

# COUNTY COMMISSION OF LEWIS COUNTY

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**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 23, 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, July 19, 2018.  
*(action required)*

## **APPOINTMENTS**

- 3. NONE**

## **CORRESPONDENCE**

- 4. Upshur County Commission Meeting Agendas:** Upshur County Commission Agendas for July 12 and July 19, 2018. *(information only)*
- 5. Jane Lew Public Service District Agenda and Meeting Minutes:** Jane Lew Public Service District Meeting Agenda for the July 12, 2018 Regular Meeting and minutes of June 14, 2018 Regular Meeting. *(information only)*
- 6. Lewis-Gilmer E911 Call Report:** Calls taken by Lewis Gilmer E911 for the month of June including: number of calls by agency, distribution of calls and call comparisons. *(information only)*
- 7. Sheriff's Monthly Reconciliation:** Sheriff Adam Gissy submits the June 2018 Monthly Settlement (reconciliation) of Lewis County financial accounts. *(information only)*
- 8. Public Service Commission of West Virginia Quarterly Disbursement of E911 Wireless Fees:** The West Virginia Public Service Commission disbursed Wireless E-911 Subscriber Fees for April, May and June 2018 to Lewis County in the amount of \$128,171.15. Last quarter the county received \$117,098.28. *(information only)*

## BUSINESS

9. **Board(s) and Committee(s) Reports:** Reports by Commissioners on any board(s) or committee(s) attended including: Lewis County Economic Development Authority water status meeting; Sexual Harassment Training Seminars; Weston Neighborhood Watch; Ribbon Cutting at Mountaineer RV; Lewis County Firefighters Association Meeting; Corridor H Highway Authority Meeting; Hardwood Alliance Zone Meeting. *(information only)*
10. **Approval of the Phase I Water Project Submission for Small Cities Block Grant Funding:** The County Commission is asked to execute the Small Cities Block Grant Application for funding of the Phase I Water Project. This project includes: Oil Creek Road; Copley Road; Wolfpen Run Road; and Wheeler Fork Road. *(action required)*
11. **Approval of Community Development Block Grant Amendment 5:** The commission is asked to execute the Community Development Block Grant Amendment 5 to extend the deadline for completion of grant award 14SCBG0001X to June 20, 2019. *(action required)*
12. **Resignation of Lewis Gilmer E911 Telecommunicator:** Fallow Erwin tendered his resignation as a Lewis Gilmer E911 Telecommunicator effective July 9, 2018. *(action required)*
13. **Fiscal Year 2016 Audit Acceptance:** The Commission is asked to execute a letter accepting the findings of the Fiscal Year 2016 County Audit. *(action required)*
14. **Management Representation Letter for Completion of Fiscal Year 2016 Audit:** The County Commission is asked to execute the management representation letter for the county's Fiscal Year 2016 Audit. This letter states all information needed by the West Virginia State Auditor was provided and correct to the best of knowledge. *(action required)*
15. **Appointment to the Lewis County Fire Board:** The Lewis County Firefighter's Association requests Michael Murray be appointed to the Lewis County Fire Board. If appointed his term of office will expire on June 30, 2021. *(action required)*
16. **Approval of Legal Counsel for the Collection of Delinquent Personal Property Taxes:** The Lewis County Commission advertised for legal counsel to seek collection of delinquent personal property taxes. Requests for Proposals obtained will be presented for review and possible contract. *(action required)*
17. **Time Sheets and Leave Requests**

## 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, July 19, 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, July 19, 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, July 19 2018. *(action required)*
21. **Expenses for the Current Period Presented for Consideration of Payment:** Draft copies will be available for review upon request Thursday, July 19, 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.**

## Upshur County Commission Agenda

Agenda packets are available electronically at [http://www.upshurcounty.org/agenda\\_and\\_minutes/index.php](http://www.upshurcounty.org/agenda_and_minutes/index.php) or by request to the Upshur County Commission Office at 304-472-0535

Location of Meeting: Upshur County Courthouse Annex

Date of Meeting: July 12, 2018

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance

Approval of Minutes:

- June 21, 2018
- June 28, 2018

9:15 a.m. Laura B. Meadows, Executive Director of the Upshur County Convention and Visitors Bureau – Annual Report

9:30 a.m. Discuss legal counsel's opinion of the Commission's authority over the Buckhannon-Upshur Health Department as a result of the Health Department/Milan Puskar Health Right's Harm Reduction/Syringe Access Program discussion that took place on June 28, 2018.

10:30 a.m. John B. "JB" McCuskey, WV State Auditor – Presentation of wvcheckbook.com website

### Items for Discussion / Action / Approval:

1. Correspondence from Governor Jim Justice announcing the STOP Violence Against Women Act grant award to the Upshur County Commission in the amount of \$27,618. These funds provide for the enhancement and the continuation of the Upshur County STOP Team to improve the criminal justice system's response to victims of domestic violence, sexual assault, stalking and dating violence. Approval and signature of STOP Violence Against Women (VAW) Grant Program Contract Agreement, Resolution, Certifications, Supplemental Special Conditions and Revised Standard Conditions.\*
2. Approval of renewal of membership in NAEIR (National Association for the Exchange of Industrial Resources) free supplies program. The renewal rate options are (1) \$495 for 4 catalogs or (2) \$595 for 5 catalogs, effective fall 2018.\*
3. Approval and signature of WV Voluntary Remediation Agreement for Investigation and Remediation Activities for the Upshur County Youth Camp Archery Range Project.\*
4. Correspondence from Michelle Vass, Controller, enclosing Depository Bonds of First Community Bank for the period July 1, 2018 through June 30, 2019 for deposits in the name of the Sheriff of Upshur County. Approval of all the terms in full contained within the letter of credit from First Community Bank for the period of July 1, 2018 through June 30, 2019 in the amount of nine million dollars and accepting the bond as presented.\*
5. Correspondence from Judith L. Williams, Director of James W. Curry Public Library, requesting approval of the expenditure of \$175 payable to Skateland for rink rental on August 7<sup>th</sup>. This is for the grand finale event for the "Libraries Rock! Rock Around the World" summer reading program.\*

Newsletters and/or Event Notifications, Agendas and/or Notices of Meetings, Meeting Minutes and Scheduled Meetings can all be found by visiting: [http://www.upshurcounty.org/agenda\\_and\\_minutes/index.php](http://www.upshurcounty.org/agenda_and_minutes/index.php)

Tabled Items

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

1. Discuss property owned by Thomas Moates located in Warren Tax District – Tax Map 6C – Parcel Number 41 (*last extension was approved during April 5<sup>th</sup> meeting*)\*
2. E-911 Center upgrade options at the Emergency Operations Center

Next Regular Meeting of the Upshur County Commission  
July 19, 2018 --- 9:00 a.m.  
Upshur County Courthouse Annex

**\*\*The Commission meeting on Thursday, August 2, 2018 has been cancelled \*\***

# Jane Lew Public Service District

70 Park Avenue  
Jane Lew, WV 26378

## **Regular Meeting** **July 12, 2018 4:00 PM**

### **~~ Public Board Meeting Agenda ~~**

**I. Call to Order (Bailey)**

**~~ ROUTINE MONTHLY BUSINESS ~~**

**II. Minutes (06/14/2018)**

**III. General Manager's June Reports (Gee)**

**A. WATER:**

1. Water Bills
2. Water Treasury Report
3. Water Adjustments Report
4. Water Purchase, Sales & Loss Report
5. Water Preventive Maintenance Report
6. Water Repairs Report (*fixing unplanned breakdowns*)
7. Leak Detection Report
8. Cross Connections/Backflow Report
9. New Taps (non-project)
10. Other

**B. WASTEWATER:**

1. Wastewater Bills
2. Wastewater Treasury Report
3. Wastewater Adjustments Report
4. Wastewater Treatment Purchase, Sales & Loss Report
5. Wastewater Preventive Maintenance Report
6. Wastewater Repairs Report (*fixing unplanned breakdowns*)
7. New Taps (non-project)
8. Other

**IV. Extensions and Road Bores**

**V. PSD Policies and Job Descriptions**

**VI. Personnel**

**VII. Announcements**

**VIII. Correspondence**

**~~ OLD BUSINESS ~~**

**IX. Proposed amendment/approval of Vacation Leave Policy (Flaxer)**

**X. Proposed rescission of Professional Incentives Policy (Flaxer)**

**XI. Proposed amendment/adoption of Cross Training Requirement Policy (Flaxer)**

**XII. Proposed amendment/approval of Employee Weapons Policy (Flaxer)**

**~~ NEW BUSINESS ~~**

**XIII. Engagement letters from Bennett & Dobbins**

**XIV. Late-Received Agenda Items (Gee)**

**XV. Adjournment (Bailey)**

15048848922 07/16/2018 16:16 #017 P.001/004

# Jane Lew Public Service District

70 Park Avenue  
Jane Lew, WV 26378

## Minutes of Regular Meeting

June 14, 2018

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

**Guests:** Rhett Dusenbury (2<sup>nd</sup> Congressional District)

**Absent:**

- I. **Call to Order:** The meeting was called to order by Chairman Bailey at 4:00 p.m. at Jane Lew PSD Office, 70 Park Avenue, Jane Lew.

### ~ ROUTINE MONTHLY BUSINESS ~

II. **Minutes:** (05/10/18)

**MOTION:** (Bailey/Mills) to approve attached Minutes of 05/10/18 regular meeting. [Carried Unanimously]

III. **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 2018. [Carried Unanimously]

2. **Treasury Report** (Attached)

**MOTION:** (Flaxer/Mills) to approve attached Water Treasury Report for May 2018. [Carried Unanimously]

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

**MOTION:** (Bailey/Flaxer) to approve attached Water Adjustments Report for May 2018. [Carried Unanimously]

4. **Water Purchase, Sales & Loss Report** (Attached) – actual unaccounted May loss of 09%.

**MOTION:** (Flaxer/Bailey) to approve attached Water Purchase, Sales & Loss Report for May 2018.

[Carried Unanimously]

5. **Water Preventive Maintenance Report** -

a) **Lines** -

b) **Loss Prevention** – daily readings & recordings done; monthly visual check

c) **Fire + Flushing Hydrants** [58 + 26] – weeded around

d) **Valves** [147] – took pictures of valves for GIS

e) **Meters** [659] – 5 new replacement meters changed out

f) **Booster Stations** [3] – cut grass; greased

g) **Tanks** [2] – mowed; visual check of tanks, overflow pipes, environs, screens, vents, discharge pipes, ladders, access hatches & locks, fencing, latches & locks

h) **Office Furnace + A/C** – done for spring

- i) Vehicles [Truck + ½ Buggy] –
  - j) Generators [1 big port + 2 small] – exercised
  - k) Expensive Equipment [Mower] -
  - l) Critical Inventory – nothing needed
  - m) Other –
6. Water System Repairs Report (fixing unplanned breakdowns) – replaced hydrant at Fire Department
  7. Water Leak Detection Report – visual check only
  8. Cross-Connections/Backflow Report - ongoing
  9. New Non-Project Water Taps –
  10. Other –

Assignments

- ✓ Weather permitting, to finish installing replacement touch-read water meters.
- ✓ Gee to follow up on tank maintenance estimates. DONE?
- ✓ Gee to obtain pepper spray gun instruction.
- ✓ Gee to work with Kelsh on water rate increase.

**B. WASTEWATER:**

1. Wastewater Bills (Attached)

**MOTION:** (Bailey/Mills) to ratify payment of list of Sewer invoices for May 2018. [Carried Unanimously]

2. Wastewater Treasury Report (Attached)

**MOTION:** (Flaxer/Mills) to approve Sewer Treasury Report for May 2018. [Carried Unanimously]

3. Wastewater Adjustments Report (Attached)

**MOTION:** (Bailey/Mills) to approve Sewer Adjustments Report for May 2018. [Carried Unanimously]

4. Wastewater Treatment Purchase, Sales & Loss Report (Attached) -

**MOTION:** (Bailey/Mills) to approve Sewer Treatment Purchase, Sales & Loss Report for May 2018. Rain 3.60 inches/  
**I&I – 2,401588 gallons** [Carried Unanimously]

5. Wastewater Preventive Maintenance Report (attached)

- a) Lines–
- b) I&I Prevention – continued to check manholes for leaks;
- c) Manholes [594] – continued to check manholes for leaks; entered manholes from new part of system into GIS
- d) Duplex + ABS Grinder Pumps [5 + 2] –
- e) Lift Stations [16 total] – weekly inspections, amped, cleaned, cut grass
- f) Bar Screen [1] – cleaned weekly
- g) Vehicles – [Truck & ½ Buggy] –
- h) Generators [3stat. + 2 port.] – exercised
- i) Classroom Furnace & A/C – completed for spring
- j) Expensive Equipment [mower]
- k) Critical Inventory – nothing needed

6. Wastewater Repairs Report (attached) –

- ✓ Atlas repaired 1 more manhole; will continue as schedule allows
- ✓ Put back repaired pump at Lift 2
- ✓ Weston pulled malfunctioning pump at Lift 5 and took out rags
- ✓ Replaced contactor in E-1 at Westfield

7. New Non-Project Sewer Taps – none

8. Other -

*Assignments*

✓ *Gee to follow up with Atlas*

IV. Update: Pending Non-Project Extensions and Road Bores (Gee) noneV. Update: Board Review of PSD Policies and Job Descriptions (Gee/Flaxer) - see New Business

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

VI. Update: Personnel Matters (Gee) -

- A. Office Staff
- B. Water Staff -
- C. Sewer Staff - Jason Foster & Boone Brown passed exam and attained Class WD licenses. Kudos for the guys!

*Assignment*

✓ *Gee to enter note of congratulations from Board into Foster's & Brown's personnel records.*

VII. Announcements: Nancy Gee to be on vacation June 15<sup>th</sup> and 18<sup>th</sup>VIII. Correspondence: -

- A. Letter: (05-24-18) from Tetrick & Bartlett, PLLC, Re: Representation in connection with the audits of the financial statements.

~ ~ OLD BUSINESS ~ ~

IX. Revised 2018/19 Water Budget - Gee presented water budget revised to show \$40,000 amendment for maintenance of small water tank as recommended by Board in May special meeting.

~ ~ NEW BUSINESS ~ ~

X. Proposed Amendment to Vacation Leave Policy (Gee) - first reading. Amendment granting 5 extra days of vacation leave

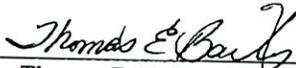
to full-time non-exempt employees who have completed 10 years of service. (NOTE: General Manager's leave to be established in Resolution of Re-Appointment.) No changes recommended by Board. No action was taken.

XI. **Proposed Amendment to Professional Incentives Policy.** First reading. After discussion Board agreed that this policy should be completely changed from a policy that encouraged to a policy that required all full-time non-exempt employees to be cross trained to both water distribution and sewer collection. (See Attached) No action was taken.

XII. **Proposed Amendment to Employee Weapons Policy.** First reading. Amendment prohibiting use of tasers and allowing use of pepper spray guns to employees who have been professionally trained in their use. No action was taken.

XIII. **Late Received Agenda Items (Gee)**

XIV. **Adjournment:** The meeting was adjourned by Chairman Bailey at 4:54 p.m.

  
Thomas E. Bailey, Chairman

  
Elaine B. Flaxer, Secretary

**Attachments:**

- May '18 Bills Paid (Water/Wastewater)
- May '18 Treasury Reports (Water/Wastewater)
- May '18 Adjustments Reports (Water/Wastewater)
- May '18 Water/Wastewater Treatment Purchase, Sales & Loss Reports
- All Correspondence noted above on Page 3
- Copies of yellow-highlighted proposed policies: Vacation; Professional Incentives; Cross Training Requirement; Employee Weapons.

**E-Copies of Unapproved Minutes Sent to:**

- James V. Kelsh, PSD Attorney (Bowles Rice)
- PSD Office
- Board Members

**Assignment**

**LEWIS-GILMER E-911 YEARLY TOTALS**

| CAD #               | DATE             | 2018 | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEPT | OCT | NOV | DEC | TOTALS |      |
|---------------------|------------------|------|-----|-----|-----|-----|-----|-----|-----|-----|------|-----|-----|-----|--------|------|
| <b>LEWIS COUNTY</b> |                  |      |     |     |     |     |     |     |     |     |      |     |     |     |        |      |
| 15                  | LEWIS SHERIFF    |      | 529 | 555 | 601 | 499 | 826 | 690 |     |     |      |     |     |     | 3700   |      |
| 10                  | WESTON PD        |      | 295 | 282 | 404 | 265 | 352 | 248 |     |     |      |     |     |     | 1846   |      |
| 250                 | LEWIS DPS        |      | 115 | 111 | 94  | 132 | 168 | 154 |     |     |      |     |     |     | 774    |      |
| 230                 | LEWIS DNR        |      | 23  | 30  | 16  | 19  | 29  | 33  |     |     |      |     |     |     | 150    |      |
| 208                 | LEWIS EMS        |      | 272 | 216 | 314 | 245 | 238 | 286 |     |     |      |     |     |     | 1571   |      |
| 201                 | WESTON FD        |      | 42  | 22  | 43  | 36  | 31  | 59  |     |     |      |     |     |     | 233    |      |
| 202                 | JANE LEW FD      |      | 26  | 8   | 22  | 19  | 22  | 37  |     |     |      |     |     |     | 134    |      |
| 203                 | PRICETOWN FD     |      | 12  | 8   | 14  | 8   | 9   | 16  |     |     |      |     |     |     | 67     |      |
| 204                 | WALKERSVILLE FD  |      | 15  | 13  | 30  | 18  | 21  | 14  |     |     |      |     |     |     | 111    |      |
| 205                 | JACKSON MILL FD  |      | 13  | 7   | 12  | 8   | 7   | 16  |     |     |      |     |     |     | 63     |      |
| 206                 | MIDWAY FD        |      | 4   | 4   | 8   | 5   | 4   | 1   |     |     |      |     |     |     | 26     |      |
|                     | ANIMAL CONTROL   |      | 52  | 59  | 55  | 71  | 56  | 79  |     |     |      |     |     |     | 372    |      |
|                     | DOGS PICKED UP   |      | 17  | 12  | 12  | 12  | 15  | 9   |     |     |      |     |     |     | 77     |      |
|                     | OTHERS PICKED UP |      | 0   | 2   | 1   | 2   | 14  | 4   |     |     |      |     |     |     | 23     |      |
|                     |                  |      |     |     |     |     |     |     |     |     |      |     |     |     | Total  | 9047 |

|                      |                |  |     |     |     |     |     |     |  |  |  |  |  |  |       |      |
|----------------------|----------------|--|-----|-----|-----|-----|-----|-----|--|--|--|--|--|--|-------|------|
| <b>GILMER COUNTY</b> |                |  |     |     |     |     |     |     |  |  |  |  |  |  |       |      |
| 104                  | GILMER SHERIFF |  | 60  | 36  | 62  | 70  | 44  | 34  |  |  |  |  |  |  | 306   |      |
| 102                  | GLENVILLE PD   |  | 127 | 106 | 77  | 69  | 85  | 77  |  |  |  |  |  |  | 541   |      |
| 103                  | CAMPUS PD      |  | 9   | 10  | 11  | 9   | 5   | 7   |  |  |  |  |  |  | 51    |      |
| 150                  | GILMER DPS     |  | 75  | 109 | 121 | 107 | 113 | 133 |  |  |  |  |  |  | 658   |      |
| 130                  | GILMER DNR     |  | 17  | 8   | 17  | 12  | 12  | 15  |  |  |  |  |  |  | 81    |      |
| 175                  | GILMER EMS     |  | 126 | 96  | 119 | 111 | 148 | 141 |  |  |  |  |  |  | 741   |      |
| 101                  | GLENVILLE FD   |  | 22  | 16  | 23  | 24  | 35  | 30  |  |  |  |  |  |  | 150   |      |
| 105                  | NORMANTOWN FD  |  | 1   | 1   | 3   | 2   | 6   | 4   |  |  |  |  |  |  | 17    |      |
| 106                  | SAND FORK FD   |  | 12  | 13  | 13  | 19  | 21  | 15  |  |  |  |  |  |  | 93    |      |
| 107                  | CEDARVILLE FD  |  | 2   | 0   | 0   | 2   | 3   | 2   |  |  |  |  |  |  | 9     |      |
| 108                  | TROY FD        |  | 2   | 5   | 4   | 6   | 4   | 1   |  |  |  |  |  |  | 22    |      |
|                      | ANIMAL CONTROL |  | 1   | 3   | 4   | 5   | 5   | 2   |  |  |  |  |  |  | 20    |      |
|                      |                |  |     |     |     |     |     |     |  |  |  |  |  |  | Total | 2689 |

|                |      |      |      |      |      |      |   |   |   |   |   |   |   |   |
|----------------|------|------|------|------|------|------|---|---|---|---|---|---|---|---|
| Total by Month | 1869 | 1732 | 2080 | 1775 | 2273 | 2107 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
|----------------|------|------|------|------|------|------|---|---|---|---|---|---|---|---|

| DATE 2018<br>*****    | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEPT | OCT | NOV | DEC | TOTALS |
|-----------------------|-----|-----|-----|-----|-----|-----|-----|-----|------|-----|-----|-----|--------|
| PICKENS COUNTY        | 7   | 4   | 3   | 6   | 4   | 7   |     |     |      |     |     |     | 31     |
| PICKENS OWNER         | 5   | 3   | 11  | 1   | 6   | 8   |     |     |      |     |     |     | 34     |
| PICKENS SERVICE       | 2   | 2   | 0   | 2   | 1   | 0   |     |     |      |     |     |     | 7      |
| PICKENS TOTAL         | 14  | 9   | 14  | 9   | 11  | 15  |     |     |      |     |     |     | 72     |
| M & J COUNTY          | 6   | 4   | 3   | 6   | 5   | 6   |     |     |      |     |     |     | 30     |
| M & J OWNER           | 2   | 0   | 3   | 5   | 6   | 4   |     |     |      |     |     |     | 20     |
| M & J SERVICE         | 2   | 1   | 1   | 1   | 1   | 1   |     |     |      |     |     |     | 7      |
| M & J LARGE           | 0   | 1   | 1   | 1   | 1   | 1   |     |     |      |     |     |     | 5      |
| M & J TOTAL           | 10  | 6   | 8   | 13  | 13  | 12  |     |     |      |     |     |     | 62     |
| HITT'S COUNTY         | 6   | 4   | 4   | 5   | 5   | 6   |     |     |      |     |     |     | 30     |
| HITT'S OWNER          | 3   | 0   | 1   | 1   | 1   | 2   |     |     |      |     |     |     | 8      |
| HITT'S SERVICE        | 3   | 1   | 0   | 2   | 2   | 0   |     |     |      |     |     |     | 8      |
| HITT'S TOTAL          | 12  | 5   | 5   | 8   | 8   | 8   |     |     |      |     |     |     | 46     |
| LIPP'S COUNTY         | 6   | 4   | 3   | 6   | 5   | 6   |     |     |      |     |     |     | 30     |
| LIPP'S OWNER          | 4   | 3   | 2   | 1   | 1   | 2   |     |     |      |     |     |     | 13     |
| LIPP'S SERVICE        | 1   | 1   | 1   | 1   | 1   | 1   |     |     |      |     |     |     | 6      |
| LIPP'S LARGE          | 0   | 1   | 1   | 1   | 2   | 0   |     |     |      |     |     |     | 5      |
| LIPP'S TOTAL          | 11  | 9   | 7   | 9   | 9   | 9   |     |     |      |     |     |     | 54     |
| QUALITY COUNTY        | 6   | 4   | 4   | 5   | 5   | 7   |     |     |      |     |     |     | 31     |
| QUALITY OWNER         | 0   | 0   | 0   | 0   | 0   | 0   |     |     |      |     |     |     | 0      |
| QUALITY SERVICE       | 2   | 0   | 1   | 1   | 2   | 0   |     |     |      |     |     |     | 6      |
| QUALITY TOTAL         | 8   | 4   | 5   | 6   | 7   | 7   |     |     |      |     |     |     | 37     |
| TOLANDS COUNTY        | 6   | 4   | 4   | 6   | 5   | 7   |     |     |      |     |     |     | 32     |
| TOLANDS OWNER         | 2   | 1   | 2   | 3   | 0   | 2   |     |     |      |     |     |     | 10     |
| TOLANDS SERVICE       | 2   | 0   | 1   | 1   | 2   | 1   |     |     |      |     |     |     | 7      |
| TOLANDS TOTAL         | 10  | 5   | 7   | 10  | 7   | 10  |     |     |      |     |     |     | 49     |
| VALLEYCHAPEL COUNTY   | 6   | 4   | 3   | 6   | 5   | 6   |     |     |      |     |     |     | 30     |
| VALLEY CHAPEL OWNER   | 0   | 1   | 0   | 3   | 0   | 1   |     |     |      |     |     |     | 5      |
| VALLEY CHAPEL SERVICE | 2   | 0   | 1   | 1   | 1   | 1   |     |     |      |     |     |     | 6      |
| VALLEY CHAPEL TOTAL   | 8   | 5   | 4   | 10  | 6   | 8   |     |     |      |     |     |     | 41     |
| GILMER COUNTY         |     |     |     |     |     |     |     |     |      |     |     |     |        |
| GLEN- AUTO COUNTY     | 2   | 2   | 4   | 2   | 3   | 3   |     |     |      |     |     |     | 16     |
| GLEN- AUTO OWNERS     | 6   | 2   | 7   | 5   | 11  | 3   |     |     |      |     |     |     | 34     |
| GLEN- AUTO SERVICE    | 0   | 0   | 0   | 1   | 0   | 1   |     |     |      |     |     |     | 2      |
| GLEN- AUTO TOTALS     | 8   | 4   | 11  | 8   | 14  | 7   |     |     |      |     |     |     | 52     |
| A and S COUNTY        | 2   | 3   | 4   | 2   | 4   | 1   |     |     |      |     |     |     | 16     |
| A and S OWNERS        | 0   | 1   | 0   | 0   | 2   | 1   |     |     |      |     |     |     | 4      |
| A and S SERVICE       | 1   | 0   | 1   | 1   | 0   | 0   |     |     |      |     |     |     | 3      |
| A and S LARGE         | 1   | 0   | 0   | 1   | 0   | 1   |     |     |      |     |     |     | 3      |
| A and S TOTAL         | 4   | 4   | 5   | 4   | 6   | 3   |     |     |      |     |     |     | 26     |

2018 LEWIS-GILMER E-911 TELETYPE REPORT

|                    |           | JAN. | FEB. | MAR. | APR. | MAY. | JUN. | JULY. | AUG. | SEP. | OCT. | NOV. | DEC.  | TOTAL |
|--------------------|-----------|------|------|------|------|------|------|-------|------|------|------|------|-------|-------|
| LEWIS COUNTY       | 10-27     | 510  | 462  | 522  | 448  | 685  | 547  |       |      |      |      |      |       | 3174  |
|                    | 10-28     | 472  | 461  | 454  | 394  | 720  | 517  |       |      |      |      |      |       | 3018  |
|                    | III & CIB | 251  | 372  | 323  | 305  | 335  | 285  |       |      |      |      |      |       | 1871  |
|                    | OTHER     | 24   | 9    | 18   | 37   | 5    | 25   |       |      |      |      |      |       | 118   |
|                    | DVP       | 26   | 37   | 40   | 39   | 62   | 52   |       |      |      |      |      |       | 256   |
| CITY               | 10-27     | 305  | 203  | 349  | 82   | 306  | 241  |       |      |      |      |      |       | 1486  |
|                    | 10-28     | 223  | 242  | 294  | 198  | 287  | 141  |       |      |      |      |      |       | 1385  |
|                    | III & CIB | 58   | 27   | 65   | 27   | 64   | 52   |       |      |      |      |      |       | 293   |
|                    | OTHER     | 7    | 5    | 22   | 13   | 3    | 17   |       |      |      |      |      |       | 67    |
|                    | DVP       | 12   | 8    | 12   | 14   | 12   | 16   |       |      |      |      |      |       | 74    |
| STATE              | 10-27     | 91   | 80   | 84   | 135  | 191  | 136  |       |      |      |      |      |       | 717   |
|                    | 10-28     | 68   | 41   | 48   | 58   | 87   | 79   |       |      |      |      |      |       | 381   |
|                    | III & CIB | 11   | 18   | 42   | 19   | 47   | 36   |       |      |      |      |      |       | 173   |
|                    | OTHER     | 0    | 0    | 1    | 1    | 4    | 1    |       |      |      |      |      |       | 7     |
|                    | DVP       | 13   | 2    | 4    | 14   | 37   | 17   |       |      |      |      |      |       | 87    |
| DNR                | 10-27     | 14   | 21   | 21   | 17   | 24   | 26   |       |      |      |      |      |       | 123   |
|                    | 10-28     | 7    | 8    | 12   | 7    | 22   | 14   |       |      |      |      |      |       | 70    |
|                    | III & CIB | 0    | 8    | 2    | 5    | 8    | 0    |       |      |      |      |      |       | 23    |
|                    | OTHER     | 1    | 40   | 5    | 4    | 5    | 1    |       |      |      |      |      |       | 56    |
|                    | DVP       | 4    | 5    | 2    | 9    | 5    | 8    |       |      |      |      |      |       | 33    |
| PROSECUTOR         | 10-27     | 22   | 33   | 13   | 7    | 11   | 8    |       |      |      |      |      |       | 94    |
|                    | 10-28     | 0    | 0    | 0    | 0    | 0    | 0    |       |      |      |      |      |       | 0     |
|                    | III & CIB | 35   | 110  | 103  | 68   | 63   | 25   |       |      |      |      |      |       | 404   |
|                    | OTHER     | 0    | 0    | 0    | 3    | 0    | 0    |       |      |      |      |      |       | 3     |
|                    | DVP       | 0    | 0    | 0    | 0    | 0    | 0    |       |      |      |      |      |       | 0     |
| PROBATION          | 10-27     | 3    | 19   | 2    | 2    | 10   | 3    |       |      |      |      |      |       | 39    |
|                    | 10-28     | 0    | 0    | 0    | 0    | 0    | 0    |       |      |      |      |      |       | 0     |
|                    | III & CIB | 33   | 41   | 7    | 9    | 42   | 20   |       |      |      |      |      |       | 152   |
|                    | OTHER     | 6    | 0    | 0    | 2    | 5    | 6    |       |      |      |      |      |       | 19    |
|                    | DVP       | 0    |      | 0    | 20   | 3    | 2    |       |      |      |      |      |       | 25    |
| SWJS PARK          | 10-27     | 0    | 0    | 0    | 0    | 0    | 0    |       |      |      |      |      |       | 0     |
|                    | 10-28     | 1    | 0    | 1    | 1    | 2    | 0    |       |      |      |      |      |       | 5     |
|                    | III & CIB | 0    | 0    | 0    | 0    | 0    | 0    |       |      |      |      |      |       | 0     |
|                    | OTHER     | 0    | 0    | 0    | 0    | 0    | 0    |       |      |      |      |      |       | 0     |
|                    | DVP       | 0    | 0    | 0    | 0    | 0    | 0    |       |      |      |      |      |       | 0     |
| FAMILY COURT       | III & CIB |      | 28   | 101  | 109  | 133  | 144  |       |      |      |      |      |       | 515   |
| DAY REPORT         | 10-27     | 7    | 6    | 5    | 1    | 0    | 3    |       |      |      |      |      |       | 22    |
|                    | 10-28     | 2    | 0    | 0    | 2    | 0    | 0    |       |      |      |      |      |       | 4     |
|                    | III & CIB | 8    | 21   | 15   | 6    | 0    | 4    |       |      |      |      |      |       | 54    |
|                    | OTHER     | 16   | 14   | 17   | 12   | 11   | 9    |       |      |      |      |      |       | 79    |
|                    | DVP       | 0    | 0    | 0    | 0    | 0    | 0    |       |      |      |      |      |       | 0     |
| TOTAL TRANSACTIONS |           |      |      |      |      |      |      |       |      |      |      |      | 14827 |       |

2018

## LEWIS-GILMER E-911 TELETYPE REPORT

| GILMER     |           | JAN. | FEB. | MAR. | APR. | MAY. | JUN. | JULY. | AUG. | SEP. | OCT. | NOV. | DEC. | TOTAL |
|------------|-----------|------|------|------|------|------|------|-------|------|------|------|------|------|-------|
| COUNTY     | 10-27     | 63   | 39   | 40   | 56   | 37   | 34   |       |      |      |      |      |      | 269   |
|            | 10-28     | 62   | 61   | 42   | 42   | 38   | 30   |       |      |      |      |      |      | 275   |
|            | III & CIB | 74   | 82   | 60   | 73   | 29   | 52   |       |      |      |      |      |      | 370   |
|            | OTHER     | 10   | 2    | 3    | 1    | 8    | 10   |       |      |      |      |      |      | 34    |
|            | DVP/WAR   | 1    | 0    | 1    | 2    | 0    | 0    |       |      |      |      |      |      | 4     |
| CITY       | 10-27     | 95   | 101  | 80   | 40   | 45   | 47   |       |      |      |      |      |      | 408   |
|            | 10-28     | 87   | 81   | 54   | 21   | 34   | 47   |       |      |      |      |      |      | 324   |
|            | III & CIB | 31   | 22   | 31   | 28   | 19   | 24   |       |      |      |      |      |      | 155   |
|            | OTHER     | 0    | 0    | 3    | 0    | 0    | 1    |       |      |      |      |      |      | 4     |
|            | DVP/WAR   | 4    | 26   | 9    | 4    | 0    | 9    |       |      |      |      |      |      | 52    |
| STATE      | 10-27     | 48   | 64   | 99   | 83   | 105  | 95   |       |      |      |      |      |      | 494   |
|            | 10-28     | 54   | 107  | 82   | 76   | 88   | 103  |       |      |      |      |      |      | 510   |
|            | III & CIB | 25   | 3    | 20   | 13   | 23   | 31   |       |      |      |      |      |      | 115   |
|            | OTHER     | 0    | 0    | 0    | 0    | 0    | 3    |       |      |      |      |      |      | 3     |
|            | DVP/WAR   | 13   | 13   | 15   | 19   | 36   | 11   |       |      |      |      |      |      | 107   |
| DNR        | 10-27     | 30   | 23   | 19   | 17   | 16   | 20   |       |      |      |      |      |      | 125   |
|            | 10-28     | 24   | 20   | 22   | 18   | 22   | 21   |       |      |      |      |      |      | 127   |
|            | III & CIB | 3    | 2    | 0    | 4    | 4    | 4    |       |      |      |      |      |      | 17    |
|            | OTHER     | 3    | 0    | 0    | 0    | 0    | 0    |       |      |      |      |      |      | 3     |
|            | DVP/WAR   | 10   | 4    | 6    | 5    | 6    | 9    |       |      |      |      |      |      | 40    |
| PROSECUTOR | 10-27     | 3    | 0    | 0    | 0    | 1    | 0    |       |      |      |      |      |      | 4     |
|            | 10-28     | 0    | 0    | 0    | 0    | 0    | 0    |       |      |      |      |      |      | 0     |
|            | III & CIB | 19   | 22   | 67   | 12   | 6    | 17   |       |      |      |      |      |      | 143   |
|            | OTHER     | 0    | 0    | 0    | 0    | 0    | 0    |       |      |      |      |      |      | 0     |
|            | DVP/WAR   | 0    | 0    | 0    | 0    | 0    | 0    |       |      |      |      |      |      | 0     |
| CAMPUS     | 10-27     | 4    | 2    | 1    | 1    | 0    | 0    |       |      |      |      |      |      | 8     |
|            | 10-28     | 9    | 2    | 219  | 48   | 4    | 3    |       |      |      |      |      |      | 285   |
|            | III & CIB | 4    | 3    | 0    | 0    | 0    | 0    |       |      |      |      |      |      | 7     |
|            | OTHER     | 0    | 0    | 0    | 0    | 0    | 0    |       |      |      |      |      |      | 0     |
|            | DVP/WAR   | 0    | 0    | 0    | 0    | 0    | 0    |       |      |      |      |      |      | 0     |

Total Transactions 3883

**Lewis County, West Virginia  
Sheriff's Monthly Settlement  
June 30, 2018**

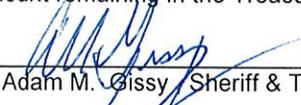
Lewis County  
07/10/2018 @ 10:25:19 AM

|                                | Beginning Balance   | All Other Revenues | All Taxes Collected | Less: Orders Issued | Ending Balance      |
|--------------------------------|---------------------|--------------------|---------------------|---------------------|---------------------|
| County                         | 3,836,728.35        | 423,732.66         | 30,187.29           | 880,121.80          | 3,410,526.50        |
| Coal Severance                 | 36,079.06           | 2.87               | 0.00                | 25,000.00           | 11,081.93           |
| General School                 | 20,345.37           | 5,476.32           | 0.00                | 0.00                | 25,821.69           |
| Magistrate Court               | 478.65              | 1,859.06           | 0.00                | 1,977.37            | 360.34              |
| Worthless Check                | 48,763.69           | 100.00             | 0.00                | 0.00                | 48,863.69           |
| Dog and Kennel                 | 31,775.69           | 354.40             | 0.00                | 780.36              | 31,349.73           |
| Home Detention                 | 4,967.81            | 5,676.99           | 0.00                | 6,121.62            | 4,523.18            |
| Emergency 911 Fund             | 2,991,847.53        | 18,599.46          | 0.00                | 72,399.72           | 2,938,047.27        |
| Lewis County Aquatic Fund      | 721,033.22          | 1,238.77           | 0.00                | 0.00                | 722,271.99          |
| Citizens Education             | 29,201.34           | 0.00               | 0.00                | 3,860.00            | 25,341.34           |
| Federal Equitable              | 0.71                | 0.00               | 0.00                | 0.00                | 0.71                |
| Fire Fees                      | 0.00                | 32,329.87          | 0.00                | 32,309.87           | 20.00               |
| 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                | 95,226.13          | 0.00                | 0.00                | 95,226.13           |
| Sheriff Special Account-state  | 7,239.19            | 66.58              | 0.00                | 329.78              | 6,975.99            |
| Acquatic Excess Levy           | 0.00                | 1,035.91           | 116.96              | 1,152.87            | 0.00                |
| County Building                | 571,370.41          | 28.38              | 0.00                | 0.00                | 571,398.79          |
| Board of Health                | 409,466.04          | 24,509.85          | 0.00                | 27,873.90           | 406,101.99          |
| Tax Lien                       | 301,964.56          | 0.00               | 2,995.81            | 6,188.38            | 298,771.99          |
| Delinquent Nonentered          | 17,277.86           | 0.00               | 50.00               | 420.00              | 16,907.86           |
| Concealed Weapons              | 51,654.17           | 994.14             | 0.00                | 3,297.67            | 49,350.64           |
| Assessor Valuaton              | 223,002.22          | 628.71             | 0.00                | 11,814.37           | 211,816.56          |
| Voters Registration            | 5,234.35            | 1.96               | 0.00                | 0.00                | 5,236.31            |
| State Current                  | 0.00                | 0.04               | 397.86              | 397.90              | 0.00                |
| Criminal Charges               | 0.00                | 1,566.50           | 0.00                | 1,566.50            | 0.00                |
| Court Reporter                 | 0.00                | 125.00             | 0.00                | 125.00              | 0.00                |
| State Police                   | 0.00                | 650.00             | 0.00                | 650.00              | 0.00                |
| Vehicle License                | 0.00                | 40,506.50          | 0.00                | 40,506.50           | 0.00                |
| State Fines                    | 0.00                | 100.00             | 0.00                | 100.00              | 0.00                |
| State Jury                     | 0.00                | 0.00               | 0.00                | 0.00                | 0.00                |
| WV Deputies Fund               | 576.00              | 626.50             | 0.00                | 1,201.00            | 1.50                |
| General Current Expenses       | 0.00                | 12,183.18          | 34,510.88           | 46,694.06           | 0.00                |
| Excess Levy                    | 0.00                | 6,480.95           | 18,358.36           | 24,839.31           | 0.00                |
| Weston Current                 | 0.00                | 0.37               | 3,607.01            | 3,607.38            | 0.00                |
| Jane Lew Current               | 0.00                | 0.12               | 1,162.38            | 1,162.50            | 0.00                |
| <b>Totals</b>                  | <b>9,309,006.22</b> | <b>674,101.22</b>  | <b>91,386.55</b>    | <b>1,194,497.86</b> | <b>8,879,996.13</b> |

|  |           |                     |                          |             |
|--|-----------|---------------------|--------------------------|-------------|
| Balance in county depositories - At End of Month | \$        | 9,192,095.94        | Bank errors              |             |
| Less: Orders Outstanding                         | -         | (468,907.54)        | Bank errors              |             |
| Add: Deposits in Transit                         | +         | 153,307.73          |                          |             |
| Cash in Office at End of Month                   | +         | 3,500.00            |                          |             |
| Misc. Adjustments (+ or -)                       |           | 0.00                |                          |             |
| <b>Total in county Depositories and Office</b>   | <b>\$</b> | <b>8,879,996.13</b> | <b>Bank errors Total</b> | <b>0.00</b> |

True Balance \$ 8,879,996.13

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

  
\_\_\_\_\_  
Adam M. Gissy, Sheriff & Treasurer, Lewis County

07/10/18  
\_\_\_\_\_  
Dated and sworn to on this date.

Difference (0.00)

# 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 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 \$128,171.15 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 2018. 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

Last Quarter  
\$ 117,098.28



Community Development Block Grant  
(CDBG)  
**Grant Amendment No. 5**

West Virginia Development Office  
1900 Kanawha Blvd. East  
Building 3, Suite 700  
Charleston, WV 25305

| Subrecipient Information |                                       | State Accounting Information |            |
|--------------------------|---------------------------------------|------------------------------|------------|
| Name:                    | Lewis County Commission               | Major Program:               | CDBG       |
| Address:                 | 110 Center Avenue<br>Weston, WV 26452 | Program:                     | CDBGGRANTS |
| FEIN:                    | 55-6000-338                           | Program Period:              | B14        |
| DUNS:                    | 803418045                             | Vendor Number:               | 211994     |
|                          |                                       | Oasis Grant Award No.:       | N/A        |

| Amendment No. 5 – Description of Change   |
|---|
| This amendment will extend the contract period to allow additional time to complete all project activities. |

| Federal Award Information      |  | Pass-through Award Information        |                                |
|--------------------------------|--|---------------------------------------|--------------------------------|
| Federal Awarding Agency:       | Dept. of Housing & Urban Development (HUD) | Awarding Agency:                      | Commerce-WVDO                  |
| CFDA No. and Name:             | 14.228-Community Development Block Grant   | Subaward Project No.:                 | 14SCBG0001X                    |
| R&D Award:                     | No   | Initial Performance Period:           | 03/08/2016 - 06/30/2018        |
| 2014 Program Year              |  | <b>Amended Performance Period:</b>    | <b>03/08/2016 - 06/30/2019</b> |
| FAIN:                          | B14DC540001                                | 2014 Program Year PPC-B14             |                                |
| Federal Award Date:            | 08/07/2014                                 | Funds Obligated by this action:       | N/A                            |
| Total Federal Funds Available: | \$12,831,207                               | Total Funds Obligate:                 | <b>\$250,000</b>               |
| 2015 Program Year              |  | 2015 Program Year PPCB15              |                                |
| FAIN:                          | B15DC540001                                | Funds Obligated by this action:       | N/A                            |
| Federal Award Date:            | 09/19/2016                                 | Total Funds Obligate:                 | <b>\$1,250,000</b>             |
| Total Federal Funds Available: | \$12,528,038                               | Funds De-obligated from award:        | (\$58,723)                     |
|                                |  | <b>Total Federal Funds Committed:</b> | <b>\$1,441,277</b>             |

| Notice of Grant Amendment   |
|---|
| This amendment is made and agreed upon by the WV Department of Commerce and by the Subrecipient listed above pursuant to the CDBG funds under Title I of the U.S. Housing and Urban Development Act of 1974 (Public Law 93-383), as amended. In all other respects, the agreement of which this is an amendment to shall remain in full force and effect. |

| Terms of Acceptance  |                              |
|--|------------------------------|
| By accepting funds under this Amendment, the subrecipient agrees to comply with all terms and conditions in the Agreement; all assurances and certifications made in the Agreement; and all applicable federal statutes, regulations, and guidelines. The subrecipient agrees to administer the funded project in accordance with the Agreement and budget(s), supporting documents, and other representations made in support of the Agreement. |                              |
| <b>For the Pass-Through Entity:</b>  | <b>For the Subrecipient:</b> |
| _____  | _____                        |
| Authorized Signature   | Authorized Signature         |
| _____  | _____                        |
| Date   | Date                         |
| _____  | _____                        |
| Print Name / Title   | Print Name / Title           |
| 304-558-2234   | _____                        |
| Phone  | Phone                        |
| _____  | _____                        |
| Email  | Email                        |

Effective on this day: July 9th 2018, I, Fallon Erwin, announce my resignation as a 911 dispatcher at the Gilmer-Lewis E-911 Center. An exit meeting was held in which I announced my resignation, as I could not meet the requirements set forth during the given 6 month probationary period.

*Fallon Erwin* 7-9-18  


# COUNTY COMMISSION OF LEWIS COUNTY

110 Center Avenue  
Weston, WV 26452  
Phone: (304)269-8200  
Fax: (304) 269-2416

Email: [lewiscountycommission@lewiscountywv.org](mailto:lewiscountycommission@lewiscountywv.org)

Website: [lewiscountywv.org](http://lewiscountywv.org)



## COMMISSIONERS:

**Patrick D. Boyle**

President

**Agnes Queen**

Commissioner

**Rod Wyman**

Commissioner

July 23, 2018

Honorable Members of the Lewis County Commission  
110 Center Avenue  
Weston, West Virginia 26452

We have audited the financial statements of the governmental activities, the aggregate discretely presented component units, each major fund and the aggregate remaining fund information of Lewis County for the fiscal year ended June 30, 2016. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. We communicated such information in our letter to you dated July 24, 2017. Professional standards also required that we communicate to you the following information related to our audit.

### Significant Audit Findings

#### *Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Lewis County are described in Note I to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the fiscal year ended June 30, 2016. We noted no transaction entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future affecting them may differ significantly from those expected. The following describes the most sensitive accounting estimates reflected in the entity's financial statements:

Management's estimate of the allowance for uncollectible accounts is based on a review of historical levels of revenues and prior year uncollectible amounts. Management utilizes the straight-line depreciation method for capital assets. We evaluated the key factors and assumptions used to develop the estimates in determining that they are reasonable in relation to the financial statements taken as a whole.

### *Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

### *Corrected and Uncorrected Misstatements*

Professional standards required us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. See the attached Summary of Material Adjustments for any material misstatements that were corrected.

### *Disagreements with Management*

For purposes of this letter, a disagreement with management is a financial account, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

### *Management Representations*

We have requested certain representations from management that are included in the management representation letter dated July 23, 2018.

### *Other Audit Findings or Issues*

Any internal control related matters, matters involving noncompliance with laws and regulations (other than those that are clearly inconsequential), and any fraud or violations of laws and regulations are included in the auditor's report that is provided to those charged with governance. This report is also available at [www.wvsao.gov](http://www.wvsao.gov). Findings include: 2016 - 001 Segregation of Duties, 2016-002 Tax System Distribution.

Findings associated with components of the entity include: Lewis County Board of Health: 2016-001 Segregation of Duties; Lewis County Economic Development Authority: 2016-001 Segregation of Duties, 2016-002 Controls Over Financial Statement Preparation, 2016-003 Basis of Accounting; Lewis County Emergency Ambulance Service Authority: 2016-001 Segregation of Duties; Lewis County Fire Service Board: 2016-001 Segregation of Duties; Lewis County Parks and Recreation Authority: 2016-001 Segregation of Duties.

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the governmental unit's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

### Other Matters

We applied certain limited procedures to the Schedule of the Governments Proportionate Share of the Net Pension Liability, the Schedule of Government Contributions, the Schedule of Funding Progress, and the Schedule of Employer Contributions, which are required supplementary information (RSI) that supplement the basic financial statements. Our procedures consisted of inquiries of management regarding the methods

preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statement, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the budgetary comparison for the Assessor's Valuation Fund, which accompanies the financial statements but is not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United State of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying account records used to prepare the financial statements or to the financial statement themselves.

We were not engaged to report on the introductory section, which accompanies the financial statements but is not RSI. Such information has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

The information is intended solely for the use of Lewis County and management of Lewis County and is not intended to be, and should not be, used by anyone other than these specified parties.

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Stuart T. Stickel, CPA, CFE  
Deputy State Auditor  
Chief Inspector Division  
Office of the State Auditor

# COUNTY COMMISSION OF LEWIS COUNTY

110 Center Avenue  
Weston, WV 26452  
Phone: (304)269-8200  
Fax: (304)269-2416  
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**COMMISSIONERS:**  
**PATRICK D. BOYLE**  
President  
**AGNES G. QUEEN**  
Commissioner  
**ROD WYMAN**  
Commissioner

## Management Representation Letter – Non-Single Audit

July 23, 2018

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 of the financial statements of Lewis County Commission, which comprise the respective financial position of the governmental 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 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 June 26, 2018, the following representations made to you during your audit.

### Financial Statements

- 1) We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated July 24, 2017, 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. GAAP 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 taken timely and appropriate steps to remedy fraud, noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that you have reported to us.
- 17) We have a process to track the status of audit findings and recommendations.
- 18) 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.
- 19) We have provided our views on reported findings, conclusions, and recommendations, as well as our planned corrective actions, for the report.
- 20) The government has no plans or intentions that may materially affect the carrying value or classification of assets, liabilities, or equity.
- 21) 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.
- 22) 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.
- 23) 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.
- 24) 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.
- 25) 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.
- 26) 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.
- 27) 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.
- 28) The financial statements include all component units .
- 29) The financial statements properly classify all funds and activities, in accordance with GASB Statement No. 34.
- 30) 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.
- 31) 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.

- 32) Provisions for uncollectible receivables have been properly identified and recorded.
- 33) 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.
- 34) Revenues are appropriately classified in the statement of activities within program revenues and general revenues.
- 35) Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.
- 36) Deposits are properly classified as to risk and are properly disclosed.
- 37) Capital assets are properly capitalized, reported, and, if applicable depreciated.
- 38) 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.
- 39) 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.
- 40) 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.
- 41) 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.
- 42) Group financial information is accurately reported.
- 43) Actuarial assumptions and methods used to measure pension and OPEB liabilities and costs for financial accounting purposes are appropriate in the circumstances.
- 44) 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.

Signed: \_\_\_\_\_

Title: Acting President



## **Lewis County Firefighter's Association**

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



July 17, 2018

Lewis County Commission,

Following our monthly meeting on July 16, 2018, the County Firefighter's Association recommends Michael Murray to be appointed to the Fire Board of Lewis County as the replacement of Marissa Amon. The contact information is as follows:

Michael Murray

P.O. Box 303

674 Lakeview Dr.

Horner WV, 26372

304-517-5017

Thank you for your consideration and attention to this matter.

A handwritten signature in blue ink that reads "Joe Spray II". The signature is stylized and cursive.

Joe Spray II, Secretary/Treasurer