

# COUNTY COMMISSION OF LEWIS COUNTY

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Weston, WV 26452  
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**COMMISSIONERS:**  
**PATRICK D. BOYLE**  
President  
**AGNES G. QUEEN**  
Commissioner  
**ROD WYMAN**  
Commissioner

**LEWIS COUNTY COMMISSION**  
**110 CENTER AVENUE, 2nd FLOOR**  
**WESTON, WV 26452**  
**MEETING AGENDA**  
**Monday, July 17, 2017**

## **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, July 13, 2017 upon request. (*action required*)

## **APPOINTMENTS**

NONE

## **CORRESPONDENCE**

- 3. Upshur County Commission Meeting Agenda:** Upshur County Commission Meeting Agenda for Thursday, July 13, 2017. (*information only*)
- 4. West Virginia Regional Jail and Correctional Facility Monthly Invoice:** June 2017 monthly invoice for Lewis County inmates housed in the Regional Jail: 1,516 inmate days X \$48.25 per diem = \$73,147.00. (*information only*)
- 5. Lewis-Gilmer E-911 Monthly Call Report:** Report of calls and disposition by agency received by the Lewis Gilmer Emergency 911 Center for the month of June 2017. (*information only*)
- 6. Jane Lew Public Service District Meeting Agenda:** Jane Lew Public Service District Meeting Agenda for July 13, 2017. (*information only*)
- 7. Sheriff's Monthly Settlement:** Sheriff Adam Gissy submits the June 2017 Monthly Settlement (reconciliation) of Lewis County financial accounts. (*information only*)
- 8. 2017 WV Educational Conference on Litter Control and Solid Waste Management:** 2017 WV Educational Conference on Litter Control and Solid Waste Management will be held at Pipestem Resort State Park on October 22, 23 and 24, 2017. (*information only*)
- 9. Lewis County Emergency Ambulance Authority Fiscal Year 2015 Audit Report:** Independent audit report for the Lewis County Emergency Ambulance Authority for Fiscal Year ending June 30, 2015. Segregation of Duties is the only finding. (*information only*)

## **BUSINESS**

- 10. Board(s) and Committee(s) Reports:** Reports by Commissioners of any board(s) or committee(s) attended including: Lewis County Initiative; 26<sup>th</sup> Judicial Community Corrections; Lewis County Ambulance Authority; Lewis County Fire Board; *(information only)*
- 11. Lewis County Economic Development Authority Report:** Report of activities of the Lewis County Economic Development Authority by Director Michael Herron. *(information only)*.
- 12. Timesheets and Leave Requests** *(action required)*

## **ACTIONS, ESTATE SETTLEMENTS, ORDERS AND PAYMENT OF EXPENDITURES:**

- 13. 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 on Thursday, July 13, 2017. *(action required)*
- 14. Approval of Estate Settlements:** County Clerk Cynthia S. Rowan presents the estates ready for settlement to the Lewis County Commission for approval. Draft copies will be available for review upon request Thursday, July 13, 2017. *(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 13, 2017. *(action required)*
- 16. Expenses for the current period presented for consideration of payment.** Draft copies will be available for review upon request Thursday, July 13, 2017. *(action required)*

## **ADJOURNMENT:**

- 17. 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  
Meeting Agenda

Agenda packets are available electronically at [http://www.upshurcounty.org/agenda\\_and\\_minutes/index.php](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: July 13, 2017

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance  
Approval of Minutes:  
• June 29, 2017

**Scheduled Appointments:**

9:15 a.m. Jackie Heroman with the Make-A-Wish Foundation – Discuss “Walk for Wishes Event” to be held on September 30<sup>th</sup>.

1:30 p.m. Presentation of Certificate of Recognition to those who participated in the “Lowe’s Give Back Time” Project at the Buckhannon-Upshur Recreational Park

**Items for Discussion / Action / Approval:**

1. Order to approve the Number of Election Officials and Election Commissioners for the October 7, 2017 Special Election (Road Bond).
2. Order to approve the Number of Sets of Emergency Absentee Voting Commissioners for the October 7, 2017 Special Election (Road Bond).
3. Approval of Recommendation to Clarify Title in the Committee of Levonda James Samples as submitted by Daya Masada Wright, Fiduciary Commissioner. The Fiduciary Commissioner recommends that the title of Jimmie G. Samples, Sr. be clarified as “Committee”.
4. Review and signature of correspondence to Tony O’Leary, Community Development Representative, enclosing Community Development Block Grant – Small Cities Block Grant Request for Payment for the Elkins Road PSD Phase III Water System Improvements in the amount of \$18,993. This is for drawdown request # 1.
5. Approval and signature of letter of support for the BRWA’s Swamp Run Project as recommended by G. Paul Richter, BRWA WCAP Administrator’s correspondence dated June 26, 2017. This letter is intended to be used in BRWA’s application for funds through the Office of Surface Mining Reclamation and Enforcement’s Watershed Cooperative Agreement Program to treat acidic mine drainage-remediation on Swamp Run.
6. Approval and signature of letter to Fulton Financial Advisors regarding James W. Curry’s Revocable Trust Agreement. After unanimous recommendation of the Advisory Board, the Commission is requesting the consideration of disbursing an additional ten percent of the interest earned in FY 17 to each the James W. Curry Library and the Park based on the improvements that have been made to both facilities.

7. Correspondence from Brian Cooper, WVDOT Division of Highways District Seven Manger, regarding the current lease with the Division of Highways for the Tallmansville Radio Tower. The lease term is scheduled to expire on September 1, 2017. Approval of signature to renew the referenced lease with the WVDOT Division of Highways for another five year term.
8. Correspondence from Judith L. Williams, Director of James W. Curry Public Library, requesting approval of the expenditure of \$175 payable to Skateland for rink rental on August 1<sup>st</sup>. This is for the grand finale event for the "Build a Better World" and "Curry Keva Club" summer reading programs.
9. Correspondence from Joseph B. Reed, MD requesting the Commission to consider ways to promote the concept of "Go Green" for all new construction, starting with the new building expected to be built in downtown Buckhannon with the grant funding obtained by the Upshur County Development Authority. Dr. Reed suggests reducing permitting fees, conducting a general cost analysis of alternative choices and involving environmental advocates in the deliberations.
10. Approval of advertisement for evening open swim on July 26, 2017 from 6:00 p.m. to 10:00 p.m.
11. Approval of Carrie Wallace's signature of the Community Work Experience Program (CWEP) Contract Between West Virginia Department of Health and Human Resources and Upshur County Commission as the contractor representative – effective July 1, 2017 through June 30, 2018.
12. Approval of Carrie Wallace's signature of the Joint Opportunities for Independence (JOIN) Contract Between West Virginia Department of Health and Human Resources and Upshur County Commission as the contractor representative – effective July 1, 2017 through June 30, 2018.
13. Approval and signature of the Grant Offer for Airport Improvement Program Project No. 3-54-0039-031-2017 at the Upshur County Regional Airport in Buckhannon, WV. The project consists of undertaking the design phase of a project to construct a general aviation terminal building. The Federal Aviation Administration, for and on behalf of the United States, offers and agrees to pay 90% of the allowable costs with the maximum obligation amount payable being \$60,181.
14. Correspondence from Steve Butler, Upshur County Farmland Protection Board Chairman, requesting the appointment of Arely Robinson. Upon approval, Mr. Robinson would replace Mr. Butler as farm bureau member, his term would begin July 1, 2017 and expire on June 30, 2021.
15. Correspondence from Joe Gower requesting consideration to be appointed as a community representative in the 3<sup>rd</sup> Magisterial District on the Upshur County Fire Board, Inc. Upon approval, Mr. Gower's term would be effective July 1, 2017 and expire on June 30, 2020.
16. Correspondence from Elizabeth E. Kelley, for the 26<sup>th</sup> Judicial Circuit Community Corrections Day Report Center Upshur County office, announcing her resignation, effective July 6, 2017.  
*Item may lead to Executive Session per WV Code §6-9A-4*
17. Review and approval of request for employment of Kelly Bowyer as a part-time case aide for the 26<sup>th</sup> Judicial Circuit Community Corrections Day Report Center Upshur County office, effective July 17, 2017; pending background check results. Upon approval, her rate of pay will be \$10.00 per hour and she will work up to 19.5 hours per week.

18. Correspondence from Tabatha R. Perry, Assistant Administrator, announcing the resignation of Haley Williams, BU Recreational Park lifeguard, effective June 29, 2017.  
*Item may lead to Executive Session per WV Code §6-9A-4*
19. Correspondence from Amy E. Arbogast, E911 Communications Center telecommunicator, announcing her resignation, effective July 7, 2017.  
*Item may lead to Executive Session per WV Code §6-9A-4*
20. Approval of Application for Donated Leave  
*Item may lead to Executive Session per WV Code §6-9A-4*
21. Approval of granting leave under the Family and Medical Leave Act  
*Item may lead to Executive Session per WV Code §6-9A-4*
22. 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. Public Service Commission of WV Commission Order issued June 22, 2017 regarding wireless enhanced 911 fees. This Order increases the wireless enhanced 911 fee from \$3 to \$3.34 per month, per subscriber, to become effective July 1, 2017.
2. Correspondence from Gary Duffield dated June 21, 2017 enclosing a letter that he sent to the Banks District Volunteer Fire Department asking for the specific reason(s) as to why his membership was terminated.
3. Upshur County E911 Communication Reports --- May and June 2017
  - Monthly Call Summary Report
  - Monthly Department Summary Report
  - Monthly and YTD Wrecker Report
4. Correspondence from Tabatha R. Perry, Assistant Administrator, to Thomas Moates regarding his property located in Warren Tax District – Tax Map 6C – Parcel Number 4. During a regularly scheduled Commission Meeting conducted on June 22, 2017, the Commission moved to grant Mr. Moates a 60 day extension to bring the property into full compliance with the Ordinance.
5. Upshur County Sheriff's Financial Statement for Period Ending May 2017
6. Upshur County Animal Control/Humane Officer Dog Report – June 2017
7. Lewis-Upshur Animal Control Facility Cat Report – June 2017
8. Upshur County Building Permits – June 2017

9. Appointments Needed or Upcoming:

- Wes-Mon-Ty Resource Conservation & Development Council (2 year term) – Commission Representative
- Upshur County Fire Board (Community Representative – 2<sup>nd</sup> District) – June 30, 2018

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](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  
July 20, 2017 --- 9:00 a.m.  
Upshur County Courthouse Annex

STATE OF WEST VIRGINIA



WEST VIRGINIA REGIONAL JAIL AND CORRECTIONAL FACILITY AUTHORITY

**Jim Justice**  
Governor

PO Box 50285  
1900 Kanawha Blvd, East  
Charleston, WV 25305  
(304) 558-2036  
FAX: (304) 558-2115

**Jeff S. Sandy, CAMS, CFE**  
Cabinet Secretary

**David Farmer**  
Executive Director

THE HONORABLE AGNES QUEEN, PRESIDENT  
LEWIS COUNTY COMMISSION  
LEWIS COUNTY COURTHOUSE  
WESTON, WV 26452

**Statement Number: 61172a8e**

**Statement Date: 7/7/2017**

**Month Of Service: June, 2017**

Pursuant to subsection 10, Article 20, Chapter 31 of the West Virginia Code, the West Virginia Regional Jail and Correctional Facility Authority hereby provides you with a monthly statement of charges and costs of inmate maintenance and operational costs for LEWIS for the month of June, 2017.

The costs per day for inmate maintenance and operation were determined by the Authority according to criteria, procedures, and regulations promulgated in the code of state Regulations at 94 CSR 7, in accordance with article 3, Chapter 29a of the West Virginia Code.

Detail information, including names of inmates and the number of days of inmate maintenance, to support this invoice is attached.

Month: June

NUMBER OF INMATE DAYS: 1516

PER DIEM RATE: \$48.25

AMOUNT DUE - June, 2017                      \$73,147.00

This statement amount is due and payable upon receipt.

Please Remit Payment to:  
WV Regional Jail and Correctional Facility Authority  
P O Box 40258  
Charleston, WV 25364

LEWIS COUNTY REGIONAL JAIL COMPARISON

	2015	Credits	Total
JULY	\$ 97,368.50	\$ 2,895.00	\$ 94,473.50
AUGUST	\$ 89,262.50	\$ -	\$ 89,262.50
SEPTEMBER	\$ 71,892.50	\$ 5,838.25	\$ 66,054.25
OCTOBER	\$ 73,919.00	\$ 96.50	\$ 73,822.50
NOVEMBER	\$ 74,208.50	\$ 1,254.25	\$ 72,954.25
DECEMBER	\$ 78,309.75	\$ 4,873.25	\$ 73,436.50
JANUARY	\$ 65,813.00	\$ 1,881.75	\$ 63,931.25
FEBRUARY	\$ 59,781.25	\$ -	\$ 59,781.25
MARCH	\$ 65,282.25	\$ -	\$ 65,282.25
APRIL	\$ 73,098.75	\$ -	\$ 73,098.75
MAY	\$ 2,895.00	\$ -	\$ 2,895.00
JUNE	\$ 61,615.25	\$ -	\$ 61,615.25
	\$ 813,446.25	\$ 16,839.00	\$ 796,607.25

	2016	Credits	Total
JULY	\$ 72,761.00	\$ -	\$ 72,761.00
AUGUST	\$ 69,962.50	\$ -	\$ 69,962.50
SEPTEMBER	\$ 63,690.00	\$ 2,846.75	\$ 60,843.25
OCTOBER	\$ 65,523.50	\$ -	\$ 65,523.50
NOVEMBER	\$ 77,055.25	\$ -	\$ 77,055.25
DECEMBER	\$ 87,718.50	\$ 4,342.50	\$ 83,376.00
JANUARY	\$ 94,859.50	\$ 1,158.00	\$ 93,701.50
FEBRUARY	\$ 88,635.25	\$ 1,158.00	\$ 87,477.25
MARCH	\$ 87,187.75	\$ 11,724.75	\$ 75,463.00
APRIL	\$ 85,692.00	\$ 5,693.50	\$ 79,998.50
MAY	\$ 86,560.50	\$ 579.00	\$ 85,981.50
JUNE	\$ 79,130.00	\$ 2,557.25	\$ 76,572.75
	\$ 958,775.75	\$ 30,059.75	\$ 928,716.00

	2017	Credits	Total
JULY	\$ 83,810.25	\$ 434.25	\$ 83,376.00
AUGUST	\$ 89,938.00	\$ 241.25	\$ 89,696.75
SEPTEMBER	\$ 85,402.50	\$ 10,518.50	\$ 74,884.00
OCTOBER	\$ 81,156.50	\$ 2,219.50	\$ 78,937.00
NOVEMBER	\$ 78,406.25	\$ -	\$ 78,406.25
DECEMBER	\$ 82,555.75	\$ 144.75	\$ 82,411.00
JANUARY	\$ 85,257.75	\$ 1,839.50	\$ 83,424.25
FEBRUARY	\$ 70,396.75	\$ 1,640.50	\$ 68,756.25
MARCH	\$ 71,699.50	\$ 6,272.50	\$ 65,427.00
APRIL	\$ 79,226.50	\$ 1,158.00	\$ 78,068.50
MAY	\$ 67,550.00	\$ 8,057.75	\$ 59,492.25
JUNE	\$ 73,147.00	\$ 48.25	\$ 73,098.75
	\$ 948,546.75	\$ 32,568.75	\$ 915,978.00

	Diff. 2015to 2017
JULY	\$ (10,615.00)
AUGUST	\$ 19,734.25
SEPTEMBER	\$ 14,040.75
OCTOBER	\$ 13,413.50
NOVEMBER	\$ 1,354.00
DECEMBER	\$ (965.00)
JANUARY	\$ (10,277.25)
FEBRUARY	\$ (18,721.00)
MARCH	\$ (10,036.00)
APRIL	\$ (1,930.00)
MAY	\$ (26,489.25)
JUNE	\$ (3,474.00)
	\$ 119,370.75

	Diff. 2016-2017
JULY	\$ 10,615.00
AUGUST	\$ 19,734.25
SEPTEMBER	\$ 14,040.75
OCTOBER	\$ 13,413.50
NOVEMBER	\$ 1,354.00
DECEMBER	\$ (965.00)
JANUARY	\$ (10,277.25)
FEBRUARY	\$ (18,721.00)
MARCH	\$ (10,036.00)
APRIL	\$ (1,930.00)
MAY	\$ (26,489.25)
JUNE	\$ (3,474.00)
	\$ (12,738.00)





2017 LEWIS-GILMER E-911 TELETYPE REPORT

LEWIS COUNTY		JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JULY.	AUG.	SEP.	OCT.	NOV.	DEC.	TOTAL
COUNTY	10-27	414	502	486	530	675	678							3285
	10-28	401	497	424	507	554	654							3037
	III & CIB	266	331	244	327	312	211							1691
	OTHER	23	10	17	22	17	36							125
	DVP	21	33	30	17	57	63							221
CITY	10-27	168	253	288	209	480	371							1769
	10-28	149	171	241	208	402	227							1398
	III & CIB	32	32	48	29	80	68							289
	OTHER	9	5	15	1	24	2							56
	DVP	1	13	4	7	13	14							52
STATE	10-27	95	38	95	115	139	123							605
	10-28	44	26	60	73	65	75							343
	III & CIB	11	2	20	7	20	31							91
	OTHER	6	0	0	2	0	0							8
	DVP	3	8	7	14	8	7							47
DNR	10-27	18	14	7	13	41	25							118
	10-28	9	13	5	8	17	31							83
	III & CIB	14	7	0	0	0	0							21
	OTHER	0	0	0	0	13	0							13
	DVP	9	2	2	6	21	12							52
PROSECUTOR	10-27	19	21	37	5	13	11							106
	10-28	0	0	2	0	0	0							2
	III & CIB	41	40	128	24	53	40							326
	OTHER	0	0	0	1	0	0							1
	DVP	0	0	0	0	0	0							0
ADULT PROB	10-27	0	16	7	2	12	8							45
	10-28	0	0	3	0	1	0							4
	III & CIB	6	44	0	11	18	20							99
	OTHER	6	1	0	2	0	4							13
	DVP	0	19	3	3	3	0							28
JUV PROB	10-27	0	0	0	0	0	0							0
	10-28	0	0	0	0	0	0							0
	III & CIB	0	0	0	0	0	0							0
	OTHER	0	0	0	0	0	0							0
	DVP	0	0	0	0	0	0							0

2017 LEWIS-GILMER E-911 TELETYPE REPORT

LEWIS								TOTAL
SWJS PARK	10-27	0	0	0	0	0	0	0
	10-28	0	0	1	0	3	1	5
	III & CIB	0	0	0	0	0	0	0
	OTHER	0	0	1	0	0	0	1
	DVP	0	0	0	0	0	0	0
DAY REPORT								
	10-27	4	1	0	0	0	4	9
	10-28	0	0	0	1	0	0	1
	III & CIB	15	0	0	0	0	14	29
	OTHER	26	3	3	1	0	5	38
	DVP	0	0	0	0	0	0	0
							TOTAL TRANSACTIONS	14011

2017 LEWIS-GILMER E-911 TELETYPE REPORT

GILMER		JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JULY.	AUG.	SEP.	OCT.	NOV.	DEC.	TOTAL
COUNTY	10-27	30	57	58	55	37	36							273
	10-28	37	50	92	34	31	32							276
	III & CIB	45	94	65	55	52	39							350
	OTHER	0	5	9	6	2	0							22
CITY	10-27	70	60	36	40	68	102							376
	10-28	81	61	41	48	62	97							390
	III & CIB	22	14	21	5	29	23							114
	OTHER	4	0	0	3	7	2							16
STATE	10-27	54	35	56	68	91	86							390
	10-28	115	38	96	85	104	67							505
	III & CIB	20	5	10	12	17	13							77
	OTHER	3	3	0	7	11	7							31
DNR	10-27	30	32	35	20	14	31							162
	10-28	75	14	26	17	17	33							182
	III & CIB	0	0	6	0	6	5							17
	OTHER	1	7	7	4	0	2							21
PROSECUTOR	10-27	0	3	7	4	4	0							18
	10-28	0	1	0	2	1	0							4
	III & CIB	16	15	67	11	33	34							176
	OTHER	2	0	0	0	0	0							2
CAMPUS	10-27	1	1	0	1	10	5							18
	10-28	108	25	2	0	150	3							288
	III & CIB	4	2	0	3	17	0							26
	OTHER	2	0	0	0	0	0							2

Total Transactions 3736

# Jane Lew Public Service District

Regular Meeting July 13, 2017

## ~~ Public Board Meeting Agenda ~~

1. Call to Order

### ~~ ROUTINE BUSINESS ~~

2. Minutes (06/08/17)
3. General Manager's June Reports (Gee)
  - A. WATER:
    1. Water Bills
    2. Water Treasury Report
    3. Water Adjustments Report
    4. Water Purchase, Sales & Loss Report
    5. Water Preventive Maintenance Report
    6. Water Repairs Report (*fixing unplanned breakdowns*)
    7. Leak Detection Report
    8. Cross Connections/Backflow Report
    9. New Taps (non-project)
    10. Other
  - B. WASTEWATER:
    1. Wastewater Bills
    2. Wastewater Treasury Report
    3. Wastewater Adjustments Report
    4. Wastewater Treatment Purchase & Sales Report
    5. Wastewater Preventive Maintenance Report
    6. Wastewater Repairs Report (*fixing unplanned breakdowns*)
    7. I & I Report
    8. New Taps (non-project)
    9. Other
4. Announcements:
5. Correspondence:

### ~~ OLD BUSINESS ~~

6. Update: Phase II Sewer Upgrade - Case # 09-1043-PSD-42T-PC-PW-CN (Gee)
7. Update: Pending Extensions and Road Bores (Gee)
8. Update: PSD Policies and Job Descriptions (Flaxer)
9. Update: Personnel (Gee)
10. Update: Civil Action No. 16-C-74 John H. Brooks, Plaintiff v Jane Lew PSD, Oscar Mills, Dinah Mills, Skylar Bryce Mills, Christy Malena-Marie Mills (Gee)

### ~~ NEW BUSINESS ~~

11. New: Letter of Understanding from Bennett & Dobbins
12. Late-Received Agenda Items (Gee)
13. Adjournment

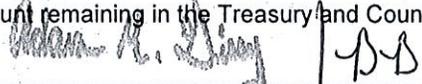
**Lewis County, West Virginia  
Sheriff's Monthly Settlement  
June 30, 2017**

Lewis County  
07/11/2017 @ 08:56:46 AM

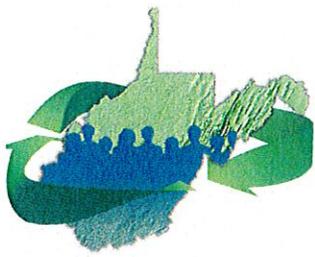
	Beginning Balance	All Other Revenues	All Taxes Collected	Less: Orders Issued	Ending Balance
General County	3,414,911.12	400,653.78	67,988.93	757,612.90	3,125,940.93
Coal Severance	7,677.32	0.63	0.00	0.00	7,677.95
General School	12,195.86	4,179.25	0.00	0.00	16,375.11
Magistrate Court	1,206.54	1,289.00	0.00	2,262.31	233.23
Worthless Check	56,005.25	100.00	0.00	909.74	55,195.51
Dog and Kennel	35,558.78	410.73	0.00	1,003.90	34,965.61
Home Detention	2,609.38	9,632.84	0.00	4,896.50	7,345.72
Emergency 911 Fund	3,097,260.51	40,759.65	0.00	69,247.25	3,068,772.91
Lewis County Aquatic Fund	686,738.36	7,965.99	0.00	0.00	694,704.35
Citizens Education	10,682.29	0.00	0.00	22.60	10,659.69
Federal Equitable	0.71	0.00	0.00	0.00	0.71
Fire Fees	0.00	72,209.74	0.00	72,209.74	0.00
LC Flood Relief Fund	0.00	0.00	0.00	0.00	0.00
NTIA Broadband Project	0.00	0.00	0.00	0.00	0.00
North West Acquisition Project	0.00	0.00	0.00	0.00	0.00
Sheriff Special Account-state	27,391.55	2.26	0.00	0.00	27,393.81
Aquatic Excess Levy	0.00	1,703.41	6,206.34	7,909.75	0.00
County Building	570,372.16	29.33	0.00	0.00	570,401.49
Board of Health	412,787.18	19,863.67	0.00	33,150.07	399,500.78
Tax Lien	386,062.20	0.00	7,712.79	71,707.49	322,067.50
Delinquent Nonentered	7,130.63	0.00	10.00	0.00	7,140.63
Concealed Weapons	57,681.05	1,307.12	0.00	1,252.99	57,735.18
Assessor Valuaton	182,909.49	44.60	0.00	26,115.91	156,838.18
Voters Registration	5,157.96	1.28	0.00	0.00	5,159.24
State Current	0.00	0.05	884.64	884.69	0.00
Criminal Charges	0.00	795.35	0.00	795.35	0.00
Court Reporter	0.00	28.65	0.00	28.65	0.00
State Police	0.00	390.00	0.00	390.00	0.00
Vehicle License	0.00	33,756.00	0.00	33,756.00	0.00
State Fines	0.00	0.00	0.00	0.00	0.00
State Jury	0.00	0.00	0.00	0.00	0.00
WV Deputies Fund	617.50	786.50	0.00	616.50	787.50
General Current Expenses	0.00	20,027.81	72,989.26	93,017.07	0.00
Excess Levy	0.00	10,653.96	38,827.05	49,481.01	0.00
Weston Current	0.00	0.35	6,141.80	6,142.15	0.00
Jane Lew Current	0.00	0.15	2,716.73	2,716.88	0.00
<b>TOTALS</b>	<b>8,974,955.84</b>	<b>626,592.10</b>	<b>203,477.54</b>	<b>1,236,129.45</b>	<b>8,568,896.03</b>

Balance in county depositories - At End of Month	\$	8,922,587.20	Bank errors	
Less: Orders Outstanding		(610,551.29)	Bank errors	
Add: Deposits in Transit		253,360.12		
Cash in Office at End of Month		3,500.00		
Misc. Adjustments (+ or -)		0.00		
<b>Total in county Depositories and Office</b>	<b>\$</b>	<b>8,568,896.03</b>	<b>Bank errors Total</b>	<b>0.00</b>
			<b>True Balance \$</b>	<b>8,568,896.03</b>

I, Adam M. Gissy, Sheriff of Lewis County, West Virginia, do hereby certify that the foregoing is a true and correct statement of the finances of Lewis County, West Virginia, for the month ending referenced above. The amount received, the amount distributed and the amount remaining in the Treasury and County Depositories.

  
 \_\_\_\_\_  
 Adam M. Gissy, Sheriff & Treasurer, Lewis County  
 7-11-17  
 \_\_\_\_\_  
 Dated and sworn to on this date.

Difference 0.00



Association of West Virginia Solid Waste Authorities  
PO Box 46, Winfield WV 25213

**FY 2017  
Board of Directors**

Jeff Palmer,  
Chair

Sherrie Hunter,  
Vice -Chair

Charity Fellure,  
Secretary

Terri Tyler,  
Board of Directors

Roger Frame,  
Board of Directors

Paul Thornton  
Board of Directors

Mike Grunau  
Board of Directors

Joyce Harris-Thacker,  
Chair Emeritus

Dear Community Leader:

With an increasing awareness on global environmental issues, it is more important than ever to attend the 2017 WV Educational Conference on Litter Control and Solid Waste Management taking place October 22-24, 2017, at Pipestem Resort State Park.

This conference is the one time of the year that solid waste authorities, state officials, private haulers and municipal government leaders gather to discuss environmental issues, share ideas and successful strategies and develop a stronger network for more effective solid waste management, recycling, and litter control across the entire state.

We've continued our tradition of excellence with comprehensive educational sessions covering a wide variety of topics including Mandatory Disposal Enforcement, Community Salvage Programs, and much more.

I have enclosed a tentative conference agenda and a conference Attendee Registration form for your use. Please consider joining us for this year's conference.

If you have any questions about registering for the conference, please contact Diana Haid at 304-926-0499, extension 1114, email [diana.k.haid@wv.gov](mailto:diana.k.haid@wv.gov) or Annette Hoskins, extension 1659, email [annette.l.hoskins@wv.gov](mailto:annette.l.hoskins@wv.gov).

I hope to see you in October!

Sincerely,

Jeff Palmer, Chair  
Association of West Virginia Solid Waste Authorities

**LEWIS COUNTY EMERGENCY AMBULANCE SERVICE AUTHORITY  
SCHEDULE OF FINDINGS AND RESPONSES  
FOR THE YEAR ENDED JUNE 30, 2015**

**#2015-001 Segregation of Duties**

**Criteria:** Analysis of the internal control system indicated a lack of segregation of duties.

**Condition:** Responsibility for approving, executing, and recording transactions and custody of the resulting asset arising from the transaction is not assigned to separate individuals.

**Cause:** Responsibilities of approval, execution, recording and custody are not distributed among the office staff to the best degree possible.

**Effect:** Because of the lack of segregated duties, internal control elements do not reduce to a relatively low level the risk that irregularities in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions.

**Recommendation:** Responsibilities of approval, executing, recording and custody be distributed among individuals to the degree possible. We recommend that the Board should remain involved in the financial affairs of the Authority to provide oversight and independent review functions and to continue exercising due diligence and professional skepticism in relation to the Authority's financial operations.

**View of Responsible Officials and Planned Corrective Action:** To the extent possible, the Authority has segregated its duties. Any further segregation of duties would not be economically feasible.

**Status:** This condition was reported in the prior year's audit as finding #2014-001.

**#2015-002 Qualification and Knowledge**

**Criteria:** Internal control should be implemented to the degree possible in recording the entity's financial transactions and the preparation of financial statements.

**Condition:** Analysis of the internal control system indicated a lack of skills, training, and knowledge in the recording of financial transactions or preparation of financial statements. More specifically, this should include all required financial statement presentations and all required financial statement note disclosures.

**Cause:** Individuals responsible for the accounting and reporting function lack the particular skills, training, and knowledge to apply generally accepted accounting principles in recording the entity's financial transactions or preparing its financial statements.