

**ORIGINAL**

**EXPRESSION OF INTEREST**

***Source Water Protection Technical  
Help Program (SWPTHP)  
RFQ No. EHS90039***

*Prepared for:*

**West Virginia Department of Health and Human Resources  
Bureau for Public Health  
Office of Environmental Health Services  
Capitol and Washington Streets  
1 Davis Square, Suite 200  
Charleston, West Virginia 25301-1798**

*Prepared by:*

**Potesta & Associates, Inc.**  
7012 MacCorkle Avenue, SE  
Charleston, West Virginia 25304  
Phone: (304) 342-1400 Fax: (304) 343-9031  
Email: potesta@potesta.com

Project No. 0101-08-0445

September 18, 2008

RECEIVED

2008 SEP 18 P 12: 51

**POTESTA**

PLANNING DIVISION  
STATE OF WV

**GENERAL TERMS & CONDITIONS  
REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)**

1. Awards will be made in the best interest of the State of West Virginia
2. The State may accept or reject in part, or in whole, any bid.
3. All quotations are governed by the *West Virginia Code* and the *Legislative Rules* of the Purchasing Division
4. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125 fee.
5. All services performed or goods delivered under State Purchase Order/Contracts are to be continued for the term of the Purchase Order/Contracts, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30.
6. Payment may only be made after the delivery and acceptance of goods or services
7. Interest may be paid for late payment in accordance with the *West Virginia Code*.
8. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
9. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
10. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller
11. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract.
12. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
13. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, this Contract may be deemed null and void, and terminated without further order.
14. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, and available online at the Purchasing Division's web site (<http://www.state.wv.us/admin/purchase/vrc/hipaa.htm>) is hereby made part of the agreement. Provided that, the Agency meets the definition of a Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
15. **WEST VIRGINIA ALCOHOL & DRUG-FREE WORKPLACE ACT:** If this Contract constitutes a public improvement construction contract as set forth in Article 1D, Chapter 21 of the West Virginia Code ("The West Virginia Alcohol and Drug-Free Workplace Act"), then the following language shall hereby become part of this Contract: "The contractor and its subcontractors shall implement and maintain a written drug-free workplace policy in compliance with the West Virginia Alcohol and Drug-Free Workplace Act, as set forth in Article 1D, Chapter 21 of the West Virginia Code. The contractor and its subcontractors shall provide a sworn statement in writing, under the penalties of perjury, that they maintain a valid drug-free work place policy in compliance with the West Virginia and Drug-Free Workplace Act. It is understood and agreed that this Contract shall be cancelled by the awarding authority if the Contractor: 1) Fails to implement its drug-free workplace policy; 2) Fails to provide information regarding implementation of the contractor's drug-free workplace policy at the request of the public authority; or 3) Provides to the public authority false information regarding the contractor's drug-free workplace policy."

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**INSTRUCTIONS TO BIDDERS**

1. Use the quotation forms provided by the Purchasing Division
2. **SPECIFICATIONS:** Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as **EQUAL** to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.
3. Complete all sections of the quotation form
4. Unit prices shall prevail in case of discrepancy.
5. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
6. **BID SUBMISSION:** All quotations must be delivered by the bidder to the office listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications: Department of Administration, Purchasing Division, 2019 Washington Street East, P.O. Box 50130, Charleston, WV 25305-0130



# TRANSMITTAL LETTER

7012 MacCorkle Avenue, SE, Charleston, WV 25304 ▪ Phone: (304) 342-1400 ▪ Fax: (304) 343-9031

To: Ms. Roberta Wagner  
WV Department of Environmental Protection  
Purchasing Division  
2019 Washington Street, East  
Charleston, West Virginia 25305-0130

Date: September 18, 2008  
Project No.: 0101-08-0445

Sent Via:  Mail  Federal Express  United Parcel Service  
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Quantity	Description
8	Expression of Interest for Source Water Protection Technical Help Program (SWPTHP), RFQ No. EHS90039 (One Original and Seven Copies)
<b>Remarks:</b>	

By: Dana L. Burns/clr  
c: \_\_\_\_\_

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# EXPRESSION OF INTEREST

## *Source Water Protection Technical Help Program (SWPTHP) RFQ No. EHS90039*

### 1.0 INTRODUCTION

Potesta & Associates, Inc. (POTESTA) proposes to provide the West Virginia Department of Health and Human Resources, Bureau for Public Health (BPH), Office of Environmental Health Services (OEHS), Environmental Engineering Division (EED) with consulting services for the Source Water Protection Technical Help Programs (SWPTHP) for 9 community ground water systems and 24 community surface water systems in OEHS's St. Albans District and 19 community ground water systems and 8 community surface water systems in OEHS's Wheeling District.

The purpose of the project is to provide public water systems with assistance in developing and implementing local source water protection programs. West Virginia's Source Water Assessment and Protection (SWAP) Program assesses the susceptibility of public drinking water sources to pollution as the basic framework for building voluntary, community-based source water protection programs to be the primary prevention barriers to drinking water contamination.

POTESTA's Charleston, West Virginia office is exceptionally well qualified to provide OEHS with the above-referenced services. POTESTA is an engineering and environmental consulting firm providing professional services to delivery innovative, cost-effective solutions to complex problems. Our firm is multi-disciplinary and has a diversified practice covering engineering (civil, chemical, environmental, geotechnical, mechanical, and mining), geology/hydrogeology, permitting, site characterization and remediation, surveying/GPS, GIS and general environmental consulting. Regulatory liaison, environmental compliance, and dealing with the public and other government agencies are areas of exceptional strength for POTESTA as the president of the company is a former director of the West Virginia Division of Natural Resources, and the vice president is a former director of the West Virginia Department of Environmental Protection. POTESTA has successfully completed several SWAP projects for OEHS in the recent past.

POTESTA will provide all services under this contract from our Charleston, West Virginia office. Our proximity to OEHS's Charleston office will facilitate immediate response to your needs and allow meetings to be attended on short notice.

We look forward to serving OEHS on this contract. Our commitment is to provide quality service, rapid response and project completion, and to exceed your expectations for services performed under this contract. We believe the track record of our professionals demonstrates our ability and commitment.

The executed request for quotation forms and the affidavit regarding debt to the State of West Virginia are included in **Appendix A**. Also included in **Appendix A** is our certificate of insurance demonstrating \$1,000,000 in professional liability insurance as well as our Workers' Compensation Certificate.

## 2.0 QUALIFICATIONS – KEY PERSONNEL

Our proposed organization chart is in **Appendix B**. We believe our personnel are exceptionally well qualified to provide the services proposed for this project. Our Program Manager, SWAP Manager, and Back-up SWAP Manager are all familiar with source water assessment and protection, having completed (nearly) similar duties on SWAP projects before, or participating in administrative functions as a staff member of the West Virginia Department of Health and Human Resources. In addition, our Back-up SWAP Manager administered public funding, and sat on the West Virginia Infrastructure and Jobs Development Council, and is knowledgeable of available funding; this knowledge will be useful with preparing final reports where funding for alternative sources needs identified. In addition, other staff members provided services associated with SWAP projects on previous contracts with OEHS, including field visits, locating potential contamination sources (PCSs) via GPS, completing interviews with public water system officials, inputting of data into Access database, providing QA/QC of data entered into the Access databases, preparing mapping of PCS locations using GIS, and preparing summary reports of SWAP activities. In addition, our other proposed staff have extensive experience with field visits, using GPS to locate features, using GIS, coordinating meetings with the public and public officials, interacting with the public, locating potential contaminant sources, inputting data into databases, and managing those databases, preparing management and contingency plans, and preparing reports. Our staff's qualifications are presented in more detail in the resumes in **Appendix C**.

The following summarizes the roles of the proposed staff.

<b>Personnel Number</b>	<b>Personnel</b>	<b>Duties</b>
1	Dana Burns, PE, PS	Program Manager
2	Terence Moran, PE	SWAP PM, and QA/QC of entire process.
3	Pat Taylor, PE	Back-up SWAP PM: Cost estimates for contingency plan, identification of funding sources, and QA/QC of process.
4	Denny Kohler	Team Leader SWAP Specialist: Contact officials, lead at meetings, manage other SWAP Specialists, QA/QC data entry, and prepare management plans, contingency plans, and reports.

<b>Personnel Number</b>	<b>Personnel</b>	<b>Duties</b>
5	Jarrett Smith, PE	Team Leader SWAP Specialist: Contact officials, lead at meetings, manage other SWAP Specialists, QA/QC data entry, and prepare management plans, contingency plans, and reports.
6	Emma Nolan	Team Leader SWAP Specialist: Contact officials, lead at meetings, manage other SWAP Specialists, QA/QC data entry, and prepare management plans, contingency plans, and reports.
7	Ryan Robinson	IT SWAP Specialist: Responsible for database updating, and consistency in maps prepared by GIS.
8	Gary Bridgette	SWAP Specialist: Field visits, data entry, preparation of management plans, contingency plans, and reports.
9	Robert Ammirato, EIT	SWAP Specialist: Field visits, data entry, preparation of management plans, contingency plans, and reports.
10	Wes McDonald	Field visits, data entry, preparation of management plans, contingency plans, and reports.
11	William Drinkard III, PE	SWAP Specialist: Complete tasks described by personnel number 8 to 10 above if necessary for schedule, and prepare cost estimates for contingency plan. Also, potential fourth Team Leader SWAP Specialist if necessary.
12	Jason Gandee	SWAP Specialist: Complete tasks described by personnel number 8 to 10 above if necessary for schedule, and prepare cost estimates for contingency plan.
13	Karri Rogers	SWAP Specialist: Complete tasks described by personnel number 8 to 10 above if necessary for schedule.
14	Jessica Yeager	SWAP Specialist: Complete tasks described by personnel number 8 to 10 above if necessary for schedule.

<b>Personnel Number</b>	<b>Personnel</b>	<b>Duties</b>
15	Chris Jackson	SWAP Specialist: Complete tasks described by personnel number 8 to 10 above if necessary for schedule.
16	Laura Blood	SWAP Specialist: Complete tasks described by personnel number 8 to 10 above if necessary for schedule.
17	Lisa Sullivan	SWAP Specialist: Complete tasks by personnel number 8 to 10 above if necessary for schedule.
18	Dennis Litwinowicz	SWAP Specialist: Complete tasks by personnel number 8 to 10 above if necessary for schedule.
19	Charlene Racer	Technical Writer: Clerical as well as database management (points of contacts, meeting dates and locations) and QA/QC of management plans, contingency plans, and final reports for clerical and document consistency.
20	Lori Keeney	Technical Writer: Clerical as well as database management (points of contacts, meeting dates and locations) and QA/QC of management plans, contingency plans, and final reports for clerical and document consistency.
21	Michael Sankoff	Graphic Artist: Prepare large maps and other graphics for meetings.
22	Dave Junker, RPG	SWAP Specialist: Hydrogeology (if needed).
23	Chris Grose	SWAP Specialist: Hydrology/Hydrogeology (if needed).
24	Mindy Armstead, Ph.D.	SWAP Specialist: Aquatic Toxicology (if needed).

### 3.0 PAST PERFORMANCE

The following three projects demonstrate our ability to provide the required services.

#### Source Water Assessment and Protection Program Services

POTESTA was retained by the West Virginia Department of Health and Human Resources, Bureau for Public Health, Office of Environmental Resources (OEHS) to provide services associated with source water assessment and protection. Services provided by POTESTA included:

- ◆ Reviewing an Access database created by OEHS.
- ◆ Coordinating site visits and interviews with public water systems (PWS).
- ◆ Identifying potential contaminant sources (PCS) while in the field or by record review.
- ◆ Locating PCS and other features by GPS.
- ◆ Downloading GPS data into the Access database.
- ◆ Reviewing regulatory file information.
- ◆ Entering water quality data into the Access database.
- ◆ Preparing summary reports for 18 surface water sources in Frame Work Group D and 20 surface water sources in Frame Work Group E.

After completion of this grouping, POTESTA was retained to provide similar services for 42 additional small community public water systems in southern West Virginia.

After completion of these services, POTESTA was then retained to provide Source Water Assessment and Protection Program Symposiums. Included in presenting the symposiums was:

- ◆ Working with OEHS on identifying pertinent information to present.
- ◆ Preparing a PowerPoint presentation.
- ◆ Identifying symposium sites and dates.
- ◆ Assisting in notifying potential attendees.

- ◆ Presenting the symposium including providing lunch for the attendees. Symposiums were held at five locations in West Virginia.

All projects were completed under budget and schedules were met. All projects were completed with Dana Burns, PE as principal-in-charge, serving as the “program manager” and the point of contact for contractual issues with the State of West Virginia; in addition, Terence Moran, PE served as POTESTA’s SWAP project manager for all services. These two gentlemen are proposed to serve in similar roles for the SWPTHP project.

Client contact information is noted below.

Client Contact: Mr. Scott Rhodeheaver  
West Virginia Department of Health and Human Resources  
Bureau for Public Health  
Office of Environmental Services

Address: Capitol and Washington Streets  
1 Davis Square, Suite 200  
Charleston, West Virginia 25301-1798

Phone: (304) 558-2981

**Collection of Surface Water and Ground Water Samples for Private and Public Water Supplies in a Multi-State and Multi-County Area**

The E. I. DuPont plant in Parkersburg, West Virginia utilizes perfluorooctanoate, also known as perfluorooctanoic acid, or PFOA (C-8) in the production of Teflon<sup>™</sup>. C-8 became a topic of intense regulatory interest and subsequently emerged as a concern in citizen lawsuits. The allegation was that C-8 had entered potable water supplies. POTESTA was engaged to work with DuPont and other contractors to collect a variety of drinking water supply related data to quantify the amount of C-8 in various water supplies. The areas identified for sampling by POTESTA were individual water supply wells, public water supply wells and surface water bodies. Access databases were used to track the sites to be visited and sampled. Sample locations were noted using a handheld geographic positioning system (GPS) unit. Latitude and longitude information was then input into a geographic information system (GIS) using ArcView.

- ◆ *Individual Water Supply Well Sampling:* POTESTA mobilized a team of four individuals that were trained to visit individual homes to sample the water from their wells. The team was trained on safety and homeowner interaction issues. Wells were sampled prior to treatment systems. Team members had to approach individuals, when they were at home, and explain the sampling to take place. We collected the samples as directed by the client. Samples were packed and shipped to the laboratory for analysis.

- ◆ Public Water Supply Wells: POTEESTA team members also sampled groundwater supplies for several utilities in the study area. Team members had to meet with utility personnel and explain the sampling process. Wells were sampled and samples were shipped to a contract laboratory for analysis. Sampling occurred at different times.
- ◆ Surface Water Bodies: POTEESTA staff sampled the Ohio River at several points downstream and upstream of the DuPont facility for C-8. Samples were collected as directed by the client. Representative samples were collected and shipped to the contract laboratory. The Ohio River is the raw water supply for many major utilities along its course.

POTEESTA's contribution to the program was the collection of samples, and managing the data associated with this field effort. The sampling of individual home water supplies required great tact on the part of the team members. Homeowners had to feel the team was non-threatening prior to allowing them into their homes. Those individuals had to feel that any damage that might result from the sampling would be corrected. It was POTEESTA's job to give those individual homeowners the comfort level sufficient to allow samples to be collected. This interaction with the public was integral to the success of the project. POTEESTA accomplished the required sampling with no serious incidents of conflict between the homeowners or utility staff members.

Client Contact: Mr. Robert Kendall  
URS-Diamond

Address: 8480 Dupont Road, Building 1, Room 160  
Washington, West Virginia 26281

Phone: (304) 863-2526

Cell: (304) 541-4106

*Note: Much of this project was completed concurrent with the SWAP projects described above, demonstrating our capacity for handling multiple large field projects at the same time.*

### **Boone County Public Service District – Countywide Projects**

POTEESTA was retained by Boone County Public Service District (BCPSD) to provide various environmental and engineering tasks associated with countywide water supply in Boone County, West Virginia. Effort has been ongoing since 2004. Tasks to-date have included:

- ◆ Inventory of remaining water supply projects including developing an estimated project cost of \$39,000,000.
- ◆ Preparing preliminary and final designs of water supply projects, and providing bidding and construction phase services.
- ◆ Interacting with various regulatory agencies to obtain permits.

As part of completing projects, POTESTA has had to:

- ◆ Complete extensive fieldwork to locate water line pathways, and locate other support structures
- ◆ Utilize GPS to establish horizontal/vertical locations for hydraulic design, and to provide locations on drawings (using ArcView) submitted with permits.
- ◆ Interact with wide range of audiences including:
  - The public to be serviced
  - Property owners, where easements were required
  - Boone County Commission
  - Boone County Public Service District
  - West Virginia Public Service Commission (for addressing disputes)
  - West Virginia Division of Highways (for approval of pathway on public right-of-ways)
  - West Virginia Department of Health and Human Resources (DHHR), Bureau for Public Health
  - Construction Contractors

Included in the process was attendance at over 20 public meetings. Also of note was the need to build consensus on proposed projects between Boone County Public Service District/Boone County Commission (who generally paid capital costs) and West Virginia American Water (who operated the system and collected the revenue).

Projects are ongoing with three new water supply projects anticipated to initiate this year.

Client Contact: Mr. Fred Riggleman  
Boone County Public Service District

Address: 109 Town Square  
PO Box 287  
Danville, West Virginia 25053

Phone: (304) 369-2622

Cell: (304) 784-4418

In the last three years POTEITA has not been penalized or paid liquidated damages.

#### **4.0 TECHNICAL APPROACH**

POTEITA proposes the following scope of services.

##### **Task 1 – Contract Meeting**

We anticipate our Program Manager and SWAP Project Manager (SWAP PM) meeting with the Bureau for Public Health Project Manager (BPH PM) to finalize the scope of services, including fee and schedule, and to set the stage for execution of the contract.

##### **Task 2 – Project “Kickoff” Meeting**

Our SWAP PM (and other staff noted below) will meet with the BPH (i.e., OEHS) PM to:

1. Review a POTEITA proposed schedule for completing the envisioned scope of services.
2. Introduce three POTEITA Team Leader SWAP Specialists and our IT SWAP Specialist and provide the requested contact information for each of these personnel (telephone and cellular numbers).

At this meeting, it is anticipated that the OEHS will provide POTEITA with the Access database, and basic instructions on its use. Also, it is anticipated that OEHS will include in the database a listing of known SWAP Potential Contaminant Sources (PCS), plus state and federal databases.

##### **Task 2A – SWAP Awareness**

At POTEITA's cost, we will provide an in-house version of the SWAP Awareness Symposium that POTEITA presented at five locations on behalf of OEHS on an earlier contract. The intention of this in-house training is to provide SWAP training to SWAP Specialists proposed on the project (some of the proposed SWAP Specialists proposed for this project did not participate in our earlier contracts with OEHS).

##### **Task 3 – “Prototype” Development**

POTEITA anticipates developing “prototype” projects for an initial (minimum) four community public water systems (CPWS). We anticipate selecting one ground water system from both the BPH Wheeling and St. Albans Districts, and one surface water system from both of these districts. Each of the three Team Leader SWAP Specialists will participate in all four prototypes. In addition, the SWAP PM will also participate in on-site meetings for these initial

projects. Each prototype project will be inclusive of the subtasks described in Task 4 below. The intention of the “prototypes” is to:

1. Develop consensus on all project teams (including OEHS, as well as [presumably] BPH personnel at their district office) personnel on the requirements and approach for completing the project.
2. Prepare initial drafts of updated databases, management plans, contingency plans, and site specific reports for BPH’s (and others’) review and comment, prior to preparing final versions of these documents for the other CPWS.
3. “Fine tune” the process and deliverables to ensure a final consistent product for all the CPWS.

*Note: While this type process can result in initial slow progress in terms of how many CPWS are completed in the initial months, it will allow for enhanced productivity and product consistency through the remainder of the 60 CPWS.*

*POTESTA used a similar approach in completing SWAP services for OEHS for 80 public water systems on earlier contracts, and we believe it resulted in a very satisfactory product*

#### **Task 4 – Completion of Remaining CPWS**

After finalizing the “prototype” projects, we anticipate dividing the remaining 56 sites among the three Team Leader SWAP Specialists; at this time, one additional SWAP Specialist will be added to each of the three Team Leader SWAP Specialists (creating three SWAP Specialist Teams); effort will then proceed on the remaining 56 sites as described in the subtasks below.

#### **Task 4A – Project Initiation Meetings**

POTESTA shall initiate, coordinate, and conduct a project initiation meeting for each CPWS. At this meeting POTESTA will describe the SWAP program, why the project is being conducted, gather information about the area, establish points of contact, establish a project time line, discuss anticipated outcomes, and answer questions. We will review the OEHS provided Potential Contaminant Source (PCS) listing with the representatives of each CPWS system and other stakeholders for additions or removals of both regulated and unregulated PCS’s. Included will be effort at locating out-of-service or improperly abandoned water and monitoring wells and underground storage tanks within the wellhead protection area (if applicable), particularly within a 1000-foot radius of a producing public water supply well. This initiation meeting will also allow for the introduction of the concepts of the management and contingency plans.

Concurrent with the initiation meeting, a PCS survey will be conducted for regulated and unregulated PCSs within the wellhead (ground water system) and ZCC (surface water system) areas. We will document locations using GPS, and photograph PCS sources added since the original source water report was completed. The report will also list points not found that were included in the initial database. Prior to the visit, POTESta will review the database of known PCSs and regulated points previously provided by OEHS, and will verify their occurrence. Regulated points not found in the delineation will be listed as not found.

#### Task 4B – Management Plan

POTESta will develop a management plan for each system. The goal of the management plan is to identify and document ways to protect source water by taking steps to reduce the likelihood of contamination. The management plan at a minimum will encompass the following elements:

- ◆ Identification of local county officials or private citizens that are willing to lead or be involved in local source water protection efforts.
- ◆ Identification of management techniques that a system could utilize. These include local ordinances; property or easement acquisition; local public educational options; revised delineation, and Best Management Practices (BMPs), especially for agriculture or storm water management.
- ◆ Examination of the list of recommendations in the original source water reports for each system. These recommendations, in addition to applicable items from the list of activities that can be used for substantial implementation (i.e., from list of 42 items) will be used.
- ◆ Additional measures identified during the process.

#### Task 4C – Contingency Plan

POTESta will develop a contingency plan for each CPWS. The goal of the contingency plan is to develop plans and procedures for unanticipated problems and consider factors relevant to each system for future planning. The plan is anticipated to include the following:

- ◆ Documentation of water supply characteristics including source capacity, geology, and factors that are most likely to adversely impact or degrade its quantity or quality.
- ◆ Identification of recommended alternate supplies in the event that one or more of the existing supplies become unusable.
- ◆ Development of a list of contacts and phone numbers in case of emergencies, including completion of the contact sheet, and designation of an emergency coordinator and at least one backup for that individual.

- ◆ Description of major or secondary threats, including transportation routes and what materials are transported via highway, rail and river, and emergency contacts for these entities.

#### Task 4D – Follow-up Meeting

POTESTA will conduct one follow-up meeting for each community public water system. We will invite representatives of each CPWS system within the respective area to attend along with stakeholders, and other interested parties. We will prepare and present draft PCS maps and management and contingency plans.

#### Task 4E – Site-Specific Reports

POTESTA will prepare a site-specific report for distribution to participating CPWS systems upon completion of Tasks 4A to 4D. Reports are anticipated to include the following sections:

- ◆ Project introduction including a summary of meetings held, with appended minutes and list of attendees.
- ◆ Review and discussion of the PCS inventory and findings including maps. Maps will be at a scale to present information clearly and legibly. The PCS section of the report will include individual sections for the following: new non-regulated PCSs; regulated data points, including those not found but listed in the original database; unused or improperly abandoned water and monitoring wells; and abandoned USTs. New sources added since the original report will be included in a separate section in this portion of the report. Data collected in the field via GPS will be backed up by recording information on hard copy forms, to provide backup and a means to QA/QC data entry. We anticipate a QA/QC system for data entry whereas a SWAP Specialist enters data, while a Team Leader SWAP Specialist reviews the data entry for concurrence. (This is in addition to the overall process QA/QC provided by the SWAP PM and Back-up SWAP PM.)
- ◆ Development of a management plan that identifies specific activities that will be pursued by the system to protect their water resources, including management techniques that a system could utilize. These include local ordinances; property or easement acquisition; local public educational options; and BMPs (especially for agriculture or storm water management). The plan will document BMP actions taken, including documentation of implemented BMPs and a prioritized list of specific BMP actions that should be taken by the CPWS. A map of targeted BMP implementation areas will be included.
- ◆ Identification of funding sources for BMP implementation including providing the necessary applications as an appendix in the final report. The report will include a section that reviews, and discusses recommendations from the original

source water report. These and other activities that constitute substantial implementation for a system will be discussed. Potential activities the system is willing to implement will have an outline including a timeframe and estimated cost. The data will be compiled into a table.

- ◆ Development of a contingency plan that documents the system's planned response to interruption of the source water supply. Options including interconnecting to another system or use of backup sources will be presented. The plan will include a section that details future growth and water needs including plans the system has and/or a general discussion of what the system should be doing but is not. A form that lists contacts will be provided in an appendix (form to be provided by OEHS).

We anticipate submitting drafts of the report to OEHS for review and comment, prior to submitting the final copies.

Four hard copies of each final report will be prepared and submitted. An electronic version will also be forwarded for each project. A database containing all projects completed will be submitted electronically. At the conclusion of the final project, a final electronic database with all the data will be submitted.

#### Task 4F – Project Closure Meeting

POTESTA will meet with CPWS system at the conclusion of the project and explain the results, conclusions, and recommendations. We will notify the BPH PM of the completion of the closure meetings.

#### Task 4G – Project Management Communication

We anticipate contacting BPH PM on a weekly basis to provide an update of project activities, discuss problems encountered, and project invoice amounts. A monthly summary report will be submitted by the fifth day of each month until the entire project is complete.

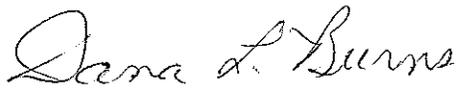
*Note: POTESTA completed similar weekly (not monthly) reports during completion of SWAP reports on previous contracts with OEHS.*

POTESTA proposes the following general schedule with associated key personnel for completing the scope of services. The tasks generally match those described in the technical approach above. (Task 1 is not presented, as it would presumably occur before notice to proceed.)

Week	Task	SWAP PM	Team Leader No. 1 SWAP Specialist	Team Leader No. 2 SWAP Specialist	Team Leader No. 3 SWAP Specialist	SWAP Specialist for Team Leader No. 1	SWAP Specialist for Team Leader No. 2	SWAP Specialist for Team Leader No. 3	IT SWAP Specialist	Backup SWAP PM / Funding Alternatives and Cost Estimates	Comments
1	2 – Project “Kickoff” Meeting	X	X	X	X				X		
2--9	3 – “Prototype” Development	X	X	X	X				X	X	
10-43	4 – Completion of Remaining CPWS	X	X	X	X	X	X	X	X	X	POTESTA’s three SWAP Specialist Teams will complete Tasks 4A through 4E for the remaining 36 CPWS in this timeframe. In general, we anticipate completing “groupings” of CPWS’s per each of our three SWAP Specialist Teams, and issuing the reports in “groupings” (rather than issuing all reports at the end). At week 26, we will assess our rate of progress, and add a fourth SWAP Specialist Team if necessary.
44-50		X	X	X	X	X	X	X	X	X	In this period, all remaining reports are revised and finalized by the SWAP Specialist. In addition, POTESTA anticipates scheduling most (if not all) of the Project Closure Meetings at this time; the meeting will be completed by the appropriate Team Leader SWAP Specialist and/or SWAP PM.

Note: Some support staff (Technical Writers, Graphic Artists, etc.) are not presented due to limited commitments required of these staff members.

*Our company is committed to completing these services in the required timeframe, and we believe we have the adequate depth in our staff to complete this project without impacting other company commitments. Assigning three two-person teams to the project full time would only represent approximately 6 percent of our staff. We stand ready to serve OEHS on this project*



Dana L. Burns, PE  
Vice President of Engineering

POTESTA has all personnel and equipment to complete the project “in-house.” Included in the equipment are cellular phones, internet access capable of receiving email with large attachments, computers with Microsoft Windows 2000 or above and that are capable of running other required programs, Wide Area Augmentation System (WAAS) capable GPS system, Environmental Systems Research Institute (ESRI) Arc GIS 9.2 or more recent GIS MS Access 2000 or later, color printer, and large scale color printer.

## **5.0 CLOSING**

POTESTA is excited about the opportunity to work with the OEHS on another project. POTESTA believes it understands the scope of services, has assembled a uniquely qualified technical team, and has the adequate staffing (i.e., over 100 employees) to handle the logistics of this project.



State of West Virginia  
 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

# Request for Quotation

RFQ NUMBER  
 EHS90039

PAGE  
 1

ADDRESS CORRESPONDENCE TO ATTENTION OF  
 ROBERTA WAGNER  
 304-558-0067

RFQ COPY

TYPE NAME/ADDRESS HERE

Potesta & Associates, Inc.  
 7012 MacCorkle Avenue, SE  
 Charleston, West Virginia 25304

HEALTH AND HUMAN RESOURCES  
 BPH ENVIRO HLTH SERVICES  
 CAPITOL AND WASHINGTON STREETS  
 1 DAVIS SQUARE, SUITE 200  
 CHARLESTON, WV  
 25301-1798 304-558-2981

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
08/05/2008				
BID OPENING DATE: 09/18/2008		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	JB		906-00-00-001		
<p>EXPRESSION OF INTEREST</p> <p>*****            MANDATORY PRE-BID MEETING AUGUST 28, 2008 AT 9:00 AM            ON THE SECOND FLOOR TRAINING ROOM OF THE WV DEPARTMENT            OF HEALTH AND HUMAN RESOURCES, OFFICE OF ENVIRONMENTAL            HEALTH SERVICES LOCATED AT 1 DAVIS SQUARE, CAPITOL AND            WASHINGTON STREETS, CHARLESTON, WV 25301.            *****</p> <p>ARCHITECT/ENGINEERING SERVICES, PROFESSIONAL</p> <p>EXPRESSION OF INTEREST (EOI) FROM QUALIFIED FIRMS TO            PROVIDE ARCHITECTURAL/ENGINEERING SERVICES FOR THE            SOURCE WATER PROTECTION TECHNICAL HELP PROGRAM (SWPTHP)            AS DESCRIBED IN THE ATTACHED SPECIFICATIONS.</p> <p>A MANDATORY PRE-BID CONFERENCE WILL BE HELD ON 8/28/8            AT 9:00 A.M. AT THE DHR/BUREAU FOR PUBLIC HEALTH,            OFFICE OF ENVIRONMENTAL HEALTH SERVICES LOCATED AT ONE            DAVIS SQUARE, SUITE 200, CHARLESTON, WV 25301-1798.            FAILURE TO ATTEND THE MANDATORY PRE-BID CONFERENCE SHALL            AUTOMATICALLY RESULT IN DISQUALIFICATION.</p> <p>EXHIBIT 3</p> <p>LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE ON            AWARD OF CONTRACT AND EXTENDS FOR A PERIOD OF ONE (1)            YEAR OR UNTIL SUCH "REASONABLE TIME" THEREAFTER AS IS            NECESSARY TO OBTAIN A NEW CONTRACT OR RENEW THE</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Dana L. Burns</i>	TELEPHONE (304) 342-1400	DATE September 18, 2008
TITLE Vice President	FEIN 311509066	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



State of West Virginia  
 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

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 Charleston, West Virginia 25304

HEALTH AND HUMAN RESOURCES  
 BPH ENVIRO HLTH SERVICES  
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LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>ORIGINAL CONTRACT. THE "REASONABLE TIME" PERIOD SHALL NOT EXCEED TWELVE (12) MONTHS. DURING THIS "REASONABLE TIME" THE VENDOR MAY TERMINATE THIS CONTRACT FOR ANY REASON UPON GIVING THE DIRECTOR OF PURCHASING 30 DAYS WRITTEN NOTICE.</p> <p>UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE IN THIS CONTRACT DOCUMENT, THE TERMS, CONDITIONS AND PRICING SET HEREIN ARE FIRM FOR THE LIFE OF THE CONTRACT.</p> <p>RENEWAL: THIS CONTRACT MAY BE RENEWED UPON THE MUTUAL WRITTEN CONSENT OF THE SPENDING UNIT AND VENDOR, SUBMITTED TO THE DIRECTOR OF PURCHASING THIRTY (30) DAYS PRIOR TO THE EXPIRATION DATE. SUCH RENEWAL SHALL BE IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND SHALL BE LIMITED TO TWO (2) ONE (1) YEAR PERIODS.</p> <p>CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICES SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM TO THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN.</p> <p>OPEN MARKET CLAUSE: THE DIRECTOR OF PURCHASING MAY AUTHORIZE A SPENDING UNIT TO PURCHASE ON THE OPEN MARKET, WITHOUT THE FILING OF A REQUISITION OR COST ESTIMATE, ITEMS SPECIFIED ON THIS CONTRACT FOR IMMEDIATE DELIVERY IN EMERGENCIES DUE TO UNFORESEEN CAUSES (INCLUDING BUT NOT LIMITED TO DELAYS IN TRANSPORTATION OR AN UNANTICIPATED INCREASE IN THE VOLUME OF WORK.)</p> <p>QUANTITIES: QUANTITIES LISTED IN THE REQUISITION ARE APPROXIMATIONS ONLY, BASED ON ESTIMATES SUPPLIED BY</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Dana L. Burns</i>	TELEPHONE (304) 342-1400	DATE September 18, 2008
TITLE Vice President	FEIN 311509066	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



State of West Virginia  
 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
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 304-558-0067

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 Charleston, West Virginia 25304

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08/05/2008				
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LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>THE STATE SPENDING UNIT. IT IS UNDERSTOOD AND AGREED THAT THE CONTRACT SHALL COVER THE QUANTITIES ACTUALLY ORDERED FOR DELIVERY DURING THE TERM OF THE CONTRACT, WHETHER MORE OR LESS THAN THE QUANTITIES SHOWN.</p> <p>ORDERING PROCEDURE: SPENDING UNIT(S) SHALL ISSUE A WRITTEN STATE CONTRACT ORDER (FORM NUMBER WV-39) TO THE VENDOR FOR COMMODITIES COVERED BY THIS CONTRACT. THE ORIGINAL COPY OF THE WV-39 SHALL BE MAILED TO THE VENDOR AS AUTHORIZATION FOR SHIPMENT, A SECOND COPY MAILED TO THE PURCHASING DIVISION, AND A THIRD COPY RETAINED BY THE SPENDING UNIT.</p> <p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THIS CONTRACT MAY BE DEEMED NULL AND VOID, AND TERMINATED WITHOUT FURTHER ORDER.</p> <p>THE TERMS AND CONDITIONS CONTAINED IN THIS CONTRACT SHALL SUPERSEDE ANY AND ALL SUBSEQUENT TERMS AND CONDITIONS WHICH MAY APPEAR ON ANY ATTACHED PRINTED DOCUMENTS SUCH AS PRICE LISTS, ORDER FORMS, SALES AGREEMENTS OR MAINTENANCE AGREEMENTS, INCLUDING ANY ELECTRONIC MEDIUM SUCH AS CD-ROM.</p> <p>REV. 04/11/2001</p> <p>***** THIS IS THE END OF RFQ EHS90039 ***** TOTAL: _____</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>Dana L. Burns</i>	TELEPHONE (304) 342-1400	DATE September 18, 2008
TITLE Vice President	FEIN 311509066	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

STATE OF WEST VIRGINIA  
Purchasing Division

## PURCHASING AFFIDAVIT

### VENDOR OWING A DEBT TO THE STATE:

*West Virginia Code* §5A-3-10a provides that: No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owed is an amount greater than one thousand dollars in the aggregate

### PUBLIC IMPROVEMENT CONTRACTS & DRUG-FREE WORKPLACE ACT:

*West Virginia Code* §21-1D-5 provides that: Any solicitation for a public improvement construction contract shall require each vendor that submits a bid for the work to submit at the same time an affidavit that the vendor has a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the West Virginia Code. A public improvement construction contract may not be awarded to a vendor who does not have a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the West Virginia Code and who has not submitted that plan to the appropriate contracting authority in timely fashion. For a vendor who is a subcontractor, compliance with Section 5, Article 1D, Chapter 21 of the West Virginia Code may take place before their work on the public improvement is begun.

### ANTITRUST:

In submitting a bid to any agency for the state of West Virginia, the bidder offers and agrees that if the bid is accepted the bidder will convey, sell, assign or transfer to the state of West Virginia all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the state of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the state of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to the bidder.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership or person or entity submitting a bid for the same materials, supplies, equipment or services and is in all respects fair and without collusion or fraud. I further certify that I am authorized to sign the certification on behalf of the bidder or this bid.

### LICENSING:

Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agencies or political subdivision. Furthermore, the vendor must provide all necessary releases to obtain information to enable the Director or spending unit to verify that the vendor is licensed and in good standing with the above entities

### CONFIDENTIALITY:

The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency's policies, procedures and rules. Vendors should visit [www.state.wv.us/admin/purchase/privacy](http://www.state.wv.us/admin/purchase/privacy) for the Notice of Agency Confidentiality Policies.

Under penalty of law for false swearing (West Virginia Code §61-5-3), it is hereby certified that the vendor acknowledges the information in this said affidavit and is in compliance with the requirements as stated.

Vendor's Name: Potesta & Associates, Inc. - Dana L. Burns

Authorized Signature: *Dana L. Burns* Date: September 18, 2008

# ACORD CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YY)

7/23/08

**PRODUCER**

Wells Fargo Ins Services  
of West Virginia, Inc  
P O Box 1551  
Charleston WV 25326-1551  
(304) 346-0611

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

**COMPANIES AFFORDING COVERAGE**

- COMPANY  
**A** Travelers Indemnity Co of Amer
- COMPANY  
**B** Travelers Property Cas Ins Co
- COMPANY  
**C** Travelers Indemnity Company
- COMPANY  
**D** American Safety Indemnity Co

**INSURED**

Potesta & Associates, Inc  
7012 MacCorkle Avenue SE  
Charleston WV 25304

**COVERAGES**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOT WITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> OWNERS & CONTRACTOR'S PROT	680-1672M318	3/07/08	3/07/09	GENERAL AGGREGATE \$ 2,000,000 PRODUCTS COMP/OP AGG \$ 2,000,000 PERSONAL & ADV INJURY \$ 1,000,000 EACH OCCURRENCE \$ 1,000,000 FIRE DAMAGE (Any one fire) \$ 300,000 MED EXP (Any one person) \$ 5,000
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON OWNED AUTOS	BA-1603M466	3/07/08	3/07/09	COMBINED SINGLE LIMIT \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE \$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EACH ACCIDENT \$ AGGREGATE \$
C	EXCESS LIABILITY <input checked="" type="checkbox"/> UMBRELLA FORM <input type="checkbox"/> OTHER THAN UMBRELLA FORM	CUP-92714081	3/07/08	3/07/09	EACH OCCURRENCE \$ 3,000,000 AGGREGATE \$ 3,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY THE PROPRIETOR/PARTNERS/EXECUTIVE OFFICERS ARE: <input type="checkbox"/> INCL <input type="checkbox"/> EXCL	680-1672M318	3/07/08	3/07/09	<input checked="" type="checkbox"/> IWC STATUTORY LIMITS EL EACH ACCIDENT \$ 1,000,000 EL DISEASE POLICY LIMIT \$ 1,000,000 EL DISEASE-EA EMPLOYEE \$ 1,000,000
D	OTHER Professional Liability	PPL018828-0801	3/15/08	3/15/09	\$3,000,000 Professional Liability
D	Pollution Liability	PPL018828-0801	3/15/08	3/15/09	\$10,000 Each Wrongful Act \$3,000,000 Pollution Liability \$5000 Each Occurrence

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS

**CERTIFICATE HOLDER**

Evidence of Insurance  
00000

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

*[Signature]*

## IMPORTANT

If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

## DISCLAIMER

The Certificate of Insurance on the reverse side of this form does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.



**PRODUCER:**

BrickStreet Mutual Insurance Company  
400 Quarrier Street  
Charleston, WV 25301

**CERTIFICATE HOLDER:**

POTESTA & ASSOCIATES INC  
7012 MACCORKLE AVE SE  
CHARLESTON, WEST VIRGINIA, 25304-0000

**INSURED:**

POTESTA & ASSOCIATES INC  
7012 MACCORKLE AVE SE  
CHARLESTON, WEST VIRGINIA, 25304-0000

**CERTIFICATE OF INSURANCE**

The policy of insurance listed below has been issued to the insured named above for the policy period and coverage indicated. This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the policy below. Coverage is contingent on the insured's compliance with policy conditions and premium payment.

If the policy is canceled before the expiration date, BrickStreet Mutual Insurance Company will endeavor to mail a written notice to the certificate holder within 30 days of cancelation. Failure to mail the notice shall impose no obligation or liability of any kind upon BrickStreet Mutual Insurance Company.

**POLICY NUMBER: WC10013153-05**

**DATE CERTIFICATE ISSUED: 3-31-2008**

**POLICY EFFECTIVE DATE: 4-1-2008**

**EXPIRATION DATE: 4-1-2009**

**WORKERS COMPENSATION AND EMPLOYERS LIABILITY**

**LIMITS / COVERAGE**

**WORKERS COMPENSATION - STATUTORY LIMITS**

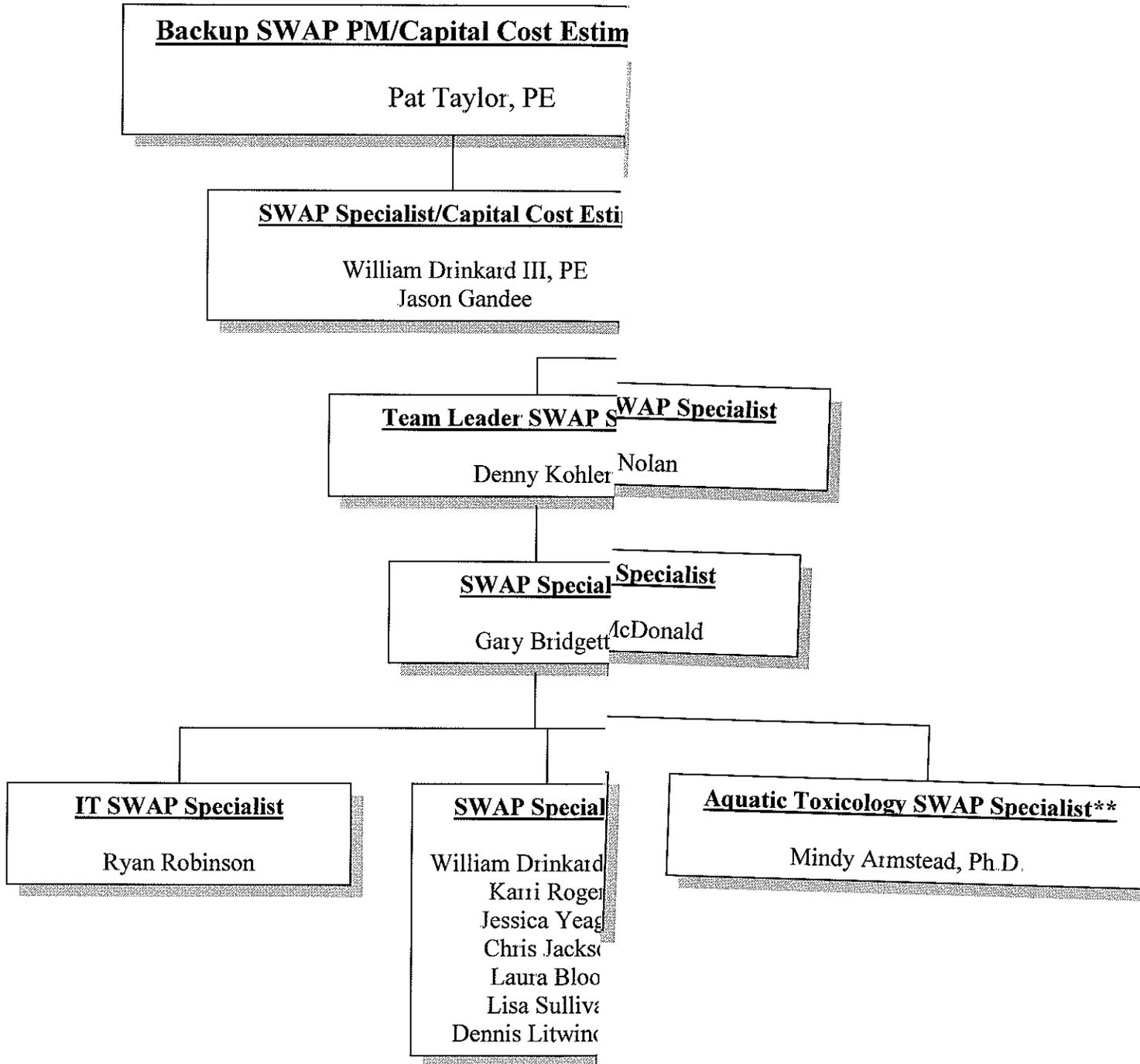
**EMPLOYERS LIABILITY LIMITS:**

<b>BODILY INJURY BY ACCIDENT:</b>	<b>\$ 100,000.00</b>	<b>EACH ACCIDENT</b>
<b>BODILY INJURY BY DISEASE:</b>	<b>\$ 500,000.00</b>	<b>POLICY LIMIT</b>
<b>BODILY INJURY BY DISEASE:</b>	<b>\$ 100,000.00</b>	<b>EACH EMPLOYEE</b>

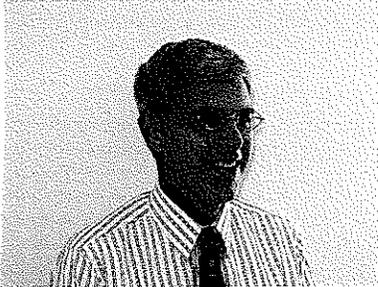
**WV BROAD FORM EMPLOYERS LIABILITY ENDORSEMENT -  
COVERAGE FOR WV CODE 23-4-2(d)(2)(ii)**

**FEDERAL COAL MINE HEALTH AND SAFETY ACT COVERAGE ENDORSEMENT -  
COVERAGE FOR WV CODE 23-4b-1 - FEDERAL BLACK LUNG COVERAGE**

**SPECIAL PROVISIONS IF ANY:**



\* As needed depending on schedule.  
\*\* As needed.



### **PROFESSIONAL REGISTRATION**

Professional Engineer - West Virginia,  
Illinois

OSHA 40-Hour Health and Safety Training

### **EDUCATIONAL BACKGROUND**

B.S. Civil Engineering, 1978  
West Virginia University

M.S. Civil Engineering, 1979  
West Virginia University

### **EMPLOYMENT HISTORY**

1997-Pres. Potesta & Associates, Inc.  
1994-1997 Terradon Corporation  
1979-1994 GAI Consultants, Inc.  
1978-1979 West Virginia University  
1976-1977 West Virginia Department of  
Highways (summers)

### **PROFESSIONAL AFFILIATIONS**

American Society of Civil Engineers  
National Society of Professional Engineers  
WV Association of Consulting Engineers  
Society of American Military Engineers

### **HONORS**

Tau Beta Pi/Chi Epsilon

### **AREAS OF SPECIALIZATION**

Management of design and permitting of civil, environmental, geotechnical, and mining engineering projects. Siting, design and permitting of industrial and municipal waste disposal sites; reclamation of abandoned mine lands; and development of stormwater management plans and groundwater sampling programs. Environmental/reclamation liability assessments. Development of site plans for commercial and industrial facilities including hydrologic and hydraulic analyses. Expert witness testimony.

### **PROFESSIONAL EXPERIENCE**

- Principal-in-Charge of numerous Master Agreements for engineering services with government agencies which included mutual development of scope of services, negotiation of contracts with the agency, and responsibility for providing adequate staff and resources to the project manager to complete the work within the allotted time frame:
  - ▶ WVDEP Office of Abandoned Mine Lands and Reclamation (AML): numerous Master Agreements since 1985 involving more than 60 AML projects
  - ▶ WVDEP Landfill Closure Assistance Program: site characterization; design of landfill cap, leachate collection/transmission system; and construction monitoring for four landfills
  - ▶ Blanket agreements for various services to WVDOH:
    - Landslide investigations - statewide
    - Surveying - statewide
    - Engineering - statewide
    - Asbestos Inspection - statewide
    - Environmental Remediation - statewide
  - ▶ WVDHHR-BPH
    - Source Water Assessment Protection Program - surface water and ground water sites
  - ▶ USACE - Huntington District Master Agreement to provide environmental characterization, GIS, and modeling services.
- Management of all aspects of Engineering section of an 80+ employee consulting firm
- Management of numerous water supply extensions in Randolph, Logan, Upshur, Putnam and Cabell Counties.
- Permitting, design, and construction administration/monitoring for 20+ industrial and municipal waste disposal sites
- Evaluation of wastewater treatment systems, and preparation of negotiation of NPDES permits for multiple waste disposal sites in West Virginia.
- Management of preparation of Groundwater Protection Plans and SPCC plans for industrial facilities in West Virginia
- Management of six Phase II water studies and 20 Phase I water studies to determine if water supplies had been affected by coal mining. Work included resident interviews, mine map searches, area reconnaissance, obtaining water samples, reviewing water analysis data, preparing conceptual designs and associated costs and preparation of summary report
- Investigation of contamination from underground storage tanks and hydrocarbon spills.

# TERENCE C. MORAN, P. E.

*Senior Engineer*

## PROFESSIONAL REGISTRATION

Professional Engineer - West Virginia  
Professional Engineer - Virginia

## EDUCATION

M S Civil Engineering, 1989  
West Virginia University

B S Civil Engineering, 1987  
West Virginia University

## EMPLOYMENT HISTORY

1999-Present Potesta & Associates, Inc  
1989-1999 GAI Consultants, Inc  
1987-1989 West Virginia University  
1985-1987 West Virginia Division of  
Highways (summers)

## PROFESSIONAL AFFILIATIONS

American Society of Civil Engineers

National Society of Professional Engineers

## AREAS OF SPECIALIZATION

Water supply projects, sanitary and industrial wastewater projects, abandoned mine lands projects, solid waste disposal facility design and permitting, and preacquisition site assessments of large (natural resources) properties.

## PROFESSIONAL EXPERIENCE

- Project manager for Source Water Assessment and Protection Program (SWAPP) awareness symposiums at five locations in West Virginia. Included was coordination with WV Department of Health and Human Resources on presentation material, arrangement of symposium locations, and presentation of information to (generally) Public Water System (PWS) officials
- Environmental site assessments, including record searches and field investigations, for numerous sites in West Virginia, Ohio, and North Carolina. Specialization in large acreage tracts, including coal properties. Specialization in large acre tracts (1,000 to 65,000 acres), including coal properties.
- Preparation of numerous NPDES permit applications/modifications and GPP's for industrial facilities, including development of "template" for over 60 natural gas facilities.
- Management/design/evaluation of more than 40 public water supply projects in Boone, Cabell, Fayette, Harrison, Kanawha, Logan, McDowell, Monongalia, Morgan, Putnam, Randolph and Wayne Counties, West Virginia. Included was preparation of regulatory permit applications, including locations of features using GPS and presenting drawings prepared by ArcView for the West Virginia Department of Environmental Protection, Abandoned Mine Lands at public meetings
- Preparation of 32 regional water feasibility study reports in Barbour, Boone, Brooke, Fayette, Harrison, Lincoln, Logan, McDowell, Nicholas, Putnam, and Randolph Counties. Included was resident interviews, regional sampling of ground water supplies and surface waters, and identification of mine drainage sources
- Design of numerous industrial wastewater treatment facilities, utilizing technology such as filtration, coalescing, and chemical precipitation as well as outfall modifications/diffusers. Included was preparation of permit applications, including locating features using GPS and presenting figures using ArcView.
- Design/evaluation of water supply sources and water treatment plants in Boone, Kanawha, Logan, McDowell and Morgan Counties
- Project management for identification of potential contaminant sources (PCSs), location of PCSs via GPS, input of data into Access database, coordination of site visits/interviews with Public Water Systems (PWSs) and preparation of reports for WV Department of Health and Human Resources, Source Water Assessment and Protection Program (SWAPP). Approximately 80 surface water and small community systems were included

# PATRICK A. TAYLOR, P. E.

*Senior Engineer*



## PROFESSIONAL REGISTRATION

Registered Professional Engineer WV Board of Professional Engineers

## EDUCATIONAL BACKGROUND

M S Marshall University -  
Engineering Management, 2006

B S University of Florida  
(Gainesville) - Civil Engineering,  
1988

Administration - United States Air Force  
Technical School

## EMPLOYMENT HISTORY

2007-Present Potesta & Associates, Inc  
2000-2007 WV Dept Of Health and  
Human Resources  
1997-2000 Summit Engineering, Inc. ,  
Charleston, WV  
1997 Pyramid Consultants, Inc ,  
Elkview, WV  
1995-1997 Haworth, Meyer and  
Boleyn, South Chas WV  
1898-1995 GAI Consultants,  
Pittsburgh, PA and  
Charleston, WV  
1979-1983 United States Air Force

## PROFESSIONAL AFFILIATIONS

American Society of Civil Engineers

## AREAS OF SPECIALIZATION

Water and wastewater project management/funding coordination, hydrologic and hydraulic engineering, fluid mechanics, and sediment transport; site development design; conceptual and final designs for chemical, utility, and municipal solid waste disposal sites; abandoned mine lands reclamation projects; environmental permitting; construction plans and specifications

## PROFESSIONAL EXPERIENCE

### *State of West Virginia*

- **State Permitting Program:** Direct and indirect supervision of professional engineers and administrative staff responsible for review and issuance of public water and wastewater, public swimming pool, agricultural waste construction permits and water vending machine permits
- Member of grant writing committee for preparation of narrative and budget for EPA State Revolving Fund grant concerning SWAP activities of source water well head protection, and PWSS programs.
- **Drinking Water Treatment Revolving Fund and State Tribal Assistance Grant Programs:** Direct and indirect supervision of professional engineers and administrative staff overseeing loan and grant administration, including technical and financial review, project selection, coordination with appropriate federal and state agencies (environmental and funding) and public water systems; coordination of bid advertising, loan closing, construction administration (processing of invoices, change orders, etc ), and water system adherence to loan conditions Program responsible for preparation of program grant applications and reporting to EPA, including annual reports, disadvantaged business enterprise reports, and intended use plans Program responsible for oversight of 2% Technical Assistance grant with the West Virginia Rural Water Association which provides continuing education to water treatment plant operators and oversight of the 4% Administrative set-aside to Water Development Authority for financial management of the Drinking Water Treatment Revolving Fund.
- **Capacity Development Program:** Indirect supervision of program manager and professional staff that assess, report on and provide assistance on the technical, financial and management capabilities of public water systems. Responsible for the oversight of program adherence to capacity development strategy, Governor's Report, and annual reports to the EPA.
- **West Virginia Infrastructure and Jobs Development Council:** Oversight of water technical review committee for infrastructure water projects and member of sewer committee, and sitting member of the Funding and Infrastructure Council. Oversight of technical assistance/review for infrastructure water projects and wastewater preliminary applications; representing Bureau of Public Health in committee and council meetings. Former sitting member of consolidation committee.

### *Water and Wastewater Project*

- Project engineer on seven waterline extension projects, including two WVDEP-AML projects in central and southern West Virginia Projects contained waterline, tank and booster station design, preparation of contract bid documents, and construction management
- Project manager on WVDEP-AML grant support studies including oversight of residential interviews, water sampling and testing and report preparation to determine impacts to drinking water from pre-1977 mining
- Developed 201 Facilities Plan for \$28 million wastewater collection and treatment project in Logan County, WV

**EDUCATION**

- B. S. Civil Engineering, 2002  
West Virginia University  
Institute of Technology
- A. S. General Science, 2000  
West Virginia University

**PROFESSIONAL REGISTRATION**

Professional Engineer, WV Board of  
Professional Engineers

**CERTIFICATIONS**

40-Hour Hazardous Waste Training  
Troxler Nuclear Density Equipment  
Operator, 2008

**EMPLOYMENT HISTORY**

- 2003-Present Potesta & Associates, Inc
- 2002 (Summer) WV Department of  
Transportation-Design  
(District 3)
- 2001 (Summer) WV Department of  
Transportation-Field  
(District 3)
- 2000 (Summer) WV Department of  
Transportation-Field  
(District 3)

**AREAS OF SPECIALIZATION**

Involved in many areas of civil engineering. Responsibilities have included projects involving civil site design, including hydrologic, hydraulic design; grading plans; right-of-way plans, road design, utility design, and stormwater management plans.

**PROFESSIONAL EXPERIENCE**

- Detailed design, preparation of construction drawings, technical specifications, and contractor's bid documents, review and recommendation of contractor's bids, review of shop drawings.
  - Tucker County Industrial Park - Water and Sewer Line Extension
  - Allegheny Energy Supply's For Martin Power Station - Fly Ash Landfill Expansion
  - ZMM-Bradshaw High School Project
  - Dunlap Builders-West Run Road Student Housing Project
- Supervisor and operator of Earthsoft's EQUIS database projects. Management of large amounts of analytical data, related to a RCRA Corrective Action Facility, utilizing Earthsoft's Environmental Quality Information System (EQUIS). Tasks included coordination amongst various laboratories on the format and quality of the electronic data deliverables (EDDs) received. Importing and merging of received EDDs for use in warehousing and qualifying analytical data within EQUIS Chemistry™ for site assessments, risk assessments, site characterization, and remediation projects. Performing data review and validation in accordance to quantifiable sections of the EPA Functional Guidelines and CLP programs using Earthsoft's Data Qualification Module™ (DQM). Managed environmental geology data and created geologic cross-sections, contours, solid modeling, boring logs, and reports using EQUIS Geology™, RockWorks99™, and LogPlot98™, Surfer8.0™. Presented multi-data crosstab reports using EQUIS CrossTab Report Writer interface. Built multiple layer maps, contaminant maps, along with query specific analytical data presentation through EQUIS Arcview Interface.
- Involved in RCRA/Superfund process. Typical scope of work of projects included the development of detailed site specific quality assurance/quality control plans, health and safety plans, and review of analytical data.

**EDUCATIONAL BACKGROUND**

B S Environmental Sciences and  
Resource Management, 1977  
Lehigh University,  
Pennsylvania

**EMPLOYMENT HISTORY**

1997-Present Potesta & Associates, Inc  
1995-1997 Terradon Corporation  
1994 Joyce Engineering,  
Richmond, VA  
1993-1994 Sycamore Landfill, Putnam  
County, WV  
1992-1993 Huntington Landfill,  
Huntington, WV  
1985-1992 Donaldson Mine Company  
Cedar Grove, WV  
1977-1983 The Valley Camp Coal  
Company,  
Shrewsbury, WV

**CERTIFICATIONS**

Certified Construction Supervisor  
(WV Department of Mines)  
Certified Surface Mine Foreman  
(WV Department of Mines)  
Certified Impoundment Inspector (MSHA)  
Certified Blaster (Inactive)  
OSHA 1910.120 HAZWOPER  
Certification

**AREAS OF SPECIALIZATION**

Phase I Environmental Site Assessments and Reclamation Liability Evaluations, mine permitting and revisions, construction monitoring, subsurface explorations, and other field work

**PROFESSIONAL EXPERIENCE**

- Participated in numerous Phase I Environmental Site Assessments and Reclamation Liability Evaluations on large tracts of coal property. Identified sources of petroleum contamination and prepared final reports.
- Participated in a site assessment and selenium treatment evaluation at a large mining operation located in Lincoln and Boone Counties, West Virginia. The site assessment was undertaken to identify the sources of selenium. Over 500 water samples were collected during the project. The coordinates of each sampling point were determined using a hand-held GPS unit. The coordinates will be used to geographically display sample locations and associated data through ArcView Version 9.2.
- Served as the Environmental Compliance Manager for the construction of a 90-mile long, 765kV transmission line between American Electric Power's (AEP) Wyoming Station in Wyoming County, West Virginia, and its Jackson Ferry Station in Wythe County, Virginia. Worked closely with AEP's Environmental Services, Project Management, and the various project construction contractors' environmental personnel to ensure environmental compliance with applicable laws, project mitigation requirements, regulations, and project specifications.
- Construction monitoring for landfill construction and capping, geosynthetic liner installation and repair, refuse area construction, and the construction of fills, buried utilities, and stormwater management devices associated with commercial site development and subdivision projects.
- Preparation of surface mine and refuse area permit applications and revisions.
- Oversight and coordination of subsurface explorations including augering, core drilling, and test pits. Duties included sampling and the logging of boreholes and test pits.

**EDUCATION**

M W R. Master of Water Resources,  
University of New Mexico

B S. Biology; minor in Chemistry,  
New Mexico State University

**EMPLOYMENT HISTORY**

2008-Present Potesta & Associates,  
Inc

2006-2008 Louisiana Department of  
Environmental Quality,  
Shreveport, LA

2002-2005 U. S Geological Survey,  
Albuquerque, NM and  
Raleigh, NC

2000-2002 Clint Independent  
School District, El Paso,  
TX

**CERTIFICATIONS**

40-Hour OSHA HAZWOPER  
WV-accredited asbestos inspector

**PUBLICATIONS**

Langman, J. B and Nolan, E O , 2005  
"Streamflow and Water-Quality Trends  
of the Rio Chama and Rio Grande,  
Northern and Central New Mexico,  
Water Years 1985 to 2002"; U S  
Geological Survey Scientific  
Investigations Report 2005-5118

**PROFESSIONAL MEMBERSHIPS**

Association of Water Professionals  
American Water Resource Association

**AREAS OF SPECIALIZATION**

ArcGIS and computer modeling; water and air sampling; database management; statistical analysis; environmental science in general

**PROFESSIONAL EXPERIENCE**

- Examined cumulative impacts using ArcView, Spatial Analyst, 3-D Analyst and Basins 4 to determine cumulative impacts (mining, oil and gas, and timbering) for various projects (area and linear footage of streams), soil mapping, and other project mapping needs such as creating, integrating, and maintaining data and/or maps that can be combined with geographically referenced data and can relate different types of data such as socioeconomic, land use, land cover, and other environmental data
- Conducted site reconnaissance and assessment as part of a team to locate sources of selenium at a large mining facility located in Lincoln and Boone Counties, West Virginia. Over 500 water samples were collected over the course of the project. The coordinates of each sampling point were determined using a handheld GPS unit
- Initiated and currently maintain a confidential Access database containing environmental data and calculations for a large energy company.
- Assisted with general field work including benthic macroinvertebrate and detritus leaf material collection and sediment respiration
- Composed a Phase I Environmental Site Assessment for a property development company including deed and property history search and final report.
- Completed an application in accordance with the West Virginia Voluntary Remediation and Reclamation Act. Tasks included property records review and a site assessment of the leaking underground storage tank (LUST) facility
- Managed the air and asbestos inspection program for the Northwest Regional Office of the Louisiana Department of Environmental Quality. Duties included scheduling and preparing inspections prior to site visit. Performed facility compliance inspections at schools, natural gas plants, compressor stations, refineries, tank farms, power plants, lumber mills, and various other industrial facilities. Additional inspections included fielding citizen complaints and responding to environmental emergencies. Completed projects included an inspection report, photographs, field interview form, and enforcement protocol documents if necessary
- Designed environmental education activities for students in the Bosque Ecosystem Monitoring Program (BEMP). Activities and field work with or without a student group included rain gauge measurement; chemistry of ground water through observation wells; surface and ground water levels; insect, leaf litter, and woody debris surveys; and GPS surveys to determine ground water flow
- Performed field and lab water testing, data and statistical analysis, and computer aided watershed delineations. Performed QA/QC on the regional Bio-TDB dataset for the New Mexico Regional Water Resources Division of the U. S. Geological Survey.
- Part of a contingency from the university to plan and initiate a government aided grassroots project to build a functional drinking water system for a town in the Honduran mountains. The project included scouting and diverting an area in the headwaters of the local stream. Additionally, we scouted and dug out a flat area above town to place the water system holding tank

**EDUCATION**

B. A. Criminal Justice  
Marshall University

**CERTIFICATIONS/TRAINING**

Microsoft Certified Professional  
Introduction to ArcGIS II 2006  
Intermediate Course, MS Access 2002

**EMPLOYMENT HISTORY**

1999-Present Potesta & Associates, Inc  
1997-1999 H & C Technology

**AREAS OF SPECIALIZATION**

Geographic Information Systems (GIS), ArcView 9.2, MS Access

**PROFESSIONAL EXPERIENCE**

- Created and managed a multi-user, multifunctional GIS, including purchase and set-up of all hardware and software.
- Delineated watershed areas for surface water systems
- Utilized national databases to generate baseline mapping including National Wetlands Inventory (NWI) and soils for project planning
- Performed Phase I Environmental Site Assessments
- Created and maintained GIS/MS Access databases for a variety of projects.
- Created three-dimensional terrain models using ArcView *3-D Analyst*.
- Assisted with the layout of power line for wind energy project using GIS, Digital Orthophoto Quadrangles (DOQ) topographic mapping and Global Positioning System (GPS) data
- Created groundwater potentiometric surface mapping for U. S. Army Corps of Engineers project, RCRA Corrective Action Project and various LUST and Voluntary Remediation Projects
- Created groundwater and soil contamination mapping using *Equis* environmental data management software sample data.
- Displayed undermined areas in relation to proposed development by georeferencing available mine workings maps using GIS
- Created mapping for site inventory and ranking for USEPA Brownfields Assessment project for mine-scarred lands
- Created topographic contour mapping using Digital Elevation Models (DEM)
- Developed multilayer GIS mapping for wind energy project applications in accordance with West Virginia Public Service Commission guidelines.

# WILLIAM F. DRINKARD, III, P. E.

*Senior Engineer I*

## PROFESSIONAL REGISTRATION

Professional Engineer - West Virginia  
Professional Surveyor - West Virginia

## CERTIFICATIONS

Nuclear Density Gauge Operator  
Foreman Certification - Coal  
Coal Refuse Impoundment Inspector  
and Instructor  
Certified Welder

## EDUCATION

M S Environmental Engineering  
Marshall University, 2003

M B A Master of Business  
Administration, 1981,  
Marshall University

B S Mining Engineering, 1980  
Virginia Tech

## EMPLOYMENT HISTORY

2000-Present Potesta & Associates, Inc  
1995-2000 Massey Coal Company  
Marfork Coal Company  
Massey Coal Services  
Elk Run Coal Company  
1994-1995 Mingo Logan Coal Company  
1975-1994 Westmoreland Coal Company

## AREAS OF SPECIALIZATION

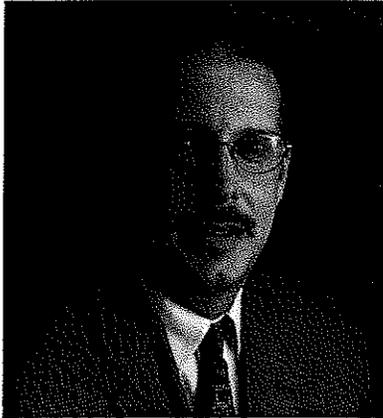
Environmental permitting, hydrologic and hydraulic analysis, project management, impoundment design, site development, storm water management and surveying.

## PROFESSIONAL EXPERIENCE

- Worked on developing the first West Virginia Bureau for Public Health prototype Source Water Assessment Program (SWAP) assistance project for Framework Group D and E. This work included developing the procedures for collecting information in the field using GPS, developing the Access database format and data entry procedures, and format of the project report. Accompanied the field crew on the first field reconnaissance for Logan, West Virginia to ensure that the proper field procedures were being followed.
- Coal industry construction project management experience:
  - Project manager for 15 deep mine face-up projects 10,000 CY to 500,000 CY.
  - Major coal preparation plant upgrade: railroad loadout, railroad yard and coal preparation plant upgrades, silo construction, coal screening/handling facility and conveyor belt system additions.
  - Approximately 20 pond construction projects
  - Mine facility utility installations: power lines, water supply and treatment systems, sewage treatment systems, and communications
  - Fifteen years experience as supervisor of construction crews and contractors working on field implementation of the following projects: surface drainage system construction and maintenance, numerous landslide remediation projects, mine subsidence remediation, surface mine reclamation, and road construction
  - Start-up of the Brushy Fork Coal Refuse Impoundment.
- Management and preparation of environmental and health permits and responsibility for permit reporting requirements for four coal mining companies
- Responsible professional engineer for five coal refuse facilities at five coal mine complexes
- Twenty years of coal industry experience in development of construction drawings, technical specifications, contractor's bid sheet, and engineer's cost estimate for a variety of construction projects, including all aspects of refuse impoundment facilities, pond construction, access and haul roads. Coal refuse related activities include: daily refuse placement, installation of internal drainage systems, haul road construction and maintenance, surface drainage system construction and maintenance, contact for governmental regulatory agents, regulatory compliance activities, including paperwork and "on the ground" compliance. Managed daily surface surveying activities for coal industry engineering office
- Five years industrial engineering experience. This work included performance of underground and surface operation time studies, equipment downtime records and reporting, comprehensive underground mining operation evaluations, and preparation of in-depth capital improvement economic justifications.
- Preparation and review of Spill Prevention, Control and Countermeasure Plans (SPCC) for numerous coal facilities and other industrial sites
- Phase I Environmental Site Assessment for Peabody Coal Company and Greer Limestone
- Preparation of a Risk Management Program plan for a coal mining operation.

# CHRISTOPHER A. GROSE

*Senior Engineering Associate I, Licensed Remediation Specialist*



## PROFESSIONAL REGISTRATION/CERTIFICATION

- West Virginia Licensed Remediation Specialist
- Hazardous Waste Site Operations and Superfund Worker Protection Training
- American Red Cross Standard First Aid and CPR Training
- Troxler Moisture-Density Gauge

## EDUCATIONAL BACKGROUND

- B S Civil Engineering, 1988  
West Virginia Institute of Technology
- M S Geological Engineering, 1990  
University of Missouri-Rolla

## EMPLOYMENT HISTORY

- 1997-Present Potesta & Associates, Inc
- 1994-1997 Ferradon Corporation
- 1990-1994 GAI Consultants, Inc
- 1989-1990 University of Missouri-Rolla
- 1989 Triad Engineering  
Consultants(summer)
- 1988 West Virginia Institute of Technology
- 1983-1988 Clint Bryan & Associates  
(summer) Architects

## PROFESSIONAL AFFILIATIONS

- American Society of Civil Engineers  
Association of Engineering Geologists  
Society of America Military Engineers

## AREAS OF SPECIALIZATION

Surface and subsurface hydrology and hydrogeology including contaminant transport and groundwater flow modeling. Hazardous waste remediation, including CERCLA/SARA, RI and FS report compilation. Geological and geotechnical aspects of the siting and design of municipal and industrial waste landfills, foundation recommendations and cut slope designs in soil and rock.

## PROFESSIONAL EXPERIENCE

- Responsible for remediation/closure activities at chemical manufacturing site in Nitro, West Virginia. Included was locating features using GPS, and maintaining a large Access database, and preparation of maps using GIS.
- Analysis and study of elevated levels of organic constituents and elevated pH values in existing monitoring wells. Completed study to determine if well construction techniques or development procedures contributed to the presence of these constituents.
- Design and completion of several monitoring wells to monitor an abandoned fly ash disposal area. Included hydrogeologic analysis of site geology to determine major aquifers present in the area.
- Evaluation of numerous groundwater monitoring wells to determine the direction of migration and the feasibility of utilizing them in a planned pump and treat recovery system. The site was an active compressor facility located in Eastern Kentucky.
- Engineering design of several wetland habitat areas relating to the effective remediation of a coal refuse disposal site near Glenville, WV.
- Design of stream relocation plans including preparation and coordination of applicable environmental permits.
- Completion of several groundwater contamination studies in West Virginia. Contaminates included diesel fuel, gasoline, chlorobenzene and benzene. Studies included field exploration utilizing various methods including air and mud rotary drilling. Responsible for the setup, calibration and analysis of groundwater computer models to lend insight into the flow regimes and dispersion characteristics of the potentially affected areas.

**EDUCATION**

- B S. Environmental Science with  
Geology Concentration  
Marshall University, 2000
- M S Environmental Science,  
Marshall University,  
expected 2005

**TRAINING**

- WV Licensed Asbestos Inspector  
OSHA 40-Hour HAZWOPR Training  
First Aid and Safety Training  
Troxler - Density  
Compaction/Radiation Training  
Carl Koontz Associates, Opacity

**EMPLOYMENT HISTORY**

- 1999-Present Potesta & Associates, Inc  
1998-1999 Lowe's Home  
Improvement  
1995-1996 Sheldon Burgess  
Community Center  
(summers)

**AREAS OF SPECIALIZATION**

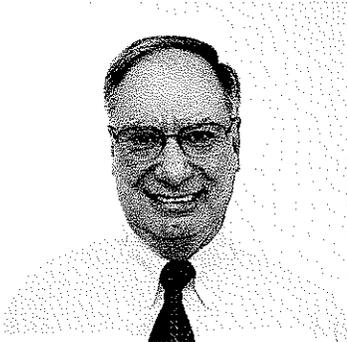
Conducting Phase I and Phase II site assessments including utilizing GPS to locate features  
Remediation report writing and sampling Conducting asbestos inspections and report writing  
Surveying, construction observation, and field work. Biological sampling, water chemistry  
sampling, GeoProbe sampling, field testing of materials

**PROFESSIONAL EXPERIENCE**

- Performed site investigations and report writing of numerous Phase I site investigations to assess potential environmental concerns.
  - Numerous clients
  - Progress Energy, Inc (various mine properties in Kentucky)
  - Kanawha River Terminals (KRT), Wayne County, WV
  - John Henry Tunnel Project, Summers County, WV
  - Evergreen Mining Company, Webster County, WV
  - The Elkhorn Coal Company, Prestonsburg, KY
  - THZ Enterprises, Berkeley County, WV
  - Panhandle Builders, Berkeley County, WV
- Phase II Site Assessments and sampling on numerous potentially hazardous sites, which include monitoring well installation/split-spoon sampling, Geoprobe® boring sampling, groundwater sampling/monitoring, and locating features via GPS.
- Water well surveys, including the sampling of wells, springs, and cisterns and interacting with close proximity landowners/residences
  - DuPont/URS Corp /Washington Works, Washington, WV
  - Desco Facility, former Colliers Industries, Colliers, WV
- Construction observation of Cabell County Water Line Extension project, Contract No. 6, in Cabell County, West Virginia.
  - West Virginia-American Water Company
- Construction observation of Cabell County Water Line Extension project, Contract No. 7, in Cabell county, West Virginia.
  - West Virginia-American Water Company
- GeoProbe and soil sampling of various contaminated industrial sites including using GPS to locate features
  - Numerous clients
- Water and sediment sampling in streams impacted by coal slurry spill, Martin County, Kentucky
  - Martin County Coal Company

# DAVID N. JUNKER

*Senior Scientist I, Licensed Remediation Specialist*



## PROFESSIONAL CERTIFICATION

- Registered Professional Geologist, 1993
- OSHA 40 Hour Trained
- OSHA 8 Hour Supervisor Trained, including annual refresher
- Licensed Remediation Specialist
- Certified Monitoring Well Driller

## EDUCATION

- M S Hydrogeology/Geology, 1990  
Marshall University, Huntington, WV
- B S Geology, 1973  
Marshall University, Huntington, WV

## EMPLOYMENT HISTORY

- 1997-Present Potesta & Associates, Inc.  
1991-1997 Terradon Corporation  
1986-1991 Private Consulting and  
Marshall University  
1980-1986 Ashland Exploration, Inc  
1978-1980 Ashland Oil, Inc  
1973-1978 Equitable Gas Company  
1968-1971 United States Army

## PROFESSIONAL AFFILIATIONS

- Past President, Vice President and  
Treasurer, Appalachian Geological  
Society  
Past Director Pittsburgh Geological Society  
National Groundwater Association

## AREAS OF SPECIALIZATION

Hydrogeological, hydrologic, and geological studies including resource and site investigations; site assessments and waste characterization studies; project management, oversight and corrective action planning and supervision Remediation design and costing activities; regulatory compliance and negotiations; groundwater monitoring systems design and installation; groundwater modeling and statistical analysis.

## PROFESSIONAL EXPERIENCE

### *Project Management and Support:*

- Lead team to complete review and evaluation of current and historical groundwater characterization and contaminant sampling results at closed World War II munitions Superfund site Evaluation included groundwater modeling, extensive mapping of piezometric surfaces, contaminant plumes, capture zones, remedial water recover evaluation and optimization to include addition of new monitoring wells, and providing scheduled extensive reports for the 1,100 acre site. Project included locating features via GPS and using GIS for preparing mapping
  - ▶ West Virginia Ordnance Works - Point Pleasant, WV
- Completed numerous Phase I environmental site assessments of industrial, commercial and residential properties
- Completed National Pollutant Discharge Elimination System permits and renewals for various sites
- Specialist in compiling industrial and commercial Groundwater Protection Plans, Stormwater Pollution Prevention Plans, and Groundwater Monitoring Plans
- Have appeared as expert witness in groundwater and contamination impacts to soil and groundwater
- Completed extensive deep and near surface hydrogeological evaluations to define heavy metals contamination Projects include deep and shallow monitoring well drilling and completion, groundwater flow testing, and continual monitoring
- Completed major hydrogeological evaluation of RCRA hazardous waste disposal facility in Kentucky. Project included groundwater characterization and statistical analysis, infiltration studies, and ground-water flow modeling
- Completed numerous groundwater flow tests, pump tests, and aquifer characterization studies for remedial actions for various large and small operators
- Investigation of aquifer deliverability potential for major industrial water user in northern West Virginia
- Directed groundwater contamination study in karst geological area for large commercial printing facility. Designed and permitted remediation and monitoring activities for site

# DENNIS L. LITWINOWICZ

*Senior Scientist, Licensed Remediation Specialist*

## CERTIFICATIONS

West Virginia Licensed Remediation Specialist - #89  
Certified Petroleum Geologist - AAPG #4844  
40-Hour OSHA Hazardous Waste Operations Training

## EDUCATIONAL BACKGROUND

B S Geology and Mineralogy, 1980  
The Ohio State University

## EMPLOYMENT HISTORY

1999-Present Potesta & Associates, Inc  
1995-1999 Pennzoil Company  
1987-1995 W E Shrider Company  
1982-1987 Geological Consultant  
1980-1982 Hopco Resources

## PROFESSIONAL AFFILIATIONS

American Association of Petroleum Geologists  
Ohio Geological Society  
Ohio Oil and Gas Association  
West Virginia Oil and Natural Gas Association

## AREAS OF SPECIALIZATION

Multi-media regulatory compliance and permitting with air, water and hazardous waste issues. Site assessments, geologic mapping and interpretation. Project design, management and supervision

## PROFESSIONAL EXPERIENCE

- Performed more than 30 Phase I Environmental Site Assessments on industrial and commercial properties in West Virginia. Assisted on 37 Phase I Environmental Site Assessments for cell tower sites on properties ranging from 5 to 300 acres in size.
- Worked on numerous facilities entered into the West Virginia Voluntary Remediation Program
- Site assessments for properties including soil and groundwater sampling of facilities for potential petroleum hydrocarbon, heavy metals and PCB contamination.
- Developed Groundwater Protection and Plans for paint solvent and bottom ash storage facilities in West Virginia.
- Developed an Underground Injection Control permit for a paint solvent facility
- Developed a construction storm water runoff NPDES for an ash storage facility. Filed NPDES reports for facilities in West Virginia, Pennsylvania and New York
- Investigated landowner water well complaints in areas of oil and natural gas production operations
- Created Risk Management and Emergency Response Programs and Plans for regulated facilities.
- Created Spill Prevention Control and Countermeasure (SPCC) plans for facilities in Ohio, West Virginia and Pennsylvania.

**EDUCATION**

Carver Vocational School, Charleston, WV

West Virginia State College, Institute, WV

**TRAINING**

OSHA 40-Hour HAZWOPR Training  
First Aid and Safety Training  
Certified Welder

**EMPLOYMENT HISTORY**

2003-Present Potesta & Associates, Inc  
1997-2002 Williams Union Boiler  
1991-1996 Plasma Processing  
Corporation  
1989-1991 Aluminum Metalworks  
1986-1989 Martec, Inc  
1972-1986 Putnam Fabricating Co

**AREAS OF SPECIALIZATION**

Data collection, sampling, construction observation, and field work.

**PROFESSIONAL EXPERIENCE**

- General construction and maintenance on a wide variety of projects
- Equipment operation, including fork truck, drill press, cutting shears, crane, overhead crane, brake press and punch press
- Construction observation and support for large-scale brownfields remediation project.
- Environmental data collection
- Field work associated with source water assessment protection program SWAPP project for the State of West Virginia to locate potential contaminant sources (PCSs) or other features via GPS, and QA/QC of data entry into an Access database for the following small community public water systems in West Virginia:

Prenter  
CH Chambers  
Whispering Pines  
Bellwood Com  
Clifftop Community  
Davis Stuart, Inc  
Cardinal MHP  
Anthony Correctional  
Facility  
End of the Trail Center  
County Water No 2  
Elkhorn  
Kimball Light & Water  
Ashland Community  
Bradshaw

O'Toole  
Elkhorn-Greenbrier  
Jenkin Jones  
Ciampanella Rental Prop  
Hiawatha Water  
Pinnacle Water Assn  
Piedmont  
Maple Acres  
Hoot Owl Hollow  
Weyanoke Giatto  
Windmill Gap  
Gilbert Terrace  
Greenville Water Co  
Briarwood Acres  
Tioga

Raleigh County  
Brookside Otsego  
Buckeye Water  
Covel Water Works  
Garwood  
Buckeye Water  
Wyco  
Coal Mountain  
Glover Community  
Marianna Community  
Wyoming Community  
Green Camp Community  
Ramey Addition

**EDUCATION**

B.S. Civil Engineering Technology,  
West Virginia University  
Institute of Technology, 2007

A.S. Civil Engineering Technology,  
West Virginia University  
Institute of Technology, 2006

**EMPLOYMENT HISTORY**

2006-Present Potesta & Associates, Inc.  
2004-2006 Petroleum Products, Inc.

**AREAS OF SPECIALIZATION**

Civil engineering, with emphasis on hydrology and hydraulics.

**PROFESSIONAL EXPERIENCE**

- Prepared storm water diversion designs.
- Prepared grading plans for site design projects.
- Served as construction monitor for various projects.
- Numerous Phase II Environmental Site Assessments, including soil boring advancement and sampling, and monitoring well installation and groundwater sampling.
- Prepared technical specifications for several projects.
- Conducted water studies on Abandoned Mine Lands projects.
- Calculated engineer cost estimates.
- Coordinated UST removal projects at several sites, including a Voluntary Remediation Program site and former active coal mining sites.
- Collected GPS points for various projects.
- Prepared site plans using ArcView.

**EDUCATIONAL BACKGROUND**

M S Environmental Science  
Marshall University  
M S Biology, 2003  
Virginia Polytechnic Institute

B S Biology/Chemistry, 1993  
Fairmont State College

Additional Studies:

Wildland Hydrology  
"Applied Fluvial Geomorphology"  
2002  
"River Morphology and  
Applications," 2003

West Virginia University  
"Methods for Stream Assessment  
and Analysis", 2003  
"Introduction to Natural Stream  
Channel Design," 2003  
"Advanced Stream Design", 2003

**EMPLOYMENT HISTORY**

2000-Present Potesta & Associates, Inc  
1998-2000 Biological Monitoring, Inc  
1996-1998 Virginia Tech  
1994-1996 Center for Environmental and  
Hazardous Materials Studies

**PROFESSIONAL AFFILIATIONS**

Society of Environmental Toxicology  
and Chemistry  
North American Benthological Society  
American Fisheries Society

**AREAS OF SPECIALIZATION**

Development of baseline, recovery and restoration plans, as well as environmental risk assessments (Rosgen trained). Development of databases with GIS components. Evaluating toxicity data, conducting habitat assessments and biological surveys, conducting biomonitoring and bioaccumulation studies, and NPDES permit development. Review and preparation of environmental assessments, biological assessments, environmental impact studies and other NEPA documents.

**PROFESSIONAL EXPERIENCE**

- Conducting large-scale risk assessment to determine the impacts of coal slurry on the aquatic environment which resulted from an impoundment failure. This project involved integration of biological surveys, toxicological testing, sediment surveys, river surveys, water chemistry monitoring, statistical analysis and report writing. Required large scale data integration, and database management with a GIS component.
- Management and/or preparation of environmental permits and associated documents for highway construction and individual 404 permits for large-scale surface disturbance.  
  
Client confidential
- Management of stream restoration projects. Preparation and design of Compensatory Mitigation Plans and associated documents.  
  
- Multiple clients
- Management of environmental studies, including avian and threatened and endangered species assessments, coordination with council and FAA requirements, for a large-scale land disturbance project.  
  
Multiple clients (confidential)
- Preparation and biological portion of environmental impact statements for large surface mining operations pursuing Army Corps individual permits.  
  
Multiple clients (confidential)
- Assessment of fish kill and other types of emergency evaluations relating to releases of materials into the aquatic environment in West Virginia rivers. Required rapid response to assess the extent of the spill, as well as investigation into the source of contamination and acute/chronic effects.  
Client confidential  
  
- Multiple clients (confidential)

# JOHN WESLEY McDONALD III

*Staff Scientist I*

## EDUCATION

- B S Animal/Veterinary Science,  
West Virginia University,  
Morgantown, WV
- B A. Education (teaching certification in  
Chemistry and Physics), Glenville  
State College,  
Glenville, WV
- B A. Chemistry,  
West Virginia University,  
Morgantown, WV
- Graduate level studies in Health  
and Safety and Industrial Hygiene

## EMPLOYMENT HISTORY

- 2002-Present Potesta & Associates, Inc  
2002 Fayette Co Board of  
Education
- 2001-2002 REIC Laboratories  
1997-2001 Dow/Union Carbide  
South Charleston, WV
- 1997 Fayette Co Board of  
Education
- 1991-Present Whitewater Professional  
1987-1991 U S Army

## AREAS OF SPECIALIZATION

Database maintenance Environmental Systems Research Institute (ESRI) Arc GIS 9.2 Third party analytical data validation; Environmental Quality Information System (EQIUS) database management; Geographic Information Systems (GIS) and applications; construction observation; Phase I Environmental Site Assessments; air permit preparation; analytical analysis

## PROFESSIONAL EXPERIENCE

- Prepared a Final Data Quality report which was submitted to the U.S. EPA as part of a RCRA remediation project on 110-acre former manufacturing site.
- Prepared Quality Control Plans for various United States Army Corps of Engineers projects
- Prepared Health and Safety Plans for various United States Army Corps of Engineers projects
- Prepared a Final Remedial Action Report pertaining to a soil excavation and bioremediation project for the United States Army Corps of Engineers
- Observed geotechnical drilling and logged core sample data for evaluating foundation stability of construction sites at Kenna Business Park in Kenna, WV, Beaver Creek Compressor Station in Garrett, KY, and the TrAIL Project for Allegheny Power.
- Performed a streams and wetlands survey utilizing GPS to collect locational data for the Allegheny Power TrAIL Project.
- More than five years of experience conducting Phase I Environmental Site Assessments of proposed construction sites
- Maintained an Access database of analytical data for a RCRA remediation project involving a 110-acre former manufacturing site
- Performed air permitting activities including Regulation 13 and Title V permit application preparation
- Prepared mapping via GIS and ARCVIEW 9.2 to model environmental data and to illustrate proposed work sites
- Performed third party validation of analytical data (volatile organic compounds/semivolatile organic compounds) by gas chromatography/mass spectroscopy, and polychlorinated dibenzodioxins/furans by high resolution (mass spectroscopy) according to U.S. EPA criteria
- Performed electrofishing in support of various fish surveys in Kentucky and West Virginia

**EDUCATION**

- M S     Biology  
Fredonia State University,  
Fredonia, New York
- B. S.     Botany, Anthropology  
Northern Arizona University,  
Flagstaff, Arizona
- A. S.     Science/Mathematics  
Jamestown Community College,  
Jamestown, New York

**EMPLOYMENT HISTORY**

- 2007 – Now   Potesta & Associates, Inc.  
2006         Jamestown Community  
              College
- 2005-2006   SUNY Fredonia  
2003-2005   Jamestown Audubon  
              Society
- 2001-2003   Willow Bend  
              Environmental Education  
              Center
- Summer 2002 Chautauqua Institution  
1999-2001   Jamestown Community  
              College

**HONORS**

Phi Theta Kappa

**CERTIFICATIONS**

Certified as Authorized User of Chemical-  
terrorism Vulnerability Information

36-Hour Certification from **Institute for  
Environmental Education and Research**  
in use of U.S. Army Corps of Engineers  
wetland delineation manual

**MEMBERSHIPS**

Society of Wetland Scientists

**AREAS OF SPECIALIZATION**

Stream and wetland field investigations and U S Army Corps of Engineers permit preparation, mapping development using ArcView, and coordination with U S Fish and Wildlife Service, Division of Natural Resources and the West Virginia State Historic Preservation Office.

**PROFESSIONAL EXPERIENCE**

- U S Army Corps of Engineers and West Virginia State water quality stream and wetland permit preparation and field investigations for 990 acre village developments in Berkeley Springs, marina and condominium development near Williamstown, and barge mooring site on the Kanawha River.
- Consultation with the U.S. Fish and Wildlife Service and West Virginia State Historic Preservation Office Public Lands Corporation and U.S. Army Corps of Engineers Nationwide stream crossings permitting for numerous water supply projects.
- Field investigation, jurisdictional determination report, and associated regional permit preparation for Abandoned Mine Lands Reclamation project in Sundial for the West Virginia Department of Environmental Protection.
- Numerous field investigations using handheld and Trimble backpack GPS to record and map stream and wetland boundaries
- Water resources inventory and stream and wetland investigation across a 155-mile electrical transmission line extending from Pennsylvania to Virginia
- Stream and wetland delineation reports, functional assessments, and stream channel classifications for West Virginia subdivision development and quarry site
- Data analysis for NPDES aluminum translator study and associated permit modification for Coal and Coke Corporation
- Preparation of storm water and pollution prevention plan for asphalt manufacturer in West Virginia
- Monthly monitoring for one year stream flow study on remediated stream in Boone County for West Virginia Department of Environmental Protection
- Field investigation for stream habitat, fish and benthic populations in several West Virginia, Virginia, and Kentucky streams
- Six years of public speaking and presentation experience in developing environmental education and university courses

**EDUCATION**

B. A. Environmental Studies, 1997  
University of Michigan

**EMPLOYMENT HISTORY**

2000-Present Potesta & Associates Inc.  
1996-2000 Engineering Laboratories,  
Inc

**CERTIFICATIONS**

OSHA 40-Hour HAZWOPER Training  
Confined Space Trained  
USEPA Hazard Ranking System Training

**AREAS OF SPECIALIZATION**

Environmental science, particularly environmental compliance, groundwater assessments and remediation of contaminated sites

- Environmental site assessments and remediation
- West Virginia Voluntary Remediation and Redevelopment Program
- Regulatory compliance
- Surface water, groundwater and soil sampling
- Geographic Information Systems (GIS) and applications, including ArcGIS 9.2.

**PROFESSIONAL EXPERIENCE**

- Delineated watershed areas for surface water systems using GIS. Utilized national databases to generate baseline mapping, including National Wetlands Inventory and soils for project planning
- Assisted with the layout of power line for wind energy project using GIS, Digital Orthophoto Quadrangles, topographic mapping, and Global Positioning System data
- Created groundwater potentiometric surface mapping for U S Army Corps of Engineers project, RCRA Corrective Action Projects, and various leaking underground storage tanks and Voluntary Remediation Projects
- Project Manager for the operation and maintenance of stormwater collection, pretreatment, and discharge systems at Fike/Artel Superfund Site in Nitro, WV
- Performed Phase I Environmental Site Assessments (ESAs) on multiple properties including residential, commercial and industrial sites. Phase I ESAs were performed in accordance with ASTM standards compliant with the All Appropriate Inquiry Rule and industry guidelines
- Performed Phase II duties as the Project Scientist on multiple sites. Developed and implemented site characterization work plans that included advancement of soil borings, collection of river sediment and water column samples, installation and sampling of groundwater monitoring wells, and statistical analysis of both soil and groundwater data to predict how representative the data was to actual site conditions.

Other tasks included preparing and submitting the Voluntary Remediation Application, Voluntary Remediation Agreement, ecological and human health risk assessments, and development of a Remediation Work Plan to clean up site soils to Uniform Risk-Based Concentration Standards.

- Managed groundwater treatment activities for heavy metal remediation project in Livonia, Michigan. Duties included daily sampling, testing, and data analysis necessary to prepare compliance reports to the Detroit (Michigan) Sanitary Board.
- Served as a member of a team to plan and organize the 1997 General Motors Global Plant Engineering and Environmental Conference, resulting in a successful conference. Presented with 'Crew Member Award' for excellence in organizing the event
- Gained experience in environmental and commercial vessel safety CFRs, civil and criminal ticketing procedures, and proper sampling techniques. Also, assisted in editing the United States Coast Guard-Marine Safety Office Area Contingency Plan and completed USCG HAZWOPER training

# ROBERT AMMIRATO, E-I-T

*Engineer*

## CERTIFICATIONS

Engineer-In-Training, Virginia  
40-Hour, HAZMAT trained  
Iroxler Nuclear Density Equipment  
Operator, 2007

## EDUCATIONAL BACKGROUND

B.S. Mechanical Engineering  
Virginia Polytechnic Institute  
and State University, 1999  
Blacksburg, Virginia

## EMPLOYMENT HISTORY

2002-Present Potesta & Associates, Inc  
1999-2002 Omron Corporation,  
Kyoto, Japan

## PROFESSIONAL EXPERIENCE

- Worked on project team preparing Source Water Assessment Protection Program plans for the WV Bureau of Public Health. Project included records review, and preparing 64 SWAPP plans for public water supply sources. Performed field reconnaissance, contaminant location, and GPS work on three of the SWAPP locations. SWAPPs identify potential sources of contamination that may impact public water supplies.
- Organized and held meetings with drinking water plant operators to discuss operational and source water issues concerning the treatment plant for the WV Bureau of Public Health SWAPP.
- Field reconnaissance locating potential hydrocarbon contaminants, control structures, and site drainage, and preparing and drafting spill prevention, control and countermeasure reports.
- Field reconnaissance locating potential contaminants and preparing and drafting groundwater pollution plans and stormwater pollution prevention plans.
- Coordinated the development of GIS mapping for SPCC plans, GPP plans, water and sewer line layout maps, and river drainage delineation.
- Provided construction oversight for the construction of the West Virginia American Water clarifier and press building in Charleston, WV.
- Responsible for construction quality assurance of 48 acres of geosynthetic liner at a hazardous waste site. Liner system included geocomposite drainage netting, 40 mil HDPE geomembrane, and geotextile cushion. Prepared final report for the capping of the site.
- Provided oversight and documentation of installation of more than five miles of rural water main and associated customer services.
- Performed GPS survey of the town of Rainelle as part of a survey crew to tie in aerial topography to benchmarks and landmarks.
- Preparation of summary of construction final reports, quality control documentation and certifications for construction of a composite liner system at Brooke County Landfill and Pocahontas County Landfill. Two reports, including certifications were prepared.
- Prepared report for the WVDEP, WV Bureau of Public Health, and public review regarding the design and layout of 1 MGD, 0.5 MGD, and 0.25 MGD waste water treatment plants.
- Organized and held meetings with wastewater treatment plant operators and construction foremen to discuss operational and construction issues for design consideration.

# MICHAEL B. SANKOFF

*Senior CADD Designer*

## PROFESSIONAL CERTIFICATION

OSHA 40-Hour HAZWOPER Training  
Troxler Nuclear Densometer  
OSHA 8-Hour Annual Refresher

## EDUCATION

B.S. Industrial Management 1987  
West Virginia Institute of Technology

A.S. Drafting and Design Engineering  
Technology, 1986  
West Virginia Institute of Technology

A.S. Mechanical Engineering Technology,  
1986  
West Virginia Institute of Technology

## EMPLOYMENT HISTORY

1997-Present Potesta & Associates, Inc.  
1996-1997 Terradon Corporation  
1989-1996 H. C. Nutting Company  
1988-1989 Peabody Coal Company  
1987-1988 Kelly, Gidley, Blair & Wolfe

## AREAS OF SPECIALIZATION

Construction observation, computer drafting and manual drafting, with extensive experience in water supply projects.

## PROFESSIONAL EXPERIENCE

### CADD DESIGNER

- Aerial photographs
  - For presentations
  - For reports
  - For design
  - For water tank and line design
- Aerial photographs
  - With local photos for specific details in presentations
- Flow charts
- Organizational charts
- Site design
  - Plan and profiles
- Environmental site surveys
- Use of HP4000 DesignJet
- Use of HP550 DesignJet

# MARY M. ARMSTEAD

*Senior Scientist I, Licensed Remediation Specialist*



## CERTIFICATIONS

- West Virginia Licensed Remediation Specialist

## EDUCATIONAL BACKGROUND

- Ph D Biology/Ecotoxicology, 1994  
Virginia Tech
- M S Biology/Aquatic Ecology, 1991  
Marshall University
- B S Biology, 1987  
University of Charleston

## EMPLOYMENT HISTORY

- 1997-Present Potesta & Associates, Inc
- 1996-1997 Terradon Corporation
- 1991-1996 Virginia Tech
- 1989-1991 Marshall University

## PROFESSIONAL AFFILIATIONS

- Society of Environmental Toxicology and Chemistry
- North American Benthological Society
- American Society for Surface Mining and Reclamation
- Society of Environmental Toxicology and Chemistry

## AREAS OF SPECIALIZATION

Development of remediation, recovery and restoration plans, as well as environmental and human health risk assessments, and managing databases with GIS elements  
Evaluating toxicity data, conducting habitat assessments and biological surveys, conducting biomonitoring and bioaccumulation studies, and NPDES permit development

## PROFESSIONAL EXPERIENCE

- Development of a watershed scale restoration plan for Leading Creek in southeastern Ohio. This project involved integration of biological surveys, toxicological testing, water chemistry monitoring and hydrological modeling into a GIS database for watershed scale modeling
- Conducted human health and ecological risk assessments relative to industrial site with lead and PCB contamination, including modeling of human health and ecological impacts, resulting in a site remediation and future use plan
- Mixing zone delineation using the CORMIX model and field surveys including NPDES permitting modifications to incorporate a diffuser outfall and negotiations with state agencies to expedite permit modifications
- Responsible for database design, data analysis and interpretation for a long-term monitoring study of groundwater quality at an industrial landfill
- Preparation of NPDES and UIC permit applications for a wood treatment facility
- Reviewed and prepared comments on study design and modeling of Total Maximum Daily Loads Strategies for several streams in West Virginia
- NPDES storm water permit registration and pollution prevention plan updates for welding supply facilities.
- Prepared NPDES storm water permit and Storm Water Pollution Prevention Plan for calcium chloride production facility in northern West Virginia
- Responsible for reviewing a toxicity reduction evaluation, storm water toxicity data, and water quality data for a non-ferrous foundry that manufactures bronze castings to determine the source of toxicity
- Assessed the effect of agricultural runoff and other non-point source pollutants on habitat availability and benthic community structure in the Little River watershed, Floyd County, Virginia
- Monitored 30-day chlorination of industrial facilities in Virginia and South Carolina for the control of *Corbicula fluminea* biofouling. Also, advised industries of most effective treatment initiation dates based on regular monitoring of the organisms' reproductive condition

# CHARLENE L. RACER

*Secretarial Supervisor*

## EDUCATION

1996-2004  
Work Towards BS in Accounting  
West Virginia State College  
Institute, West Virginia

1983-1984  
Secretarial Course  
WV State Community College  
Charleston, West Virginia

## EMPLOYMENT HISTORY

1997-Pres. Potesta & Associates, Inc.  
1995-1997 Terradon Corporation  
1989-1994 MTI Corporation  
1985-1990 Smart Temporary Services

## PROFESSIONAL EXPERIENCE

- ◆ Preparation of Summary Reports for Source Water Assessment and Protection (SWAP) services provided for West Virginia Department of Health and Human Resources (WVDHHR) for approximately 80 public water systems, including QA/QC to insure consistency in report format and organizing of electronic filing system for each location. Also responsible for Project Weekly Reports and typing of various Word, WordPerfect and Excel documentation.
- ◆ Assistance with scheduling of Source Water Awareness Symposiums, including preparation of graphic presentation using PowerPoint software for symposiums and making arrangements for meeting rooms and catering of lunches. Also responsible for preparation of various Word, WordPerfect and Excel documentation.
- ◆ Preparation of Modified Phase I Environmental Site Assessment (ESA) Reports for Patriot Mining Company for approximately 10 mining sites, included was QA/QC to insure consistency in report format and organizing of electronic filing system for each location. Also responsible for "burning" of approximately 80 CDs/DVDs to accompany Modified Phase I ESA Reports and typing of various Word and Excel documents.
- ◆ Responsible for the creation and constant management of the company client contact Access database with approximately 3000 client entries. This includes creating queries to pull certain types of clientele for various mailings of company literature, flyers, etc. This information is then pulled into our Word software to apply to a label format for distribution. Also responsible for importing Access database into Microsoft Outlook so that employees have access to client contacts as well.
- ◆ Responsible for maintaining consistency in formatting of all documentation created by company employees and maintaining a consistency in the electronic filing system for all projects.
- ◆ Proficient in Microsoft Office 2002 applications such as Word, Excel, PowerPoint, and Access. Also proficient with various other software such as WordPerfect, gINT Boring Log Software, Lotus 123, and numerous others. Able to operate a wide range of office machines from computers, printers, copiers, fax machines, scanners, etc.

**EDUCATION**

1984 Hurricane High School  
Hurricane, West Virginia

1985 Century Business College  
Huntington, West Virginia

**EMPLOYMENT HISTORY**

2004-Present Potesta & Associates, Inc.  
1999-2004 Bank One  
1998-1999 Mountain State Oral &  
Maxillofacial Surgeons  
1997-1998 Eastern Associated Coal  
Corp.  
1990-1997 Children's Home Society of  
West Virginia

**AREAS OF SPECIALIZATION**

Accomplished administrative professional, capable of handling a wide range of administrative and clerical functions and consistently producing top quality results. More than 20 years of progressively responsible experience. Proficient in Microsoft Office 2002 applications such as Word, Excel, PowerPoint, and Access. Able to operate office machines including computers, printers, copiers and fax machines

**PROFESSIONAL EXPERIENCE**

- Responsible for proofing, formatting, preparing and distributing all Environmental Department documents, comprised of proposals, permits, applications, and detailed scientific reports.
- Aided in developing employee resume and credentials databases utilizing Microsoft Access 2002.
- Streamline and standardize an ongoing series of annual and semi-annual environmental studies conducted to assess stream recovery after a major slurry spill
- Prepare and submit annual Certified Emissions Statement Invoices and Form R reports.
- Prepare and submit Air Regulatory Service permit applications

**EDUCATION**

B. S. Biology, 2003  
West Virginia University  
Institute of Technology,  
Montgomery, WV

**EMPLOYMENT HISTORY**

2008-Present Potesta & Associates, Inc.

2007-2008 Marshall Miller &  
Associates, Inc

2003-2007 Potesta & Associates, Inc.

**CONTINUING EDUCATION**

May 2005  
Freshwater Biomonitoring Using  
Benthic Macroinvertebrates (NCTC)

October 2006  
ArcView and ArcEditor (ESRI)

July 2007  
Aquatic Macroinvertebrate  
Identification Program (Watershed  
Assessment Associates)

**AREAS OF SPECIALIZATION**

ArcView specialist. Use of Geographic Information Systems (GIS) as permitting tool. Performance of site assessments, wetland and stream delineations, benthic sampling, and fisheries studies. Familiar with state and federal protocols for collecting biological data utilized by United States Environmental Protection Agency (USEPA), United States Army Corps of Engineers, and state agencies in West Virginia, Maryland, Kentucky, Ohio, Pennsylvania, Virginia and Tennessee. Identification of stream and wetland flora and fauna Preparation and review of Clean Water Act documents, including 401 and 404 permits.

**PROFESSIONAL EXPERIENCE**

- Extensive use of ArcView 9.2 (ArcMap, Spatial Analyst and 3-D Analyst) and Basins 4 to determine cumulative impacts (mining, oil and gas, and timbering) for various projects (area and linear footage of streams), soil mapping, and other project mapping needs. Utilized national databases to generate baseline mapping including National Wetlands Inventory (NWI) and soils for project planning. Created extensive shapefiles for Pre-SMCRA and existing permitted areas using georeferenced files allowing calculation of area and linear footage of stream impacts
- Conducted benthic macroinvertebrate and fish population surveys utilizing procedures described in the USEPA's Rapid Bioassessment Protocol (RBP). Completed site habitat characterization using RBP, Rosgen-based applications, and EMAP procedures. Supervised numerous wetland/stream characterizations and delineations. Assisted in field reconnaissance for high density mussel beds in Elk River at various locations. Conducted water sampling and temperature survey (data loggers) in trout streams in West Virginia and Virginia.
- Conducted ground water user inventory and blasting surveys for various mining operations in southern West Virginia. Utilized aerial mapping, project boundary, and GIS to identify potential survey boundaries.
- Assisted in establishing the first mitigation banking program within West Virginia for stream and wetland credits. Prepared and reviewed wetland mitigation plans with detailed excavation and planting plans.
- Collected data and prepared site-specific water quality criteria, variance packages and site-specific metals translator studies for development of a mixing zone
- Performed Section J water quality survey and ground water inventories. Performed field reconnaissance for punch-outs and sampling of water from coal seams to determine potential water quality impact associated with proposed mining impacts.
- Proficient in software applications such as Word, Excel, RIVERMorph, and ArcView. Performed statistical analysis, recorded data, and quality assurance/quality control for numerous projects. Used spreadsheets to perform calculations and graphical analyses of data