

COUNTY COMMISSION OF LEWIS COUNTY

110 Center Avenue
Weston, WV 26452
Phone: (304)269-8200
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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, January 22, 2018

SILENT MEDITATION AND PLEDGE OF ALLEGIANCE

- 1. 10:00 AM** **Call Meeting to Order**
- 2. 10:05 AM** **John Breen, Lewis County Assessor**
RE: Exonerations, Consolidations, Apportionments
Draft copies will be available for review Thursday, January 18, 2018.
(action required)

Appointments

- 3. 10:15 AM** **Bob Orndorff, Dominion**
RE: Discussion of the recent gas outage. *(action required)*
- 4. 10:30 AM** **Sheriff Adam Gissy**
RE: Executive session per West Virginia Code §6-9A-4 (Personnel)
Sheriff Gissy requests an executive session to discuss potential staffing issues. *(action required)*
- 5. 10:45 AM** **John Breen, Lewis County Assessor; William Rowan, OEM/911 Director**
James Gum, E911 Operations Director
RE: Approval of RFP Advertisement for new aerial photography
Consideration of submitting an advertisement for bids to have new aerial photography done for Lewis County. *(action required)*
- 6. 11:00 AM** **Cynthia. Rowan, County Clerk**
RE: Estate of Hazel Gladys Thomas
Lewis County Clerk Cynthia s. Rowan presents a copy of a complete will for the late Hazel Gladys Thomas. The original was unable to be obtained. The two witness and the notary to the will have signed affidavits stating that this will is a copy of the original executed by the deceased. The commission is asked to consider accepting this copy into probate. *(action required)*

Correspondence

7. **Upshur County Commission Agenda:** Upshur County Commission Agenda for January 18, 2018. *(information only)*
8. **Sheriff's Monthly Reconciliation:** Sheriff Adam Gissy submits the December 2017 Monthly Settlement (reconciliation) of Lewis County financial accounts. *(information only)*
9. **Jane Lew Public Service District:** Minutes of the Regular Meeting for the Jane Lew Public Service District of December 14, 2017 and the agenda for January 11, 2018. *(information only)*
10. **Lewis Gilmer E 911 Monthly Report:** Report of Activities by the Lewis Gilmer E 911 Center for the month of December 2017 including number of calls and disposition by agency. *(information only)*
11. **West Virginia Public Service Commission Quarterly E911 Wireless Distribution:** Disbursement of Wireless E911 Subscriber Fees for the quarter October, November and December, 2017 in the amount of \$120,659.81. Last quarter the county received \$122,866.66. *(information only)*
12. **Notification from Altice (Suddenlink) of the Removal of STARZ Channels from their Cable Lineup:** Despite negotiations, the owners of STARZ and STARZ Encore and Altice (Suddenlink) have failed to reach an agreement. Effective 11:01 PM December 31, 2017, Altice was required to remove the channels from the Suddenlink lineup. *(information only)*

Business

13. **Board(s) and Committee Reports:** Reports by Commissioners of any board(s) or committee(s) attended including: Firefighters Association; Meeting with West Virginia American Water regarding recent outages; Lewis County Economic Development Authority Water Progress Meeting; National Association of Counties Economic Development Committee Conference Call; Canvass of the January 6, 2018 Special Fire Levy Election; Hardwood Alliance Zone Meeting; Lewis Upshur Local Emergency Planning Committee; Software Systems regarding equipment maintenance. *(information only)*
14. **Lewis County Emergency Ambulance Service Authority Request for Vehicle Donation:** Request for the commission to consider transferring a decommissioned Jeep assigned to the 911 Center to the Lewis County EMS and in the future consider any other SUV type vehicle to the Lewis County EMS. *(action required)*
15. **Request for Payment from Small Cities Block Grant for the Northwest Water Project:** The commission is asked to execute a request for payment in the amount of \$143,699.31 for the Northwest Water Project. *(action required)*
16. **Lewis County Ambulance Authority Request for Member Reappointment:** The Lewis County Ambulance Authority request the following employees be reappoint as members: Gary Morris, James Markley and Tom Fealy. All three had terms expiring on December 31, 2017. If appointed their new terms of office will expire December 31, 2020. *(action required)*

17. Time Sheets and Leave Requests:

Request to transfer the following annual leave hours to sick leave to avoid losing time per Lewis County Personnel Policy Manual:

- | | |
|---------------------|--|
| a. Joan Riffle | 64 hours of Annual Time to Sick Leave |
| b. Amy Simmons | 36 hours of Annual Time to Sick Leave |
| c. Sandra Smith | 72 Hours of Annual Time to Sick Leave |
| d. Roberta Davidson | 4 Hours of Annual Time to Sick Leave |
| e. Ed Clark | 65 Hours of Annual Time to Sick Leave |
| f. Tom Alkire | 96 Hours of Annual Time to Sick Leave |
| g. Garry DeMoss | 232 Hours of Annual Time to Sick Leave |
| h. Dave Reed | 8 Hours of Annual Time to Sick Leave |
| i. Barb Winans | 35 Hours of Annual Time to Sick Leave |

ACTIONS, ESTATE SETTLEMENTS, ORDERS AND PAYMENT OF EXPENDITURES:

- 18. 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, January 18, 2018. *(action required)*
- 19. Approval of Estates:** 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, January 18, 2018. *(action required)*
- 20. Presentation by the County Clerk of the Orders of Prior Meeting(s):** The Lewis County Clerk presents the Orders (minutes) of previous Lewis County Commission meeting(s) for approval. Draft copies will be available for review upon request Thursday, January 4, 2018. *(action required)*
- 21. Expenses for the Current Period Presented for Consideration of Payment:** Draft copies will be available for review upon request Thursday, January 18, 2018. *(action required)*

ADJOURNMENT:

- 22. 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.**

January 15,2018

**REQUEST
FOR
PROPOSAL**

LEWIS COUNTY

Assessor's Office

The County of LEWIS (herein "County") solicits firms to submit proposals for "Countywide Orthophoto Project." The original and three (3) submittals (FOR A TOTAL OF FOUR (4) PROPOSALS), marked "Countywide Orthophoto Project" will be received in a sealed envelope not later than [4:00] p.m., Local Prevailing Time,[February, 16, 2018], to the:

**LEWIS COUNTY COMMISSION
110 CENTER AVE
Weston, WV 26452**

Facsimile and/or electronic proposals will not be accepted. Proposals received after the announced time and date of receipt, by mail or otherwise, will be returned unopened. Nothing herein is intended to exclude any responsible firm or in any way restrain or restrict competition.

On the contrary, all responsible firms, local, faith-based, minority-owned and female-owned are encouraged to submit a proposal.

The County reserves the right to reject any or all of the proposals, to waive informalities and to award in part or in whole any or all proposals. Any proposal submitted MUST be signed by an individual authorized to bind the offeror.

I. Illegal Aliens and Out of Country Subcontractors

Use of individuals not permitted to work in the United States will not be allowed. Subcontracting any portion of this project to any subcontractors outside of the United States is also forbidden. By signing this proposal document the vendor acknowledges these requirements.

II. Contact for this RFP

Proposing firms (herein "Contractor") may submit questions to the County concerning this Request for Proposal (RFP). Questions may be submitted via Telephone at 304-269-8205 via Fax 304-269-5723 or via email to jbreen@assessor.state.wv.us no later than February 16th 2018. All questions from Contractors and responses by the County will be available upon request until the RFP submittal deadline. Questions and responses will not be publicly posted.

III. Project specifications

The purpose of this countywide orthophoto project is to acquire current color digital orthophotography for the County.

All work will be performed in reference to North American Datum 1983, West Virginia State Plane Coordinate System and North American Vertical Datum 1988 in United States Survey feet.

Project Area

Digital orthophotos will include, at a minimum, 500 feet past the County boundary.

Airborne Global Positioning System and Ground Control

The use of Airborne Global Positioning System (ABGPS) control technology is required for this project. All submissions should include a flight plan indicating the planned flight lines and photo centers. To support the GPS ground control, during the aerial imagery mission, GNSS-IMU data shall be acquired by the Contractor, providing highly accurate exposure station coordinates and sensor rotation angles for the purpose of digital aero-triangulation. Every effort shall be made to utilize ground control points that are within public properties, (i.e., within road right-of-ways), however, prior to placing ground control targets on private property, the Contractor shall obtain permission of the property owner or proper agency. Ground control should be designed to support ASPRS Class II 1"=100' planimetric mapping.

Digital Aerial Imagery

4-Band, 8-bit, color digital aerial imagery shall be acquired. The flight plan will be planned to average thirty percent side overlap between flight lines and sixty percent forward overlap between photos. Digital aerial imagery shall be acquired during the period when deciduous trees are barren and when the sun angle or elevation is not less than thirty degrees above the horizon. The ground must have less than three percent snow cover and vegetation must have less than five percent leaf cover. Digital aerial imagery will not be acquired when the ground is obscured by snow, haze, fog, or dust; or when the clouds or cloud shadows will appear in any one photograph. Photography shall be acquired only when well-defined images can be obtained. The digital aerial imagery will be acquired by using a modern, large format, frame format digital airborne sensor. The Contractor must provide a copy of the current manufacturer's sensor calibration report. Natural color, 3-Band imagery will be the required deliverable. The Contractor will be responsible for storage of the raw and post processed digital airborne imagery, other relative project data and interim or final products under proper conditions at no cost to the County, for a period of time not to exceed five years from the completion of the project.

Digital aero-triangulation

Digital aero-triangulation of the exploitation imagery will be conducted by the Contractor. Aero-triangulation shall be accomplished by softcopy procedures that involve softcopy workstations, fully analytical aero-triangulation software, and high-resolution digital imagery. The Contractor must follow accepted softcopy aero-triangulation procedures and utilize equipment that will achieve the aero-triangulation accuracy required to meet or exceed the required RMS accuracy.

Orthophotos

Color digital orthophotography shall be produced as orthogonally rectified images from the original perspective aerial photography images. The process requires the unrectified raster imagery and a digital elevation model (DEM) with the same area of coverage as the digital orthophoto. These inputs will be used collectively to register the raw image file mathematically to determine the location of the camera position and orientation with respect to the ground and to remove the relief displacement from the image file. The output pixel resolution for the final digital ortho-mosaic will be 12 inches rural 6 inches (0.33'). The County will specify the deliverable format of the imagery at a time deemed appropriate by the County. The Contractor must be able to produce TIFF, JPEG, and MrSID format files. The Contractor will take necessary steps and procedures to ensure consistent color, tone and contrast across the entire digital orthoimagery coverage without causing image data loss or degradation of image quality and clarity. Mosaic seam lines shall not cross through buildings, bridges, or other man-made structures and shall try to follow features or any other obvious logical path that will help hide seam lines and allow for a seamless mosaic result. Acceptable mosaic techniques must produce quality orthoimagery of consistent tone and contrast and must do so without obvious seam lines, within reasonable expectations.

IV. Submission

Each proposal addressing the scope of work shall be presented in a full, written report, which shall include, but not necessarily limited, to the following:

1. A statement of understanding of the work to be done and a description of the approach and procedures which will be employed in completing the project.
2. A general implementation schedule giving length of time required to complete the project.
3. Brief outline of the firm's qualifications.
4. At least two project references with names and contact information of persons knowledgeable about quality of work on similar projects and who may be contacted for reference.

A selection committee will review all responses. Formal or informal discussions may take place with firms that the committee selects as the most qualified. Sample products may also be requested by The County. Proposals will be evaluated based on the experience of the Contractor, the capability of the Contractor, the cost of the project, and other factors deemed by the County to be in the best interest of the County. The County reserves the right to final selection of consultant, waive informalities and/or irregularities, accept or reject any or all proposals for services and award the contract as deemed to be in the best interest of the County.

It is the responsibility of the prospective consultant to inquire about and to clarify any requirements of the Request for Proposal which are not understood.

All work performed by the Contractor shall be in strict conformance with the specifications stated herein or referenced by this RFP (ASPRS Class II) as well as those stated in the final contract, unless noted otherwise in this RFP or final contract. Any modifications to said Specifications or other terms of this Agreement shall be permitted only upon written request by the Contractor, stating justification thereof, and written approval by the County.

Upshur County Commission Agenda

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

Location of Meeting: Upshur County Courthouse Annex

Date of Meeting: January 18, 2018

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
• January 11, 2018

9:05 a.m. Bobbi Cox on behalf of Women's Aid in Crisis – Presentation of Stalking Awareness Month Proclamation

Items for Discussion / Action / Approval:

1. Approval and signature of an Order closing an unused paper alley located between parcels of land that Mary Herndon owns in Buckhannon District of Upshur County, West Virginia in accordance with WV Code §7-1-3h.
2. Approval of "Request for Qualifications" for Environmental Consultant Services necessary for the completion of the Upshur County Youth Camp Tar Pit EPA Brownfields Cleanup Project. Sealed Proposals must be received by the Commission no later than 4:30 p.m. on Wednesday, February 28, 2018. All Proposals will be publicly opened, reviewed and read aloud by the Upshur County Commission at 9:05 a.m. on Thursday, March 1, 2018.
3. Correspondence from David E. Godwin, Prosecuting Attorney, and Matthew R. Cutright, Victim Advocate, announcing Mr. Cutright's resignation effective January 19, 2018.
Item may lead to executive session per WV Code §6-9a-4
4. Correspondence from David E. Godwin, Prosecuting Attorney, requesting approval of the advertisement for the Victim Advocate Position.
5. Correspondence from Lori Ulderich-Harvey, on behalf of the Upshur County Family Resource Network and the Upshur County Tobacco Prevention Coalition, requesting space in the Courthouse Annex for a display table for "Through With Chew Week" and "Kick Butts Day" from February 12, 2018 through March 23, 2018.
6. 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. Hydrogeological Assessment of the Stormwater Permit Application and Erosion and Sediment Control Plan for the Atlantic Coast Pipeline Application Submitted to the West Virginia Department of Environmental Protection – Prepared by Pamela C. Dodds, Ph.D., Licensed Professional Geologist on December 20, 2017 (submitted for inclusion by April Pierson-Keating).
2. 2018 IRS Standard Mileage Rates for Business, Medical and Moving beginning January 1, 2018 will be in the amount of 54.5 cents per business mile driven, up from 53.5 cents in 2017.
3. Appointments Needed or Upcoming:
4. Board of Review & Equalization Meeting Schedule
 - 02/01/2018 1:00 p.m. – 3:00 p.m. No appointments ---Review Property Books
 - 02/06/2018 9:00 a.m. – 11:00 a.m. Coal, Oil & Gas and Industrial Appointments
 - 02/09/2018 1:00 p.m. – 3:00 p.m.
 - 02/14/2018 1:00 p.m. – 3:00 p.m.
 - 02/16/2018 9:00 a.m. – 11:00 a.m. Adjournment

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. Review and discuss proposals received for legal representation in potential opioid litigation.

The County Commission will sit as the Board of Review & Equalization beginning at 1:00 p.m. on the 1st day of February, 2018, and shall continue until the work is complete but will adjourn no later than the close of business on the 16th day of February, 2018.

Next Regular Meeting of the Upshur County Commission
January 25, 2018 --- 9:00 a.m.
Upshur County Courthouse Annex

Lewis County, West Virginia
 Sheriff's Monthly Settlement
 December 31, 2017

Lewis County
 01/10/2018 @ 02:26:53 PM

	Beginning Balance	All Other Revenues	All Taxes Collected	Less: Orders Issued	Ending Balance
County	4,235,053.97	316,487.49	70,055.89	688,340.71	3,933,256.64
Coal Severance	20,316.18	1.61	0.00	0.00	20,317.79
General School	38,104.73	5,548.04	0.00	43,649.48	3.29
Magistrate Court	1,999.21	1,195.51	0.00	124.95	3,069.77
Worthless Check	47,390.19	200.00	0.00	0.00	47,590.19
Dog and Kennel	6,933.52	382.50	0.00	567.09	6,748.93
Home Detention	10,553.10	2,712.93	0.00	3,940.54	9,325.49
Emergency 911 Fund	2,881,086.03	313.44	0.00	57,240.54	2,824,158.93
Lewis County Aquatic Fund	714,978.65	453.24	0.00	0.00	715,431.89
Citizens Education	20,784.38	15,573.00	0.00	7,041.81	29,315.57
Federal Equitable	0.71	0.00	0.00	0.00	0.71
Fire Fees	0.00	1,920.35	0.00	1,920.35	0.00
LC Flood Administration	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	436,314.16	0.00	436,314.16	0.00
Sheriff Special Account-state	25,524.56	2.03	0.00	0.00	25,526.59
Acquatic Excess Levy	0.00	0.82	395.72	396.54	0.00
County Building	570,874.12	28.37	0.00	0.00	570,902.49
Board of Health	398,012.18	8,114.77	0.00	31,569.74	374,557.21
Tax Lien	539,864.32	0.00	6,498.28	69,544.82	476,817.78
Delinquent Nonentered	15,145.28	0.00	70.00	0.00	15,215.28
Concealed Weapons	60,983.16	1,817.24	0.00	1,850.96	60,949.44
Assessor Valuation	219,564.78	5,469.79	0.00	14,676.51	210,358.06
Voters Registration	5,231.55	1.32	0.00	0.00	5,232.87
State Current	0.00	0.12	1,311.74	1,311.86	0.00
Criminal Charges	0.00	614.59	0.00	614.59	0.00
Court Reporter	0.00	0.00	0.00	0.00	0.00
State Police	0.00	540.00	0.00	540.00	0.00
Vehicle License	0.00	31,290.50	0.00	31,290.50	0.00
State Fines	0.00	0.00	0.00	0.00	0.00
WV Deputies Fund	526.50	510.50	0.00	525.50	511.50
General Current Expenses	0.00	9.39	99,063.83	99,073.22	0.00
Excess Levy	0.00	5.13	54,160.41	54,165.54	0.00
Weston Current	0.00	0.59	6,106.69	6,107.28	0.00
Jane Lew Current	0.00	0.09	1,092.76	1,092.85	0.00
Totals	9,812,927.12	829,507.52	238,755.32	1,551,899.54	9,329,290.42

Balance in county depositories - End of Month	\$	9,757,969.74	Bank errors	
Less: Orders Outstanding	-	(565,644.48)	Bank errors	
Add: Deposits in Transit	+	133,465.16		
Cash in Office at End of Month	+	3,500.00		
Misc. Adjustments (+ or -)		0.00		
			Bank errors	
Total in county Depositories and Office	\$	9,329,290.42	Total	0.00

True Balance \$ **9,329,290.42**

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 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
 Adam M. Gissy, Sheriff & Treasurer, Lewis County

1-10-18

Dated and sworn to on this date.

Difference 0.00

Minutes of Jane Lew Public Service District

Regular Meeting December 14, 2017

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

Guests:

Absent:

1. **Call to Order:** Meeting called to order by Chairman Flaxer at 4:01 p.m. at Jane Lew PSD Office, 70 Park Avenue, Jane Lew.

~ ROUTINE BUSINESS ~

2. **Minutes:** (Gee)

MOTION: (Bailey/Mills) to approve attached Minutes of 11/09/17 regular meeting. [Carried Unanimously]

✓

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

A. WATER:

1. Bills (Attached)

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

2. Treasury Report (Attached)

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

3. Water Adjustments Report (Attached)

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

4. Water Purchase, Sales & Loss Report (Attached) – no report available due to malfunction of [Weston's] bulk meter.

MOTION: (Flaxer/Bailey) to approve NO Water Purchase & Sales Report for November 2017. [Carried Unanimously]

5. Water Preventive Maintenance Report -

- a) Lines - visual check
- b) Fire hydrants [57] – fall fire hydrant flushing completed. Exercised caps on 6" side of all hydrants.
- c) Flushing Hydrants [25] – last done in June; policy to be reviewed
- d) Valves [148] – all valves exercised for year
- e) Meters [659] –
 - ✓ 13 replacement touch-read meters changed out, leaving 80 more to go
 - ✓ snow stakes installed at all meters for ease of winter meter reading
- f) Booster Stations [3] - checked
- g) Tanks [2] – checked
- h) Office Heating -Cooling Systems – completed for winter season
- i) Vehicles-[1.5] –
- j) Generators [2 portable] – exercised
- k) Critical Inventory – now in good shape
- l) Other –

6. Water System Repairs Report (fixing breakdowns) –

- ✓ Repaired leak at Hidden Cove
 - ✓ Repaired leak on Main Street
7. Water Leak Detection Report – Visual check. Bertis McCarty (WVRWA) checked Price Ave. for leaks because of water running down the street; no leaks found – was a spring.
 8. Cross-Connections/Backflow Report – Ongoing
 9. New Non-Project Water Taps – none
 10. Other –

Assignments

- ✓ Weather permitting, to continue installing replacement touch-read water meters.

B. WASTEWATER:

1. Wastewater Bills (Attached)

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

2. Wastewater Treasury Report (Attached)

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

3. Wastewater Adjustments Report (Attached)

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

4. Wastewater Volume & Cost Report (Attached) -

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

5. I&I Loss & Prevention Report – rainfall 6 inches. Actual I &I loss 2,816,473, very high.

6. Wastewater Preventive Maintenance Report (attached)

- a) Lines–
- b) Manholes [594] – still waiting for Atlas Inc. to come repair the 5 manholes @ \$500 per each. Designated manholes are: 1 in Bailey field on new system; 4 in McWhorter area.
- c) Grinder Pumps [46] rebuilt one E1 grinder pump to be put into inventory
- d) Lift Stations [16 total] –
 - ✓ Checked, cleaned floats on Lift 3 (Rt. 19 at “Y”)
 - ✓ Turned air conditioners OFF and heaters ON in all 5 new lift stations
- e) Bar Screen [1] – cleaned weekly
- f) Vehicles – [1.5] – new 2017/18 sticker for sewer truck
- g) Generators [5 total] – exercised; general preventative winter maintenance completed for season
- h) Classroom Heating & Cooling – general preventative winter maintenance completed for season
- i) Critical Inventory – 2 new E1 grinder pumps ordered to reach desired total of 4 in inventory. NOTE: However, on following day 2 existing inventory pumps were required for active service, thus still leaving 2 in inventory.

7. Wastewater Repairs Report (attached) –

- ✓ Replaced E1 pump and copper tubing at Sumpter’s Trailer Park
- ✓ Replaced starter, breaker and terminal block at Lift 2 (Mayre St.); also pulled pump at Lift 2 and took to West Electric for repair
- ✓ Pulled rags out at Lift 4, pump 2 (C. D. Cole)
- ✓ Replaced E1 at C&J Well Service (1650 Hackers Creek Rd.)
- ✓ Replaced E1 at Barbara Boggs’ residence (Sycamore Lick)

8. New Non-Project Sewer Taps – none

9. Other –Assignments

- ✓ *Keep searching for I&I sources;*
- ✓ *Gee to keep on top of project-related lift station problems*

4. **Announcements:** Merry Christmas, Happy Chanukah, Happy New Year to all!5. **Correspondence:**

- A. Letter (11-17-17) to Beth Burkhart, L. C. Circuit Clerk, from J. Burton Hunter, III, Re: John H. Brooks v. Oscar Mills, Dinah Mills, Skylar Bryce Mills, Christy Malena-Mills, Jane Lew Water Commission-PSD, Kelly Bruffey and Nancy Gee, LC Civil Action No. 16-C-74, Attachments:
1. Plaintiff's Responses to Defendants Various Motions and Certificate of Service;
 2. Plaintiff's Witness List and Certificate of Service;
 3. Plaintiff's Exhibit List and Certificate of Service;
 4. Plaintiff's Jury Instructions (proposed) and Certificate of Service;
 5. Plaintiff's Proposed Jury Verdict Form and Certificate of Service; and
 6. Plaintiff's Jury Voir Dire (proposed) and Certificate of Service.
- B. Letter (11-20-17) to Elaine Flaxer from James Kelsh, Re: 11-19-17 attachments from J. Burton Hunter to Beth Burkhart, L.C. Circuit Clerk.
- C. Letter (12-04-2017) to Nancy, Elaine and Tom from James Kelsh, Re: Brooks v. Mills, et.al. Attachments:
1. Letter to all counsel and parties
 2. Motion; and
 3. Letter to all counsel and parties with proposed order.
- D. Agreed Order of Dismissal.
- E. Letter (12-07-17) to Jane Lew Public Service District from Versie P. Hill, Utilities Analyst II, Water & Wastewater Division, PSC. Re: 2017 Annual Report.

~ ~ OLD BUSINESS ~ ~

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

- A. New Customer Hookups – none
- B. Lift Pump Issues – ongoing
- C. Odor Issue – no complaints
- D. Final Cleanup – large sinkhole found in Stanley Posey's yard in Westfield. Lyn Wolfe filled with rocks and dirt
- E. Other – it was determined that this entire item can now be removed from future agendas. Lift pump problems will be integrated into items of routine business

Assignment

- ✓ *Gee to keep eye on two promised agreements regarding fix of lift 10.*

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. Field Staff–

NOTE: An audit was done on December 6, 2017 by Work Force West Virginia, and Gee was told by the auditor that the PSD should have been withholding Unemployment Compensation for the Board members. The auditor advised Gee that effective January 1, 2018 the PSD is to pay Board members as if they were contract labor; that is, not to take any taxes out of their paychecks, and to give them 1099s at the end of 2018 instead of W2s.

10. Update: Civil Action No. 16-C-74 John H. Brooks v Jane Lew PSD, Oscar R. Mills, et alia. (Gee) – [see Jarndyce and Jarndyce, Charles Dickens' *Bleak House*].

Discussion: The PSD was mailed a proposed Order of Dismissal of the case, drafted by Bowles Rice, which has yet to be signed by Judge Reger.

Assignments

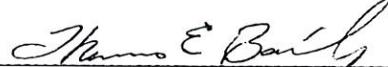
- ✓ If the case is actually dismissed, try to forget about the \$21,000 plus that we expended on legal fees.

~ ~ NEW BUSINESS ~ ~

11. Late Received Agenda Items (Gee) - none.
12. Adjournment: The meeting was adjourned by Chairman Flaxer at 4:47 p.m.



Elaine B. Flaxer, Chairman



Thomas E. Bailey, Secretary

Attachments:

- November '17 Bills Paid (Water/Wastewater)
- November '17 Treasury Reports (Water/Wastewater)
- November '17 Adjustments Reports (Water/Wastewater)
- November '17 Water Purchase/Sales Report
- November '17 Wastewater Volume/Treatment Cost Report
- All correspondence listed on page 3

E-Copies of Unapproved Minutes Sent to:

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

Jane Lew Public Service District

70 Park Avenue
Jane Lew, WV 26378

Regular Meeting

January 11, 2018 4:00 PM

~~ Public Board Meeting Agenda ~~

1. Call to Order

~~ ANNUAL ORGANIZATIONAL BUSINESS ~~

2. Election of 2018 Officers
3. Review of Rules of Procedure
4. Schedule of 2018 Meetings and Office Closures

~~ ROUTINE MONTHLY BUSINESS ~~

5. Minutes (12/14/17)
6. General Manager's December 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. I & I Loss & Prevention Report
 6. Wastewater Preventive Maintenance Report
 7. Wastewater Repairs Report (*fixing unplanned breakdowns*)
 8. New Taps (non-project)
 9. Other
7. Extensions and Road Bores
8. PSD Policies and Job Descriptions
9. Personnel
10. Announcements
11. Correspondence

~~ OLD BUSINESS ~~

12. 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 ~~

13. Late-Received Agenda Items (Gee)
14. Adjournment

LEWIS-GILMER E-911 YEARLY TOTALS

CAD #	DATE	2017	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTALS
LEWIS COUNTY															
15	LEWIS SHERIFF		574	587	521	610	703	834	707	740	640	595	500	500	7511
10	WESTON PD		237	274	300	302	470	326	358	331	240	291	334	344	3807
250	LEWIS DPS		96	66	167	157	138	166	171	180	142	139	142	131	1695
230	LEWIS DNR		18	18	23	23	50	40	63	47	37	44	51	33	447
208	LEWIS EMS		250	228	290	236	258	293	279	262	267	258	229	244	3094
201	WESTON FD		32	30	55	37	31	46	62	39	39	56	41	46	514
202	JANE LEW FD		29	17	32	21	28	25	37	32	25	25	23	22	316
203	PRICETOWN FD		3	11	11	8	7	15	24	13	5	11	8	10	126
204	WALKERSVILLE FD		15	15	29	24	17	25	33	25	17	24	20	14	258
205	JACKSON MILL FD		10	14	20	12	10	13	22	15	11	13	9	13	162
206	MIDWAY FD		2	3	4	2	5	6	4	8	4	6	4	0	48
	ANIMAL CONTROL		70	69	86	65	78	75	73	66	75	57	47	55	816
	DOGS PICKED UP		28	13	42	9	11	19	21	18	18	18	16	33	246
	OTHERS PICKED UP			55	20	0	0	1	0	0	4	3	0	6	89
															Total
															18794

GILMER COUNTY															
104	GILMER SHERIFF		92	66	109	56	61	41	51	73	65	71	58	55	798
102	GLENVILLE PD		114	101	62	69	73	115	45	105	50	165	128	97	1124
103	CAMPUS PD		8	10	9	11	2	8	3	16	9	20	12	4	112
150	GILMER DPS		132	73	131	123	142	110	199	194	115	111	116	113	1559
130	GILMER DNR		30	12	21	15	14	33	51	12	11	16	10	13	238
175	GILMER EMS		68	86	123	77	80	110	82	119	80	104	117	103	1149
101	GLENVILLE FD		10	15	19	18	20	23	26	19	11	18	17	20	216
105	NORMANTOWN FD		0	3	1	0	2	6	3	1	2	1	5	3	27
106	SAND FORK FD		8	10	9	13	16	14	16	13	7	6	13	11	136
107	CEDARVILLE FD		0	2	1	1	0	0	2	0	0	1	2	2	11
108	TROY FD		1	6	3	1	3	0	3	9	2	1	4	1	34
	ANIMAL CONTROL		4	4	3	0	5	0	6	1	3	6	4	2	38
															Total
															5442

Total by Month 1831 1788 2091 1890 2224 2344 2341 2338 1879 2060 1910 1875

DATE 2017

JAN FEB MAR APR MAY JUN JUL AUG SEPT OCT NOV DEC TOTALS

PICKENS COUNTY	4	4	7	5	4	6	4	4	5	7	5	6	61
PICKENS OWNER	2	5	6	4	4	2	6	3	9	5	7	4	57
PICKENS SERVICE	2	1	1	2	1	1	1	1	2	1	1	0	14
PICKENS TOTAL	8	10	14	11	9	9	11	8	16	13	13	10	132

M & J COUNTY	4	4	8	4	4	6	4	4	6	7	5	7	63
M & J OWNER	1	2	3	3	3	2	0	1	1	1	1	2	20
M & J SERVICE	2	1	2	1	1	1	2	1	1	2	1	0	15
M & J LARGE	0	0	0	1	0	0	1	0	2	0	0	1	5
M & J TOTAL	7	7	13	9	8	9	7	6	10	10	7	10	103

HITT'S COUNTY	5	4	7	4	4	7	3	5	6	7	5	6	63
HITT'S OWNER	1	0	3	2	1	1	6	2	2	3	7	2	30
HITT'S SERVICE	1	2	1	2	1	1	1	1	1	2	1	0	14
HITT'S TOTAL	7	6	11	8	6	9	10	8	9	12	13	8	107

LIPP'S COUNTY	4	4	8	4	4	6	4	4	6	7	5	7	63
LIPP'S OWNER	3	0	4	1	3	3	3	3	4	1	6	1	32
LIPP'S SERVICE	1	1	2	1	1	1	1	2	1	0	0	1	12
LIPP'S LARGE	1	0	0	0	0	1	1	0	1	1	0	0	5
LIPP'S TOTAL	9	5	14	6	8	11	9	9	12	9	11	9	112

QUALITY COUNTY	3	4	8	4	4	7	3	5	5	8	5	6	62
QUALITY OWNER	1	1	3	1	0	0	2	1	0	1	5	1	16
QUALITY SERVICE	0	2	1	2	0	2	0	2	1	1	0	1	12
QUALITY TOTAL	4	7	12	7	4	9	5	8	6	10	10	8	90

TOLANDS COUNTY	4	4	7	4	4	6	4	5	5	8	4	7	62
TOLANDS OWNER	1	2	1	0	0	0	0	0	0	0	0	2	6
TOLANDS SERVICE	1	0	1	2	0	3	0	3	1	1	0	1	13
TOLANDS TOTAL	6	6	9	6	4	9	4	8	6	9	4	10	81

VALLEYCHAPEL COUNTY						6	4	4	5	7	5	7	38
VALLEY CHAPEL OWNER						0	0	0	1	0	0	0	1
VALLEY CHAPEL SERVICE						2	0	2	3	1	0	1	9
VALLEY CHAPEL TOTAL						8	4	6	9	8	5	8	48

GILMER COUNTY

GLEN- AUTO COUNTY	12	4	5	4	2	1	3	0	2	3	3	2	41
GLEN- AUTO OWNERS	1	5	1	6	4	4	6	5	6	4	3	6	51
GLEN- AUTO SERVICE	1	0	0	1	0	0	0	0	1	0	0	0	3
GLEN- AUTO TOTALS	14	9	6	11	6	5	9	5	9	7	6	8	95

A and S COUNTY	3	2	6	3	2	2	3	1	1	3	2	3	31
A and S OWNERS	2	0	0	1	0	1	3	0	0	0	0	0	7
A and S SERVICE	0	0	0	0	0	0	0	1	0	1	0	0	2
A and S TOTAL	5	2	6	4	2	3	6	2	1	4	2	3	40

2017 LEWIS-GILMER E-911 TELETYPE REPORT

LEWIS														TOTAL
SWJS PARK	10-27	0	0	0	0	0	0	1	0	0	0	0	0	1
	10-28	0	0	1	0	3	1	2	0	0	0	0	0	7
	III & CIB	0	0	0	0	0	0	0	0	0	0	0	0	0
	OTHER	0	0	1	0	0	0	0	0	0	0	0	0	1
	DVP	0	0	0	0	0	0	0	0	0	0	0	0	0
DAY REPORT	10-27	4	1	0	0	0	4	0	10	2	1	9	5	36
	10-28	0	0	0	1	0	0	0	0	0	0	1	0	2
	III & CIB	15	0	0	0	0	14	0	43	10	0	8	4	94
	OTHER	26	3	3	1	0	5	0	0	20	0	12	11	81
	DVP	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL TRANSACTIONS													28096	

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	53	51	42	49	33	32	533
	10-28	37	50	92	34	31	32	43	40	54	55	40	49	557
	III & CIB	45	94	65	55	52	39	60	74	57	49	75	34	699
	OTHER	0	5	9	6	2	0	5	18	6	5	13	6	75
CITY	10-27	70	60	36	40	68	102	23	74	22	119	86	72	772
	10-28	81	61	41	48	62	97	23	76	32	133	85	79	818
	III & CIB	22	14	21	5	29	23	12	28	6	38	37	31	266
	OTHER	4	0	0	3	7	2	5	2	0	5	6	1	35
STATE	10-27	54	35	56	68	91	86	164	166	128	68	86	76	1078
	10-28	115	38	96	85	104	67	163	165	91	81	97	83	1185
	III & CIB	20	5	10	12	17	13	17	52	34	7	25	20	232
	OTHER	3	3	0	7	11	7	20	24	20	9	15	1	120
DNR	10-27	30	32	35	20	14	31	48	11	18	28	11	12	290
	10-28	75	14	26	17	17	33	59	8	19	25	13	17	323
	III & CIB	0	0	6	0	6	5	7	4	0	4	4	2	38
	OTHER	1	7	7	4	0	2	2	2	3	1	2	7	38
PROSECUTOR	10-27	0	3	7	4	4	0	2	0	0	2	0	1	23
	10-28	0	1	0	2	1	0	0	0	0	0	0	0	4
	III & CIB	16	15	67	11	33	34	54	49	27	36	70	38	450
	OTHER	2	0	0	0	0	0	0	0	0	2	0	0	4
CAMPUS	10-27	1	1	0	1	10	5	0	3	8	3	6	0	38
	10-28	108	25	2	0	150	3	3	2	145	2	112	1	553
	III & CIB	4	2	0	3	17	0	0	2	7	7	6	0	48
	OTHER	2	0	0	0	0	0	0	0	2	0	3	0	7

Total Transactions 8186

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

January 9, 2018

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 \$120,659.81 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 October, November, and December 2017. The next disbursement will be in three months.

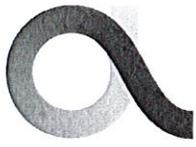
I can be reached at our toll-free number, 1-800-344-511, Extension 364, or direct at 304-340-0364, should you have any questions about the disbursement calculation or about the fees in general.

Sincerely,

A handwritten signature in black ink, appearing to read "Sandra Mitchell".

Sandra Mitchell
Budget & Finance Manager

SM:kp



altice

VIA FIRST CLASS MAIL

January 9, 2018

County of Lewis
The Honorable Agnes Queen
110 Center Avenue
Weston WV, 26452

Dear Commissioner:

Altice USA, Inc. ("Altice" or "Suddenlink") hereby notifies you that despite negotiations that lasted into December 31, the owners of Starz & Starz Encore and the Company were unable to reach an agreement to continue carriage of the channels offered by Starz.⁸⁷ As a result, effective 11:01 PM, December 31, 2017, Altice was required to remove the Channels from the Suddenlink lineup. The Channels may be obtained by purchasing the Starz over-the-top service directly through Starz for all customers with broadband access.

Customers who previously purchased Starz a la carte will have the option of receiving another Premium service. The vast majority of customers who received StarzEncore as part of a package are receiving Hallmark Drama, HDNet Movies, Flix, and the Cowboy Channel⁸⁸ at no charge. In addition, certain customers will receive a complimentary subscription to TMC.

Customers are being notified through email, on-screen messaging, bill messages and www.suddenlink.com/starz. In addition, customers can find current programming line-ups on our website at <https://suddenlink.com/tvlineup>.

Should you have any questions, please do not hesitate to contact me at 304-460-0744 or by email at peter.brown@Alticeusa.com

Sincerely,

Peter Brown
Sr. Director, Field Services

⁸⁷Starz, Starz Kids & Family, Starz Edge, Starz in Black, Starz West, Starz Comedy, Starz Cinema, Starz Encore, Starz Encore Suspense, Starz Encore Westerns, Starz Encore Classic, Starz Encore Black, Starz Encore Family, Starz Encore Action, Starz Encore Espanol, Starz Encore West (the "Channels").

⁸⁸The "Replacement Channels." In very limited parts of the Suddenlink footprint, there are technological barriers to providing all of the Replacement Channels.



Lewis County Emergency Ambulance Service Authority

155 West Second Street • P. O. Box 228 • Weston, West Virginia 26452

Emergency Phone: Dial 911

Office Phone: (304) 269-8207

January 3, 2018

James C. Taylor
Weston Lewis Co. EMS
155 West 2nd St
Weston WV 26452

Lewis Co. Commission
110 Center Ave
Weston WV 264562

Subject: Vehicles

Lewis Co. Commissioners

It has come to my attention that there may be a Jeep being decommissioned by the 911 Center and is still in fair and running order. I would like to ask the Commission to consider transferring the vehicle and or another SUV type vehicle to the Ambulance Service. It could be used in multiple ways that could help the EMS coverage of the County.

Thank you for your time and consideration of the matter.

James C. Taylor
LCEMS Coordinator



Lewis County Emergency Ambulance Service Authority

155 West Second Street • P. O. Box 228 • Weston, West Virginia 26452

Emergency Phone: Dial 911

Office Phone: (304) 269-8207

James C Taylor
Weston Lewis County EMS
PO Box 228
155 W 2nd ST
Weston WV 26452

December 31, 2017

Lewis County Commission
110 Center Avenue, 2nd Floor
Weston, WV 26452

Dear Sirs and Madam:

The term for Gary Morris has ended on December 2017. The Authority Board request the Commission to continue his services for another term as a Weston Lewis Co Ambulance Authority Member.

Thank you,

James C Taylor
Coordinator
Weston Lewis County EMS



Lewis County Emergency Ambulance Service Authority

155 West Second Street • P. O. Box 228 • Weston, West Virginia 26452

Emergency Phone: Dial 911

Office Phone: (304) 269-8207

James C Taylor
Weston Lewis County EMS
PO Box 228
155 W 2nd ST
Weston WV 26452

December 31, 2017

Lewis County Commission
110 Center Avenue, 2nd Floor
Weston, WV 26452

Dear Sirs and Madam:

The term for James Markley has ended on December 2017. The Authority Board request the Commission to continue his services for another term as a Weston Lewis Co Ambulance Authority Member.

Thank you,

A handwritten signature in blue ink, appearing to read 'James C Taylor'.

James C Taylor
Coordinator
Weston Lewis County EMS



Lewis County Emergency Ambulance Service Authority

155 West Second Street • P. O. Box 228 • Weston, West Virginia 26452

Emergency Phone: Dial 911

Office Phone: (304) 269-8207

James C Taylor
Weston Lewis County EMS
PO Box 228
155 W 2nd ST
Weston WV 26452

December 31, 2017

Lewis County Commission
110 Center Avenue, 2nd Floor
Weston, WV 26452

Dear Sirs and Madam:

The term for Tom Fealy has ended on December 2017. The Authority Board request the Commission to continue his services for another term as a Weston Lewis Co Ambulance Authority Member.

Thank you,

James C Taylor
Coordinator
Weston Lewis County EMS