

From: **Whittaker, Frank M** <[frank.m.whittaker@wv.gov](mailto:frank.m.whittaker@wv.gov)>  
Date: Thu, Nov 6, 2025 at 3:48 PM  
Subject: Fwd: Emergency Approval - Cacapon Lodge Boilers  
To: Jamie Adkins <[jamie.h.adkins@wv.gov](mailto:jamie.h.adkins@wv.gov)>  
Cc: Samantha L Willis <[samantha.l.willis@wv.gov](mailto:samantha.l.willis@wv.gov)>, Hager III, Joseph E <[joseph.e.hageriii@wv.gov](mailto:joseph.e.hageriii@wv.gov)>

Jamie,

Your Emergency request for boiler replacement at Cacapon State Park Lodge is approved. Please follow all Emergency procedures outlined in the WV Purchasing Division Procedures Handbook and return the completed Contract documents to this office for public posting within 30 days of this approval.

In the future please use the Emergency Request Form (WV-45 whenever possible.

I apologize for missing this one yesterday.

Frank

**Frank Whittaker**

**Assistant Director**

Purchasing Division

304-558-2316 | [Frank.M.Whittaker@wv.gov](mailto:Frank.M.Whittaker@wv.gov)

2019 Washington St. E., Charleston, WV 25305



----- Forwarded message -----

From: **Adkins, Jamie H** <[jamie.h.adkins@wv.gov](mailto:jamie.h.adkins@wv.gov)>

Date: Wed, Nov 5, 2025 at 1:32 PM

Subject: Re: Emergency Approval - Cacapon Lodge Boilers

To: Hager III, Joseph E <[joseph.e.hageriii@wv.gov](mailto:joseph.e.hageriii@wv.gov)>

Cc: Frank M Whittaker <[frank.m.whittaker@wv.gov](mailto:frank.m.whittaker@wv.gov)>, Samantha L Willis <[samantha.l.willis@wv.gov](mailto:samantha.l.willis@wv.gov)>

Josh,

The design docs are being finalized now. Please see the attached request for construction approval.

If there are any questions or concerns, please let me know.

Thank you,

***J.H. "Jamie" Adkins***

**Chief Procurement Officer, ASM2**

**West Virginia Division of Natural Resources**

**(304) 558-3397**

On Thu, Oct 23, 2025 at 12:40 PM Hager III, Joseph E <[joseph.e.hageriii@wv.gov](mailto:joseph.e.hageriii@wv.gov)> wrote:

Jamie,

Your emergency request is approved for a period of up to 3 months from the date of this approval. Please follow all emergency procedures outlined in the Purchasing Division Procedures Handbook and return the completed contract(s) to this office for public posting within 30 days of this approval.

**Josh Hager**

**Buyer Supervisor**

Purchasing Division

304-558-8801 | [Joseph.E.HagerIII@wv.gov](mailto:Joseph.E.HagerIII@wv.gov)

2019 Washington St. E., Charleston, WV 25305



Governor Patrick Morrisey



Director Brett W. McMillion

**MEMORANDUM**

**TO:** Jamie Adkins  
Chief Procurement Officer

**FROM:** Matt Yeager  
Chief of PEM 

**DATE:** November 5, 2025

**SUBJECT:** Cacapon Resort State Park Lodge  
Emergency Boiler Replacement

**APPROVED**  
BY: *[Signature]* DATE: *11/6/25*

We are in immediate need of adding a new boiler system at Cacapon Resort State Park Lodge. After a very thorough flush of the system and investigation of the existing system, it was found that 3 of the 6 boilers have failed. If the remaining boilers fail, we will be forced to close the Lodge and suffer significant revenue losses from not only the Lodge restaurant, lodging, and retail business, but related revenues from golfing and other fee-based activities. The current boiler is the sole source for heating and hot water for the entire lodge.

The consultants estimate for the new system is \$450,000.

Please let me know if you have any questions.

Thank you,