

COUNTY COMMISSION OF LEWIS COUNTY

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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 31, 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 27, 2017.
(*action required*).

APPOINTMENTS NONE

CORRESPONDENCE

- 3. Upshur County Commission Meeting Agenda:** Upshur County Commission Meeting Agenda for Thursday, July 27, 2017. (*information only*)
- 4. Lewis Upshur Local Emergency Planning Committee Meeting Minutes:** Minutes of the July 19, 2017 Lewis Upshur Local Emergency Planning Committee Meeting. (*information only*)
- 5. Lewis County Animal Control Monthly Report:** Report of activities by the Lewis County Animal Control Officer for the month of June, 2017 including: number of complaints; number of animals picked up; number of animals brought to the facility; number of animals adopted; number of animals euthanized; and bounty collected. (*information only*)
- 6. Lewis Upshur Animal Control Facility Monthly Report:** Report of activities at the Lewis Upshur Animal Control Facility identified by cat and dog including: number of animals brought to the pound by each agency; number of animals left in the drop box/ number of animals adopted; number of animals returned to owner; number of animals adopted; and number of animals euthanized. (*information only*)
- 7. Cequel III Communications II, LLC dba Suddenlink Communications Quarterly Franchise Fee:** Cequel III Communications, II, LLC dba Suddenlink remits the Quarterly Franchise Fee for the months of April, May and June, 2017 in the amount of \$1,378.04. The disbursement for the third quarter of 2017 was \$1,385.02. (*information only*)
- 8. Lewis County Convention and Visitor's Bureau Meeting Agenda and Minutes:** Agenda for the August 1, 2017 meeting and the Minutes of the July 6, 2017 meeting. (*information only*)

BUSINESS

9. **Board(s) and Committee(s) Reports:** Reports by Commissioners of any board(s) or committee(s) attended including: Region 7 Planning and Development Council; Lewis County Economic Development Authority; National Night Out Planning Meeting; Almost Heaven BBQ Bash Planning Meeting; Feasibility of making Main and Center Avenues two way meeting; Jamboree at the Mill; Beecher Rhoades Bridge Dedication. *(information only)*
10. **Signature on Fiscal Year 2016 Audit Management Representation Letter:** The West Virginia State Auditor is conducting the Lewis County Fiscal Year 2016 Audit. A management representation letter detailing the information the county must provide to the auditor and is presented for signature by the commission. *(action required)*
11. **Fiscal Year 2018 State Budget Revision for the Assessor's Valuation Fund:** A State Budget Revision to incorporate the end of Fiscal Year 2017 unencumbered fund balance not previously budgeted in the Fiscal Year 2018 Assessor's Valuation Fund is required to be sent to the Auditor's Office for approval. The County Commission will be asked to sign the state revision appropriating \$53,320.00 into the Assessor Valuation Contractual Service and Equipment line items. *(action required)*
12. **Cancellation of the Lewis County Commission Meetings Scheduled for August 7, 2017 and August 21, 2017:** The Lewis County Commission will be attending out of town training on August 7, 2017 and August 21, 2017. Cancellation of the regular meetings will be entertained. *(action required)*
13. **Lewis County Economic Development Authority Report:** Report of activities of the Lewis County Economic Development Authority by Director Mike Herron. *(information only)*

ACTIONS, ESTATE SETTLEMENTS, ORDERS AND PAYMENT OF EXPENDITURES:

14. **Actions of the Clerk:** County Clerk Cynthia S. Rowan presents actions of the clerk in recess of the county commission for approval. Draft copies will be available for review upon request Thursday, July 27, 2017. *(action required)*
15. **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 27, 2017. *(action required)*
16. **Presentation by the County Clerk of the Orders of Prior Meeting(s):** Draft copies will be available for review upon request Thursday, July 27, 2017. *(action required)*
17. **Expenses for the Current Period Presented for Consideration of Payment.** Draft copies will be available for review upon request Thursday, July 27, 2017. *(action required)*

ADJOURNMENT:

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

LEWIS COUNTY COMMISSION MEETING MANAGEMENT

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

*Roberts Rules of Order is utilized as a guide only.
The Commission controls meeting management, discussion and input.*

Upshur County Commission
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 27, 2017

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

Scheduled Appointments:

None

Items for Discussion / Action / Approval:

1. Discussion regarding recent noise complaint in Middle Fork Campground.
2. Review and signature of Memorandum of Understanding between the Upshur County Commission and the Supreme Court of Appeals of WV regarding the arrangements essential to establishing and maintaining Family Court facilities in Upshur County. Commencing February 1, 2017, the Commission shall invoice the Court for an amount not to exceed \$698, which is equivalent to \$6 per square foot.
3. Correspondence from Craig D. Presar, WVU Extension Agent, on behalf of the WVU Upshur County Extension Service and the Upshur County 4-H Leaders Association, requesting a fee reduction for the organization's pool party scheduled on August 11, 2017. Mr. Presar requests for the reservation fee to be reduced from \$200 to \$100 for this event.
4. Correspondence from Dr. Joseph B. Reed requesting consideration to serve another term on the Upshur County Farmland Protection Board as "county resident". His current term expired on June 30, 2017 and upon approval, his new term would expire on June 30, 2021.
5. Correspondence from James L. Farry, Jr. requesting consideration to serve another term as a private citizen on the Upshur County Enhanced Emergency Telephone Board. His current term expired on June 30, 2017 and upon approval, his new term would expire on June 30, 2020.
6. Correspondence from Kimbra L. Wachob, Assistant Director of the Upshur County E-911 Communications Center requesting permission to advertise in the Record Delta, Intermountain and the Exponent Telegram for full-time E911 telecommunicator (dispatch) positions. Approval of advertisement specifying the starting rate of pay at \$11.00 per hour. Applications will be received until the positions are filled.
7. Memorandum from Tabatha R. Perry, Assistant County Administrator, requesting permission to utilize Samantha Barlow, BU Recreational Park lifeguard, in the concession stand on an "as needed basis" effective immediately at her currently hourly wage of \$9.05.
8. Approval of Lewis-Upshur Animal Control Facility Volunteer, Jennifer Collins.

9. 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: USDA Forest Service Draft Record of Decision
2. Upshur County Sheriff's Financial Statement for Period Ending June 2017
3. Lewis-Upshur Animal Control Facility Adoption Financial Transactions for June 2017
4. Upshur County Mileage Reports – June 2017
 - Upshur 911
 - Maintenance
 - Emergency Management
 - Sheriff
 - Addressing and Mapping
 - Community Corrections
 - Dog Pound
5. Appointments Needed or Upcoming:
 - 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
2. Ruling regarding 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. A public hearing concerning this matter was previously held on July 20, 2017 during the regularly scheduled Commission Meeting.

Next Regular Meeting of the Upshur County Commission
August 3, 2017 --- 9:00 a.m.
Upshur County Courthouse Annex

*****The Regularly Scheduled Commission Meeting on August 24th has been CANCELLED*****

Lewis-Upshur LEPC Meeting Minutes July 19, 2017

The Meeting was called to order by J. Gum at 12.21 in Lewis County.

The Pledge of Allegiance and Moment of Silence was led by D. Whitaker.

Members Present: D. Burnside, G. Burr, A. Coberly, C. Chaney, J. Currence, J. Farry, J. Gum, P. Hinterer, S. Money Penny, S. Nolte, J. Paugh, B. Rowan, B. Shreves, E. Smith, J. Spray, J. Taylor, C. Whetsell, S. Whited, and B. Reed.

MINUTES APPROVAL

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

TREASURES REPORT

Motion was made by B. Duranti and seconded by B. Shreves to approve the financial report as presented. Motion was approved. CERT money was moved from LEPC account to Upshur County Sheriffs account.

Chairman's Comments: Introduction of Brian Reed with the City of Weston, Building inspector and Floodplain Manager.

Grant Updates: The 2017 LEPC supplemental \$2000 grant is filled out and ready to be mailed.

The Hazmat Plan Grant is still underway with J.H Consulting, he has submitted a draft membership list.

The pipeline notification grant is still being worked on.

Committee Reports:

Membership: New applications have been looked at and if you have not submitted them please do so.

Bylaws: Nothing to report.

Public Education/Information: Nothing to report.

Annual Exercise Planning Team (HSEEP): Looking towards September for the Airport Drill. Also to let County EMS agencies be aware that Tucker County has a disaster drill planned for October 1st it will be a Catastrophic Lift Exercise with about 80 victims.

Hazard Assessment & Planning: Nothing to Report

Tier II Reports: On Standstill to next spring

Off Site Emergency Response Plans: Truck Traffic has increased. J. Farry asked about when he started going around to the business that he might need some type of identification since he would no longer be driving a marked County vehicle. C. Whetsell advised we should be able to get one printed up through the Sheriff's office.

Old Business: Internet domain letter we received was spam. The City of Weston needs to be given a template for their plan. Bylaws and updates were discussed.

New Business:

B. Duranti reported for Upshur county CERT, that they assisted Buckhannon FD searching for a missing person. Cert also hosted an AED, First Aid and CPR class was given.

James Gum asked for Approval for a third signature be authorized to sign checks, which would be the Co-Chair, a motion is made by Cindy Whetsell Seconded by Jim Paugh and passed unanimously.

Membership Comments: A. Coberly - Red Cross has partnered with the fire service for installing fire alarms. D. Burnside another first net meeting was held it is unknown that whether or not the governor will be allowing our participation. FirstNet will utilize an AT&T network. E. Smith the fire association meeting requested a regional representative and he attended. If you have a need request it through the OEM

SJMH is one step closer to Mon health system and getting their certificate of need.

Also the boy's scouts will be working in both Counties this week.

The Next meeting will be August 16th in Upshur County.

A motion to adjourn was made by Edsel. Seconded by. B. Duranti

LEWIS COUNTY

ANIMAL CONTROL MONTHLY REPORT

MONTH June YEAR 2017

NUMBER OF COMPLAINTS 75

NUMBER DOGS PICKED UP 19

OTHER ANIMALS PICKED UP 0

CATS PICKED UP 1

TOTAL NUMBER ANIMALS PICKED UP 20

CATS DROPPED OFF AT POUND 16

NUMBER OF CATS ADOPTED 18

NUMBER CATS RECLAIMED 0

NUMBER OF CATS EUTHANIZED ~~0~~ 2

NUMBER OF DOGS RECLAIMED 5

NUMBER OF DOGS EUTHANIZED ~~0~~ 4

NUMBER DOGS ADOPTED 20

BOUNTY MONEY \$ 950

MONEY FROM POUND CHECKS \$ 30⁰⁰ ✓

MONEY FROM POUND CASH \$ 410⁰⁰ ✓

TOTAL MONEY FROM POUND \$ 440⁰⁰ ✓

LEWIS UPSHUR
ANIMAL CONTROL FACILITY
MONTHLY ANIMAL REPORT

MONTH June 2017

DOG OR CAT	ANIMAL ID	LEWIS OR UPSHUR	DATE ENTERED	STRAY, COURT, QUARANTINE, RELEASED	TOTAL NUMBER OF DAYS TO DATE	FINAL DISPOSITION RESCUE, EUTHANIZED, RECLAIMED
DOG	7D031	Lewis	6/11/2017	Stray-ACD	14	Adopted
Cat	7D10	Lewis	5/24/17	Release BI	7+22	Adopted Rescue
DOG	7D11	Lewis	5/25/17	Stray BI Release	30	Rescue
DOG	7D38	Lewis	5/30/17	Quarantine ACD	10	Sueth
Puppy	7D13	Lewis	5/25/17	Stray BI	10	Adopted
DOG	7D37	Lewis	6/08/17	Stray ACD	2	Owner Claims
DOG	7D35	Lewis	6/05/17	Release	5	Rescue
Nut	7D36	Lewis	6/06/17	Release BI	1	Adopted
DOG	7D39	Lewis	6/08/17	ACD-Stray	2	Owner
DOG	7D44	Lewis	6/09/17	Stray ACD	18	Rescue
DOG	7D46	Lewis	6/09/17	Stray ACD	5	Adopted
DOG	7D50	Lewis	6/12/17	Release Owner	3	Adopted
DOG	7D51	Lewis	6/12/17	Stray ACD	1	owner
DOG	7D52	Lewis	6/12/17	Stray ACD	5	Adopted
Cat	7D53	Lewis	6/12/17	Stray		
Cat	7D54	Lewis	6/12/17	BI-Release	17	Adopted
DOG	7D55	Lewis	6/12/17	ACD	14	Adopted
DOG	7D56	Lewis	6/12/17	Release BI	15	Rescue
DOG	7D57	Lewis	6/12/17	Release BI	15	Rescue

LEWIS UPSHUR
 ANIMAL CONTROL FACILITY
 MONTHLY ANIMAL REPORT

MONTH June 2017

DOG OR CAT	ANIMAL ID	LEWIS OR UPSHUR	DATE ENTERED	STRAY, COURT, QUARANTINE, RELEASED	TOTAL NUMBER OF DAYS TO DATE	FINAL DISPOSITION RESCUE, EUTHANIZED, RECLAIMED
Cat	70558 70558	Lewis	6/14/17	Stray	18+	Adopted
Cat	70559 70559	Lewis	6/14/17	Stray	18+	Adopted
DOG	70601	Lewis	6/15/17	Ad Release	4	Adopted
DOG	70602	Lewis	6/15/17	Ad Stray	11	Adopted
DOG	70603	Lewis	6/15/17	Release under	7	Rescue
DOG	70710	Lewis	6/15/17	Adopted Ad ^{stray}	12	Adopted
Of W's Kithns	71105 71105	Lewis	6/21/17	BI Release	1	Rescue
K.Hen	71110	Lewis	6/27/17	BI Release	1	Adopted
PDG	70710	Lewis	6/16/17	Ad BI	8	Adopted
K.Hen(S)	7089	Lewis	6/22/17	BI Release	7	Rescue
DOG	7103	Lewis	6/27/17	BI	3+	Rescue
K.Hen	711910	Lewis	6/28/17	BI Release	1	Adopted
DOG	70800					
Cat	7019	Lewis	5/25/17	BI	27	Rescue

Dog Report July 7, 2017

The Following is an account of Dogs housed at Lewis-Upshur Animal Control

For the June 2017

Number of Dogs Adopted _20_(10)Upshur (10) Lewis ?

Number of Dogs Adopted N/C _0_

Number of Dogs Returned to owner __8_(3)Upsur(5)Lewis_

Number of Dogs Quarantined _3(1)Upshur(2)Lewis

Number of Dogs Brought In _40_(30)Upshur (10) Lewis ?

Number of Dogs in Drop Box _(9)

Number of Dogs Euthanized _5_ (2) for Upshur(3) for Lewis

Euthanized by Owner request _2_ (1)for Upshur(1) Lewis

Number of Dogs Rescued _45_(35) Upshur (10)Lewis_

Number of Dogs Rescued N/C _41__(31) Upshur (10)Lewis

Number of Dogs Brought in by Lewis County Animal Control (19)_

Number of Other animals brought in by Lewis County Animal Control (2) ?

Number of Dogs released to shelter by Lewis County Resident_(10)

Number of Dogs brought in by Lewis County Police ___(0)_

Number of Dogs from Upshur County Animal Control __ (16)_

Number of Dogs brought in by State Police ___(0)___

To: Upshur County Commission
 From: Janella Cochran Supervisor of Animal Services
 Subject: Report of Cats

The Following Is an Account of Cats in the Lewis-Upshur Animal Control Facility During
 The Month of June 2017

Number of Cats brought in by Buckhannon City Trapper	_6_
Number of Cats brought in by Weston City Trapper	_0_
Number of Cats Brought in By John for Lewis County	_1_
Number of Cats Brought in By Dustin for Upshur County	_2_
Number of Cats Brought in By Law Enforcement	_0_
Number of Cats Brought in By Lewis County Residence	_16_
Number of Cats Dropped Off by Upshur County Residence	_62_
Number of Cats Quarantined	_0_ (0) Upshur (0) Lewis
Number of Cats in Holding Box	_46_
Number of Cats Adopted(Upshur)	15_(11)Upshur(4)Lewis
Number of Cats Returned to Owner	_0_ (0)_ Upshur (0) Lewis
Number of Cats/Kittens Rescued	53_(41)Upshur (12) was Lewis
No Charge	_53_
Number of Cats Euthanized	45_(43) Upshur 2() of these were Lewis
Number of Euthanized Cats Picked up by Lab	_0_

Adoption Financial Transactions																	
County: Lewis																	
Date Range: 06/01/2017 - 06/30/2017																	
Display																	
Animal ID	Agmt No	Adoption Fee	Adopt Fee Pd By	Adopt Fee Ck No	Adopt Fee Col By	Dtax Fee	County	Spay Dep	Board Dep	Amount Returned	Spay Dep Ret By	Spay Dep Ret Ckno	Returned By	County	User	Trans Date	Trans Time
6964	8651	30.00	Cash		JAN		None							Lewis	JAN	06/01/2017	12:25:34
7013	8660	20.00	Cash		JAN		None	50.00						Lewis	JAN	06/03/2017	11:11:24
7036	8663	10.00	Cash		JAN		None	50.00						Lewis	JAN	06/07/2017	13:46:07
7039	8665	30.00	Cash		RANDY	3.00	Lewis							Lewis	JAN	06/08/2017	13:06:12
7035	8668	10.00	Cash		CHRISTY		None							Lewis	JAN	06/12/2017	04:12:28
7037	8667	30.00	Cash		CHRISTY	3.00	Lewis							Lewis	JAN	06/12/2017	04:14:01
7051	8670	30.00	Cash		RANDY	3.00	Lewis							Lewis	JAN	06/14/2017	11:45:14
7031	8681	30.00	Cash		JAN	3.00	Upshur							Lewis	JAN	06/15/2017	12:09:17
7050	8680	20.00	Cash		JAN		None	50.00						Lewis	JAN	06/15/2017	12:10:43
7061	8686	30.00	Check	213	RANDY		None							Lewis	JAN	06/21/2017	11:35:17
7052	8691	20.00	Cash		CHRISTY	3.00	None	50.00						Lewis	JAN	06/21/2017	11:39:10
7063	8693		Cash		JAN		None		10.00					Lewis	JAN	06/22/2017	12:33:23
7046	8710	20.00	Cash		JAN	3.00	Upshur	50.00						Lewis	JAN	06/23/2017	14:22:46
7081	8715	30.00	Cash		CHRISTY	6.00	Lewis							Lewis	JAN	06/27/2017	10:28:29
7076	8716	20.00	Cash		JAN		None	50.00						Lewis	JAN	06/27/2017	10:30:49
7055	8718	30.00	Cash		JAN	3.00	Lewis							Lewis	JAN	06/27/2017	10:34:53
7110	8732	10.00	Cash		JAN		None	50.00						Lewis	JAN	06/28/2017	10:13:17
7062	8717	20.00	Check	951	JAN	3.00	Upshur	50.00						Lewis	JAN	06/28/2017	10:23:01
7070	8725	20.00	Check		JAN		None	50.00						Lewis	JAN	06/28/2017	13:22:50
7116	8737	10.00	Other		JAN		None	50.00						Lewis	JAN	06/29/2017	11:56:03
7054	8738	10.00	Cash		JAN		None	50.00						Lewis	JAN	06/29/2017	11:57:51
6837	8478						None	50.00			Cr/Db Card		PC INVOICE314693	Lewis	JAN	06/29/2017	12:39:23
Totals		430.00			Lewis	18.00	550.00	10.00	50.00								
					Upshur	9.00											
								Total Received	1017.00	50.00	Deposits Returned						
Main Menu																	

Adoptions 430 -
 Board / Rescue 10 -

 Total = 440 -

51n deposit 550 -

51n deposit returned 50 -

N/C Agreement
 8654 8703 8733
 8659 8705
 8676 8719
 8677 8722
 8723
 8727



0000007803
25080.402000.360530

Company: Cequel III Communications II, LLC
d/b/a: Suddenlink Communications
Franchise: Lewis County, WV

07/14/2017

Below is a calculation of the fees due in accordance with our Cable Television Franchise Agreement.

For the Quarter Ending June 2017

Revenue	Apr	May	Jun
Basic	723.96	795.54	761.03
Exp. Basic	901.77	936.67	915.31
Digital	72.74	72.74	72.74
Equip. Rental	194.84	228.25	212.80
Other	36.00	43.04	38.00
Total	1,929.31	2,076.24	1,999.88

Total	6,005.43
Rate	.03
Payable	180.14

Amount Due: \$180.14

The above calculations have been prepared in accordance with the terms of our Franchise Agreement. We have prepared all items with due care and believe all to be accurate. Should you have any questions regarding this payment, please contact Becky Shirley, Accounting Manager at (903)579-3101.

Kellie Wheeler
Kellie Wheeler, CPA
Director Corp. Accounting

\$1,378.⁰⁴



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25080.402000.360540

Company: Cequel III Communications II, LLC
d/b/a: Suddenlink Communications
Franchise: Lewis County, WV

07/14/2017

Below is a calculation of the fees due in accordance with our Cable Television Franchise Agreement.

For the Quarter Ending June 2017

<u>Revenue</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>
Basic	2,311.98	2,309.70	2,315.02
Exp. Basic	2,597.27	2,605.09	2,602.26
Digital	384.99	376.00	374.80
Equip. Rental	761.89	763.52	767.50
Other	90.00	102.00	143.00
Total	6,146.13	6,156.31	6,202.58

Total	18,505.02
Rate	.03
Payable	555.13

Amount Due: \$555.13

The above calculations have been prepared in accordance with the terms of our Franchise Agreement. We have prepared all items with due care and believe all to be accurate. Should you have any questions regarding this payment, please contact Becky Shirley, Accounting Manager at (903)579-3101.

Kellie Wheeler, CPA
Director Corp. Accounting



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25080.402000.363450

Company: Cequel III Communications II, LLC
d/b/a: Suddenlink Communications
Franchise: Lewis County, WV

07/14/2017

Below is a calculation of the fees due in accordance with our Cable Television Franchise Agreement.

For the Quarter Ending June 2017

<u>Revenue</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>
Basic	2,908.49	2,914.37	2,830.63
Exp. Basic	3,039.14	3,041.27	2,961.17
Digital	288.91	285.31	275.91
Equip. Rental	859.88	890.30	839.79
Other	166.50	132.37	134.66
Bad Debt	0.00	0.00	(142.28)
Total	7,262.92	7,263.62	6,899.88

Total	21,426.42
Rate	.03
Payable	642.77

Amount Due: \$642.77

The above calculations have been prepared in accordance with the terms of our Franchise Agreement. We have prepared all items with due care and believe all to be accurate. Should you have any questions regarding this payment, please contact Becky Shirley, Accounting Manager at (903)579-3101.

Kellie Wheeler, CPA
Director Corp. Accounting



August 1, 2017 Agenda

1. Call to Order- establish quorum
2. Minutes
3. Financial Report
4. Executive Directors Report
5. Old Business:
 - a. None.
6. New Business:
 - a. Lambert's Winery Partnership Request.
 - b. Chris's comment spot.
7. Adjournment.

The next CVB Board of Directors meeting will be on Tuesday
September 5, 2017 @ 5:30 p.m. at the WVU's Jackson Mill.

Lewis County Convention & Visitors Bureau Minutes

July 6, 2017 @ 5:30 p.m. at LCCVB Office

In Attendance: Dean Hardman, Chip Turner, Jim Lambert, Ron McVaney, Sharon Pickens, Steve Ludwig, Barb McVaney, Kim Geer and Chris Richards.

Absent: Susan Bentley, Rebecca Jordan Gleason, Julia Spelsberg, Ron McVaney, Glenn Haan and Pat Boyle.

Meeting:

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

Old Business:

- I. The board discussed ideas for the Broad Retreat and decided to meet at the Mill in August or September.

New Business:

- I. The Board heard about all the changes to the 2017 – 2018 State of WV Travel Guide that are being made as well as the new co-op options for advertising buy downs for your ads with the tourism office. Then Chris explained with the new program we could save 35% off a 2-page spread which would allow for all the attractions and the resort to be in the county ad and that this was the only way for that to happen as the book will no longer have listings. The motion was made to do a 2-page spread and have 4 highlighted events. (Steve/Ron)
- II. The Board discussed the upcoming September board meeting to see if everyone was able to have the meeting the day after Labor Day and all in attendance said that date was fine.
- III. The Board had a conversation about the BBQ Bash, the group in charge, all the happenings, what a success it was and how much they are looking forward to next year's event!
- IV. Chris's comment spot...Thank you all for attending and see you next month!

Meeting adjourned at approximately 6:23p.m.

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

Lewis County CVB/Stonewallcountry
A Certified West Virginia CVB
499 US Highway 33 East Weston, WV 26452
304-269-7328 304-269-3271 fax 1-800-296-7329
lewiscountycvb.com or www.stonewallcountry.com

COUNTY COMMISSION OF LEWIS COUNTY

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COMMISSIONERS:
PATRICK D. BOYLE
President
AGNES G. QUEEN
Commissioner
ROD WYMAN
Commissioner

Management Representation Letter – Non-Single Audit as of 06-15-2017

July 31, 2017

West Virginia State Auditor's Office
Chief Inspector Division
Building 1, Room W-420
Charleston, WV 25305

This representation letter is provided in connection with your audit(s) of the financial statements of Lewis County Commission, which comprise the respective financial position of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information as of June 30, 2016, and the respective changes in financial position and, where applicable, cash flows for the period(s) then ended, and the related notes to the financial statements, for the purpose of expressing opinions as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, other than any exceptions that we may have become aware of as a result of findings that the auditor has provided to us, as of July 24, 2017, the following representations made to you during your audit(s).

Financial Statements

- 1) We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated [date of engagement letter], including our responsibility for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP and for preparation of the supplementary information in accordance with the applicable criteria.
- 2) The financial statements referred to above are fairly presented in conformity with U.S. and include all properly classified funds and other financial information of the primary government and all component units required by generally accepted accounting principles to be included in the financial reporting entity.
- 3) We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

- 4) We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
- 5) Significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable.
- 6) Adjustments or disclosures have been made for all events, including instances of noncompliance, subsequent to the date of the financial statements that would require adjustment to or disclosure in the financial statements.
- 7) The effects of all known actual or possible litigation, claims, and assessments have been accounted for and disclosed in accordance with U.S. GAAP.

Information Provided

- 8) We have provided you with:
 - a. Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters.
 - b. Additional information that you have requested from us for the purpose of the audit.
 - c. Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
 - d. Minutes of the meetings of the government or summaries of actions of recent meetings for which minutes have not yet been prepared.
- 9) All material transactions have been recorded in the accounting records and are reflected in the financial statements.
- 10) We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- 11) We have no knowledge of any fraud or suspected fraud that affects the entity and involves:
 - a. Management,
 - b. Employees who have significant roles in internal control, or
 - c. Others where the fraud could have a material effect on the financial statements.
- 12) We have no knowledge of any allegations of fraud or suspected fraud affecting the entity's financial statements communicated by employees, former employees, regulators or others.
- 13) We have no knowledge of instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements, or abuse, whose effects should be considered when preparing financial statements.
- 14) We have disclosed to you all known actual or possible litigation, claims, and assessments whose effects should be considered when preparing the financial statements.

Government – specific

- 15) There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.

- 16) We have a process to track the status of audit findings and recommendations.
- 17) We have identified to you any previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
- 18) We have provided our views on reported findings, conclusions, and recommendations, as well as our planned corrective actions, for the report.
- 19) The government has no plans or intentions that may materially affect the carrying value or classification of assets, liabilities, or equity.
- 20) We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us, including tax or debt limits and debt contracts; and legal and contractual provisions for reporting specific activities in separate funds.
- 21) We have identified and disclosed to you any instances that have occurred or are likely to have occurred, of fraud and noncompliance with provisions of laws and regulations that we believe have a material effect on the financial statements or other financial data significant to the audit objectives, and any other instances that warrant the attention of those charged with governance.
- 22) We have identified and disclosed to you any instances, which have occurred or are likely to have occurred, of noncompliance with provisions of contracts and grant agreements that we believe have a material effect on the determination of financial statement amounts or other financial data significant to the audit objectives.
- 23) We have identified and disclosed to you any instances that have occurred or are likely to have occurred, of abuse that could be quantitatively or qualitatively material to the financial statements or other financial data significant to the audit objectives.
- 24) There are no violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements, or as a basis for recording a loss contingency, or for reporting on noncompliance.
- 25) The government has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
- 26) The government has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
- 27) The financial statements include all component unit .
- 28) The financial statements properly classify all funds and activities, in accordance with GASB Statement No. 34.
- 29) All funds that meet the quantitative criteria in GASB Statement Nos. 34 and 37 for presentation as major are identified and presented as such and all other funds that are presented as major are particularly important to financial statement users.
- 30) Components of net position (net investments in capital assets; restricted; and unrestricted), and classifications of fund balance (nonspendable, restricted, committed, assigned, and unassigned) are properly classified and, if applicable, approved.

- 31) Provisions for uncollectible receivables have been properly identified and recorded.
- 32) Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.
- 33) Revenues are appropriately classified in the statement of activities within program revenues, general revenues.
- 34) Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported
- 35) Deposits are properly classified as to risk and are properly disclosed.
- 36) Capital assets are properly capitalized, reported, and, if applicable depreciated.
- 37) We have appropriately disclosed the government's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available and have determined that net position is properly recognized under the policy.
- 38) We are following our established accounting policy regarding which resources (that is, restricted, committed, assigned, or unassigned) are considered to be spent first for expenditures for which more than one resource classification is available. That policy determines the fund balance classifications for financial reporting purposes.
- 39) We acknowledge our responsibility for the required supplementary information (RSI). The RSI is measured and presented within prescribed guidelines and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI.
- 40) With respect to the supplementary information (SI), we acknowledge our responsibility for presenting the SI in accordance with accounting principles generally accepted in the United States of America, and we believe the SI, including its form and content, is fairly presented in accordance with accounting principles generally accepted in the United States of America. The methods of measurement and presentation of the SI have not changed from those used in the prior period, and we have disclosed to you any significant assumptions or interpretations underlying the measurement and presentation of the SI.
- 41) Group financial information is accurately reported.
- 42) Actuarial assumptions and methods used to measure pension and OPEB liabilities and costs for financial accounting purposes are appropriate in the circumstances.

Signed: _____

Signed: _____

Title: President _____

Title: _____

OTHER REPRESENTATIONS (IF APPLICABLE TO ENTITY):

- 43) Related party relationships and transactions, including revenues, expenditures/expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties have been appropriately accounted for and disclosed in accordance with U.S. GAAP.
- 44) Guarantees, whether written or oral, under which the government is contingently liable, if any, have been properly recorded or disclosed.
- 45) We have disclosed to you the identity of the entity's related parties and all the related party relationships and transactions of which we are aware.
- 46) As part of your audit, you assisted with preparation of the financial statements and related notes. We acknowledge our responsibility as it relates to those nonaudit services, including that we assume all management responsibilities; oversee the services by designating an individual who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services performed; and accept responsibility for the results of the services. We have reviewed, approved, and accepted responsibility for those financial statements and related notes. [
- 47) Investments are properly valued.
- 48) Special and extraordinary items are appropriately classified and reported.

Budget Resolution

At an regular session of the County Commission, held **July 31, 2017**, the following order was made and entered:

SUBJECT: The revision of the Levy Estimate Budget of the **Assessor Valuation FUND, FY 2017/2018**, for the County of **LEWIS**. The following resolution was offered:

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices, the county commission does hereby direct the budget be revised **PRIOR TO THE EXPENDITURE OR OBLIGATION OF FUNDS FOR WHICH NO APPROPRIATION OR INSUFFICIENT APPROPRIATION CURRENTLY EXISTS**, as shown on budget revision number **01 (One)**, a copy of which is entered as part of this record.

The adoption of the foregoing resolution having been moved by _____, and duly seconded by _____ the vote thereon was as follows: (circle one)

_____	yes	no
Agnes G. Queen		
_____	yes	no
Patrick D. Boyle		
_____	yes	no
Roderick B. Wyman		

WHEREUPON, Patrick D. Boyle, President, declared said resolution duly adopted, and it is therefore **ADJUDGED AND ORDERED** that said resolution be, and the same is, hereby adopted as so stated above, and the President is authorized to affix his signature on the attached "*Request for Revision to Approved Budget*" to be sent to the State Auditor for approval.

