

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, July 24, 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 20, 2017
upon request. (*action required*)

APPOINTMENTS

3. 1:30 PM **Estate Hearing for Judith Stamper Estate**

Objections in relation to the sale price of a home have been raised in the Estate of Judith Stamper. The County Commission will preside over the Estate Hearing in relation to this matter. (*action required*)

CORRESPONDENCE

4. **Upshur County Commission Meeting Agenda:** Upshur County Commission Meeting Agenda for Thursday, July 20, 2017. (*information only*)
5. **West Virginia Public Service Commission Disbursement of Wireless Subscriber E-911 Fees:** The West Virginia Public Service Commission has issued the Lewis County quarterly disbursement of Wireless E-911 Subscriber Fees in the amount of \$109,501.86 for the months of April, May and June 2017. Last quarter Lewis County received \$106,739.14. (*information only*)
6. **West Virginia Public Service Commission of West Virginia Notification of Increase in Wireless Subscriber Fees:** As directed by statute, the West Virginia Public Service Commission increases the wireless enhanced 911 fee from \$3.00 to \$3.34 per month per number effective July 1, 2017. (*information only*)
7. **Lewis County Parks and Recreation Meeting Minutes and Agenda:** Minutes of the Lewis County Park Board Meeting of June 26, 2017 and Agenda for the July 17, 2017 meeting. (*information only*)
8. **Jane Lew Public Service District Meeting Minutes:** Minutes of the Jane Lew Public Service District Regular Meeting held June 8, 2017. (*information only*)

BUSINESS

9. **Board(s) and Committee(s) Reports:** Reports by Commissioners of any board(s) or committee(s) attended: Lewis County Firefighters; Lewis County Boy Scout Initiative; Lewis County Park Board; Lewis County Planning Commission; Lewis Upshur Local Emergency Planning Committee; Travelers Insurance Audit; Budget Work Session; McWhorter Reunion. (*information only*)

10. **United States Department of Agriculture Grant Award for the Purchase of a New Sheriff's Vehicle:** The Lewis County Commission was awarded a United State Department of Agriculture grant in the amount of \$ \$4,900.00 to be used to purchase a new Sheriff's Department cruiser. This is the maximum award that the county was qualified to receive. Sheriff Gissy will fund the remaining balance of the car. The grant acceptance is presented for signature. *(action required)*
11. **Lewis County Firefighters Association Request for Appointment to the Lewis County Fire Board:** The Lewis County Firefighters Association requests the approval of R. Gary Hall as their representative to the Lewis County Fire Board. This is to replace Rick Metzgar with a term expiring June 30, 2020. *(action required)*
12. **Paula Mace, Deputy County Assessor Retirement Notification:** Paula Mace, Deputy County Assessor submits her letter of retirement from the Lewis County Assessor's Office effective October 31, 2017. *(action required)*
13. **Request to Advertise to Fill the Vacant Position in the Lewis County Assessor's Office:** John Breen, Lewis County Assessor requests permission to advertise for application for the vacant job position that will be created with the retirement of Paula Mace, effective October 31, 2017. *(action required)*
14. **Modifications to the Lewis County Website:** Lewis County has progressively adapted to the current on-line inquiry/transaction methods. The commission will consider changes to the county's website to assist users in locating links, information, etc. *(action required)*
15. **Fiscal Year 2018 County Budget Revision:** The Lewis County Commission will consider a budget revision for Fiscal year 2018 to include the Fiscal Year 2107 Unencumbered Fund Balance. *(action required)*

ACTIONS, ESTATE SETTLEMENTS, ORDERS AND PAYMENT OF EXPENDITURES:

16. **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 20, 2017. *(action required)*
17. **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 20, 2017. *(action required)*
18. **Presentation by County Clerk of the Orders of Prior Meeting(s) for consideration.** Draft copies will be available for review upon request Thursday, July 20, 2017. *(action required)*
19. **Expenses for the current period presented for consideration of payment.** Draft copies will be available for review upon request Thursday, July 20, 2017. *(action required)*

RECESS for LUNCH

ADJOURNMENT:

20. **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.*



Rural Development

July 12, 2017

WV State Office

1550 Earl Core Rd.
Morgantown, WV
26505

Voice 304.284.4860

Lewis County Commission
Attn: Ms. Cindy Whetsell
110 Center Avenue
Weston, WV 26452

RE: Sheriff's Dept. Vehicle

Dear Ms. Whetsell:

This letter, with Attachments 1 through 3 and enclosures, establishes conditions which must be understood and agreed to by you before further consideration may be given to your application. The grant will be administered on behalf of the Rural Housing Service by USDA, Rural Development. Any changes in project cost, source of funds, scope of services, or any other significant changes in the project or applicant must be reported to and approved by USDA, Rural Development, by written amendment to this letter. Any changes not approved by Rural Development shall be cause for discontinuing processing of the application.

The docket may be completed on the basis of a Rural Development Community Facilities EII grant in the amount of \$4,900, and other funding in the amount of \$28,050 for a total project cost of \$32,950. The project funding is planned in the form of a grant and contributions from the following sources and amounts:

Project Funding Source:	Funding Amount:
Applicant Contributions	\$28,050
Community Facilities EII Grant	\$4,900
Total Project Funding	\$32,950

The grant will be considered approved on the date a signed copy of Form RD 1940-1, "Request for Obligation of Funds," is mailed to you.

All regulations and forms outlined in this letter can be obtained from our website at <http://www.rurdev.usda.gov/RegulationsAndGuidance.html> (click on "Instructions" or "Forms," as appropriate, in the upper left hand corner). From this website, you must review Rural Development Instructions 3570-B. If you do not have internet access, we will provide the appropriate documents.

An extra copy of this letter is being provided for use by your accountant. Your accountant should also review the appropriate subparts of Rural Development Instruction 3570-B.

**Upshur County Commission
Meeting 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: July 20, 2017

- 9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
• July 13, 2017

Scheduled Appointments:

- 9:15 a.m. Laura B. Meadows, Executive Director, Upshur County Convention and Visitors Bureau – Annual Report
- 9:30 a.m. Mitch Shaw – Discussion regarding need for recreation facilities
- 10:00 a.m. Public Hearing to Consider the Upshur County Assessor’s Application for Relief from Erroneous Assessments against property of Appalachian Midstream Services, LLC for Tax Year’s 2014, 2015 and 2016
- 2:00 p.m. Policy Board
- 3:00 p.m. Supervisor Meeting

Items for Discussion / Action / Approval:

1. Approval and signature of FY 18 Court Security Grant Contract Agreement, Resolution, Certifications and Standard Conditions and Assurances. The grant award is in the sum of \$71,525 to be used for the purpose of enhancing the county’s court security.
2. Review and signature of Standard Form of Space License Agreement for the Temporary Use of Facilities. This lease agreement is for shared space occupied by the American Red Cross, located within the Office of Emergency Management Office at 181 Pallottine Drive. Upon approval, this lease agreement will expire on November 30, 2019.
3. Discuss increasing the excise tax on the privilege of transferring property, pursuant to 2017 Regular Session Senate Bill 433, being WV Code §11-22-2. Approval and signature of Order and approval of Public Notice setting the consideration of this matter for public hearing on August 31st, 2017 at 10:00 am to be effective on October 1, 2017.
4. Discuss Corridor H Authority's request for a \$5,000 appropriation from the FY 18 budget.

5. Correspondence from John "Buck" Edwards requesting consideration to serve another term on the Buckhannon-Upshur Recreational Park Advisory Board. His current term expired on June 30, 2017 and upon approval, his new term would expire on June 30, 2019.
6. Correspondence from Brandon C. Wolfe, E911 Communications Center Telecommunicator, announcing his resignation, effective July 17, 2017.
Item may lead to Executive Session per WV Code §6-9a-4
7. 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. Appointments Needed or Upcoming:
 - Corridor H Authority (2017 Calendar Year) - Commissioner
 - Wes-Mon-Ty Resource Conservation & Development Council (2 year term) – Commission Representative
 - Upshur County Fire Board (Community Representative – 3rd District) – June 30, 2017

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
July 27, 2017 --- 9:00 a.m.
Upshur County Courthouse Annex

Public Service Commission of West Virginia

201 Brooks Street, P.O. Box 812
Charleston, West Virginia 25323



Phone: (304) 340-0300
Fax: (304) 340-0325

July 10, 2017

Lewis County Commission
110 Center Avenue
Weston, WV 26452

SUBJECT: Disbursement of Wireless E-911 Subscriber Fees

Dear County Commissioner:

A check in the amount of \$109,501.86 representing a disbursement of Wireless E-911 subscriber fees will be mailed directly from the West Virginia State Auditor's Office. This amount is your County's share of the fees remitted to the Public Service Commission for the months of April, May, and June 2017. The next disbursement will be in three months.

I can be reached at our toll-free number, 1-800-344-511, Extension 364, or direct at 304-340-0364, should you have any questions about the disbursement calculation or about the fees in general.

Sincerely,

A handwritten signature in cursive script, appearing to read "Sandra Mitchell".

Sandra Mitchell
Budget & Finance Manager

SM:kp

Public Service Commission of West Virginia

201 Brooks Street, P.O. Box 812
Charleston, West Virginia 25323



Phone: (304) 340-0300
Fax: (304) 340-0325

June 22, 2017

To Each County Commission in the
State of West Virginia and each provider of
Commercial Mobile Radio Service.

Barbour County Commission
Barbour County Courthouse
8 North Main Street
Philippi, WV 26416

Berkeley County Commission
Berkeley County Courthouse
400 W. Stephen St., Suite 201
Martinsburg, WV 25401

Boone County Commission
Boone County Courthouse
206 Court Street
Madison, WV 25130

Braxton County Commission
Braxton County Courthouse
PO Box 486
Sutton, WV 26601

Brooke County Commission
Brooke County Courthouse
201 Courthouse Square
Wellsburg, WV 26070

Cabell County Commission
Cabell County Courthouse
750 5th Avenue, Suite 300
Huntington, WV 25701

Calhoun County Commission
Calhoun County Courthouse
PO Box 230
Grantsville, WV 26147

Clay County Commission
Clay County Courthouse
PO Box 190
Clay, WV 25043

Doddridge County Commission
Doddridge County Courthouse
118 E Court Street, Room 102
West Union, WV 26456

Fayette County Commission
Fayette County Courthouse
100 Court Street
Fayetteville, WV 25840

Gilmer County Commission
Gilmer County Courthouse
10 Howard Street
Glenville, WV 26351

Grant County Commission
Grant County Courthouse
5 Highland Avenue
Petersburg, WV 26847

Greenbrier County Commission
Greenbrier County Courthouse
PO Box 506
Lewisburg, WV 24901

Hampshire County Commission
Hampshire County Courthouse
PO Box 806
Romney, WV 26757

Hancock County Commission
Hancock County Courthouse
PO Box 485
New Cumberland, WV 26047

Hardy County Commission
Hardy County Courthouse
204 Washington Street
Moorefield, WV 26836

Harrison County Commission
Harrison County Courthouse
301 W. Main Street
Clarksburg, WV 26301

Jackson County Commission
Jackson County Courthouse
PO Box 800
Ripley, WV 25271

Jefferson County Commission
Jefferson County Courthouse
100 E. Washington Street
Charles Town, WV 25414

Kanawha County Commission
Kanawha County Courthouse
407 Virginia Street, E.
Charleston, WV 25301

Lewis County Commission
Lewis County Courthouse
PO Box 466
Weston, WV 26452

Lincoln County Commission
Lincoln County Courthouse
PO Box 497
Hamlin, WV 25523

Logan County Commission
Logan County Courthouse
300 Stratton Street
Logan, WV 25601

Marion County Commission
Marion County Courthouse
200 Jackson Street
Fairmont, WV 26554

Marshall County Commission
Marshall County Courthouse
PO Drawer B
Moundsville, WV 26041

Mason County Commission
Mason County Courthouse
200 Sixth Street
Point Pleasant, WV 25550

McDowell County Commission
McDowell County Courthouse
90 Wyoming Street
Welch, WV 24801

Pleasants County Commission
Pleasants County Courthouse
301 Court Lane
St. Marys, WV 26170

Pocahontas County Commission
Pocahontas County Courthouse
900-C 10th Avenue
Marlinton, WV 24954

Preston County Commission
Preston County Courthouse
101 W Main Street
Kingwood, WV 26537

Mercer County Commission
Mercer County Courthouse
1501 Main Street
Princeton, WV 24740

Mineral County Commission
Mineral County Courthouse
150 Armstrong Street
Keyser, WV 26726

Mingo County Commission
Mingo County Courthouse
75 East 2nd Avenue, Room 308
Williamson, WV 25661

Monongalia County Commission
Monongalia County Courthouse
243 High Street
Morgantown, WV 26505

Monroe County Commission
Monroe County Courthouse
PO Box 350
Union, WV 24983

Morgan County Commission
Morgan County Courthouse
Po Box 28
Berkeley Springs, WV 25411

Nicholas County Commission
Nicholas County Courthouse
700 Main Street
Summersville, WV 26651

Ohio County Commission
Ohio County Courthouse
1500 Chapline Street
Wheeling, WV 26003

Pendleton County Commission
Pendleton County Courthouse
PO Box 187
Franklin, WV 26807

Putnam County Commission
Putnam County Courthouse
3389 Winfield Road
Winfield, WV 25213

Raleigh County Commission
Raleigh County Courthouse
PO Box 2518
Beckley, WV 25802

Randolph County Commission
Randolph County Courthouse
2 Randolph Avenue
Elkins, WV 26241

Ritchie County Commission
Ritchie County Courthouse
115 E. Main Street
Harrisville, WV 26362

Roane County Commission
Roane County Courthouse
200 Main Street
Spencer, WV 25276

Summers County Commission
Summers County Courthouse
PO Box 97
Hinton, WV 25951

Taylor County Commission
Taylor County Courthouse
214 W Main Street
Grafton, WV 26354

Tucker County Commission
Tucker County Courthouse
215 First Street
Parsons, WV 26287

Tyler County Commission
Tyler County Courthouse
PO Box 66
Middlebourne, WV 26149

Upshur County Commission
Upshur County Courthouse
38 W Main Street
Buckhannon, WV 26201

Wayne County Commission
Wayne County Courthouse
PO Box 248
Wayne, WV 25570

Webster County Commission
Webster County Courthouse
2 Court Square
Webster Springs, WV 26288-1049

Wetzel County Commission
Wetzel County Courthouse
Po Box 156
New Martinsville, WV 26155

Wirt County Commission
Wirt County Courthouse
PO Box 53
Elizabeth, WV 26143

Wood County Commission
Wood County Courthouse
#1 Court Square
Parkersburg, WV 26101

Wyoming County Commission
Wyoming County Courthouse
PO Drawer 309
Pineville, WV 24874

RE: General Order 187.50

Ladies/Gentlemen:

Enclosed is a copy of a Commission Order issued today in the above-styled proceeding.

If you have provided an email address you will automatically receive notifications as documents are filed in this proceeding. The email notifications allow recipients to view a document within an hour from the time the filing is processed. If you have not provided your email address, please send an email to caseinfo@psc.state.wv.us and state the case number in the email subject field.

General reminder - if you submit any additional documents - in addition to filing an original and 12 copies of all documents with the Commission, you are required to **mail** a copy to all other parties of record. Please note - the Public Service Commission does not accept electronic filings.

Sincerely,



Ingrid Ferrell, Director
Executive Secretary Division

**PUBLIC SERVICE COMMISSION
OF WEST VIRGINIA
CHARLESTON**

At a session of the PUBLIC SERVICE COMMISSION OF WEST VIRGINIA in the City of Charleston on the 22nd day of June 2017.

GENERAL ORDER NO. 187.50

In the matter of wireless enhanced 911 fees

COMMISSION ORDER

As directed by statute, the Public Service Commission (“Commission”) increases the wireless enhanced 911 fee from \$3 to \$3.34 per month, per subscriber, to become effective July 1, 2017.

BACKGROUND

County Commissions (“counties”) derive revenues to operate their enhanced emergency telephone systems from two different sources. Counties are allowed, by statute, to impose a fee (“enhanced 911 fee”) upon consumers of local exchange service as well as voice over internet protocol (VoIP) service within their respective counties. W.Va. Code §7-1-3cc. There is no statutory limit on the amount of these fees. This particular fee is placed on the bills of the telephone providers and the monies received by the providers are distributed directly to the county commissions. Other than establishing rules, as directed by the Legislature, for the payment and collection of VoIP fees (150 C.S.R. 25), the Commission has no role in establishment, administration or collection of these fees.

The second source of 911 revenue for counties comes from the wireless enhanced 911 fees (“wireless E-911 fee”) that are established by statute at \$3 per month for each valid retail commercial mobile radio service subscription. W.Va. Code §24-6-6b(b).

These fees are paid by customers to the providers of that service who, in turn, remit the fees to the Commission. The Commission retains none of the fees and distributes the monies received according to specific instructions contained in statute.

- One million dollars is placed in a fund, each year, to subsidize the construction of wireless towers.
- Ten cents of the amount collected per subscriber is distributed to the West Virginia State Police to be used for equipment upgrades for improving and integrating their communications efforts with those of the enhanced 911 systems.

Accordingly, effective July 1, 2017, under the provisions of W.Va. Code §24-6-6b(c), the Commission is required to establish a wireless E-911 fee of \$3.34 per month.

FINDINGS OF FACT

1. The enhanced 911 fees imposed by the counties are fees allowed under W.Va. Code §7-1-3cc.
2. The Commission Staff has made calculations of the weighted average of enhanced 911 fees during the respecification years (which are the odd years) and the weighted average cost of the enhanced 911 fees has been below the wireless E-911 fee in each of those years until 2017.
3. The annual data received by Staff shows that the total number of landline subscribers has trended downward over time.
4. The recent data received by Commission Staff from the providers of landline service and VoIP service showing the number of subscribers per county and county 911 fees for 2017 shows that the weighted average enhanced 911 fee is \$3.34 as of March 1, 2017. *See*, Attachment A.

CONCLUSIONS OF LAW

1. The West Virginia Code provides that

Beginning in the year [1997], and every two years thereafter, the Public Service Commission shall conduct an audit of the wireless enhanced 911 fee and shall recalculate the fee so that it is the weighted average rounded to the nearest penny, as of the first day of March of the respecification year, of all the enhanced 911 fees imposed by the counties which have adopted an enhanced 911 ordinance.

W.Va. Code §24-6-6b(c).

2. If the weighted average of the enhanced 911 fees exceeds the \$3 per month wireless E-911 fee, then the wireless E-911 fee must be increased to the weighted average of the landline fees but never increased more than twenty-five percent of the wireless E-911 fee at the beginning of the respecification year.
3. Commission Rules provide that if it is necessary for the Commission to respecify the wireless E-911 fee, that fee will take effect July 1 of the respecification year. Rules and Regulations Governing Emergency Telephone Service, 150 C.S.R. 25, Rule 11.1.

2017 CALCULATION OF WIRELINE E911 FEE STATE-WIDE WEIGHTED AVERAGE

COUNTY	NUMBER OF LAND LINES	WIRELINE E911 FEE	MONTHLY FEES
BARBOUR	4,593	\$ 3.00	\$ 13,779
BERKELEY	29,516	\$ 2.75	\$ 81,169
BOONE	7,700	\$ 2.00	\$ 15,400
BRAXTON	5,111	\$ 2.10	\$ 10,733
BROOKE	7,629	\$ 2.05	\$ 15,639
CABELL (Bus)	8,913	\$ 9.50	\$ 84,674
CABELL (Res)	15,472	\$ 7.00	\$ 108,304
CALHOUN	3,097	\$ 2.45	\$ 7,588
CLAY	3,327	\$ 2.00	\$ 6,654
DODDRIDGE	2,776	\$ 2.00	\$ 5,552
FAYETTE	13,508	\$ 4.50	\$ 60,786
GILMER	2,766	\$ 1.75	\$ 4,841
GRANT	4,492	\$ 3.75	\$ 16,845
GREENBRIER	13,735	\$ 2.00	\$ 27,470
HAMPSHIRE	8,005	\$ 2.00	\$ 16,010
HANCOCK	11,677	\$ 4.05	\$ 47,292
HARDY	6,169	\$ 3.75	\$ 23,134
HARRISON	24,344	\$ 0.98	\$ 23,857
JACKSON	10,069	\$ 2.00	\$ 20,138
JEFFERSON	16,080	\$ 5.00	\$ 80,400
KANAWHA (Bus)	26,970	\$ 8.96	\$ 241,651
KANAWHA (Res)	42,541	\$ 5.60	\$ 238,230
LEWIS	6,917	\$ 1.75	\$ 12,105
LINCOLN	6,097	\$ 3.50	\$ 21,340
LOGAN	14,722	\$ 3.00	\$ 44,166
MARION	19,519	\$ 2.25	\$ 43,918
MARSHALL	11,726	\$ 1.20	\$ 14,071
MASON	8,317	\$ 2.00	\$ 16,634
MCDOWELL	8,566	\$ 2.90	\$ 24,841
MERCER	18,567	\$ 3.00	\$ 55,701
MINERAL	5,614	\$ 3.00	\$ 16,842
MINGO	10,764	\$ 2.00	\$ 21,528
MONONGALIA	31,196	\$ 3.00	\$ 93,588
MONROE	4,770	\$ 4.65	\$ 22,181
MORGAN	6,283	\$ 2.50	\$ 15,708
NICHOLAS	10,072	\$ 2.00	\$ 20,144
OHIO	21,039	\$ 1.97	\$ 41,447
PENDLETON	4,026	\$ 2.50	\$ 10,065
PLEASANTS	3,090	\$ 2.00	\$ 6,180
POCAHONTAS	7,186	\$ 1.25	\$ 8,983
PRESTON	8,219	\$ 3.00	\$ 24,657
PUTNAM	14,704	\$ 1.50	\$ 22,056
RALEIGH	25,958	\$ 3.00	\$ 77,874
RANDOLPH	10,243	\$ 2.50	\$ 25,608
RITCHIE	4,802	\$ 2.00	\$ 9,604
ROANE	5,429	\$ 3.25	\$ 17,644
SUMMERS	3,806	\$ 3.85	\$ 14,653
TAYLOR	4,334	\$ 1.50	\$ 6,501
TUCKER	3,598	\$ 1.50	\$ 5,397
TYLER	3,138	\$ 2.85	\$ 8,943
UPSHUR (Bus)	2,353	\$ 6.50	\$ 15,295
UPSHUR (Res)	6,379	\$ 4.50	\$ 28,706
WAYNE	11,575	\$ 2.00	\$ 23,150
WEBSTER	3,404	\$ 2.60	\$ 8,850
WETZEL	7,145	\$ 2.95	\$ 21,078
WIRT	2,037	\$ 2.00	\$ 4,074
WOOD	28,432	\$ 3.25	\$ 92,404
WYOMING	8,326	\$ 3.65	\$ 30,390
TOTAL	620,843		\$ 2,076,468
WIRELINE E911 FEE WEIGHTED AVERAGE			\$ 3.34

The Meeting of the Lewis County Park Board of Directors

June 26, 2017

Present: Gene Edwards, President, Barbara Paugh, Vice President, Betty Hill, Treasurer, Shirley Taylor, Secretary, Josie Britton, Glenn Brown, John Shaffer, Director, Tom Alkire.

The meeting was called to order by Gene Edwards.

The minutes were read and a motion to accept was made by Josie Britton and seconded by Glenn Brown.

The Treasurer's report was given by Betty Hill. Motion to accept was made by Shirley Taylor and seconded by Barbara Paugh

John Shaffer reported that the food bus is doing well. Fifty Five students were served the first day. He stated pool attendance was up and down due to the weather.

John reported that the basketball court has been resurfaced. Vote by the Board for the project was taken by phone. Seven Board Members were contacted, yes of seven.

John reported that the Fire Department will be painting the Merry-Go-Round in the playground area.

He reported that the Pool has reached an age of seven years and preventive maintenance will be needed, a price of \$3,000.00-\$6,000.00. The Board agreed this was necessary.

Tom Alkire reported the parking lot at the Tennis Courts has been cleaned and one side has been lined for parking. The bleachers have been washed and wood replaced. Four of the six hand dryers have been installed. French drains are being placed around the Tennis Courts.

The meeting was adjourned by Gene Edwards. Next meetings will be Monday, July 17, 2017 and August 21, 2017 at the Park 6:00 pm.

Respectfully submitted by Shirley Taylor, Secretary

Monday July 17, 2017 6:00 pm at the Park, next meeting

LEWIS COUNTY PARKS AND RECREATION AGENDA

Monday July 17, 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 unable to attend, please contact Gene Edwards, 304-269-4836

Minutes of Jane Lew Public Service District

Regular Meeting June 08, 2017

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

Guests: Bertis McCarty (WVRWA)

Absent:

1. **Call to Order:** Meeting called to order by Chairman Flaxer at 4:04 p.m. at Jane Lew PSD Office, 70 Park Avenue, Jane Lew.

2. **Minutes:** (Gee)

MOTION: (Bailey/Flaxer) to approve attached Minutes of 05/11/17 regular meeting. [Carried Unanimously]

3. **General Manager's May Reports:** (Gee)

A. **WATER:**

1. **Bills** (Attached)

MOTION: (Flaxer/Bailey) to ratify payment of attached list of water invoices for May 2017. [Carried Unanimously]

2. **Treasury Report** (Attached)

MOTION: (Bailey/Flaxer) to approve attached Water Treasury Report for May 2017. [Carried Unanimously]

3. **Water Adjustments Report** (Attached)

MOTION: (Bailey/Flaxer) to approve attached Water Adjustments Report for May 2017. [Carried Unanimously]

4. **Water Purchase, Sales & Loss Report** (Attached) – actual unaccounted May loss of 9%. No leaks found. Four days excess usage shown on telemetry. This being swimming pool season, theft of water for pool-filling is suspected.

MOTION: (Flaxer/Bailey) to approve attached Water Purchase & Sales Report for May 2017. [Carried Unanimously]

5. **Water Preventive Maintenance Report** -

a) **Lines** - at the Board's request McCarty gave brief tutorial about line maintenance. He stated that scouring of lines is not generally part of preventive maintenance. Rather it is recommended as a remedy if water begins to look or smell dirty. McCarty suggested that unidirectional scouring be done on an as-needed basis.

b) **Fire hydrants** [57] – sprayed weed killer around hydrants. Flushing scheduled for June. McCarty advised that fire hydrants be flushed spring and fall.

c) **Flushing Hydrants** [25] – scheduled for June

d) **Valves** [148] –

e) **Meters** [659] – 40 replacement touch-read meters changed out, leaving 216 more to go

f) **Booster Stations** [3] - checked

g) **Tanks** [2] –

h) **Office Heating -Cooling Systems** -

i) **Vehicles-1.5** -

j) **Generators [2 portable]** – exercised

k) **Critical Inventory** – nothing needed

6. **Water System Repairs Report** (*fixing breakdowns*) – none needed

7. **Water Leak Detection Report** – Matt Neely checked different parts of system with leak detectors; checked various wet areas for chlorine. No evidence of leaks found. See also #3-A-4 above.

8. **Cross-Connections/Backflow Report** - ongoing

9. New Non-Project Water Taps – none
10. Other – replaced sidewalk at Tracy Smith residence on Broad Run which was torn up last winter when PSD fixed leak.

Assignments

- ✓ Weather permitting, to continue installing replacement touch-read water meters.
- ✓ Gee to share Bertis McCarty's maintenance recommendations with PSD employees.

B. WASTEWATER:

1. Wastewater Bills (Attached)

MOTION: (Bailey/Mills) to ratify payment of list of Sewer invoices for May 2017. [Carried Unanimously]

2. Wastewater Treasury Report (Attached)

MOTION: (Bailey/Mills) to approve Sewer Treasury Report for May 2017. [Carried Unanimously]

3. Wastewater Adjustments Report (Attached)

MOTION: (Mills/Bailey) to approve Sewer Adjustments Report for May 2017. [Carried Unanimously]

4. Wastewater Volume & Cost Report (Attached) -

MOTION: (Flaxer/Bailey) to approve Sewer Volume & Cost Report for May 2017. [Carried Unanimously]

5. Wastewater Preventive Maintenance Report (attached)

- a) Lines–
- b) Manholes [594] – Jason Foster still checking manholes for deterioration
- c) Grinder Pumps [46]
- d) Lift Stations [16 total] – checked & amped weekly; sprayed all with weed killer; installed odor block in Lift 2 (Mayre Street).
- e) Bar Screen [1] – cleaned weekly
- f) Vehicles – [1.5] –
- g) Generators [5 total] – exercised weekly
- h) Classroom Heating & Cooling
- i) Critical Inventory – nothing needed

6. Wastewater Repairs Report (attached) –

- Pulled pump at Lift 5 (Sewer Plant). Pair of underwear stuck in pump, removed, pump replaced.
- Pulled pump at Lift 4 (C.D. Cole property). Pulled out rags, replaced pump.
- Had problem with E-1 grinder pump at Ridgeview Estates; Trombold came and repaired pump.

7. I&I Loss & Prevention Report – rainfall 4.4 inches. Estimated I &I loss 4,977,900 gallons. Jason Foster still searching for manholes needing to be resealed.

8. New Non-Project Sewer Taps – installed new tap in Westfield.

9. Other –

Assignments

- ✓ Keep searching for I&I sources

4. Announcements:

- Jeff Bennett retired from PSC and went to work running Clarksburg VA Hospital's package plant;
- Stan Wolf, DEP Inspector, said he would be retiring in a couple of months.

5. Correspondence: none.

~ ~ OLD BUSINESS ~ ~

6. Update: Phase II Sewer Upgrade /09-1043-PSD-42T-PC-PW-CN/ (Gee)

- A. New Customer Hookups – Of 263 potential customers, 221 are hooked up. Gee is preparing list for follow up by Lewis County Sanitarian.
- B. Lift Pump Issues – ongoing.
- C. Odor Issue – no complaints from anyone
- D. Final Cleanup – Nancy Gee talked to Dan Ferrell (ThrasherEng) who states that contractor will not return his calls. Regarding Joe Frazier cleanup, Ferrell advised that we either see if our employees can do it, or find another entity to do it. ThrasherEng will pay whomever does the job.
- E. Other -

Assignment

- ✓ Gee to keep eye on two promised agreements regarding fix of lift 10.
- ✓ Gee to find someone to clean up Frazier property and follow up with ThrasherEng.
- ✓ Gee to send list to Lewis County Sanitarian.

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

8. Update: Board Review of PSD Policies and Job Descriptions (Flaxer) – no progress

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

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

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

10. Update: Civil Action No. 16-C-74 John H. Brooks v Jane Lew PSD, Oscar R. Mills, et alia (Gee) – Oscar Mills recused himself and left the building at 4:41 p.m. after the Board covered Item 11 of New Business.

Discussion: much back-and-forth by phone with Attorney Kelsh regarding potential Road Maintenance duties and charges.

Assignments

- ✓ Stay in touch and cooperate with Attorney Kelsh.

~ ~ NEW BUSINESS ~ ~

11. NEW: Write-Off Accounts (Gee) –

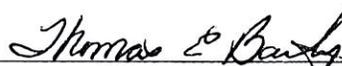
MOTION: (Flaxer/Bailey) - To approve 45 old water bills totaling \$3,143.92 to be written off as uncollectible. (List attached)
[Carried Unanimously]

MOTION: (Bailey/Mills) - To approve 54 old sewer bills totaling \$4,075.49 to be written off as uncollectible. (List attached)
[Carried Unanimously]

12. Late Received Agenda Items (Gee) - none.

13. Adjournment: The meeting was adjourned by Chairman Flaxer at 5:29 p.m.


Elaine B. Flaxer, Chairman


Thomas E. Bailey, Secretary

Attachments:

- May '17 Bills Paid (Water/Wastewater)
- May '17 Treasury Reports (Water/Wastewater)
- May '17 Adjustments Reports (Water/Wastewater)
- May '17 Water Purchase/Sales Report
- May '17 Wastewater Volume/Treatment Cost Report
- ~~All correspondence listed on page 2~~
- List of not yet hooked up "customers" sent to County Sanitarian
- List of Write Off water accounts
- List of Write Off sewer accounts

E-Copies of Unapproved Minutes Sent to:

- James V. Kelsh, Attorney
- Dan Ferrell, Phase II Sewer Project Engineer, Thrasher Engineering
- PSD Office
- Board Members



Lewis County Firefighter's Association

P.O. Box 510
Weston, WV 26452
Fax: 304-269-8203



July 13, 2017

Lewis County Commission,

Following our monthly meeting on June 19, 2017, the County Firefighter's Association recommends Gary Hall, of Walkersville, to be appointed to the Fire Board of Lewis County as the replacement of Rick Metzgar.

Thank you for your consideration and attention to this matter.

A handwritten signature in blue ink, appearing to read "Joe Spray II".

Joe Spray II, Secretary/Treasurer

Mr. John Breen
Lewis County Assessor
Lewis County Courthouse
Weston, West Virginia

Dear Mr. Breen,

During the spring of 2016 we discussed my retirement from the Lewis County Assessor's Office. At that time I was planning to retire in the fall of 2016. After reviewing the needs of the office and the fact my fifth-teen anniversary was in 2017, I decided to work one more year.

During the past few months, we have verbally discussed my retirement date of October 31, 2017. Please let this letter service as my written notice that I will retire on October 31, 2017.

The Assessor's office has outstanding people. I will miss each and every one. Thank you for the opportunity you have given me.

Sincerely,

A handwritten signature in cursive script that reads "Paula Mace". The signature is fluid and elegant, with a large initial 'P'.

Paula Mace

A handwritten signature in cursive script, likely belonging to John Breen, the recipient of the letter. The signature is more compact and less legible than the one above.