

COUNTY COMMISSION OF LEWIS COUNTY

110 Center Avenue
Weston, WV 26452
Phone: (304)269-8200
Fax: (304)269-2416

Email: lewiscountycommission@lewiscountywv.org
Website: lewiscountywv.org



COMMISSIONERS:
AGNES G. QUEEN
President
PATRICK D. BOYLE
Commissioner
THOMAS V. FEALY
Commissioner

LEWIS COUNTY COMMISSION MEETING AGENDA 110 CENTER AVENUE, 2nd FLOOR WESTON, WV 26452 JULY 25, 2016

SILENT MEDITATION AND PLEDGE OF ALLEGIANCE

1. 10:00 AM Call Meeting to Order (*action required*)
2. 10:05 AM T. Chad Kelley, Lewis County Assessor
RE: Exonerations, Consolidations, Apportionments
Draft copies will be available for review upon request
on Thursday, July 21, 2016 (*action required*)

APPOINTMENTS

3. 10:10 AM Sheriff Adam M. Gissy
RE: The Sheriff requests advise and consent of the County Commission (§7-7-7) to hire Tanner Carder as a Lewis County Deputy Sheriff to fill the vacancy created by the resignation of Deputy Ryan. Mr. Carder has been approved by the Lewis County Civil Service Commission. If approved, the oath of office will be administered. (*action required*)

CORRESPONDENCE

4. Upshur County Commission Meeting Agenda: Upshur County Commission Meeting Agenda for Thursday, July 21, 2016. (*information only*)
5. West Virginia Department of Justice and Community Service Grant Award: The West Virginia Department of Justice and Community Service has awarded Lewis County a Court Security Grant in the amount of \$20,676.00. This grant will allow a microwave link to be established from the Lewis County Judicial Annex to the Lewis Gilmer Emergency 911 so that security cameras can be viewed at the E911 Center. (*information only*)
6. Jane Lew Public Service District Meeting Minutes: Minutes for the Jane Lew Public Service District Meeting held June 9, 2016. (*information only*)
7. Distribution of Regional Jail Operations Fund Tax: The West Virginia State Treasurer has released the Regional Jail Operations Partial Reimbursement Fund tax. Lewis County received \$53,888.38. Last year Lewis County received \$67,988.06. The decrease in funds is due to fewer inmate days during this fiscal year. (*information only*)
8. Distribution of 25% Coal Severance Tax: The West Virginia State Treasurer has released the 25% Coal Severance Tax distribution. Lewis County received \$7,025.60 for the quarter consisting of April, May and June 2016. Last quarter the county received \$5,158.28. (*information only*)

BUSINESS

9. Board(s) and Committee(s) Reports: Commissioners will give report(s) on any board(s) or committee(s) they have attended including: Lewis County Ambulance Authority; 26th Judicial Circuit Community Corrections; Lewis County Firefighters Association; Lewis County Park Board; Federal Emergency Management Agency Reimbursement Training; Magistrate Court Trial, Lewis County vs. Myers; Conference call with Senator Manchin and Governor Tomblin regarding flood issues. (*information only*)
10. Citizen Ride Along Request: Nigel Goldsborough requests to be approved for a Citizen Ride Along Internship from July 25 to August 25, 2016 with the Lewis County Sheriff's Department. (*action required*)

11. **Fiscal Year 2017 General County Budget Revision:** The Lewis County Commission is required to prepare a budget revision to incorporate unencumbered funds not previously budgeted in the 2017 Fiscal Year Budget. The county requests the West Virginia State Auditor's Office increase the unassigned fund balance by \$318,972.00.
(action required)
12. **Lewis County Economic Development Authority Report:** Report of activities of the Lewis County Economic Development Authority by Director Mike Herron. *(information only)*
13. **Timesheets and Leave Requests** *(action required)*

ACTIONS, ORDERS ESTATE SETTLEMENTS AND PAYMENT OF EXPENDITURES:

14. **Actions of the Clerk:** County Clerk Cynthia S. Rowan presents actions of the clerk in recess of the county commission for approval. Draft copies will be available for review upon request Thursday, July 21, 2016 *(action required)*
15. **Presentation by County Clerk of the Orders of Prior Meeting(s) for consideration:** Draft copies will be available for review upon request Thursday, July 21, 2016 *(action required)*
16. **Presentation of Estate Settlements:** County Clerk Cynthia S. Rowan presents estates for settlement. Draft copies will be available for review upon request Thursday, July 21, 2016. *(action required)*
17. **Expenses for the current period presented for consideration of payment:** copies will be available for review upon request Thursday, July 21, 2016 *(action required)*

ADJOURNMENT:

18. **With no further action being required by the Lewis County Commission, the meeting will be adjourned.** *(action required)*

**LEWIS COUNTY COMMISSION
MEETING MANAGEMENT**

- Regular meeting agendas will be posted and available to the public before closure two (2) business days prior to the meeting date.
- Agenda matters to be reviewed and/or considered during the meeting are at the discretion of the Lewis County Commission.
- Appointments to speak with the county commission must be scheduled before 10 AM three (3) business days prior to the meeting. Appointments will be given a ten (10) minute time allowance.
- Open discussion by Commission unless executive session is motioned per WV Code §6-9A-4.
- Input or recommendation from constitutional officers, staff or public that is not listed by name on the agenda will only be allowed if requested by the commission or required by statute.
- Those not scheduled on the agenda may sign up for public comment at a minimum fifteen (15) minutes prior to the start of the meeting. Public comment is limited to five (5) minutes per speaker.
- Motion required for consideration of vote.
- All votes unanimous unless otherwise stated.

Roberts Rules of Order is utilized as a guide only.

The Commission controls meeting management, discussion and input.

Upshur County Commission Agenda

Location of Meeting: Upshur County Courthouse Annex

Date of Meeting: July 21, 2016

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance

Approval of Minutes:

- July 14, 2016

9:15 a.m. Karen Jacobson, Randolph County Housing Authority Director – Review of Programs

9:30 a.m. Bid Opening and Review---Contractor Services for the Courthouse chimney repair

9:45 a.m. Discussion and selection of E911 Communications Center Director in Training

Item may lead to Executive Session per WV Code §6-9A-4

(A) Matters arising from the appointment, employment, retirement, promotion, transfer, demotion, disciplining, resignation, discharge, dismissal or compensation of a public officer or employee, or prospective public officer or employee unless the public officer or employee or prospective public officer or employee requests an open meeting; or

10:00 a.m. Potential property acquisition for the relocation of the Seventeenth Family Court Circuit in an effort to accommodate the addition of a Judge to the Twenty-Sixth Judicial Circuit Court

Item may lead to Executive Session per WV Code §6-9A-4

(9) To consider matters involving or affecting the purchase, sale or lease of property, advance construction planning, the investment of public funds or other matters involving commercial competition, which if made public, might adversely affect the financial or other interest of the state or any political subdivision: Provided, That information relied on during the course of deliberations on matters involving commercial competition are exempt from disclosure under the open meetings requirements of this article only until the commercial competition has been finalized and completed: Provided, however, That information not subject to release pursuant to the West Virginia freedom of information act does not become subject to disclosure as a result of executive session;

1:00 p.m. Supervisor Meeting

2:00 p.m. Policy Board Meeting

Items for Discussion / Action / Approval:

1. Review of 1094(c) and 1095(c) reporting services. Approval and signature of Renewal Amendment to Employer Mandate Reporting Services Contract for 2016 with MZQ Consulting, LLC or approval and signature of contract with Total Administrative Services Corporation for ACA Employer Reporting Services.
2. Approval and signature of EBSO Plan Sponsor Acknowledgement Regarding Responsibility for Fees Related to Patient Centered Outcome Research Institute.

3. Correspondence from James T. Farrell, Office of Emergency Management Director, regarding the recommendation made by FEMA to apply for public assistance for damage caused by the June flooding. Approval of Department of Homeland Security Federal Emergency Management Agency Request for Public Assistance and signature of WV Division of Homeland Security and Emergency Management Request for Public Assistance (State).
4. Approval and signature of Office of State Treasurer Claim Form and Instructions.
5. Approval and signature of Order of the Upshur County Commission. Enacting this order places a county option question on the November 2016 general election ballot allowing Upshur County voters to determine whether nonintoxicating beer, wine or alcoholic liquors should be sold, give, or dispensed after 10:00 a.m. on Sundays.
6. Correspondence from Tabatha R. Perry, Assistant Administrator, requesting the employment of Timothy Squires as lifeguard at the Buckhannon-Upshur Recreational Park effective July 25, 2016. Upon approval, Mr. Squires' rate of pay would be \$8.75 an hour.
7. Correspondence from Joe Fealy requesting reappointment to the Buckhannon-Upshur Parks and Recreation Advisory Board for another two year term. Upon approval, Mr. Fealy's new term will expire on June 30, 2018.
8. Approve Invoices for Payment, Purchase Card Invoices for Payment, Budget Revisions / Financial Reports or Information, Correction of Erroneous Assessments, Exonerations/Refunds, Final Settlements, Vacation Orders, Consolidation of Land Tracts, Facility Maintenance Concerns or Updates, Road Name Requests, Project Reports / Updates, Request to Attend Meetings, Request for Day(s) Off.

For Your Information:

(Certain Items May Require Discussion, Action and/or Approval by the Commission)

1. Correspondence from Earl Ray Tomblin, Governor, approving a Community Corrections program grant award to the Upshur County Commission in the amount of \$180,000.
2. Correspondence from Steven D. Canterbury, WV Court Security Board Chairperson, approving a Court Security Fund Grant to the Upshur County Commission in the amount of \$26,297.
3. Correspondence from Ora L. Ash, Deputy State Auditor regarding WV Code §7-7-7a regarding spending or obligating more than 50% of a budget before the end of the calendar year.
4. Memorandum from Phil Schenk, Executive Director of WV Partnership for Elder Living, Inc. and Mary Skeens, Executive Director of CommunityWorks in WV, Inc. inviting the submission of a Letter of Interest in making our community a Model Senior Living Community. CWWV and WVPEL want to partner with three communities in WV to provide technical and monetary assistance to become model senior living communities.
5. July 13, 2013 Article – Governor Tomblin Addresses West Virginians Long-Term Flood Recovery Efforts
6. FEMA Daily Fact Sheet Day 19 – July 13, 2016

7. Upshur County Mileage Reports – June 2016

- Upshur 911
- Maintenance
- Emergency Management
- Sheriff
- Addressing and Mapping
- Community Corrections

8. Agendas and/or Notice of Meetings:

- City Council of Buckhannon July 21, 2016

9. Meeting Minutes:

- Buckhannon-Upshur Recreational Park Advisory Board March 14, 2016
- 26th Judicial Community Corrections May 9, 2016
- Upshur County Safe Structures and Sites Enforcement Board June 9, 2016

10. Meetings:

- 07/05/16 5:30 p.m. Elkins Road PSD
- 07/05/16 6:00 p.m. Hodgesville PSD
- 07/07/16 7:00 p.m. Banks District VFD
- 07/07/16 7:00 p.m. Selbyville VFD
- 07/11/16 12:00 p.m. Upshur County Family Resource Network
- 07/11/16 4:30 p.m. Upshur County Solid Waste Authority
- 07/11/16 6:00 p.m. Buckhannon-Upshur Recreational Park Advisory Board
- 07/11/16 6:00 p.m. Lewis-Upshur Community Corrections Board -- Upshur County
- 07/12/16 6:00 p.m. Buckhannon River Watershed Association
- 07/12/16 7:30 p.m. Adrian VFD
- 07/07/16 6:00 p.m. Buckhannon-Upshur Board of Health
- 07/27/16 12:00 p.m. Upshur County Senior Center Board
- 07/27/16 1:30 p.m. Upshur County Conventions & Visitors Bureau – UCDA Office
- 07/13/16 6:00 p.m. Upshur County Citizens Corp - CERT
- 07/27/16 7:30 p.m. Warren District VFD
- 07/14/16 1:00 p.m. Adrian PSD
- 07/14/16 3:00 p.m. Tennerton PSD
- 07/14/16 4:00 p.m. Upshur County Safe Sites & Structures Ordinance Board
- 07/14/16 7:30 p.m. Buckhannon VFD
- 07/14/16 4:00 p.m. Buckhannon Upshur Airport Authority–UCDA Office
- 07/21/16 6:30 p.m. Upshur County Youth Camp Board
- 07/17/16 6:00 p.m. Washington District VFD
- 07/18/16 12:00 p.m. Buckhannon-Upshur Chamber of Commerce
- 07/26/16 4:00 p.m. Upshur County Public Library Board
- 07/19/16 10:00 a.m. Wes-Mon-Ty Resource Conservation & Development
- 07/19/16 6:30 p.m. Upshur County Fire Board
- 07/19/16 5:00 p.m. UC Enhanced Emergency Telephone Advisory Board
- 07/20/16 7:00 p.m. Ellamore VFD
- 07/20/16 12:00 p.m. Lewis Upshur LEPC --- Lewis location
- 07/27/16 10:00 a.m. James W. Curry Advisory Board

- 07/28/16 4:00 p.m. Upshur County Farmland Protection Board
- TBA 6:00 p.m. Upshur County Fire Fighters Association
- 07/18/16 Corridor H Authority

11. Appointments Needed or Upcoming:

- Upshur County Civil Service Board (Vacant Position – 12-31-16) --- Bar Association
- Upshur County Enhanced Emergency Telephone Board (6-30-16-Dirk Burnside) --- Commission
- Upshur County Fire Board (Vacant Position – 6-30-19) --- Fire Association Representative
- Upshur County Fire Board (6-30-16 – Joe Malcolm) – Fire Association Representative
- Buckhannon-Upshur Parks & Recreation Advisory Board (Vacant Position – 6-30-18)- Commission
- Hodgesville Public Service District (8-5-16 – Donnie Kincaid)
- Upshur County Solid Waste Authority (6-30-16 – Robert L. Wines) Conservation District

Tabled Items

(Certain Items May Require Discussion, Action and/or Approval by the Commission)

1. Approval and signature of correspondence to David H. Coffman, Upshur County Sheriff, regarding his budget deficit for Law Enforcement (700) and Home Confinement (705) in FY 16.

Next Regular Meeting of the Upshur County Commission
 August 4, 2016 --- 9:00 a.m.
 Upshur County Courthouse Annex

ATTENTION The Commission meeting on Thursday, July 28, 2016 has been cancelled

ATTENTION The Commission meeting on Thursday, August 18, 2016 has been cancelled

SUPREME COURT OF APPEALS
STATE OF WEST VIRGINIA

STEVEN D. CANTERBURY
ADMINISTRATIVE DIRECTOR



ADMINISTRATIVE OFFICE
BUILDING 1, ROOM E-100
1900 KANAWHA BOULEVARD, E.
CHARLESTON, WV 25305-0832
(VOICE) 304/558-0145
(TTY) 304/558-4219
(FAX) 304/558-1212
www.state.wv.us/wvsca/

June 27, 2016

The Honorable Agnes G. Queen
President
Lewis County Commission
110 Center Avenue
Weston, West Virginia 26452

Dear Commissioner Queen:

I am pleased to inform you that the Court Security Board has approved a Court Security Fund Grant to the Lewis County Commission in the amount of \$20,676. for the purpose of enhancing the county's court security.

The West Virginia Division of Justice and Community Services, the administrative agency for the Court Security Fund Grant Program, will be in contact with the Project Director concerning grant administration.

We share a common goal of protecting our citizens and communities against the threat of crime and violence. Your participation in this project is a positive step towards achieving that goal.

Please contact me if I can be of further assistance.

Sincerely,

A handwritten signature in black ink, appearing to read "Steven D. Canterbury". The signature is written in a cursive style with large, sweeping loops.

Steven D. Canterbury
Chairperson
West Virginia Court Security Board

SDC:SEP/amw

cc: Cindy Whetsell

Minutes of Jane Lew Public Service District

Regular Meeting June 09, 2016

Present: Oscar R. Mills (Chairman); Elaine B. Flaxer (Secretary); Thomas E. Bailey; Nancy E. Gee (General Manager); Boone Brown (Field Coordinator).

Guests: Dan Ferrell, P.E. (Thrasher Engineer).

Absent:

1. **Call to Order:** Chairman Mills called the meeting to order at 4:00 p.m. at the Jane Lew PSD Office, 70 Park Avenue, Jane Lew WV, and then turned the meeting over to Elaine Flaxer to preside.

2. Minutes:

MOTION: (Mills/Bailey) to approve attached Minutes of 05/12/16 regular meeting. [Carried Unanimously]

3. General Manager's May Reports (Gee)

A. **WATER:**

1. Water Bills (Attached)

MOTION: (Bailey/Mills) to ratify payment of attached listed water invoices for May 2016. [Carried Unanimously]

2. Water Treasury Report (Attached)

MOTION: (Bailey/Mills) to approve attached Water Treasury Report for May 2016. [Carried Unanimously]

3. Water Adjustments Report (Attached)

MOTION: (Flaxer/Mills) to approve attached Water Adjustments Report for May 2016. [Carried Unanimously]

4. Water Purchase, Sales & Loss Report (Attached) – 09% *unaccounted loss, actual*

MOTION: (Bailey/Mills) to approve attached Water Purchase, Sales & Loss Report for May 2016. [Carried Unanimously]

5. Water Preventive Maintenance Report

- a) Lines -
- b) Fire hydrants [57] – weeded around
- c) Flushing Hydrants [25] – flushed Industrial Park, Main St. to Sewer Plant, Virginia St., High St., Park Ave, and Route 19 South.
- d) Valves [148]
- e) Meters [659] – changed old meter at Crestview Nursing Home
- f) Booster Stations [3] – checked weekly
- g) Tanks [2] -- weeded around small tank
- h) Office Heating Cooling Systems
- i) Vehicles-[1.5]
- j) Generators [2 portable] – exercised weekly
- k) Critical Inventory – good

6. Water Repairs Report –

- ✓ Repaired leak at 6222 Main St;
- ✓ Changed out 3 meters that had stopped.

7. Water Leak Detection Program – visually checked for leaks while reading meters

8. Cross Connections/Backflow Prevention Program– ongoing

9. New Non-Project Water Taps – none
10. Other –

Assignments

- ✓ Continue to install new touch-read meters as weather warms and dries.

B. WASTEWATER:

1. Wastewater Bills (Attached)

MOTION: (Bailey/Mills) to ratify payment of listed sewer invoices for May 2016. [Carried Unanimously]

2. Wastewater Treasury Report (Attached)

MOTION: (Flaxer/Mills) to approve sewer Treasury Report for May 2016. [Carried Unanimously]

3. Wastewater Adjustments Report (Attached)

MOTION: (Bailey/Mills) to approve sewer Adjustments Report for May 2016. [Carried Unanimously]

4. Wastewater Volume & Treatment Cost Report (Attached)

MOTION: (Flaxer/Bailey) to approve sewer Volume & Treatment Cost Report for May 2016. [Carried Unanimously]

5. Wastewater Preventive Maintenance Report (attached)

- a) Lines–
- b) Manholes [594] – checked manholes Broad Run Church Rd. for gas; videoed manholes on Broad Run Church Rd.
- c) Grinder Pumps [46]
- d) Lift Stations [16 total] – pulled pump at Snider's trailer park and removed rags, grease, tampons, etc.
- e) Bar Screen [1] – cleaned weekly
- f) Vehicles – [1.5] -
- g) Generators [5 total] – exercised weekly
- h) Classroom Heating & Cooling –
- i) Critical Inventory - good

6. Wastewater Repairs Report –

- ✓ Bolt broke on pump at Lift 5, pulled & sent back to C.I. Thornburg. [See also Item 6-B]
- ✓ Fixed air release valve that stuck open at Ridgeview Estates.
- ✓ Replaced condenser fan motor in AC unit that cools pump controls at Lift 5. C.I. had given us a price of \$6,500, but B. Brown contacted Richards Heating & Cooling, explained exactly what we needed, and they were able to fix for \$525. Kudos for Boone.)
- ✓ Replaced 2 broken E-I grinder pumps.
- ✓ Fixed guide rails at Lift 2.

7. I&I Loss & Prevention Report – 6.1" rainfall; 2,833,800 gals I&I to Weston (actual)

8. New Non-Project Sewer Taps – none

9. Other –

4. Announcements:

5. Correspondence:

- a. Letter 05-20-16 to The Board of Directors of the JLPSD from Bennett & Dobbins CPA Re: Letter of Engagement to confirm their understanding of the services they are to provide to the JLPSD for the year ended June 30, 2016
- b. Letter 05-31-2016 to the customers of the Broad Run Village Mobile Home Park from Nancy Gee regarding large number of pump-plugging occurrences at the pump station

~ ~ OLD BUSINESS ~ ~

6. Update: Phase II Sewer Upgrade [09-1043-PSD-42T-PC-PW-CN] (Gee, Brown & Ferrell)

- A. New Customer Hookups – 2
- B. Lift Pump Issues – new variable frequency drive (VFD) was installed at Lift #10 and according to visual checks it has been working properly since then; however, interface module still needs to be installed by Thornburg for actual proof. Once confirmed, we will replace 3 more VFDs on #6 & #10 that were tripping out and, hopefully, this longstanding problem will be solved. On Lift Pump #5 the bolts holding the impeller keep shearing off; C.I. Thornburg to work with us on investigating and fixing that issue.
- C. Odor Issue – it was determined from Thrasher's in-line camera investigation that the lower part of the line going through highly saturated soil (almost like quicksand) has a "belly" (drooping low point) which is causing most of the odor and also I&I. The belly stays partially filled at all times, and when sewage is being pumped, the bellied pipe quickly fills to capacity. As a result, when the force main kicks on, the air in the system cannot move downstream, but is forced out of vents and cleanouts in the area. This section of pipe needs to be reconstructed to a constant downslope grade to allow the sewage and air to move as intended. Ferrell will follow up with finding a contractor to do the work ASAP.
- D. Final Cleanup – 2 areas of concern were addressed (Veltri property and McCormick property). PSD employees to check the problem areas, determine if they are issues caused by the project, and if so, determine what would be needed to fix them.
- E. Final Closeout – still awaiting action from Shane Whitehair (Region VII) on closeout funds.

Assignment

- ✓ Thrasher to fix odor problem.
- ✓ Gee to follow up with C.I. Thornburg on Lift #5 issue.
- ✓ Gee to follow up with Region VII regarding purchase of E-1 pump with closeout money.

7. Update: Pending Non-Project Extensions and Road Bores (Gee) – none.

8. Update: Board Review of PSD Policies and Job Descriptions (Flaxer) – nothing

- A. Private Fire Protection Policy
- B. Professional Incentives Policy
- C. Revise Water Job Descriptions to be consistent with a water PURCHASE entity
- D. Other

9. Update: Personnel Matters (Gee) – nothing new

- A. Office Staff
- B. Water Staff
- C. Sewer Staff

10. Update: Lease of Sewer Ground (Gee) - no progress.

11. **Update: Working Capital Mandate (Gee)** – nothing about rate sufficiency for WCM in audit report. Presumably this means no problem seen.

12. **Update: WVDOH Water & Sewer Line Relocation (Gee)** – still no work done.

Assignment

~ ~ **NEW BUSINESS** ~ ~

13. **NEW: 2015/16 Water and Wastewater Audits (Gee)**

MOTION: (Flaxer/Bailey) to authorize Oscar R. Mills as Chairman to sign indicating Board approval of attached Letter of Engagement with Tetrick and Bartlett dated 05/20/16 to complete the 2015-2016 Water and Wastewater audits.

[Carried Unanimously]

MOTION: (Flaxer/Bailey) to authorize Oscar R. Mills as Chairman to sign indicating Board approval of attached Letter of Engagement with Bennett and Dobbins dated 05/20/16 to compile the data for the 2015-2016 Water and Wastewater audits..

[Carried Unanimously]

14. **Late Received Agenda Items** – none.

15. **Adjournment:** The meeting was adjourned by Chairman Designee Flaxer at 5:50 p.m.



Oscar R. Mills, Chairman



Elaine B. Flaxer, Secretary

Attachments:

- May '16 Bills Paid (Water/Wastewater)
- May '16 Treasury Reports (Water/Wastewater)
- May '16 Adjustments Reports (Water/Wastewater)
- May '16 Purchase & Sales / Volume & Cost Reports (Water/Wastewater)
- All Correspondence listed on Page 2.
- Executed Copies of both audit Letters of Engagement

E-Copies of Unapproved Minutes Sent to:

- James V. Kelsh, Attorney
- Dan Ferrell, Phase II Sewer Project Engineer, Thrasher Engineering
- Doug Forni, Thrasher Engineering
- Shane Whitehair, Region VII
- PSD Office
- Board Members



State of West Virginia

OFFICE OF THE STATE TREASURER
CHARLESTON, WV 25305
PHONE: 304-558-5000 FAX: 304-558-4097
1-800-422-7498
www.wvtreasury.com

JOHN D. PERDUE
STATE TREASURER

JOSH STOWERS
ASSISTANT STATE TREASURER

Memorandum

To: All Political Subdivisions

From: John D. Perdue
State Treasurer

Date: July 14, 2016

Subject: Distribution of Regional Jail Operations Fund Tax

I am pleased to inform you that the funds due your political subdivision for the Regional Jail Operations Partial Reimbursement Fund tax should be directly deposited into the bank account which you provided our office. This deposit should occur on or before July 20, 2016. Please note that the list below contains all political subdivisions who receive these funds including yours. You should save a copy of this memorandum for your records since it shows the distribution amount for each type of tax. The period this deposit covers is July 1, 2015 through June 30, 2016.

Should you have any questions regarding bank account information contact Kim Murphy at 304-558-2251, extension 2124.

Should you have any questions concerning this deposit, please contact Sherri Sullivan of my staff at 800-422-7498 extension 0766 or locally at 341-0766.

You can view/print a copy of this distribution on the State Treasurer's Office website at <http://www.wvsto.com/Banking-Services/Revenue-Distributions/Regional-Jail-Fund>.

Barbour County	10,261	0.0101	28,895.73
Berkeley County	55,548	0.0548	156,427.24

<u>Perdiem Accounts</u>	<u>Inmate Days</u>	<u>% of Total Days</u>	<u>Amount</u>
Boone County	17,860	0.0176	50,295.07
Braxton County	7,096	0.0070	19,982.86
Brooke County	7,675	0.0076	21,613.36
Cabell County	73,738	0.0728	207,651.61
Calhoun County	3,517	0.0035	9,904.13
Charleston	966	0.0010	2,720.33
Chester	1	0.0000	2.82
Clay County	7,727	0.0076	21,759.80
Clendenin	8	0.0000	22.53
Doddridge County	4,983	0.0049	14,032.49
Dunbar	114	0.0001	321.06
Elkins	252	0.0002	709.65
Fayette County	25,522	0.0252	71,871.82
Fort Gay	24	0.0000	67.59
Gilmer County	4,982	0.0049	14,029.68
Grant County	6,726	0.0066	18,940.91
Greenbrier County	13,184	0.0130	37,127.11
Hampshire County	12,539	0.0124	35,310.74
Hancock County	13,128	0.0130	36,969.41
Hardy County	9,198	0.0091	25,902.24
Harrison County	39,612	0.0391	111,550.30
Huntington	209	0.0002	588.56
Jackson County	14,956	0.0148	42,117.19
Jefferson County	24,589	0.0243	69,244.43
Kanawha County	99,259	0.0980	279,520.62
Kenova	117	0.0001	329.48

<u>Perdiem Accounts</u>	<u>Inmate Days</u>	<u>% of Total Days</u>	<u>Amount</u>
Lewis County	19,136	0.0189	53,888.38
Lincoln County	12,919	0.0127	36,380.85
Logan County	18,018	0.0178	50,740.01
Marion County	31,688	0.0313	89,235.73
Marshall County	14,836	0.0146	41,779.26
Martinsburg	2,112	0.0021	5,947.55
Mason County	11,970	0.0118	33,708.40
McDowell County	18,679	0.0184	52,601.43
Mercer County	33,131	0.0327	93,299.32
Mineral County	13,999	0.0138	39,422.21
Mingo County	16,612	0.0164	46,780.61
Monongalia County	43,014	0.0424	121,130.58
Monroe County	3,851	0.0038	10,844.70
Montgomery	87	0.0001	245.00
Morgan County	9,095	0.0090	25,612.19
Moundsville	8	0.0000	22.53
Nicholas County	17,600	0.0174	49,562.89
Nitro	134	0.0001	377.35
Oak Hill	274	0.0003	771.60
Ohio County	11,470	0.0113	32,300.36
Pendleton County	2,714	0.0027	7,642.82
Pleasants County	1,812	0.0018	5,102.72
Pocahontas County	4,986	0.0049	14,040.94
Preston County	9,883	0.0098	27,831.25
Putnam County	34,300	0.0338	96,591.31
Raleigh County	50,602	0.0499	142,498.94

Last yr \$67,988.00

<u>Perdiem Accounts</u>	<u>Inmate Days</u>	<u>% of Total Days</u>	<u>Amount</u>
Randolph County	25,030	0.0247	70,486.31
Ritchie County	4,474	0.0044	12,599.11
Roane County	8,881	0.0088	25,009.55
South Charleston	649	0.0006	1,827.63
St. Albans	191	0.0002	537.87
Summers County	5,529	0.0055	15,570.07
Taylor County	6,748	0.0067	19,002.86
Tucker County	1,685	0.0017	4,745.08
Tyler County	1,863	0.0018	5,246.34
Upshur County	13,100	0.0129	36,890.56
Wayne County	17,522	0.0173	49,343.24
Webster County	7,542	0.0074	21,238.82
Weirton	248	0.0002	698.39
Wetzel County	8,302	0.0082	23,379.04
Wheeling	106	0.0001	298.50
Wirt County	1,777	0.0018	5,004.16
Wood County	45,483	0.0449	128,083.46
Wyoming County	27,450	0.0271	77,301.21
SUMMARY OF TOTAL			
INMATE DAYS BILLED	1,013,301	1	2,853,529.89



State of West Virginia

OFFICE OF THE STATE TREASURER
CHARLESTON, WV 25305
PHONE: 304-558-5000 FAX: 304-558-4097
1-800-422-7498
www.wvtreasury.com

JOHN D. PERDUE
STATE TREASURER

JOSH STOWERS
ASSISTANT STATE TREASURER

Memorandum

To: All Political Subdivisions

From: John D. Perdue
State Treasurer

Date: July 15, 2016

Subject: Distribution of Coal Severance Tax

I am pleased to inform you that the funds due your office for the 25% of the coal severance tax will be direct deposited into the bank account which you provided our office on your direct deposit application. This deposit should occur on or before July 21, 2016. Please note that the list below contains all political subdivisions who will receive these funds including yours. You should save a copy of this memorandum for your records since it shows the distribution amount. This distribution is for April 1, 2016 through June 30, 2016.

Your participation in this project has assisted my office in reducing the cost associated with this distribution and has also allowed us to speed up the distribution of these funds.

Should you have any questions regarding bank account information, contact Kim Murphy at 304-558-2251, extension 2195.

Should you have any questions regarding this deposit, contact Matthew Irby at 304-558-8716.

Should you have any questions regarding this letter of notification or you need to update your email address, please contact Sherri Sullivan of my staff at 800-422-7498 extension 0766 or locally at 304-341-0766.

You can view/print a copy of this distribution on the State Treasurer's Office website at <http://www.wvsto.com/Banking-Services/Revenue-Distributions/Coal-Severance-Tax>.

<u>County</u>	<u>Political Subdivision</u>	<u>Amount</u>
Greenbrier County	Addison	459.95
	Albright	177.23
Monroe County	Alderson	582.65
	Alderson	119.13
	Anawalt	133.95
	Anmoore	456.40
	Ansted	832.19
	Athens	621.18
	Auburn	57.50
	Bancroft	347.93
	Barbour County	6,627.88
	Barboursville	2,349.57
	Barrackville	771.74
	Bath	369.86
	Bayard	171.89
	Beckley	10,440.31
	Beech Bottom	310.00
	Belington	1,138.63
	Belle	746.84
	Belmont	535.23
	Benwood	841.68
	Berkeley County	51,344.46
	Bethany	614.07
	Bethlehem	1,481.23
	Beverly	416.10
	Blacksville	101.35
	Bluefield	6,192.22
	Bolivar	619.40
	Boone County	11,965.99
	Bradshaw	199.75
	Bramwell	215.75
	Brandonville	59.87
	Braxton County	7,014.34
	Bridgeport	4,830.14
	Brooke County	7,276.92
	Bruceton Mills	50.38
	Buckhannon	3,342.39
	Buffalo	732.61
	Burnsville	302.29
	Cabell County	26,505.61
	Cairo	166.56
	Calhoun County	4,188.22
	Camden-On-Gauley	100.17
	Cameron	560.73
	Capon Bridge	210.42
	Carpendale	579.09

<u>County</u>	<u>Political Subdivision</u>	<u>Amount</u>
	Grafton	3,060.85
	Grant Town	363.35
	Grant County	5,441.24
	Grantsville	332.52
	Granville	462.92
	Greenbrier County	13,935.03
	Hambleton	137.51
	Hamlin	676.90
	Hampshire County	12,898.35
	Hancock County	6,674.71
	Handley	206.86
	Hardy County	6,644.48
	Harman	84.76
	Harpers Ferry	169.51
	Harrison County	20,398.14
	Harrisville	1,111.96
	Hartford	363.94
	Hedgesville	188.48
	Henderson	160.63
	Hendricks	161.22
	Hillsboro	154.11
	Hinton	1,586.14
	Hundred	177.23
Cabell County	Huntington	26,799.60
Wayne County	Huntington	2,325.86
	Hurricane	3,724.70
	Huttonsville	131.00
	laeger	179.00
	Jackson County	13,089.21
	Jane Lew	242.42
	Jefferson County	24,144.17
	Junior	308.22
	Kanawha County	55,249.94
	Kenova	1,906.21
	Kermit	240.64
	Keyser	3,223.85
	Keystone	167.15
	Kimball	114.99
	Kingwood	1,742.03
	Leon	93.65
	Lester	206.26
	Lewis County	7,025.60
	Lewisburg	2,270.15
	Lincoln County	11,738.38
	Logan	1,054.47
	Logan County	19,087.02

Last Quarter
\$5,158.²⁸

<u>County</u>	<u>Political Subdivision</u>	<u>Amount</u>
	Northfork	254.28
	Nutter Fort	944.22
	Oak Hill	4,581.79
	Oakvale	71.72
	Oceana	826.27
	Ohio County	6,186.90
Tyler County	Paden City	496.70
Wetzel County	Paden City	1,063.94
	Parkersburg	18,666.19
	Parsons	880.21
	Paw Paw	301.10
	Pax	98.98
	Pendleton County	4,133.69
	Pennsboro	694.08
	Petersburg	1,462.26
	Peterstown	387.05
	Philippi	1,758.03
	Piedmont	519.23
	Pine Grove	327.19
	Pineville	395.94
	Pleasant Valley	1,866.50
	Pleasants County	2,869.99
	Poca	577.32
	Pocahontas County	4,215.48
	Point Pleasant	2,578.36
	Pratt	356.82
	Preston County	15,572.74
	Princeton	3,812.43
	Pullman	91.28
	Putnam County	24,556.71
	Quinwood	171.89
	Rainelle	892.06
	Raleigh County	34,361.61
	Randolph County	11,922.72
	Ranson	2,631.71
	Ravenswood	2,297.41
	Reedsville	351.48
	Reedy	107.88
	Rhodell	102.54
	Richwood	1,215.69
	Ridgeley	400.10
	Ripley	1,927.55
	Ritchie County	3,856.88
	Rivesville	553.61
	Roane County	7,362.87
	Romney	1,095.36

<u>County</u>	<u>Political Subdivision</u>	<u>Amount</u>
	West Union	489.01
	Weston	2,436.11
	Westover	2,360.83
	Wetzel County	4,994.33
Marshall County	Wheeling	163.59
Ohio County	Wheeling	16,720.85
	White Hall	384.08
	White Sulphur Springs	1,448.63
	Whitesville	304.66
	Williamson	1,891.40
	Williamstown	1,723.65
	Windsor Heights	250.72
	Winfield	1,363.86
	Wirt County	2,900.81
	Womelsdorf	148.19
	Wood County	24,287.02
	Worthington	93.65
	Wyoming County	11,958.28

LEWIS COUNTY COMMISSION
18 GARTON PLAZA
P O BOX 466
WESTON, WEST VIRGINIA 26452

PRESIDENT: AGNES QUEEN
COMMISSIONER: PATRICK BOYLE
COMMISSIONER: TOM FEALY

GRANTWRITER/ADMINISTRATOR:
LUCINDA WHETSELL
ADMINISTRATOR: PHYLLIS CORATHERS

CITIZEN/INTERN/STUDENT
RIDE-ALONG REQUEST

Dear Commissioners:

I would like to ride along on July 15 - Aug. 15 accompanying
Officer: Deputies Carpenter / Carey for the following reason(s):

"INTERNSHIP"

I have read and signed the release form and I understand the provisions.

NAME: Nigel Goldsborough

ADDRESS: 286 Annamadee Dr., Crawford WV, 26343

PHONE: 443-955-9453 BEST TIME OF DAY TO CONTACT: 10-3

7/11/16
Date

Nigel Goldsborough
Signature

From: Lewis County Commission; _____, President

To: _____

Request: Approved _____ Disapproved _____

Authorized to ride: From July 25 to Aug 25
Date Date

In _____ Vehicle with _____

Left m
N. Carpenter
7/20/16 9:45 am - 10:15 am to 7/25

Rec. 7/13 @ 11:00 hrs - To be on 7/25/16

RELEASE AND WAIVER

Date: 7/11/16

KNOW BY ALL THESE PRESENT, that I Nigel Goldsbrough, on my own behalf and on behalf of my heirs, next of kin, executors, estate, agents and assigns, and representatives of any nature whatsoever, for and in consideration of the authorization and permission to accompany officers or any officer of the department during the course of their or his duties, which has been granted to me at my voluntary request, after having been fully advised of the potential hazards of such activity or activities, do hereby WAIVE AND RELEASE all demands, damages, actions, causes of action, suits and claims of any nature whatsoever, whether in law or in equity, that I or my heirs, next of kin, executors, administrators, estate, agents and assigns, and representative of any nature whatsoever might otherwise have against the Lewis County Sheriff's Office, Lewis County Commission, and each and every officer, official, member, employee, agent and attorney thereof and therefore, and his or her heirs, next of kin, executors, administrators, and estate on account of my death or injuries, both to person and to property, whether foreseeable or not, which occur directly or indirectly or develop at anytime in the future as a result of my activities or association with the department, whether in a vehicle, in the station or otherwise in association with the department and officers and officials thereof in any manner whatsoever.

It is expressly agreed and understood that this **RELEASE AND WAIVER** shall apply for the express purpose of precluding forever all claims, suits, demands, damages and causes of action that I or my heirs, next of kind, executors, administrators, estate, agents and assigns and representatives of any nature whatsoever might otherwise assert against any of the aforesaid parties as a result of my association and activities with the department during _____.

I hereby declare that the terms of this **RELEASE AND WAIVER** have been fully read and understood by me and freely and voluntarily entered into and accepted by me, and I hereby acknowledge receipt of a copy of this agreement.

In further consideration of the aforesaid authorization and permission granted to me to accompany an officer or officers of the department at my own request, I hereby promise and agree to fully comply with all instructions given to me for the purpose of protecting my personal safety and that of my property.

This waiver must be approved by the Chief Deputy/Sheriff of Lewis County.

[Signature] (Chief Deputy/Sheriff)

Nigel Goldsbrough (Applicant)

[Signature] (Witness)

This RELEASE AND WAIVER is not valid until notarized.

Ora Ash, Director
 West Virginia State Auditor's Office
 200 West Main Street
 Clarksburg, WV 26302
 Phone: 627-2415 ext. 5114
 Fax: 627-2417

REQUEST FOR REVISION TO APPROVED BUDGET

Subject to approval of the state auditor, the governing body requests that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists. (§ 11-8-26a)

CONTROL NUMBER
 FY: 2016/2017
 Fund: 1
 Rev. No. 1
 Pg. of No. 1 of 1

Lewis County Commission

GOVERNMENT ENTITY

Person To Contact Regarding Request:

Name: **Debra A. Hull**

Phone: **304-269-8215**

Fax: **304-269-8202**

110 Center Avenue

STREET OR PO BOX

Weston WV

26452

CITY

ZIP CODE

COUNTY

Government Type

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
299	Unassigned Fund Balance	2,500,000	318,972		2,818,972
382	Refunds/Reimbursements (External Sources)	143,884		4,125	139,759
	#N/A				

NET INCREASE/(DECREASE) Revenues (ALL PAGES)

314,847

COUNTIES-TRANSFERS TO THE GENERAL FUND FROM OTHER FUNDS MUST HAVE PRIOR APPROVAL OF AUDITOR'S OFFICE

EXPENDITURES: (net each account category)

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
402	County Clerk	423,300	385		423,685
403	Circuit Clerk	278,078	5,249		283,327
404	Sheriff-Treasurer	285,689	1,158		286,847
405	Prosecuting Attorney	408,020		54	407,966
406	Assessor	327,707		117	327,590
424	Courthouse	1,797,164	300,117		2,097,281
431	Economic Development	93,692	7,871		101,563
700	Sheriff-Law Enforcement	732,419		56	732,363
701	Sheriff-Service of Process	48,162	147		48,309
728	Local Law Enforcement Grant	49,268	147		49,415
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Expenditures

314,847

APPROVED BY THE STATE AUDITOR

BY: Deputy State Auditor, Local Government Services Div. Date

AUTHORIZED SIGNATURE OF ENTITY

APPROVAL DATE

Acct#	Type	Dept	Account Name	Description	Amount
				Subtotal	\$7,871.00
700-105.0	2	700	Insurance Law	To Correct Amount	(\$56.00)
	1			Acct. # Subtotal	(\$56.00)
				Subtotal	(\$56.00)
701-105.0	2	701	Insurance SOP	To Correct Amount	\$147.00
	1			Acct. # Subtotal	\$147.00
				Subtotal	\$147.00
728-105.2	2	728	Insurance VOCA	To Correct Amount	\$147.00
	1			Acct. # Subtotal	\$147.00
				Subtotal	\$147.00
				Type Subtotal	\$314,847.00