

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:
Patrick D. Boyle
President
Agnes Queen
Commissioner
Rod Wyman
Commissioner

LEWIS COUNTY COMMISSION
110 CENTER AVENUE, 2nd FLOOR
WESTON, WV 26452
MEETING AGENDA
MONDAY, May 1, 2017
10:00 AM

SILENT MEDITATION AND PLEDGE OF ALLEGIANCE

1. **10:00 AM Call Meeting to Order** (*action required*)
2. **10:05 AM John Breen, Lewis County Assessor**
RE: Exonerations, Consolidations, Apportionments
Draft copies will be available for review Thursday, April 27, 2017 upon request. (*action required*)

APPOINTMENTS

3. **10:10 AM Janet Spry, US Census State Coordinator**
RE: United States Census Local Address Update
Ms. Spry will notify the Commission of the current and future steps counties can take to get an accurate census count for 2020. (*information only*)
4. **10:20 AM Mark Brogan**
RE: Local Trap and Release Program and Animal Cruelty Issues
Mr. Brogan will provide information on a local trap and release program, as well as, animal cruelty happening in the county. (*information only*)
5. **10:30 AM Susie Vance**
RE: Louis Bennett Library Property
Ms. Vance will provide information on issues with the property maintenance at the Louis Bennett Library. A rock wall along the northern perimeter of the Library property is collapsing and the library is no longer mowing the grass in that area. (*information only*)
6. **10:45 AM Chris Richards, Director of Lewis County Convention and Visitors Bureau**
RE: Quarterly Report
Ms Richards will present the actions of the Lewis County Convention and Visitors Bureau for the months of January, February and March 2017. (*information only*)

be available for review upon request Thursday, April 27, 2017. *(action required)*

19. Presentation by County Clerk of the Orders of Prior Meeting(s) for consideration:

Draft copies will be available for review upon request Thursday, April 27, 2017.

(action required)

20. Expenses for the current period presented for consideration of payment: Draft

copies will be available for review upon request Thursday, April 27, 2017.

(action required)

ADJOURNMENT:

21. 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.



Lewis County Sheriff's Department

Adam Gissy, Sheriff



117 Court Ave. Weston, WV 26452
Phone: (304) 269-8251

Email: agissy@lewiscountywv.org
Fax: (304) 269-2644

May 1, 2017

To: Mrs. Crystal Revis, Deputy County Clerk

From: Adam M. Gissy, Sheriff

CC: Lewis County Commission

REF: Hiring of Amanda Farnsworth, Asst. Chief Tax Deputy

Dear Mrs. Revis,

I reverently request that Amanda Farnsworth be paid a preliminary salary of \$32,000.00. Yet, at the discretion of the sheriff, and the conclusion of her six month anniversary date; I wish her salary to proliferate to \$33,437.50. Likewise, at the culmination of her one year anniversary; I entreat that her annual salary be slated at \$34,875.00.

Mrs. Farnsworth's hire date will be effective on May 1, 2017. If any questions arise from this communication; please feel free to refer them to me.

Kindest regards,

A handwritten signature in cursive script, appearing to read "Adam M. Gissy".

Sheriff Adam M. Gissy

OATH OF OFFICE AND CERTIFICATE

STATE OF WEST VIRGINIA

COUNTY OF LEWIS TO-WIT

*I, **Amanda Farnsworth**, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of West Virginia and that I will faithfully discharge the duties of serving as a **Chief Tax Deputy** for the*

LEWIS COUNTY SHERIFF'S TAX OFFICE

to the best of my skill and judgment, SO HELP ME GOD.

Signature of affiant:

AMANDA FARNSWORTH

Subscribed and sworn to before me, in said County and State, this 1st day of May, 2017.

***Patrick D. Boyle President,
Lewis County Commission***

***Attest: _____
Cynthia S. Rowan
Lewis County Clerk***

Upshur County Commission
Agenda

Agenda packets are available electronically at http://www.upshurcounty.org/agenda_and_minutes/index.php or
by request to the Upshur County Commission Office at 304-472-0535

Location of Meeting: Upshur County Courthouse Annex
Date of Meeting: April 27, 2017

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
• April 20, 2017

Scheduled Appointments:

9:15 a.m. Bid opening and award for Accessible Circuit Courtroom Seating

9:30 a.m. Discussion and/or Action Regarding Employment of an Office of Emergency Management Director
Item may lead to Executive Session per WV Code §6-9A-4

9:45 a.m. Discussion and selection of E911 Communications Center Supervisor
Item may lead to Executive Session per WV Code §6-9A-4

1:00 p.m. Supervisor Meeting

Items for Discussion / Action / Approval:

1. Review of discussion/presentations in joint work session with Lewis County on April 25, 2017 regarding Drug Manufacturer Lawsuits.
2. Request from Upshur County Clerk Carol J. Smith for the Sheriff of Upshur County to serve as Administrator of the Estate of Anna Martha Landis, deceased, in accordance with Chapter 44, Article 1, Section 11 of the WV Code.
3. Request from Upshur County Clerk Carol J. Smith for the Sheriff of Upshur County to serve as Administrator of the Estate of Paul Junior Williams, deceased, in accordance with Chapter 44, Article 1, Section 11 of the WV Code.
4. Approval and signature of correspondence to Laura Meadows, Executive Director of the Upshur County CVB, temporarily appointing Tabatha Perry, Assistant County Administrator, to fill one of the Commission representative seats on the Convention and Visitor's Bureau during the current representative's planned leave this fall.
5. Approval and adoption of the Upshur County Volunteer Manual. The Policy Board unanimously voted to approve the manual in their regularly scheduled meeting on April 20, 2017.
6. Approval of Upshur County Employee Handbook of Personnel Guidelines current revision, dated April 27, 2017. The Policy Board unanimously voted to approve the revision in their regularly scheduled meeting on April 20, 2017.

7. Correspondence from Bethany Burkhardt, Tri-County Visitation & Exchange Program Site Supervisor, announcing that Misty Lattea has rejected the employment opportunity as Monitor previously approved by the Commission during the meeting held April 6, 2017.
8. Correspondence from Brian P. Gaudet, Circuit Clerk, announcing the resignation of Jessica K. Foster as full-time Deputy Circuit Clerk, effective April 9, 2017.
Item may lead to Executive Session per WV Code §6-9A-4
9. Correspondence from Brian P. Gaudet, Circuit Clerk, requesting the employment of Leslie D. Trainer as full-time Deputy Circuit Clerk, effective May 8, 2017. Upon approval, Ms. Trainer's rate of pay will be \$9.00 per hour.
10. Approve Invoices for Payment, Purchase Card Invoices for Payment, Budget Revisions / Financial Reports or Information, Correction of Erroneous Assessments, Exonerations/Refunds, Grant Updates / Requests for Reimbursements, 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. Atlantic Coast Pipeline Project Update – April 2017
2. Upshur County Mileage Reports – March 2017
 - Upshur 911
 - Maintenance
 - Emergency Management
 - Sheriff
 - Addressing and Mapping
 - Community Corrections
 - Dog Pound
3. Appointments Needed or Upcoming:
 - Upshur County Safe Structures and Sites Enforcement Board (unexpired term – 6-30-2018) – Community Member

Newsletters and/or Event Notifications, Agendas and/or Notices of Meetings, Meeting Minutes and Scheduled Meetings can all be found by visiting:

http://www.upshurcounty.org/agenda_and_minutes/index.php

Tabled Items

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

1. US Census Bureau local updated census address project

Next Regular Meeting of the Upshur County Commission

May 4, 2017 --- 9:00 a.m.

Upshur County Courthouse Annex

April 19, 2017
meeting

-Lewis-Upshur LEPC Meeting Minutes

The Meeting was called to order by J. Gum at 12:01 in Lewis/Upshur County.

The Pledge of Allegiance and Moment of Silence was led by J. Gum.

The floor was given to the Annual Meeting presentation by Jim Farry

Members Present: D. Burnside, G. Burr, K. Campbell, A. Coberly, D. Cutright, G. Davis, S. Dunbrack, B. Duranti, J. Farrell, J. Farry, J. Gum, A. Hayes, A. Keating, J. Messenger, S. Money penny, S. Nolte, B. Rowan, R. Sharma, B. Shreves, E. Smith, J. Spray, J. Taylor, J. Townsend, K. Wachob, C. Whetsell, and S. Whited

MINUTES APPROVAL

Motion was made by D. Burnside and seconded by G. Davis to approve the minutes from the previous meeting. Motion was approved.

TREASURES REPORT

Motion was made by K. Campbell and seconded by J. Messenger to approve the financial report as presented. Motion was approved.

Chairman's Comments: No New Guests or Further Comments

Grant Updates:

S. Dunbrack said we are approved for second round of grants. We will be checking about the approval and clarification of the pipeline grant, the approval letter received appears to be the same as the original grant and dates were the same.

On initial grand for updating of hazmat plan, it has been put out to advertisements and two bids were received (bids were opened) from Stonewall Safety Consulting; a fee of \$5830.00, the second from J&H Consulting estimated cost of \$5500 .00

A committee was formed to go over the grants. J. Farry, D. Cutright, J. Spray, D. Burnside

J. Farrell moved that the LEPC award the contract based upon the finding of the committee. Seconded by K. Campbell. Motion passed unanimously.

Edsel Smith abstained from voting and discussion.

Committee Reports:

Membership: New applications and list will be reviewed this month and should be available for acceptance for the next meeting.

Bylaws: Nothing to report.

Public Education/Information: Nothing – next month's meeting there will be representatives from the west coast pipeline giving a presentation.

Annual Exercise Planning Team (HSEEP): B. Shreve and S. Dunbrack will be meeting to do a region wide exercise in August or September.

Hazard Assessment & Planning: Nothing to report

Tier II Reports: Are in and some notices from certified mail, and on old email addresses. Mailed reports are not being accepted. Each fire department will be able to get a password. J. Farry had 2 last week via mail and they were not accepted.

Off Site Emergency Response Plans:

Old Business:

New Business: Charleston public safety expo will be coming up \$200 Fee for classes that will count for all week.

Old Tier 2 records for Lewis County are being held at Lewis OEM and are beyond retention period. (Lewis County will pick those up)

Legislation was passed that provided for the state IRP radio network, however funding was not provided.

The Roanoke tower road has been maintained, and stoned.

Upshur CERT scheduled a CPR, AED and First Aid class June 22nd at 6:00 PM. If you want to attend preregistration is required.

Membership Comments:

FEMA's off ice of Emergency communication has created OX-COM have punished guidelines that required those ham users to have additional training the national boy scout jamboree has asked that more training be offered.

Upshur County Commission met with dominion to create a plan in case of a pipeline emergency.

There was an Ambulance involved in an accident that was totaled belonging to Upshur County EMS, the new one should be here within the month.

Red Cross does not have current plans for dry pipelines. Most pipeline companies handle incidents the same thing as Red Cross would do during wet pipeline disasters. The national shelter system needs updated. There will be Fire Marshal and Red Cross tend to roll out a nationwide shelter plan in September)

A u haul of breathing apparatus was donated and they are being tested and it will double the breathing apparatus capacity of almost every firefighter in the county.

This weekend there will be a science march in Buckhannon it will march to jawbone park with exhibits including NASA with robots and two showings of Time to Choose at 3 PM and 5 PM

Upshur OEM is meeting with airport authority to schedule an exercise.

2017 THIRA community assessment will be coming

APCO recently held their state wide meeting, attendees got to meet the communication director for Sandy Hook School Shooting. The APCO meeting and NENA meeting was held as well as the WV APCO Conference J. Gum D. Cutright and K. Wachob. were elected as members at large for the Board of directors of which will help in developing membership and planning conferences and training .

EPA is looking to ban a type of foam that can be carcinogenic it will be recommended no to be ordered after the current stock runs out. Suggestions for replacement brands and types of foam will be made.

WV state fire academy was awarded grants to Jackson mill for \$408,000.00 for equipment and Personal Protective Gear.

Public Comment:

Meeting next month will be in Lewis County.

D. Birnside motioned to adjourn it was Seconed by G. Davis and passed by acclimation.

LEWIS COUNTY PARKS AND RECREATION AGENDA

Monday April 24, 2017 6:00 pm at the Park

- 1) Call to Order**

- 2) Reading of the Minutes**

- 3) Treasurer's Report**

- 4) Public Comment**

- 5) Director's Report**

- 6) Old and Unfinished Business**

- 7) New Business**

- 8) Adjourn**

If you are unable to attend, please contact Gene Edwards, at 304-269-4836

LEWIS COUNTY PARK BOARD

Minutes of the Meeting of March 27, 2017

Present: Gene Edwards: President, Barbara Paugh: Vice President, Betty Hill: Treasurer, Shirley Taylor: Secretary, Rod Wyman, Agnes Queen, Glenn Brown, Alyce Henry, Tracey Weber, Andrea Clem, John Shaffer: Director, and Tom Alkire.

The meeting was called to order by Gene Edwards. The minutes were read . A motion to approve was made by Glenn Brown and seconded by Andrea Clem. Motion carried.

The Treasurer's report was given by Betty Hill. A motion to approve was made by Tracey Weber and seconded by Barbara Paugh. Motion carried.

John Shaffer reported that he is trying to find someone to repair the crack in the green slide. Tracey Weber mentioned that we can not find someone to fix, repair go ahead and purchase a new one. Viking Pool was suggested to be contacted about the repair. John stated that hiring will start in Mid April.

Tom Alkire reported that they are working inside, repairing the Pool benches. He reported that unknown persons had picked up the sticks in the Park. Tom also mentioned that there is one cat left to be caught and removed from the Park. He presented a report on John Deer vs. Simplicity tractor-mowers. The Simplicity seems to fit our needs better, repair time is 1 week, parts are kept in stock or overnight if ordered, has a 4 year warranty, cost \$9,500.00 Andrea Clem made a motion to purchase the Simplicity. Seconded by Glenn Brown. Motion carried.

Shirley Taylor suggested putting plexiglass on the Pool House bathroom Doors to prevent the paint from being peeled off.

Agnes Queen reported that Tom Alkire was not being layed off, this was just a false rumor.

The meeting was adjourned by Gene Edwards. The next meeting will be

Monday April 24, 2017 at 6:00 pm at the Park

Respectfully submitted by Shirlety Taylor, Secretary.

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. 5
 Pg. of No. 1 of 1

Lewis County Commission
 GOVERNMENT ENTITY

RECEIVED
 APR 19 2017

Person To Contact Regarding Request: 110 Center Avenue
 Name: Debra A. Hull/Crystal Revis STREET OR PO BOX
 Phone: 304-269-8215
 Fax: 304-269-8202 Weston WV 26452
 CITY ZIP CODE

COUNTY
 Government Type
 WV State Auditor

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
308	Wine & Liquor Tax	7,500	3,200		10,700
340	Rents & Concessions	20,268		10,000	10,268
361	Fines, Fees & Court Costs	75,000		15,000	60,000
	#N/A				
	#N/A				
	#N/A				
NET INCREASE/(DECREASE) Revenues (ALL PAGES)			-21,800		

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)

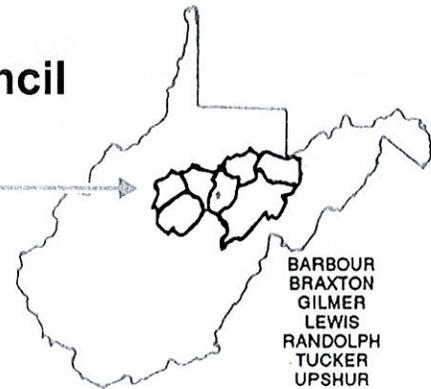
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
403	Circuit Clerk	291,577	1,730		293,307
404	Sheriff-Treasurer	286,847	2,982		289,829
408	Statewide Computer Network	58,635	23,000		81,635
704	Regional Jail	700,000	225,000		925,000
716	Dog Warden/Humane Society	123,714	36,000		159,714
699	Contingencies	892,158		310,512	581,646
	#N/A				
NET INCREASE/(DECREASE) Expenditures			-21,800		

APPROVED BY THE STATE AUDITOR
 BY: Ora Ash/Karen 4/20/2017
 Deputy State Auditor, Local Government Services Div. Date

Agnes H. Queen 4/18/17
 AUTHORIZED SIGNATURE OF ENTITY APPROVAL DATE

Region VII Planning and Development Council

99 EDMISTON WAY • SUITE 225 • BUCKHANNON, WV 26201
PHONE: (304) 472-6564 • FAX (304) 472-6590



April 10, 2017

TO: Region VII Planning & Development Council Members
FROM: Shane Whitehair, Executive Director
RE: Region VII PDC Quarterly Council Meeting—April 24, 2017

The next quarterly meeting of the Region VII Planning & Development Council will be on **Monday, April 24, 2017 at 12:00 p.m. at the Event Center at Brushy Fork in Buckhannon, WV.** The Event Center is located directly off Route 33 along Brushy Fork Road. The directions are as follows:

- At the intersection of Rte. 33 and Brushy Fork Road, there is a stop light.
- Turn at stop light towards Jenkins Ford and Buckhannon Toyota onto Brushy Fork Road.
- Travel approximately one mile on Brushy Fork Road and the Event Center will be on your left. Caution: there is no signage at the event center.

Please RSVP by Monday, April 17, 2017 by calling us at 304/472.6564 or by emailing me at swhitehair@regionvii.com or Peggy at pball@regionvii.com. For your convenience, lunch will be provided and ready at 11:30 am.

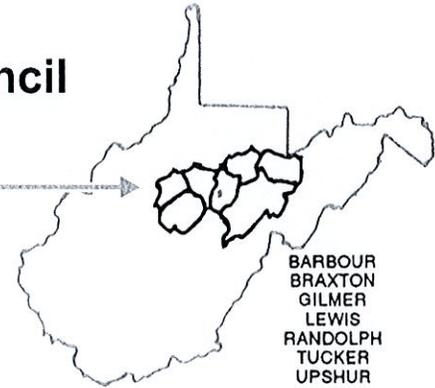
Included in this meeting packet is the agenda, minutes from the previous meeting, the quarterly financial reports, the proposed FY2018 budget and a draft of the revised employee reference guide. Please make sure you review the proposed budget and the revised employee reference guide before the meeting. I will be asking the council to approve these items at the meeting.

If you have trouble accessing any of the above-mentioned information or have any questions concerning the information enclosed, please do not hesitate to contact me at swhitehair@regionvii.com, (304) 472.6564 (office) or (304) 613.1386 (cell). We look forward to seeing you on April 24, 2017.

Thanks

Region VII Planning and Development Council

99 EDMISTON WAY • SUITE 225 • BUCKHANNON, WV 26201
PHONE: (304) 472-6564 • FAX (304) 472-6590

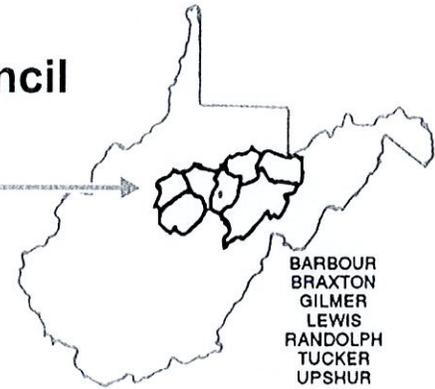


AGENDA April 24, 2017

- 12:00 p.m.
1. Call to Order
 2. Moment of Silence
 3. Pledge of Allegiance
 4. Introductions
 5. Approve minutes from January 23, 2017 meeting
 6. Regional Hazard Mitigation Plan Update—JH Consulting
 7. Janet Young Spry—Partnership Specialist, U.S. Census Bureau
 8. Treasurer's Report
 9. Chairman's Report
 10. Executive Director's Report
 11. Member Government Reports/Discussions
 12. Employee Reference Guide
 13. FY2018 Budget
 14. Consider Projects for Review
 15. Adjournment—next meeting date (Annual Meeting)

Region VII Planning and Development Council

99 EDMISTON WAY • SUITE 225 • BUCKHANNON, WV 26201
PHONE: (304) 472-6564 • FAX (304) 472-6590



MINUTES OF THE JANUARY 23, 2017 QUARTERLY COUNCIL MEETING HELD AT THE REGION VII PLANNING AND DEVELOPMENT COUNCIL OFFICE

Chairwoman Agnes Queen called the meeting to order at 12:00 p.m.

ATTENDANCE:

Council Members:

- | | |
|---------------------|--------------------------------|
| 1. Ron Facemire | Braxton County Commission |
| 2. Agnes Queen | Lewis County Commission |
| 3. Joe Drenning | Mayor of Davis |
| 4. Mike Taylor | Randolph County Commission |
| 5. Terry Cutright | Upshur County Commission |
| 6. Larry Chapman | Gilmer County Commission |
| 7. Robert Gompers | Upshur County Private Sector |
| 8. Tim McDaniel | Barbour County Commission |
| 9. Jim Rossi | Mayor of Coalton |
| 10. Ben Propst | Barbour County Private Sector |
| 11. Matt Quattro | Mayor of Thomas |
| 12. Connie Tenney | Upshur County Private Sector |
| 13. Mike Herron | Lewis County Private Sector |
| 14. Mark Doak | Randolph County Private Sector |
| 15. Mike Ross | Randolph County Private Sector |
| 16. Michael Cvechko | Barbour County Private Sector |
| 17. A.G. Trusler | Upshur County Private Sector |
| 18. Dorothy Judy | Mayor of Parsons |
| 19. Lowell Moore | Tucker County Commission |
| 20. Dr. Tim Barry | Barbour County Private Sector |

Guests:

- | | |
|--------------------|--|
| 21. Donna Haddix | Randolph County Administrative Assistant |
| 22. Danny Wagner | WV House of Delegates, Barbour County |
| 23. Rod Wyman | Lewis County Commission |
| 24. Kylea Radcliff | The Thrasher Group, Inc. |
| 25. Jason L. Myers | City of Parsons Administrator-Treasurer |
| 26. Tim Auvil | City of Parsons Council Member |

Executive Director and Staff:

27. Shane Whitehair	Executive Director
28. Cary Smith	Project Manager
29. Cam Matheny	Financial Consultant
30. Jessica Brewer	GIS Project Specialist
31. Peggy Ball	Administrative Assistant

Agenda Items 1,2,3

CALL TO ORDER/MOMENT OF SILENCE/PLEDGE OF ALLEGIANCE:

After calling the meeting to order and welcoming all in attendance, Chairwoman Agnes Queen led the group in a moment of silent meditation and prayer and the “Pledge of Allegiance”.

Agenda Item 4

INTRODUCTIONS:

Chairwoman Agnes Queen requested that everyone in attendance introduce themselves. Executive Director Shane Whitehair introduced the Council’s new staff member – Peggy Ball, Administrative Assistant.

Agenda Item 5

PREVIOUS MEETING MINUTES:

Chairwoman Agnes Queen asked if there were any additions or corrections to the previous meeting minutes from the October 24, 2016 quarterly meeting. With no corrections or additions indicated, Mike Cvechko made a motion to accept the minutes as recorded, and Mike Herron seconded the motion, which passed unanimously.

Agenda Item 6

TREASURER’S REPORT:

Connie Tenney reviewed balance sheet, profit and loss statement and the budget summary. Connie noted the large expenditure was for the GIS computer hardware and software which was included in the budget. No questions were asked regarding the financial reports.

Cam Matheny noted the significant changes of government accounting procedure for all leased items. Cam conducted a conference call with Rob Adams, auditor with Gibbons and Kawash presenting results of the audit they performed for Region VII Planning and Development Council for year ending June 30, 2016. Rob Adams expressed unmodified opinion of financial statement, which is the highest level of assurance they can provide with no audit adjustments needed.

Agenda Item 7

CHAIRMAN'S REPORT:

Chairwoman Queen stated that she did not have anything to present at this time.

Agenda Item 8

DIRECTOR'S REPORT:

Shane Whitehair congratulated Upshur County Commission (Elkins Road PSD) and Town of Davis on receiving a Small Cities Block Grant for water extension projects.

Regional Broadband Project is getting closer to being funded, but still working on getting environmental clearances.

Shane and Cam met with WV Development Office staff to discuss how our indirect cost rate is calculated and implemented. Currently the WVDO is holding over \$60,000 worth of administrative invoices due to the fact that the WVDO thinks our rate is abnormally high. So, Cam and I met with the WVDO to explain how our rate is calculated and charged to projects. Shane believes the WVDO will eventually process the invoices, but not without Region VII having to jump through numerous hoops. No other federal or state agency has ever scrutinized our indirects as much as the CDB Program has. Cam noted that we would jump through the hoops to get this issue resolved.

Region VII staff has been meeting with a few local governments to provide GIS services. Now that the PDC has received the necessary equipment, the agency is starting to see more opportunities become available. In fact, Region VII might need to hire additional staff to assist with the additional workload.

ARC update, Shane went to DDDA meeting in South Carolina. Federal ARC co-chair will be changing which may lead to delay in grants being approved. Region VII Planning and Development Council planning grant has been approved and will be receiving the first six months. Braxton County Canoe Run Project should be approved before the co-chair leaves his position.

Region VII monies in CD's is getting very low interest rate. Agnes suggested that we put together a financial committee to review investing options.

Personal Policy needs to be updated. Shane is working on updating and will have an attorney review before presenting to council for approval.

Private Sector Membership has some vacancies that need to be filled, Shane will be in contact with the County Commissioners of those counties to get those positions filled.

Status Report – Report is included in the packet for Council to review. Cary reviewed the report with members.

Agenda Item 9

REPORT/DISCUSSION ON PROJECTS AND ISSUES FROM MEMBER GOVERNMENTS:

A representative from each county was asked to discuss the status of any project, concerns and/or issues from their respective county.

BARBOUR COUNTY: Commissioner Tim McDaniel stated that the Century-Volga PSD Sewer Project needs to keep going. City of Philippi water replacement tank project is very badly needed. Also, the reservoir project needs completed.

BRAXTON COUNTY: Commissioner Ron Facemire stated that Flatwoods Canoe Run PSD Project waiting on final funding

GILMER COUNTY: Commissioner Larry Chapman noted Route 5/Orlando Water Project was a great success. Town of Sand Fork Sewer Upgrade Project has been much needed for years.

LEWIS COUNTY: Commissioner Agnes Queen reported that the Roanoke School Water Project Extension was a great success. City of Weston expansion of water and sewer projects are much needed. Industrial area, broadband and housing projects are needed. Region VII helped with securing the grant for a very nice ADA accessible playground area.

RANDOLPH COUNTY: Commissioner Mike Taylor stated the Harman Water Project and Hardwood Manufacturing Expansion are great successes. Town of Mill Creek issues will hopefully be resolved soon. Broadband will be a great asset. Randolph County Commission is working on obtaining the old FAA Flight Service Center to move the Elkins 911 as well as Mapping and Addressing to that location. City of Elkins water project will have a big impact on other local PSD projects.

TUCKER COUNTY: Commissioner Lowell Moore mentioned the Town of Davis Water Expansion has been great success in 2016. Diversion Dike in Parsons is a FEMA project that has been on hold due to environmental issues of removing trees, which have recently been removed, hopefully the project will start in July. Broadband is also much needed in rural areas. City of Parsons Administrator Jason Myers reported the City has tentatively been awarded grant for Source Water Testing Equipment. Jason also thanked Region VII for a job well done for the City Splash Park success.

UPSHUR COUNTY: Commissioner Terry Cutright noted securing the grant for the Upshur County Innovation Center was a great success in 2016 thanks to Region VII and Upshur Development Authority. Goals for 2017 will be the Broadband Project and Upshur County Airport extending the runway.

Agenda Item 10

ARC APPLICATION – GIS ANALYSIS AND MAPPING PROJECT

Economic Analysis & GIS Mapping grant application will be presented to ARC after not being approved by Federal EDA. This is a combination of economic recovery plan, GIS analysis and mapping project. We will be inventorying all businesses and commercial sites in our seven-county region that will serve as a dual purpose. First this information can be used in a disaster situation to speed up funding opportunities, secondly will help development authorities to plan for future development in their counties. This will be a two-year project. Region VII Council previously approved the matching funds under the Federal EDA plan of 70/30 matching grant that was not awarded. ARC funding is a 60/40 matching grant which will require Region VII Planning and Development Council to match about \$60,000 for the project. The ARC application is due at end of the month. Motion was made by Mike Ross to approve this revised project and was seconded by A.G. Trusler, Jr., all present voted in favor.

Agenda Item 11

REGIONAL HAZARD MITIGATION PLAN

Our Regional Hazard Mitigation Plan expires this August 2017, FEMA has approved planning funds of \$61,000 to update this plan, however due to the time frame in getting this completed Shane recommended hiring JH Consulting which would provide this service for \$25,000. Shane ask Council to approve entering this agreement with JH Consulting to update regional plan. Mike Taylor motioned to approve this agreement and A.G. Trusler, Jr. seconded, all present voted in favor.

Agenda Item 12

CONSIDER PROJECTS FOR REVIEW

Projected were expeditiously reviewed by staff and need formal approval from the board. Motion to accept made by Larry Chapman, seconded by Mike Ross. Voted passed unanimously.

Agenda Item 13

ADJOURNMENT

With no further business to discuss, A.G. Trusler, Jr. made a motion to adjourn, which was seconded by Mike Ross before passing unanimously.

NOTE NEXT MEETING WILL BE APRIL 24, 2017 12:00 P.M.

Respectfully submitted,

Chairperson

Date

Executive Director

Date



May 3, 2017 Agenda

1. Call to Order- establish quorum
2. Minutes
3. Financial Report
4. Executive Directors Report
5. Old Business:
 - a. Board Retreat.
6. New Business:
 - a. 2017-2018 Budget.
 - b. Fishing University.
 - c. Chris's comment spot.
7. Adjournment.

The next CVB Board of Directors meeting will be on Tuesday
June 6, 2017 @ 5:30 p.m. at the LCCVB Office.

Lewis County Convention & Visitors Bureau Minutes

April 4, 2017 @ 5:30 p.m. at LCCVB Office

In Attendance: Dean Hardman, Rebecca Jordan Gleason, Chip Turner, Jim Lambert, Ron McVaney, Sharon Pickens, Glenn Haan, Steve Ludwig, Kim Geer, Barb Mcvaney and Chris Richards.

Absent: Julia Spelsberg, Susan Bentley, Pat Boyle, and Kathy Fealy.

Meeting:

- I. **Meeting called to order** by Rebecca. A quorum was present.
- II. **Minutes:** January minutes were approved as written. (Dean/Jim)
- III. **Financial Report:** Reports were written given to members for review. (Dean/Chip)
- IV. **Executive Directors Report:** report was approved. (Chip/Sharon)

Old Business:

- I. The board discussed ideas for the Broad retreat which included Hovatters Zoo or Game Farm, visiting the trains or Grand Vue Park to mention a few. The girls were asked to consider these options to see if they would even be possible with all the different schedules.

New Business:

- I. The Board was updated on the issues surrounding the non-show/ non-response from some of the board members and how it is affecting the quorum situation for the CVB. A recommendation by the executive committee was then made to dismiss Kathy from the board and to see if Susan would like to resign as she had expressed this to Rebecca when they saw each other at her job. This recommendation was accepted and the motion was made and voted on. Motion passed. (Dean/Chip)
- II. The Board discussed a request for advertising partnerships from Weston Volunteer Fire Dept. for their 4th of July Celebration for 500.00 which was approved with a larger budget to advertise all 4th of July festivities around the area in the amount of \$750.00 each TV station and \$200.00 on Facebook. (Dean/Sharon)
The board then heard the request from the Jubilee President Debbie Garrett for continuing the advertising partnership with them this coming year and the board approved this to the amount invested last year advertising the whole weekend and both festivals as they did last year. (Dean/Chip)
- III. Chris's comment spot...Thank you all for attending and see you next month!

Meeting adjourned at approximately 6:10 p.m.

The next meeting will be on May 6, 2017 at 5:30 at the LCCVB Office.

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