502	\$68,532	\$28,145
19	\$189,564	\$88,719	\$71,043	\$29,802
20	\$195,110	\$89,953	\$73,644	\$31,513
21	\$200,823	\$91,203	\$76,339	\$33,281
22	\$206,707	\$92,471	\$79,130	\$35,106
23	\$212,768	\$93,757	\$82,020	\$36,991
24	\$219,011	\$95,061	\$85,014	\$38,936
25	\$225,441	\$96,383	\$88,114	\$40,944
<b>Total</b>	<b>\$4,076,463</b>	<b>\$2,044,563</b>	<b>\$1,487,061</b>	<b>\$544,840</b>

\*This chart references only *Energy Charges*. Solar cannot *directly* offset *Demand Charges*, but can indirectly impact them favorably.





## Savings Calculations

### Net Metering

Solar drives savings primarily by offsetting the usage or energy charges on your utility bill. As your solar system produces your power, you no longer need to purchase that power from your utility. Under our state's net metering policy, all of the power your solar system produces will offset your bill, regardless of when your facility uses that power. On sunny days, your meter will tick backwards as you generate more solar energy than your facility consumes. At night your facility will continue to receive electricity from the grid. At the end of the month, the utility will only charge you for the difference or even carry a credit forward to future months.

### Inflation Reduction Act Energy Credit

The federal government offers a 30% investment tax credit, plus two 10% bonus credits for qualifying projects. This project's location qualifies for the Energy Community Bonus tax credit, and Solar Holler will use domestically sourced equipment, ensuring 50% of the project cost is covered by federal incentives.

### Other Cost and Savings Details

- The Utility Rate is the estimated rate you will be paying the utility on average over the next 25 years, including 3% annual inflation. Utility Savings and Bill calculations include utility rates (with 3% annual inflation) minus panel degradation (0.5% annually) over 25 years.
- Total Project Cost includes: solar components, engineering, permits, interconnection, taxes, and labor. This is a true turn-key solution.
- Your Solar Offset is based on your annual usage that was provided from your utility bill or estimated by our design team if not provided in full. Your usage will vary year to year meaning the amount of offset will also fluctuate depending if your usage goes up or down. We estimate a 1-5% variance in your monthly generation based on weather conditions and other factors. This offset does not take into account any changes made to the facility or property after the date listed on the first page of this proposal.
- This pricing and solar equipment is guaranteed for 60 days from the date of this proposal.





## Applying Federal Support

Solar Holler has established robust partnerships with grant writers, collaborating closely to deliver solar solutions to municipalities like the City of South Charleston. Together, we seamlessly integrate our expertise to translate solar concepts into actionable projects. Through our tight-knit collaboration, we navigate the grant landscape at local, state, and federal levels, ensuring that solar energy becomes an accessible and cost-effective choice for communities. Our shared dedication to sustainability and innovation propels us to make a lasting impact in cities across the region.

The cost for the work of the grant writing is folded into the Total System Price outlined in our proposals. In addition to compiling and submitting grants, our scope of work encompasses grant administration and reporting. With Solar Holler at the helm, rest assured that every aspect of your solar project is expertly managed and in capable hands.

- **Bridge Loan:**

Solar Holler, in collaboration with our grant writing team, will apply for a 0% bridge loan. If the bridge loan is not approved, Solar Holler will provide an in-house 0% bridge loan. Payment terms will be structured to align with the monthly savings generated from the electricity bill. The finance fee outlined in the proposal will be used to buy down the interest rate, ensuring a 0% bridge loan.

- **Federal Grant/s:**

Solar Holler will research funding options and prepare and submit grant applications to relevant federal grant programs. Should we be awarded this project, we would make an initial grant submission no later than March 31, 2025. This application seeks funding totaling \$273,000, which will be allocated towards the implementation of solar energy initiatives. Upon the successful acquisition of a federal grant contribution, in conjunction with the utilization of Solar Renewable Energy Credits (SRECs) and tax credits, the combined financial resources will effectively offset all associated costs. This strategic approach ensures the efficient utilization of available funding streams to achieve maximum cost mitigation in the implementation of solar energy projects.

- **Tax Credit Filing:**

The City of South Charleston will apply for their eligible tax credits in the year following the system installation. Once received, these funds will be used to repay the bridge loan in full, resulting in a zero balance.



## Licenses and Certifications

We are a fully licensed & insured electrical contracting firm—dedicated to making each solar installation a safe, flawless, and beautiful power generation facility.

Solar Holler's installation crew members are union-affiliated with the IBEW or Carpenters Union. See the attachments for:

- our contractor license
- Justin Kline's NABCEP certifications. Justin serves as the lead technical designer on our commercial team.
- the Master's electrical license for Jeremy Donald, the Director of Electrical who oversees interconnection planning and electrical installation.

Other certifications can be furnished upon request.

### Subcontractors

As a full-service solar developer and installer, Solar Holler handles all aspects of its projects. All installation crews are full-time employees of Solar Holler, except for the handful of interns in our Solar Apprenticeship Program with Wayne High School.



## References

### **Cabell County Public Library**

Address: 455 9th St Huntington, WV 25701  
System: Seven locations totalling 327.77kW  
Contact: Breana Bowen  
[breana.bowen@cabellcountylib.org](mailto:breana.bowen@cabellcountylib.org)  
(304) 528-5700 ext. 130

### **Wayne County School System**

Address: 212 North Court Street, Wayne WV 25570  
System: Numerous locations totalling 5.3MW  
Contact: Todd Alexander  
[talexand@k12.wv.us](mailto:talexand@k12.wv.us)  
(304) 272-5116 ext. 324

### **Boyd County Schools**

Address: 1104 Bob McCollough Drive, Ashland, KY 41102  
System: Six locations totaling 303.3 kW  
Contact: Bob Higginbotham  
[bob.higginbotham@boyd.kyschools.us](mailto:bob.higginbotham@boyd.kyschools.us)  
(606) 232-0065

### **Village Chapel**

Address: 3818 Venable Avenue, Charleston WV 25304  
System: One location totalling 25.92kW  
Contact: Todd Wright  
[twright@vcpresby.org](mailto:twright@vcpresby.org)  
(304) 546-4556

### **Emovendo LLC**

Address: 157 Rmx Way, Petersburg, WV 26847  
System: One location totalling 49.28kW  
Contact: Kevin Spencer  
[kspencer@emovendo.net](mailto:kspencer@emovendo.net)  
(304) 257-1193





## Next Steps

Solar Holler is both contractor and project manager and will guide you through every step of switching your facility to clean energy. Assuming an RFP decision by 28 February 2025, and no new or unexpected site information, our estimated project development timeline is as follows:

### Scenario 1

RFP selection and contract execution	31 Jan - 28 Feb
Secure project financing	1 Mar - 31 May
Design, engineering, and regulatory work (permitting, utility interconnection, and fire marshal approval)	1 June - ongoing
Procurement of all equipment and installation materials	1 Sept - ongoing
Installation of solar array and monitoring equipment	1 Oct - 31 July 2026
Inspection and utility commissioning	1 Dec - 30 Sept 2026

### Scenario 2

RFP selection and purchase contract execution	31 Jan - 28 Feb
Development and execution of federal grant submission	1 Mar - 31 Mar
Grant decision period (estimate)	1 Apr - 30 Sept 2026
Design, engineering, and regulatory work (permitting, utility interconnection, and fire marshal approval)	1 Oct - ongoing
Procurement of all equipment and installation materials	1 Jan 2027 - ongoing
Installation of solar array and monitoring equipment	1 Mar - 31 Oct 2027
Inspection and utility commissioning	1 May - 31 Dec 2027