

AGENDA
JEFFERSON COUNTY COMMISSION
THURSDAY, JANUARY 21, 2016
9:30 A.M.

County Commission Meeting Room
located at the Old Charles Town Library
200 E. Washington Street, Charles Town, WV

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

- January 7, 2016 Regular Meeting

APPROVAL OF PURCHASE ORDERS

- January 21, 2016

APPROVAL OF ACCOUNTS PAYABLE

- January 14, 2016
- January 21, 2016

APPROVAL OF MANUAL CHECKS

- January 14, 2016
- January 21, 2016

PAYROLL APPROVAL

- January 14, 2016

ANNOUNCEMENTS

- Report if there are changes in the agenda if applicable

PUBLIC COMMENT

PRESENTATIONS

1. 9:45 a.m. Angie Banks, Assessor
- Exonerations - Discussion/Action

2. 10:00 a.m. Helen Dettmer, Mayor of Bolivar
- Discussion of potential growth boundary for the Town of Bolivar - Discussion/Action
3. 10:15 a.m. John Reisenweber, Director of the Jefferson County Economic Development Authority
- Bill Scott Racing update - Discussion/Action
4. 10:45 a.m. **BREAK**
5. 11:00 a.m. Lynn Fields, Probate Office
- Quarterly Review for Accounts and Waivers - Discussion/Action
6. 11:15 a.m. Laura Storm, Circuit Clerk
- Presentation to County Commission regarding Jefferson County Jail Annex
7. 11:30 a.m. Roger Goodwin, Chief County Engineer
- Property Safety Enforcement Agency Case 12-002 (Williams) - Contractor's Request for Payment and Release of Performance Bond - Discussion/Action
8. 11:45 a.m. Jeffrey A, Polczynski, ENP - Director of Communications
- Request approval of promotion to Supervising Public Safety Dispatcher - Discussion/Action
9. 12:00 p.m. Barbara Miller, Director of the Jefferson County Homeland Security and Emergency Management
- Emergency Management Performance Grant (EMPG) application for the calendar year 2015 - Discussion/Action

UNFINISHED BUSINESS

10. Committee Assignments:
 - Development Authority - Discussion/Action
 - Hagerstown Eastern Panhandle Metropolitan Planning Organization - Discussion/Action

NEW BUSINESS

11. Legislative Updates

FINANCIAL DIRECTOR REPORTS

- Review of Budget to Actual as of December 31, 2015 - Discussion/Action
- Review and approve payment of Region 9 invoice for FY16 Air Quality Program Funding Request - Discussion/Action

COUNTY ADMINISTRATOR REPORTS

- Property Purchase Negotiation - Possible Executive Session - Discussion/Action

COUNTY COMMISSION REPORTS

12. **Lunch Break**

~~~~~ AFTERNOON SESSION ~~~~~

13. 1:30 p.m. Work Session - WVPSC - Information session about the purpose, function, and authority of the WVPSC and how it relates to the Public Service District

14. **RECESS**

~~~~~ EVENING SESSION ~~~~~

15. 7:00 p.m. Public Hearing
- Recommendation from the Planning Commission to the County Commission to amend various sections of the Zoning and Land Development Ordinance (File #ZTA 15-02) and the Subdivision and Land Development Regulations (File #STA15-04) regarding permitting Campgrounds in certain Rural and Commercial zoning districts

16. **ADJOURN**

DEPARTMENTS, BOARDS, COMMISSIONS AND AGENCY WRITTEN REPORTS

- Quarterly Report for the Jefferson County Engineering Department Quarterly Report

CORRESPONDENCE/INFORMATION

Notice for the 2016 Board of Review and Equalization.

Jefferson County Impact Fee Status Report for December 2015.

Memorandum from the Jefferson County Department of Engineering Office of Impact Fees re: Transfer of Funds from Office of Impact Fees General Account to Sheriff's Schools Impact Fee Account.

Memorandum from the Jefferson County Department of Engineering Office of Impact Fees re: Transfer of Funds from Office of Impact Fees General Account to Sheriff's Law Enforcement Impact Fee Account.

Memorandum from the Jefferson County Department of Engineering Office of Impact Fees re: Transfer of Funds from Office of Impact Fees General Account to Sheriff's Parks and Recreation Impact Fee Account.

Memorandum from the Jefferson County Department of Engineering Office of Impact Fees re: Transfer of Funds from Office of Impact Fees General Account to Sheriff's EMS Impact Fee Account.

Jefferson County Public Service District Minutes - December 7, 2015 Regular Board Meeting.

Memorandum from WVACO re: Directed Public Access Points and the upcoming legislative session.

Update from Kleinschmidt re: update on the Millville Hydroelectric Project (FERC No. P-2343).

WV Lottery Weekly Settlement for Charles Town - week ending January 2, 2016.

WV Lottery Weekly Settlement for Charles Town - week ending January 9, 2016.

At all times the County Commission reserves the right to rearrange agenda times because of time constraints and to accommodate the Commission schedule or the public.

Minutes

Jefferson County Commission

Thursday, January 7, 2016

A meeting of the Jefferson County Commission was held on Thursday, January 7, 2016 in the County Commission meeting room in the Old Charles Town Library located at 200 E. Washington Street, Charles Town, WV 25414. Present were Commissioners Eric Bell, Patsy Noland, Walter Pellish, and Jane Tabb. Commissioner Dale Manuel was absent with prior notice. Also present were Stephanie Grove, County Administrator, Jessica Carroll, Executive Administrative Assistant and Jim Eddy, Bailiff. (An audio tape of the Thursday, January 7, 2016 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Pellish led the Pledge of Allegiance.

COUNTY COMMISSION ORGANIZATION

a. Selection of President

- **Motion by Mr. Pellish to nominate Patricia Noland for County Commission President for 2016. Motion seconded and unanimously approved.**

b. Selection of Vice President

- **Motion by Ms. Noland to nominate Walt Pellish for County Commission Vice President for 2016. Motion seconded and unanimously approved.**

c. Committee Assignments

Assignment to Boards, Commissions & Organizations Calendar Year 2016		
<i>Organization</i>	<i>Commissioner 2015</i>	<i>Commissioner 2016</i>
Affordable Housing	Manuel	Manuel
Approval of Bills	Bell	Bell
Board of Health	Bell	Pellish
Building Repair & Security Courthouse Committee	Manuel	Manuel
Community Corrections Committee - Day Report Center	Manuel/Bell	Manuel/Bell
Development Authority	Pellish	TBD
E-911 Council	Pellish	Pellish
Extension Service	Tabb	Tabb
Farmland Protection Board	Tabb	Tabb
Jefferson County Convention & Visitors Bureau	Noland	Noland
Jefferson County Emergency Services Agency / Fire & Rescue	Tabb	Tabb
Historic Landmarks Commission	Bell	Bell
Homeland Security/LEPC	Tabb/Manuel	Tabb
Legislative Liaison	Manuel/Noland	Manuel/Noland/Bell
Mental Health Center	Noland	Noland
MPO Interstate Council	Noland/Manuel	TBD
Pan Tran	Bell	Bell
Parks and Recreation	Manuel/Pellish	Manuel
Planning Commission	Manuel	Bell
Public Service District Liaison	Tabb/Bell	Tabb
Region 9	Noland/Bell	Noland
Solid Waste Authority	Pellish	Pellish
Telamon Board	citizen volunteer	
Water Advisory Committee	Manuel	Manuel
Workforce Investment Act Liaison	Bell	Bell

APPROVAL OF MINUTES

Motion by Mr. Bell to approve the December 17, 2015 Regular Meeting Minutes as presented. Motion seconded and unanimously approved.

Motion by Ms. Tabb to approve the December 18, 2015 Special Session Minutes for the Canvass of the Special Election for the Renewal of the Excess Levy as presented. Motion seconded and unanimously approved.

Motion by Ms. Tabb to approve the December 28, 2015 Special Session Minutes to Certify the Results of the Special Election as presented. Motion seconded and unanimously approved.

APPROVAL OF PAYROLL

Motion by Ms. Tabb to approve the December 18, 2015 Payroll for Poll Workers in the amount of \$47,660.00. Motion seconded and unanimously approved.

Motion by Mr. Bell to approve the December 30, 2015 Payroll in the amount of \$244,856.79. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
075646	PAYROLL	ALEXANDRA BEAULIEU		0	\$ 317.86	\$ 317.86
075647	412	MICHAEL HARMAN		0	\$ 673.33	\$ 673.33
075648	PAYROLL	MAZZITTI & SULLIVAN EAP		0	\$ 936.00	\$ 936.00
075649	412	SHAY MCNEIL		0	\$ 346.82	\$ 346.82
075650	717	S & S MOTOR PARTS		0	\$ 1,408.19	\$ 1,408.19
075651	700	WVCORP		0	\$ 5,000.00	\$ 5,000.00
075652	PAYROLL	WVCORP		0	\$ 39,608.50	\$ 39,608.50
TOTAL						\$ 48,290.70
TOTAL					\$ 48,290.70	

Motion by Ms. Tabb to approve the Accounts Payable for December 23, 2015 in the amount of \$48,290.70. Motion seconded and unanimously approved.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
075655	PAYROLL	AMERICAN FAMILY LIFE ICU		\$ -	\$ 5,805.72	\$ 5,805.72
075656	406	BERKELEY PRINTING/DESIGN		\$ -	\$ 1,674.60	\$ 1,674.60
075657	ALLOC	BOLIVAR/HARPERS FERRY		\$ -	\$ 15,625.00	\$ 15,625.00
075658	451	ROBERT E. BARRATT		\$ -	\$ 10.00	\$ 10.00
075659	425	B-K OFFICE SUPPLY INC		\$ -	\$ 240.00	\$ 240.00
075660	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
075661	PAYROLL	BUREAU F/CHILD SPRT ENF		\$ -	\$ 212.31	\$ 212.31
075662	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
075663	401	201 N. GEORGE ST LLC		\$ -	\$ 9,638.92	\$ 9,638.92
075664	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
075665	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 530.77	\$ 530.77
075666	712	FRONTIER WV, INC		\$ -	\$ 380.00	\$ 380.00
075667	425	CITY OF CHARLES TOWN		\$ -	\$ 20.00	\$ 20.00
075668	425	OLD CHARLES TOWN LIBRARY		\$ -	\$ 1,500.00	\$ 1,500.00
075668	ALLOC	OLD CHARLES TOWN LIBRARY		\$ -	\$ 15,625.00	\$ 15,625.00
075669	PAYROLL	COLONIAL LIFE		\$ -	\$ 578.13	\$ 578.13
075670	ALLOC	EASTERN PANHANDLE TRANSI		\$ -	\$ 2,568.75	\$ 2,568.75
075671	405	EMBASSY SUITES		\$ -	\$ 1,224.00	\$ 1,224.00
075672	717	GUTTMAN OIL CO		\$ -	\$ 11,863.53	\$ 11,863.53
075673	401	RICOH USA, INC		\$ -	\$ 29.06	\$ 29.06
075673	403	RICOH USA, INC		\$ -	\$ 58.14	\$ 58.14
075673	404	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
075673	405	RICOH USA, INC		\$ -	\$ 87.21	\$ 87.21
075673	406	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
075673	425	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
075673	433	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
075673	440	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
075673	700	RICOH USA, INC		\$ -	\$ 58.14	\$ 58.14
075673	712	RICOH USA, INC		\$ -	\$ 29.07	\$ 29.07
075674	PAYROLL	VOYA FINANCIAL		\$ -	\$ 3,035.00	\$ 3,035.00
075675	401	INSIGHT A/V SERVICES		\$ -	\$ 298.30	\$ 298.30
075676	ALLOC	JEFF CO DEVELOPMENT AUTH		\$ -	\$ 29,500.00	\$ 29,500.00
075677	ALLOC	JEFFERSON CO EMERGENCY		\$ -	\$ 361,890.50	\$ 361,890.50
075678	401	JEFFERSON PUBLISH CO INC		\$ -	\$ 137.30	\$ 137.30
075678	402	JEFFERSON PUBLISH CO INC		\$ -	\$ 199.38	\$ 199.38

075678	404	JEFFERSON PUBLISH CO INC		\$ -	\$ 914.06	\$ 914.06
075678	413	JEFFERSON PUBLISH CO INC		\$ -	\$ 122.64	\$ 122.64
075679	ALLOC	JEFFERSON DAY REPORT CNT		\$ -	\$ 25,000.00	\$ 25,000.00
075680	403	THE JEFFERSON CENTER		\$ -	\$ 100.00	\$ 100.00
075681	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 5,510.00	\$ 5,510.00
075682	712	PRIORITY DISPATCH		\$ -	\$ 5,250.00	\$ 5,250.00
075683	425	V.E. MAUCK PLUMBING SPPL		\$ -	\$ 53.50	\$ 53.50
075684	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 150.00	\$ 150.00
075685	PAYROLL	MILLENIUM INSURANCE GROU		\$ -	\$ 600.00	\$ 600.00
075686	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 749.00	\$ 749.00
075687	ALLOC	JEFF CO PARKS &		\$ -	\$ 62,277.75	\$ 62,277.75
075688	406	PIFER OFFICE SUPPLY, INC		\$ -	\$ 42.16	\$ 42.16
075689	401	RICOH USA, INC./GA		\$ -	\$ 252.73	\$ 252.73
075689	403	RICOH USA, INC./GA		\$ -	\$ 287.58	\$ 287.58
075689	404	RICOH USA, INC./GA		\$ -	\$ 123.90	\$ 123.90
075689	405	RICOH USA, INC./GA		\$ -	\$ 423.90	\$ 423.90
075689	406	RICOH USA, INC./GA		\$ -	\$ 123.90	\$ 123.90
075689	425	RICOH USA, INC./GA		\$ -	\$ 48.10	\$ 48.10
075689	433	RICOH USA, INC./GA		\$ -	\$ 197.41	\$ 197.41
075689	440	RICOH USA, INC./GA		\$ -	\$ 197.41	\$ 197.41
075689	700	RICOH USA, INC./GA		\$ -	\$ 295.90	\$ 295.90
075689	712	RICOH USA, INC./GA		\$ -	\$ 267.08	\$ 267.08
075690	413	SHEPHERDSTOWN CHRONICLE		\$ -	\$ 87.29	\$ 87.29
075691	ALLOC	SHEPHERDSTOWN PUB LIBRAR		\$ -	\$ 15,625.00	\$ 15,625.00
075692	428	SOFTWARE SYSTEMS, INC		\$ -	\$ 2,130.70	\$ 2,130.70
075693	ALLOC	SOUTH JEFFERSON PUBLIC		\$ -	\$ 15,625.00	\$ 15,625.00
075694	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 45,446.44	\$ 45,446.44
075694	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 10,628.58	\$ 10,628.58
075694	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 44,013.99	\$ 44,013.99
075695	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 2.78	\$ 2.78
075695	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 48,064.08	\$ 48,064.08
075695	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 424.17	\$ 424.17
075695	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 4,072.47	\$ 4,072.47
075696	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 23,733.67	\$ 23,733.67
075696	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 16,811.31	\$ 16,811.31
075697	712	SEN COMMUNICATIONS		\$ -	\$ 601.80	\$ 601.80
075698	405	THOMSON REUTER - WEST		\$ -	\$ 1,805.75	\$ 1,805.75
075699	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 109,942.38	\$ 109,942.38
075699	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 36,647.48	\$ 36,647.48
075699	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 3.06	\$ 3.06

075699	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 9.19	\$ 9.19
075700	ALLOC	WVU		\$ -	\$ 3,700.00	\$ 3,700.00
075701	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 2,137.32	\$ 2,137.32
075701	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 4,808.93	\$ 4,808.93
075702	402	XEROX BUSINESS SRVCS LLC		\$ -	\$ 400.00	\$ 400.00
TOTAL						\$ 953,303.52
TOTAL					\$ 953,303.52	

Motion by Mr. Bell to approve the Accounts Payable for December 30, 2015 in the amount of \$953,303.52. Motion seconded and unanimously approved.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
075704	712	AT&T/GA		\$ -	\$ 12.22	\$ 12.22
075705	PAYROLL	REBECCA F. BURNS		\$ -	\$ 600.48	\$ 600.48
075706	PAYROLL	ELIZABETH JUNE BOWERS		\$ -	\$ 24.80	\$ 24.80
075707	PAYROLL	LYNN COSTELLO		\$ -	\$ 1,495.69	\$ 1,495.69
075708	PAYROLL	LAUREN CROWTHER		\$ -	\$ 1,277.40	\$ 1,277.40
075709	428	DELL MARKETING LP		\$ -	\$ 4,527.76	\$ 4,527.76
075710	PAYROLL	DELTA DENTAL OF WV		\$ -	\$ 6,184.68	\$ 6,184.68
075711	PAYROLL	ALEXANDRA BEAULIEU		\$ -	\$ 480.52	\$ 480.52
075712	PAYROLL	STEPHANIE GROVE		\$ -	\$ 924.25	\$ 924.25
075713	PAYROLL	CHARLES HESS		\$ -	\$ 1,470.39	\$ 1,470.39
075714	PAYROLL	THE HARTFORD		\$ -	\$ 2,254.25	\$ 2,254.25
075714	PAYROLL	THE HARTFORD		\$ -	\$ 4,410.92	\$ 4,410.92
075715	PAYROLL	DENNIS W. JENKINS		\$ -	\$ 727.18	\$ 727.18
075716	PAYROLL	LYDIA LEHMAN		\$ -	\$ 3.79	\$ 3.79
075717	PAYROLL	VICTOR C LUPIS III		\$ -	\$ 56.90	\$ 56.90
075718	405	LYNDSEY W. MATSCHAT		\$ -	\$ 78.20	\$ 78.20
075719	PAYROLL	JENNIFER S. MAGHAN		\$ -	\$ 536.35	\$ 536.35
075720	PAYROLL	HIGHMARK WV		\$ -	\$ 171,289.22	\$ 171,289.22
075721	PAYROLL	NATIONAL VISION ADMIN.		\$ -	\$ 1,806.36	\$ 1,806.36
075722	PAYROLL	BRYAN PERKINS		\$ -	\$ 162.84	\$ 162.84
075723	PAYROLL	WALTER PELLISH		\$ -	\$ 1,000.00	\$ 1,000.00
075724	405	TRACY P. HERRON-RICE RPR		\$ -	\$ 503.10	\$ 503.10
075725	425	RCS SECURITY		\$ -	\$ 48.63	\$ 48.63
075726	402	RECORD MANAGEMENT SOLUTN		\$ -	\$ 110.00	\$ 110.00
075726	403	RECORD MANAGEMENT SOLUTN		\$ -	\$ 30.00	\$ 30.00
075727	PAYROLL	RETIREE HLTH BENEFIT TRS		\$ -	\$ 7,181.00	\$ 7,181.00

075728	405	BRANDON C.H. SIMS		\$ -	\$ 92.00	\$ 92.00
075729	711	*SHERIFF OF JEFFERSON CO		\$ -	\$ 123.32	\$ 123.32
TOTAL						\$ 207,412.25

Motion by Ms. Noland to approve the Accounts Payable for January 7, 2016 in the amount of \$207,412.25. Motion seconded and unanimously approved.

MANUAL CHECKS

COAL SEVERANCE			
002			
Date	Check #	VENDOR	Amount
12/28/2015	414	JOHN STEVENS	\$ 591.87
ASSESSOR VALUATION			
056			
Date	Check #	VENDOR	Amount
12/4/2015	565	SHERIFF OF JEFFERSON CO	\$ 5,800.00
12/28/2015	570	FA O'TOOLE OFFICE	\$ 734.67
74			
Date	Check #	VENDOR	Amount
12/28/2015	345	BERKELEY CO SHERIFF'S	\$ 100.00
BARDANE			
244			
Date	Check #	VENDOR	Amount
12/11/2015	583	POTOMAC EDISON	\$ 301.01
TOTAL			\$ 7,527.55

CONCEAL WEAPONS			
59			
Date	Check #	VENDOR	Amount
12/2/2015	781	WV ST. TREASURER'S OFFICE	\$ 945.00
12/4/2015	782	CORP OF RANSON	\$ 3,100.00
12/9/2015	783	UNITED BANK	\$ 411.46
12/8/2015	784	CLARK CO	\$ 800.00

WV DEPUTY SHRF RETIREMENT			
369			
Date	Check #	VENDOR	Amount
12/3/2015	369	WV DEPUTY SHERIFF'S RETIREMENT	\$ 631.00
TOTAL			\$ 5,887.46

Motion by Mr. Bell to approve the Manual Checks for December 28, 2015 in the amount of \$5,887.46. Motion seconded and unanimously approved.

PUBLIC COMMENT:

No public comments were made at this meeting.

PRESENTATIONS

1. C. Mark Hofe, 23rd Judicial Circuit Probation Department – Annexation of former Day Report Center Space.
 - **Motion by Ms. Tabb to allow Mr. Hofe to consult with Bill Polk, Jefferson County Maintenance Director, to discuss the possibility of renovating the former Day Report Center space to better suit the Probation Department needs. Motion seconded and unanimously approved.**

2. Pete Dougherty, Sheriff – requested the approval of the permanent appointment of Jefferson County Animal Control Officers as Humane Officers.
 - **Motion by Ms. Tabb to approve the permanent appointment of Jefferson County Animal Control Officers as Humane Officers pursuant to WV Code**

Chapter 7, Article 10 to include the following: Denise Lambiotte, David Boyle, Christina Pope, Christina Ebersole, and Dot Turley. Motion seconded and unanimously approved.

3. Laura Storm, Circuit Clerk – provided a presentation to the Commission regarding the Jefferson County Jail Annex.
 - o This item was rescheduled for the January 21, 2016 County Commission meeting due to Ms. Storm’s unavailability.
4. The Commission recessed for break at 10:45 am.
The Commission reconvened at 11:00 am.
5. Stephanie Grove, County Administrator – provided the Commission and the audience with a guide to understanding Property Taxes.
6. Interview/Appointment to the Jefferson County Board of Zoning Appeals – one three-year term ending January 1, 2019.
 - **Motion by Mr. Bell to reappoint Jeffrey C. Bannon to the Jefferson County Board of Zoning Appeals for one three-year term ending January 1, 2019. Motion seconded and unanimously approved.**
7. Resolution in support of Stepping Up Initiative to Reduce Number of People with Mental Illness in Jails/Application to Participate in the National Summit on Reducing the Prevalence of Individuals with Mental Illness in Jails.
 - **Motion by Ms. Tabb to endorse the Resolution in support of the Stepping Up Initiative to Reduce the Number of People with Mental Illness in Jails. Motion seconded and unanimously approved.**
 - **Motion by Mr. Bell to complete the application process to potentially participate in the National Summit on Reducing the Prevalence of Individuals with Mental Illness in Jails. Motion seconded and unanimously approved.**
8. Notice for the 2016 Board of Review and Equalization
 - **Motion by Ms. Tabb to approve the notice for the 2016 Board of Review and Equalization to include the following dates: January 28, 2016 and February 2, 4, 9, 11, and 16 at 1:30 pm. Motion seconded and unanimously approved.**

FINANCE DIRECTOR REPORTS

- Approval of 2016 State Budget Revision #4

- **Motion by Ms. Tabb to approve 2016 State Budget Revision #4. Motion seconded and unanimously approved.**
- Approval of 2016 Internal Budget Revision 1&2
- **Motion by Ms. Tabb to approve 2016 Internal Budget Revisions 1 & 2. Motion seconded and unanimously approved.**

COUNTY ADMINISTRATOR REPORTS

- In-Kind Engineering Assistance for Harpers Ferry – Ms. Grove stated she had received an e-mail from a Harpers Ferry representative requesting assistance from the Jefferson County Engineering Department with construction drawings to include the placement of a dumpster within the plans for rebuilding after last year’s fire.
 - **Motion by Ms. Tabb to authorize Engineering Staff to assist Harpers Ferry with the construction drawing for the placement of dumpster for the repair of damaged buildings. Motion seconded and unanimously approved.**
- Legal Update Civil Case No. 3:15CV138 and 15C282
 - **Motion by Ms. Tabb to enter into Executive Session to discuss pending litigation. Motion seconded and unanimously approved.**
 - **Motion by Ms. Noland to come out of executive session. Motion seconded and unanimously approved.**
 - **Motion by Ms. Tabb to approve the retention of a local attorney as a legal consultant on Case No. 3:15CV138 for up to 5 hours of work. Motion seconded and unanimously approved.**

COUNTY COMMISSION REPORTS

Patsy Noland

- Attended the Special Election Canvass.
- Attended the Certification of the Results for the Special Election for the Renewal of the Excess Levy.

Eric Bell

- Attended Juvenile Drug Court.
- Attended multiple Adult Drug Court functions.
- Participated in a ride-along with JCESA staff.

Walt Pellish

- Participated in two radio shows.
- Attended the Certification of the Results for the Special Election for the Renewal of the Excess Levy.
- Participated in events with the Development Authority.
- Attended a town hall meeting in Ranson held by the WV Attorney General.

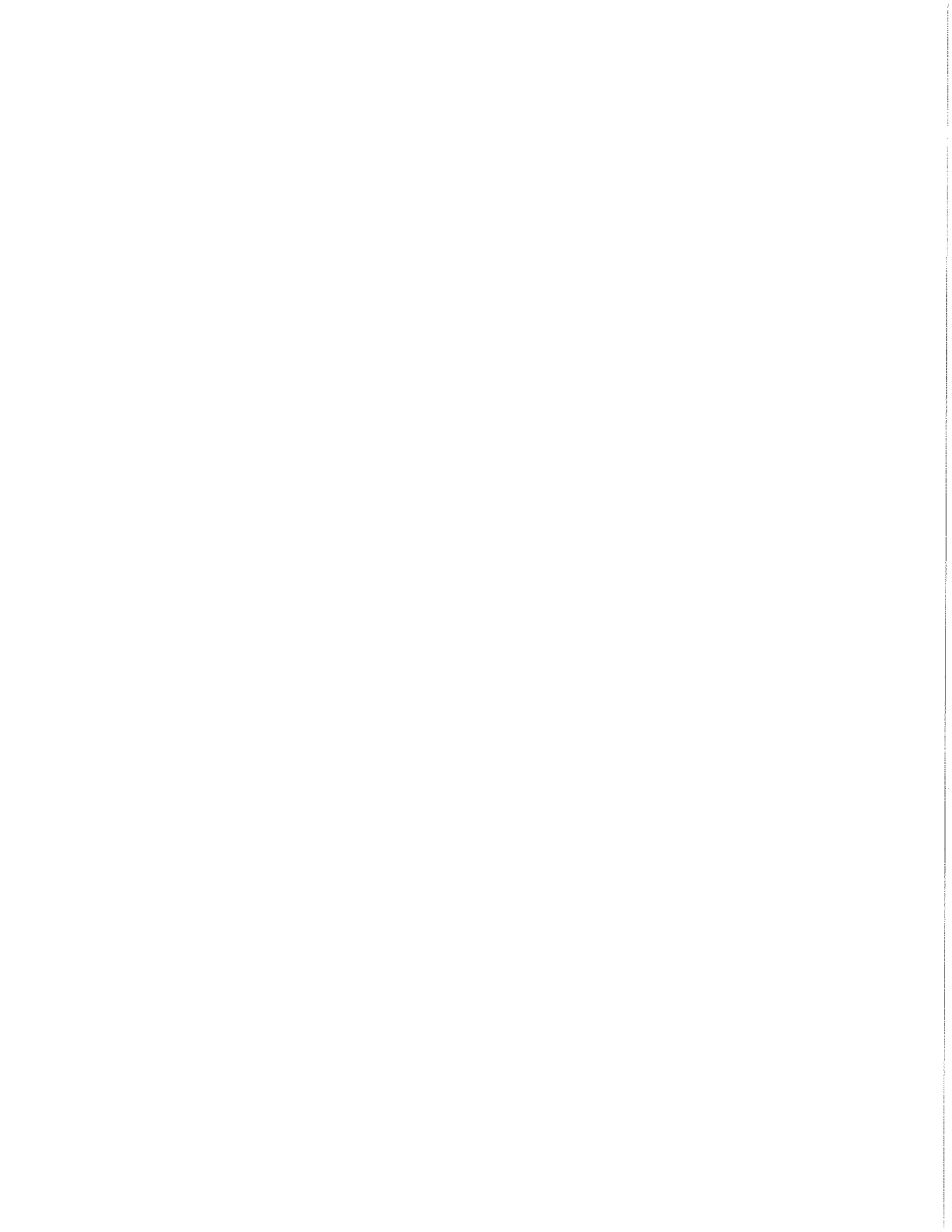
Jane Tabb

- Attended a Homeland Security and Emergency Management Steering Committee.
- Attended the Certification of the Results for the Special Election for the Renewal of the Excess Levy.
- Participated in a conference call with the Farm Bureau.
- Attended a Fair Livestock meeting.

9. The meeting was adjourned at 11:50 am on a motion by Mr. Bell. Motion was seconded and unanimously approved.

JANE M. TABB, PRESIDENT

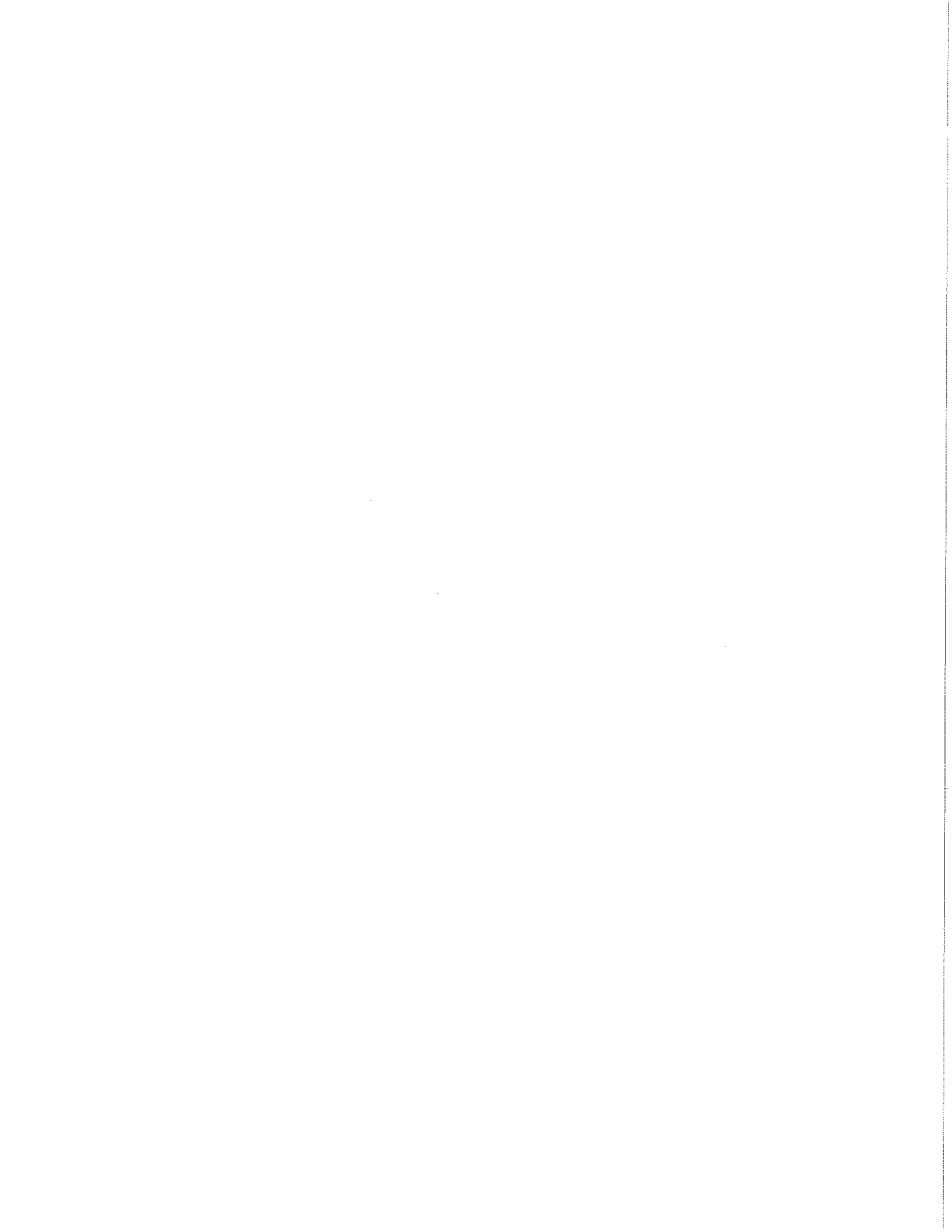
Respectfully submitted
Jessica D. Carroll
Administrative Assistant



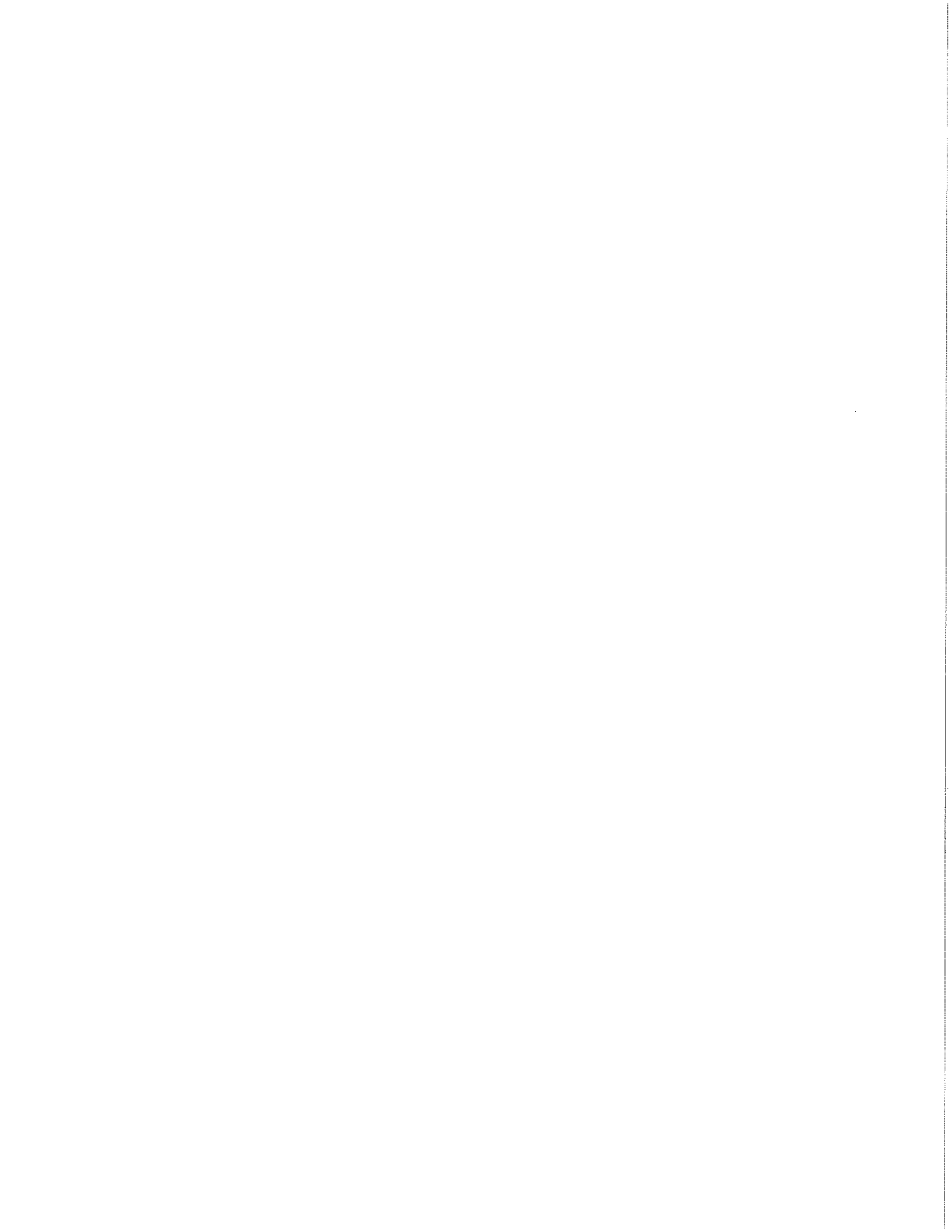
PURCHASE ORDERS TO BE APPROVED

January 21, 2016

DEPARTMENT	PURCHASE ORDER	AMOUNT	VENDOR	DESCRIPTION
GIS/ADDRESSING	51389	\$ 10,950.00	ESRI, Inc.	Computer Licenses/Maintenance
GRAND TOTAL		\$ 10,950.00		



DESCRIPTION	Fund 001 CO.	Fund 003 Dog	Total
Gross Wages	\$ 364,650.45		\$ 364,650.45
6.2% Tax Payable OASDI	\$ 21,736.79		\$ 21,736.79
1.45% Tax Payable HI	\$ 5,083.65		\$ 5,083.65
Fed Withholding	\$ 41,384.62		\$ 41,384.62
WV State Withholding	\$ 15,412.28		\$ 15,412.28
PERS Retirement Deduct 4.5%	\$ 12,086.60		\$ 12,086.60
PERS Retirement Deduct 6%	\$ 785.38		\$ 785.38
Hosp. Pre-Tax	\$ 11,534.50		\$ 11,534.50
Cancer/ICU Pre-Taxed	\$ 1,015.12		\$ 1,015.12
Cancer/ICU Not Pre-Taxed	\$ 819.17		\$ 819.17
Optional Life Not Pre-Taxed	\$ 2,205.46		\$ 2,205.46
Christmas Club	\$ 5,510.00		\$ 5,510.00
Wage Attach #1	\$ 1,311.70		\$ 1,311.70
Wage Attach #3	\$ 212.31		\$ 212.31
DSRS Retirement Deduct 8.5%	\$ 5,691.62		\$ 5,691.62
457 - Nationwide	\$ 749.00		\$ 749.00
457I - Empower	\$ 3,035.00		\$ 3,035.00
MD State Tax	\$ 471.56		\$ 471.56
D/VF	\$ 1,507.47		\$ 1,507.47
VA. State Tax	\$ 131.13		\$ 131.13
COLONIAL(PLUS)	\$ 192.71		\$ 192.71
Total Deductions	\$ 130,876.07	\$ -	\$ 130,876.07
Net Wages Total	\$ 233,774.38	\$ -	\$ 233,774.38
Payroll Date	14-Jan-2016		



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Angie Banks, Assessor

Department or Organization: **Assessor's Office**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **January 21, 2016**

If a specific date is needed, please provide reason for specific date: Click here to enter text.

Date Requested – 2nd Choice: Click here to enter text.

Subject (*Wording to be placed on agenda*):

 **Exonerations**

Please provide the County Commission with a description of your request or presentation, including any background information:

Is this a funding request? Y/N Click here to enter text.

If so, how much? \$Click here to enter text.

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Attach supporting documents for request, or request may be denied.

If not attached, explain: Click here to enter text.

Is equipment needed? Projector Y/N Click here to enter text. Internet/Wi Fi Y/N Click here to enter text.

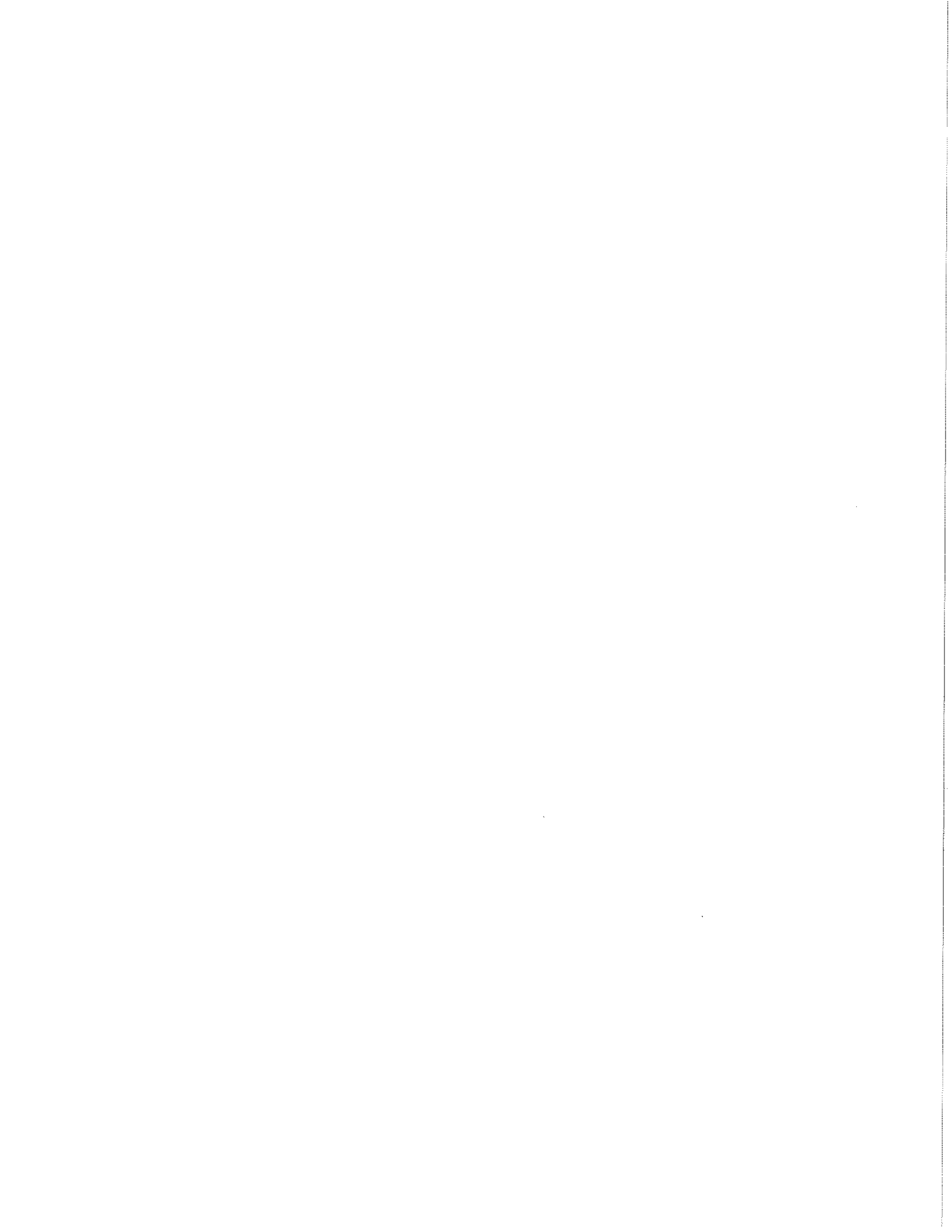
Telephone for conference call Y/N Click here to enter text.

Contact information:

Email address: Click here to enter text. Phone Number: Click here to enter text.

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Helen Dettmer , Mayor of Bolivar

Department or Organization: **The Town of Bolivar**

Estimation of amount of time needed for appointment: 20 min

Date Requested – 1st Choice: **January 21st, 2016**

If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Discussion of potential growth boundary for the town of Bolivar

Please provide the County Commission with a description of your request or presentation, including any background information:

Is this a funding request? Y/N No

If so, how much? \$

Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*): Accept and approve the modified growth boundary as presented to commission members.

Attach supporting documents for request, or request may be denied.

If not attached, explain:

Is equipment needed? Projector Y/N Internet/Wi Fi Y/N. Telephone for conference call Y/N

Contact information: Helen Dettmer or Laura Whittington, town administrator

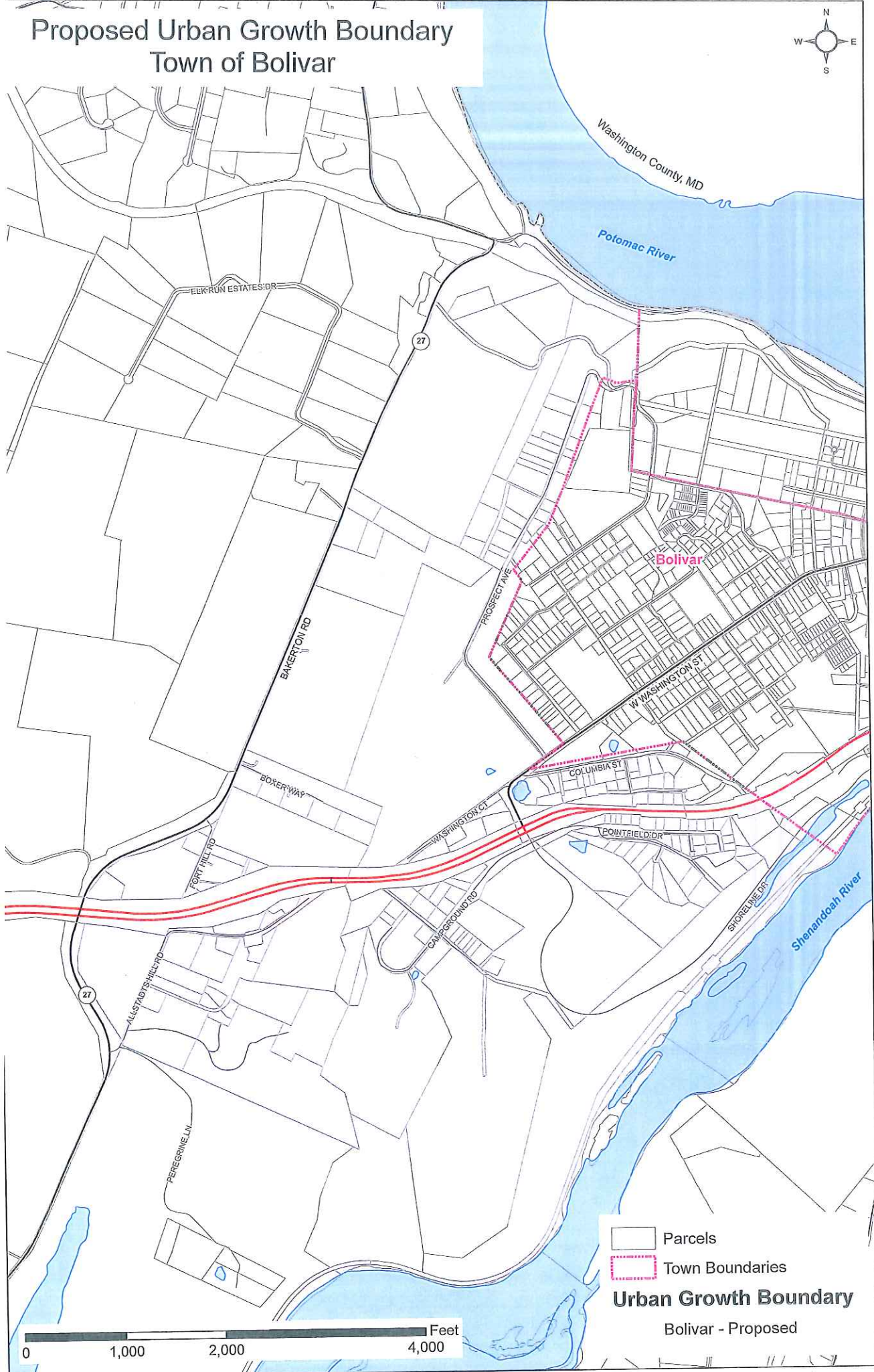
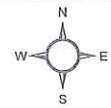
Email address: Bolivarth@frontiernet.net

Phone Number: 304-535-2476

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

Proposed Urban Growth Boundary Town of Bolivar



Legend:

- Parcels
- Town Boundaries
- Urban Growth Boundary**
- Bolivar - Proposed





AGENDA REQUEST FORM
www.jeffersoncountywv.org

Name: **John Reisenweber**

Department or Organization: Development Authority

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **January 7, 2016**

If a specific date is needed, please provide reason for specific date: Click here to enter text.

Date Requested – 2nd Choice: Click here to enter text.

Subject (*Wording to be placed on agenda*): BSR Update

Please provide the County Commission with a description of your request or presentation, including any background information:

Is this a funding request? Y/N Click here to enter text.

If so, how much? \$Click here to enter text.

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Attach supporting documents for request, or request may be denied.

If not attached, explain: Click here to enter text.

Is equipment needed? Projector Y/N Click here to enter text. Internet/Wi Fi Y/N Click here to enter text.

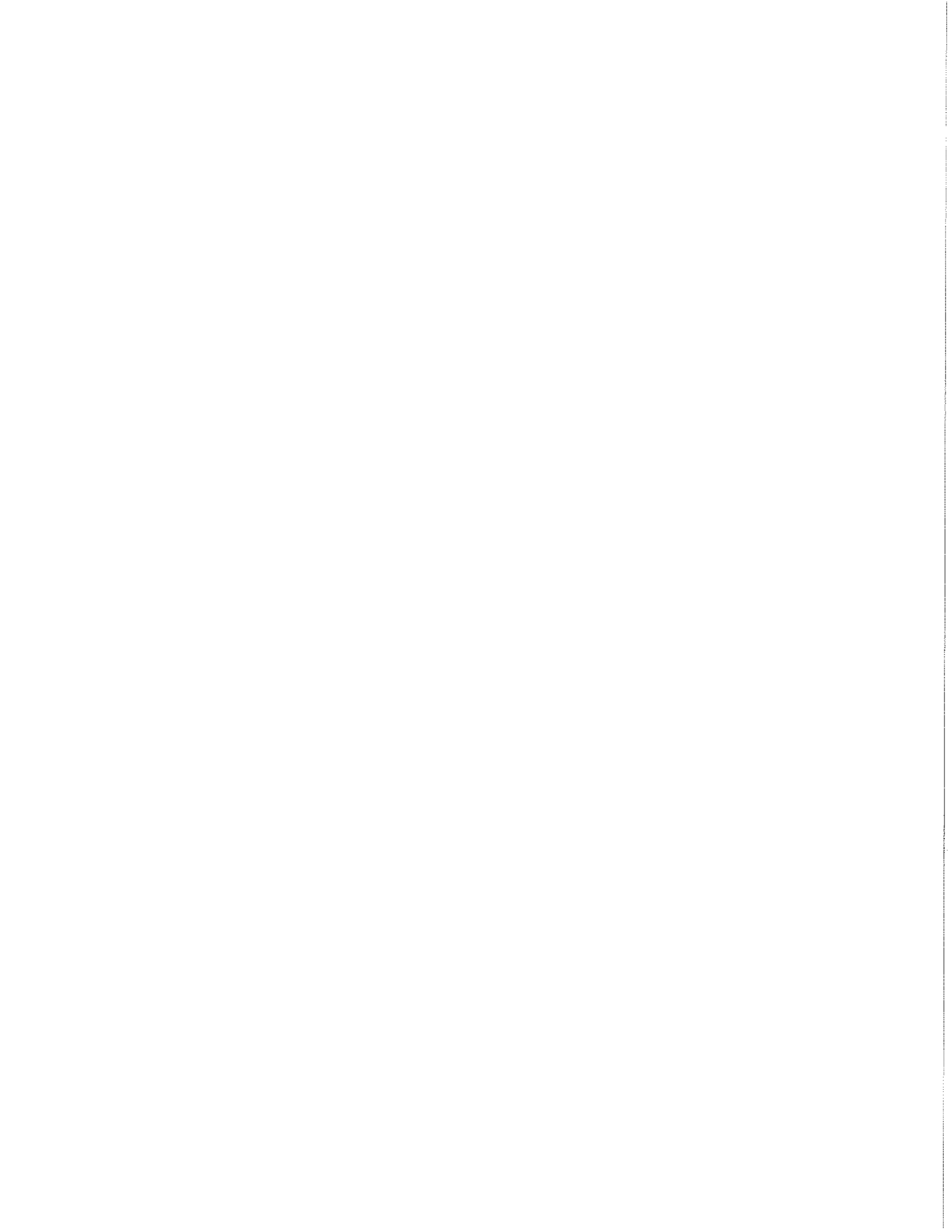
Telephone for conference call Y/N Click here to enter text.

Contact information:

Email address: Click here to enter text. Phone Number: Click here to enter text.

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.



AGENDA REQUEST FORM

www.jeffersoncountywv.org

NAME: Lynn Fields

DEPARTMENT OR ORGANIZATION: Probate Office

ESTIMATION OF TIME NEEDED FOR APPT.: 10 – 15 minutes

DATE REQUESTED: 1ST CHOICE January 21st, 2016

IF A SPECIFIC DATE IS NEEDED, PLEASE PROVIDE REASON FOR SPECIFIC DATE:

SUBJECT: Quarterly Review for Accounts and Waivers

PLEASE PROVIDE THE CO. COMM. WITH A DESCRIPTION OF YOUR REQUEST OR PRESENTATION, INCLUDING ANY BACKGROUND INFORMATION:

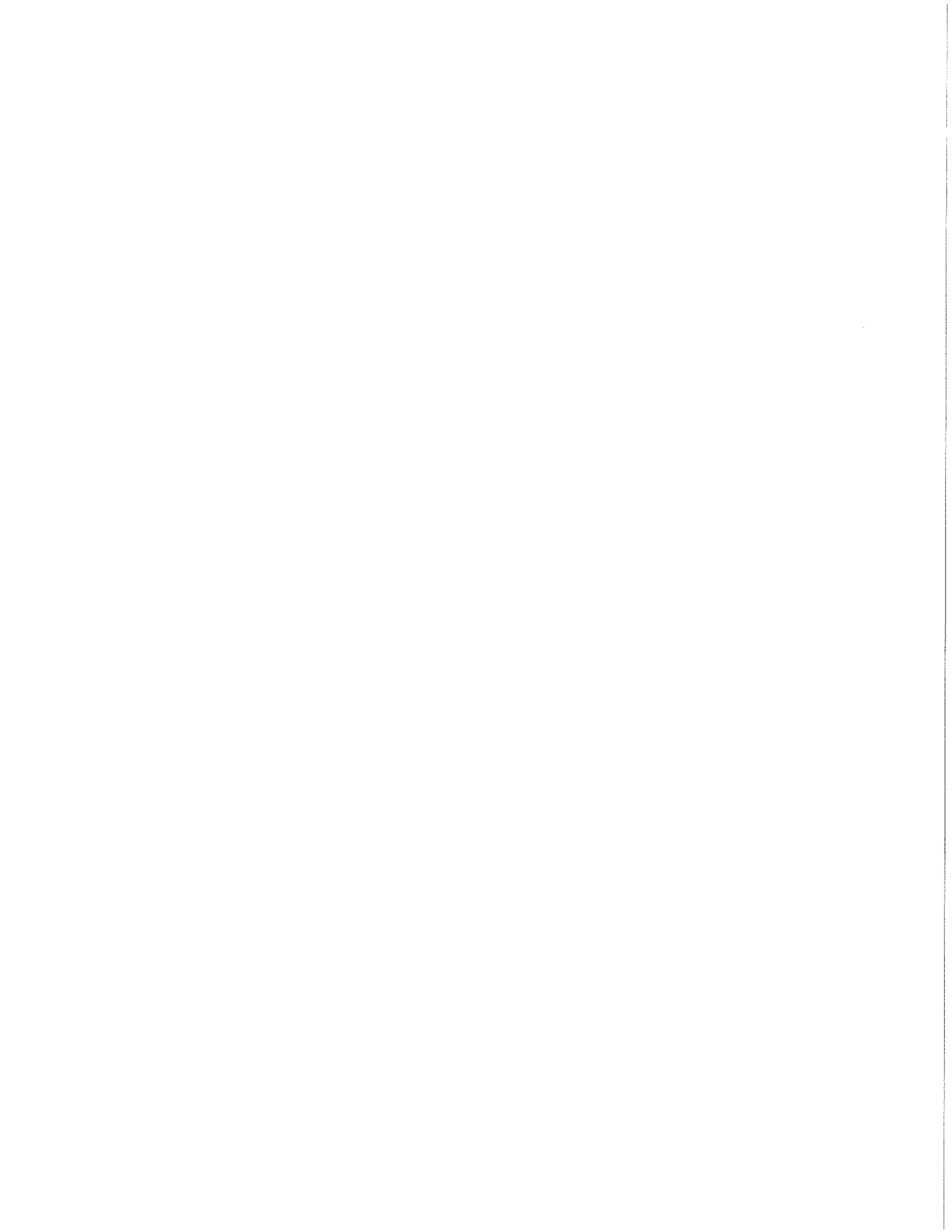
Quarterly Review for Accounts and Waivers

RECOMMENDED MOTION: Approve estates for closure that have met all requirements for probate, and approve the opening of new estates since last quarterly review.

ARE DOCUMENTS ATTACHED: To follow

IS A PROJECTOR NEEDED?: NO

lfields@jeffersoncountywv.org (304) 728-3210



Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

AGENDA REQUEST FORM

Name: Laura Storm

Department or Entity: Circuit Clerk

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice January 7, 2016

Date Requested – 2nd Choice: _____

If a specific date is needed, please provide reason for specific date:

Subject:

Presentation to County Commission regarding Jefferson County Jail Annex

Please provide the County Commission with a description of your request or presentation, including any background information: _____

2016 is the 50th year of the National Historic Preservation Act and Randall Reid-Smith, Commissioner; State Historic Preservation Officer presented a Certificate of Appreciation as well as a calendar of historic places to us. The Jefferson County Jail Annex represents the month of April in this calendar. I wanted to present this gift to the commission as well as his remarks that are attached.

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve): _____

No motion necessary.

2016 Calendar Introduction
December 22, 2015
Remarks – Randall Reid-Smith

- **Good morning! Welcome to the “Old Jail” and the introduction of our 2016 historic preservation calendar!**
- **Pleased to be in Charles Town for our presentation of the calendar.**
- **In 2016, we celebrate the 50th anniversary of the National Historic Preservation Act of 1966.**
- **The Act was signed into law by President Lyndon B. Johnson.**
- **It brought attention to the importance of preserving, caring for and celebrating historic resources in an age when modernization meant demolition for many places.**

- **This calendar pays tribute to just a few of the sites around the state that are preserved today.**
- **From your area, we featured the Harpers Ferry Historic District on the cover and the Jefferson County Jail.**
- **Federal historic preservation efforts began in our state in 1944 when Harpers Ferry National Historic Park was established.**
- **The Jefferson County Jail is a wonderful example of how local efforts, combined with support from development grants, can help preserve historic sites.**
- **These sites, along with the others in our calendar, have something important in common:**
- **People who recognize the importance of preserving the past. People who were willing to research, fund and work toward preservation.**

- **If you cut down a tree, the tree is gone but you can plant another one and it will grow.**
- **But when you raze a building or destroy property, it is gone. There are no magic seeds to bring those things back.**
- **Every time people find ways not just to save but to develop good uses for these structures, they are making historic preservation more than a good deed. They are making it an example of just how versatile these structures are.**
- **In the Eastern Panhandle, you are fortunate to have people who understand that philosophy.**
- **In Jefferson County alone, the State Historic Preservation Office has approved grants for 89 projects totaling about \$717,000.**

- **15 projects in your county have received tax credits that provided more than \$6,307,000 in rehab and restoration expenses.**
- **Federal tax credits for commercial properties to date equal more than \$1,117,000.**
- **Residential credits stand at almost \$88,000.**
- **There are 79 sites on or eligible for nomination to the National Register in Jefferson County.**
- **In Charles Town alone there are eight, including three large districts that account for nearly 700 contributing resources.**
- **Districts:**
 - **Downtown Charles Town**
 - **Old Charles Town**
 - **South Charles Town**
- **We are glad to showcase the calendar and to thank you for your work.**

National Register

JEFFERSON COUNTY

Bolivar

Tattersal Property, Union Street, Additional Documentation Approved, Harpers Ferry NHP (8/7/01) [1]

Charles Town

Charles Town Mining, Manufacturing & Improvement Company Building, 312 S. Mildred Street (8/2/01) [1]

Charles Washington House, (Happy Retreat), Blakely Plaza at Jct of US 340 and SR 9 (7/2/73) [1]

Downtown Charles Town Historic District, Roughly bounded by Washington, Liberty and Congress Sts, from eastern town limit W to Water St. (3/21/97) [204]

Gibson-Todd House, (John Brown Hanging Site), 515 S. Samuel Street (9/16/83) [1]

Jefferson County Courthouse, N. George and E. Washington Streets (7/10/73) [1]

Old Charles Town Historic District, Portions of: First, North, West, W. Liberty, W. Washington, Avis, Wiericks Row, Augustine, Lawrence, N. Charles, N. George, N. Samuel, N. Mildred, N. Church, Academy, Hessey, N. Preston, Water, mt. Parvo, Higgs, Park, Center, Maple, Eagle, Davenport, Morgan, Martin Luther King, E. Liberty, and E. Washington (11/2/2000) [318]

Old Opera House, 200-204 North George Street (11/24/78) [1]

South Charles Town Historic District, South George, South Mildred, South Samuel, South Church and intersecting streets (9/16/09)

Charles Town Vicinity

"Altona" (Altona Farm), WV 51 (11/24/96) [14]

"Aspen Hill," N of Charles Town on SR 9 (3/13/80) [1]

Barleywood, Ambler Rd., Approx, 1 ml. N of WV 51 (8/24/07)

"Belvedere," 811 Belvedere Farm Drive (1/12/84) [1]

"Beverley" ("Bullskin, Stephenson-Whiting Burns Farm), US 340 (3/20/87) [5]

Beverley Boundary Increase, 1 Burns Farm Road (4/12/10)

"Blakeley" (Washington-Chew-Funkhouser House), CR 13/3 (4/15/82) [2]

"Cedar Lawn" (John T.A. Washington House), 3.5 miles W of Charles Town off VA 51 and S on CR 51/1 (12/4/74) [1]

Claymont Court, (Bushrod C. Washington House) W of Charles Town on CR 13 (7/25/73) [1]

Gap View Farm, SR 9 (1/9/97) [20]

William Grubb Farm ("Conway", "Brook Manor") CR 340/2 W of jct with US 340 (11/21/91) [5]

"Harewood" (Samuel Washington House) W of Charles Town off SR 51 (3/14/73) [1]

"The Hermitage" Cabletown Road (CR 25), N of jct with Mt. Hammond Road (12/23/93) [3]

"Hillside" ("Little Elmington"), Old Cave Road (12/12/85) [3]

"Hopewell" (Hopewell Mills) Bloomery Road (CR 27), NE of Bloomery (3/25/94) [3]

Jacks-Manning Farm, (Vinton), US 340 (1/12/84) [1]

"Medla" (Media Farm) CR 17 (11/10/94) [13]

Richwood Hall, (Richwoods) 4 miles W of Charles Town off SR 51 (6/19/73) [1]

Rion Hall, E of Charles Town off US 340 (9/20/82) [2]

St. George's Chapel, Off SR 51, (8/7/01) [1]

Robert Worthington House, (Piedmont) 2 m W of Charles Town off SR 51 (7/2/73) [1]

Cool Spring Farm, 1735 Lloyd Road, Charles Town Vicinity (3/27/07)

Halltown

Halltown Union Colored Sunday School, (Halltown Memorial Chapel) Off US 340 on CR 340/12 (1/12/84) [1]

Halltown Colored Free School, Halltown Road .5 mi. NE of US 340 (8/25/04)

Halltown Vicinity

"Beall-Air" (Col. Lewis Washington House), W of Halltown off US 340 (8/17/73) [1]

Harpers Ferry

B&O Railroad Crossing, At confluence of the Shenandoah and Potomac Rivers (2/14/78) [1]

Grand View School, Putnam Street, Additional Documentation Approved, Harpers Ferry NHP (8/7/01) [1]

Harpers Ferry Historic District, Off US 340 (10/15/79) [150]

Harpers Ferry Historic District (additional documentation), Off U.S. 340 (11/22/2010)

Harpers Ferry National Historic Park, At confluence of Potomac and Shenandoah Rivers (10/15/66)
[60]

Harpers Ferry National Historic Park, Additional Documentation Approved (8/7/01) [1]

Hydroelectric Power Plant, Potomac Street extended along Potomac River, Additional Documentation Approved, Harpers Ferry NHP (8/7/01) [2]

Lee-Longworth House 1141 Washington Street (9/23/85) [1]

Bradley Nash Farm, Old Furnace Road, Additional Documentation Approved, Harpers Ferry NHP (8/7/01) [6]

Shipley School, 847 Washington Street, Additional Documentation Approved, Harpers Ferry NHP (8/7/01) [1]

Storer College, Fillmore Street, Add. Documentation Approved, Harpers Ferry NHP (8/7/01) [1]

St. Peter's Roman Catholic Church, Church Street and Jefferson Rock Trail (3/30/73) [1]

Harpers Ferry Vicinity

Allstadt House and Ordinary, Jct of US 340 and CR 27 (4/9/85) [4]

Bolivar Heights-School House Ridge Skirmish Site, Bloomery Road, Additional Documentation Approved, Harpers Ferry NHP (8/7/01) [1]

Bollman-Wernwag-Latrobe Bridge, Confluence of Potomac and Shenandoah Rivers. (additional documentation approved, Harpers Ferry NHP) (3/29/02)

Niswarner Tract, Chestnut Hill Road, Additional Documentation Approved, Harpers Ferry NHP (8/7/01) [1]

Strider Farm, SR 27 (2/1/88) [3]

Kearneysville

Rellim Farm, CR 1 Leetown Road (12/4/98) (6)

Sunnyside Farm, CR 1 or Leetown Road (3/18/99) [10]

"Traveller's Rest", (Gen. Horatio Gates House) 3.3 miles NW of Leetown on SR 48 NR (7/31/72) (NHL 11/15/72) [1]

Woodlawn, 30 Wiltshire Road (near Bardane), (3/24/2000) [3]

Kearneysville Vicinity

Elmwood-on-the-Opequon, 3898 Sulphur Springs Road (3/22/06)

Leetown Vicinity

"The Bower" CR 1/1 (4/15/82) [3]

Jefferson County Alms House, (Snow Hill Farm), WV Secondary 15, SE of Leetown (4/14/94) [1]

"Prato Rio," (Gen. Charles Lee House) WV 48 NR (4/11/73) [1]

"Woodbury," CR 1/4 (10/9/74) [1]

Martinsburg Vicinity

Miller Tavern and Farm, East Side of Golf Course Road (3/22/06)

Middleway

Middleway Historic District, SR 1/8 (3/13/80) [60]

Rippon Vicinity

Rippon Lodge, N of Rippon off US 340 (8/18/83) [3]

Rippon Lodge Farm Boundary Increase, US 340 (8/14/98) [11]

Scrabble

Scrabble Historic District, Scrabble Road and Dam No. 4 Road (3/22/06)

Shannondale Vicinity

Shannondale Springs, Address Restricted (3/31/98) [2]

Shenandoah Junction Vicinity

Peter Burr House, Warm Springs Road (4/9/82) [1]

Duffields Depot, 45 Melvin Road (8/03/07)

"Glenburnie," CR 16/Ridge Road (11/29/88) [9]

"Hazelfield," Off CR 48/2 (12/12/76) [1]

Tackley Farm (Valley View), SR 9 (11/4/94) [4]

York Hill, 1583 Ridge Road (7/26/06)

Shepherdstown

Rumsey Hall, (Entler Hotel) German and Princess Streets (3/30/73) [1]

Shepherd's Mill, (Thomas Shepherd Grist Mill), High Street (5/6/71) [1]

Shepherdstown Historic District, Bounded roughly by Mill, Rocky, Duke and Washington Streets (8/17/73) [105]

Shepherdstown Historic District (Boundary Increase), Jct of High and German Streets, E to Ray and High Sts. And the Potomac River, S to Fairmont Avenue (7/22/87) [386]

Shepherdstown Vicinity

Boldstones Place, Shepherd Grade (Road), (11/22/1999) [11]

"Cold Spring" (Robert Lucas House), S of Shepherdstown on CR 17 (8/14/73) [1]

"Elmwood", (Edward Lucas III House) S of Shepherdstown off CR 17 (8/17/73) [1]

Falling Spring - Morgan's Grove, SR 480 (2/15/89) [5]

"Fruit Hill", (Robinson-Andrews-Hoxton House) Shepherd Grade/CR 5 (9/26/88) [2]

Captain William Lucas and Robert Lucas House, (Linden Spring) SE of Shepherdstown on CR 31 (9/2/92) [1]

James Marshall House, (Windward) Shepherd Grade/CR 5 (9/27/88) [1]

Morgan-Bedinger-Dandridge House ("Rosebrake"), SW of Shepherdstown on SR 480 (5/13/83) [1]

Morgan's Grove Historic District, Roughly bounded by SR 480 & 230 (3/19/99) [16]

Potomac Mills, River and Trough Roads (2/5/14)

"Rockland" (Verdler Plantation, Schley Farm, Knode House), SR 480 (2/5/90) [5]

Rock Spring, 2000 Ridge Road (1/17/08)

Rose Hill Farm (James-Marshall-Snyder Farm), CR 16/2 (5/18/90) [2]

Van Swearingen-Shepherd House (Bellevue), N of Shepherdstown, CR5 (8/18/83) [1]

Summit Point

Christian Allemong House, 35 Hardestry Road (5/2/03)

White House Farm (White House Tavern or Dr. John McCormick House), CR 13 (8/29/79) [5]

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Roger Goodwin, Chief County Engineer**

Department or Organization: **Engineering Department**

Estimation of amount of time needed for appointment: **10 minutes**

Date Requested – 1st Choice: **January 21, 2016**

Date Requested – 2nd Choice: **February 4, 2016**

Subject (*Wording to be placed on agenda*): **Property Safety Enforcement Agency Case 12-002 (Williams) – Contractor’s Request for Payment and Release of Performance Bond.**

Please provide the County Commission with a description of your request or presentation, including any background information:

Property Safety Enforcement Agency Case 12-002 (Williams)

Jefferson County Circuit Court – Civil Action No. 14-C-211

111 Fairway Drive

Lot 16, Sleepy Hollow Estates Subdivision, Jefferson County, WV

Harpers Ferry Tax District, Map 11B, Parcel 15

The County Commission issue a Notice-of-Award to Pittsnogle, LLC, to complete the mitigation work for the amount of \$5,782.00. The work is complete and Pittsnogle, LLC is requesting payment for the work and release of the performance bond (see attached documents).

Is this a funding request? **No, funding was already authorized. The \$5,782.00 is already in the Engineering Department budget, “Contracted Services” line item.**

If so, how much?

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Move to authorize payment of Pittsnogle, LLC’s invoice in the amount of \$5,782.00 and to release the performance bond; and to direct that the county’s legal counsel file a lien on the property for the total cost of the work.

Attach supporting documents for request, or request may be denied.

If not attached, explain:

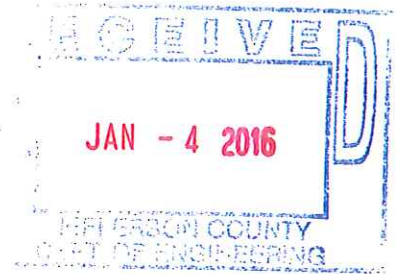
Is equipment needed? Projector Y/N **No** Internet/Wi Fi Y/N **No** Telephone for conference call Y/N **No**

Contact information:

Email address: engineering@jeffersoncountywv.org Phone Number: 304-728-3257

PITTSNOGLE, LLC
1225 ROCK CLIFF DRIVE
MARTINSBURG, WV 25401
304-596-9966

INVOICE



December 31, 2015

Invoice # 1302015

Due: Upon Receipt

To: Mr. Roger L. Goodwin, Chief County Engineer
Jefferson County Engineering Department
116 East Washington Street
Charles Town, WV 25414

RE: 111 Fairway Drive, Lot 16, Sleepy Hollow Estates Subdivision
Clearing of Vegetation and Boarding up windows and doors
Property Safety Enforcement Agency Case 12-002 (Williams)

Total Amount Due for the above referenced project,
as per the attached Agreement

Total Sum Due

\$ 5,782.00

THANK YOU, YOUR BUSINESS IS APPRECIATED

All invoices 7 days beyond invoice date will accrue interest at 18 % per annum

AFFIDAVIT AND CONDITIONAL WAIVER OF LIEN AND CLAIMS

WHEREAS, the undersigned PITTSNOGLE, LLC has

Furnished to JEFFERSON COUNTY COMMISSION, labor, material and equipment for the project known as PROPERTY SAFETY CASE 12-002 (Williams), 111 Fairway Drive, LOT 16, SLEEPY HOLLOW ESTATES SUBDIVISION

Certifies that all suppliers of material, equipment and services furnished by PITTSNOGLE, LLC or its subcontractors in connection with the above project have been paid in full. WHEREAS, the balance due from JEFFERSON COUNTY COMMISSION are unpaid to PITTSNOGLE, LLC in the sum of \$ 5,782.00 and that upon payment to PITTSNOGLE, LLC of said sum, it hereby waives all liens and claims against JEFFERSON COUNTY COMMISSION and the premises on account of labor, materials and any and all other costs furnished by PITTSNOGLE, LLC.

BY: _____

David M. Pittsnogle

TITLE: Sole Member

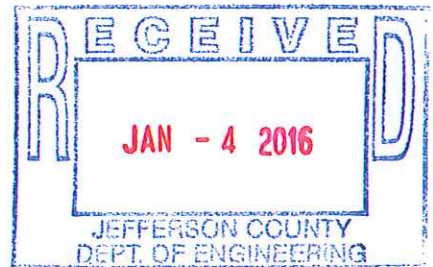
State of WEST VIRGINIA

County of BERKELEY

Sworn to before me and subscribed in my presence this 4th day of JANUARY, 2016.

Notary Sharon J. Borden

My commission expires October 7, 2018.



PITTSNOGLE, LLC
1225 ROCK CLIFF DRIVE
MARTINSBURG, WV 25401
Cell 304-676-9906
Phone/Fax 304-596-9966

WV Asbestos Contractor #AC002257
WV Contractors # WV043361

VA Asbestos Contractor #3306 001014
VA Class A Contractor #2705 131470A

December 31, 2015

Mr. Roger L. Goodwin, PE, CFM
Chief County Engineering Department
Jefferson County Engineering Department
116 East Washington Street, Suite 100
Charles Town, WV 25414



Re: Property Safety Case 12-002 (Williams)
111 Fairway Drive, Lot 16, Sleepy Hollow Estates Subdivision
Clearing of Vegetation and Boarding up windows and doors

Dear Mr. Goodwin:

Please let this letter serve as Certification that all applicable State of West Virginia prevailing wage rates and laws have been fully paid and complied with.

Certified by: [Signature]
David M. Pittsnogle, Sole Member

State of WEST VIRGINIA

County of BERKELEY

Sworn to before me and subscribed in my presence this 4th day of January, 2016.

Notary [Signature]

My commission expires October 7, 2018



Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

**JEFFERSON COUNTY COMMISSION
AGENDA REQUEST FORM**

Name: Jeffrey A. Polczynski, ENP – Director of Communications

Department or Entity: Emergency Communications

Estimation of amount of time needed for appointment: 2 minutes

Date Requested – 1st Choice: 21 January 2016

Date Requested – 2nd Choice: _____

If a specific date is needed, please provide reason for specific date:

Subject: **Request Approval of Promotion to Supervising Public Safety Dispatcher**

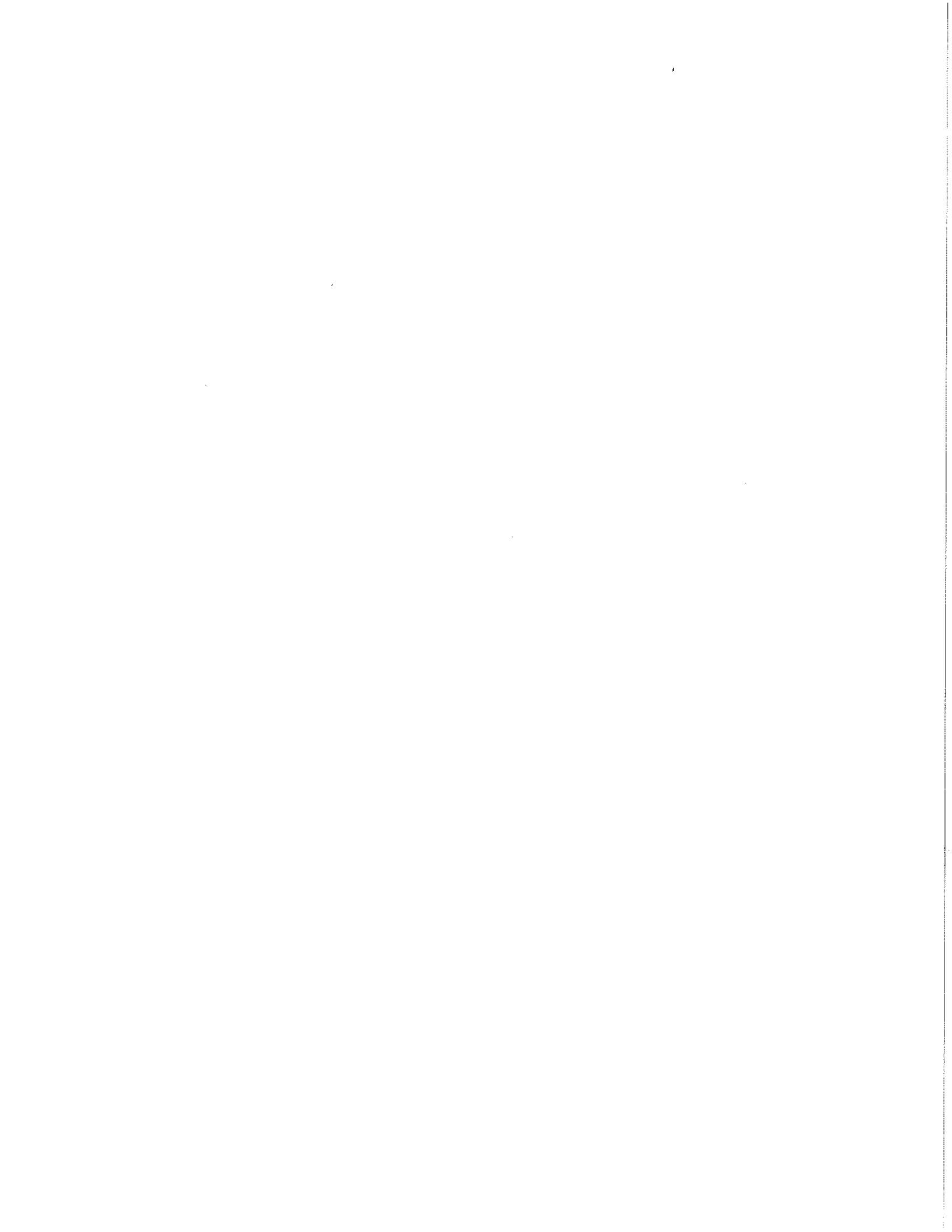
Please provide the County Commission with a description of your request or presentation, including any background information:

- 1. William Schweitzer has tested and interviewed for Supervising Public Safety Dispatcher and having successfully passed the assessment center, was the top candidate. Mr. Schweitzer has accepted the appointment offer on 1/13/2016.**
- 2. Mr. Schweitzer has been a Public Safety Dispatcher with Jefferson County Emergency Communications for seven+ years. He is a Communications Training Officer and a CAD Assistant Systems Admin.**
- 3. Mr. Schweitzer will be assigned to fill the supervisor vacancy on midshift managing a team of five dispatchers.**
- 4. Mr. Schweitzer is afforded with a wage increase commensurate to the Grade and Step of a Supervising Public Safety Dispatcher. This wage increase is an actual savings in the 712 budget due to the difference in wage of the former Supervising Public Safety Dispatcher.**

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve):

“Motion to approve the promotional appointment of Mr. William Schweitzer from Public Safety Dispatcher to Supervising Public Safety Dispatcher within the Emergency Communications Center.”

Attachments:



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Barbara J. Miller, Director.

Department or Organization: Jefferson County Homeland Security and Emergency Management

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: January 21, 2016

If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice: [Click here to enter text.](#)

Subject (*Wording to be placed on agenda*):

1. *Emergency Management Performance Grant (EMPG) application for the calendar year 2015.*

Please provide the County Commission with a description of your request or presentation, including any background information: This is a grant application request to reimburse the County Commission for up to ½ of the JCHSEM staff's salaries and up to ½ of our planning dollars for calendar year 2015.

Is this a funding request? No
If so, how much?

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

I move to approve the 2015 Emergency Management Performance Grant in the amount of \$108,710.88

Attach supporting documents for request, or request may be denied.

If not attached, explain:

Attachment: Copy of the 2015 EMPG application

Is equipment needed? Projector [N Click here to enter text.](#) Internet/Wi Fi [N Click here to enter text.](#) Telephone for conference call [N Click here to enter text.](#)

Contact information:

Email address: bmiller@jeffersoncountywv.org. Phone Number: 304-728-3290

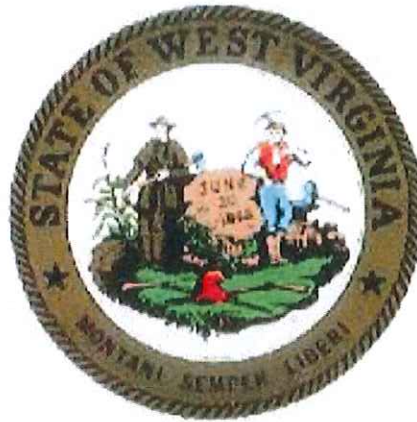
FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

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WEST VIRGINIA EMPG PROGRAM

**Sub-grant Application
2015 Funds**

**Effective January 5, 2016
Supersedes Previous Editions**



**Earl Ray Tomblin, Jr.
Governor**

**Joseph C. Thornton, Cabinet Secretary
West Virginia Department of Military Affairs and Public Safety (WVDMAPS)**

**Jimmy Gianato, Director,
West Virginia Division of Homeland Security and Emergency Management (WVDHSEM)**

WEST VIRGINIA Division of Homeland Security and Emergency Management (WVDHSEM) 2015 EMPG PROGRAM	REQUEST FOR PROPOSALS 2015 FUNDS
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The West Virginia Division of Homeland Security and Emergency Management is announcing the availability of 2015 Emergency Management Performance Grant (EMPG) funds. Program funds are available to units of state or local governments to be utilized in a manner which is consistent with and supportive of the overall implementation of the State's Homeland Security Strategy.

- Local jurisdictions (counties and the City of Charleston) are eligible and invited to apply for EMPG funds in amounts to be determined for the purpose of establishing, continuing and improving local emergency management functions.

The EMPG is administered by WVDHSEM with funding provided by the U.S. Department of Homeland Security, Federal Emergency Management Agency.

WVDHSEM must receive applications for this program **no later than 4:00pm on February 15, 2016**. Applications received after this date, or incomplete applications will not be considered for funding. **All completed applications MUST be submitted via HSIN WV-EM portal.** Faxed applications will not be accepted. Enclosed is an EMPG Application, which identifies the program purpose areas and provides general program and application guidance.

Should you have any questions or need further assistance regarding this matter, please contact Tommy Dingess, Director of Administration, with the West Virginia Division of Homeland Security and Emergency Management at (304) 558-5380, or via email at: tommy.l.dingess@wv.gov.

Program Guidelines

To assist with completing the application, the complete 2015 federal program guidelines can be obtained on the internet at the following link: <https://www.fema.gov/fiscal-year-2015-emergency-management-performance-grant-program>. All funds expended must comply with the guidance outlined in the federal guidelines and must meet the additional guidelines established by the state. Failure to meet all of the requirements may result in loss of funding and a requirement that any funds received by the local jurisdiction be returned to the State.

WEST VIRGINIA Division of Homeland Security and Emergency Management (WVDHSEM) 2015 EMPG PROGRAM	GRANT APPLICATION INSTRUCTIONS
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COMPLETED APPLICATION MUST INCLUDE:

- Applicant:** Name, address, phone and fax number of the agency applying for funds.
- Project Director:** Name, address, phone, fax and email of the individual charged with the implementation and day-to-day operations of the project. This person cannot also be listed as the Authorized Official or the Fiscal Officer. This person is normally the local director of emergency services.
- Fiscal Officer:** Name, address, phone, fax and email of the person responsible for the fiscal records/reports of the project. This person cannot also be listed as the Authorized Official or the Project Director. This person is normally the local clerk or treasurer.
- Authorized Official:** The President of the County Commission or the Mayor/City Manager, as appropriate. This person cannot also be listed as the Project Director or Fiscal Officer.
- Funds Requested:** Amount requested from WVDHSEM by the applicant agency.
- Project Matching/
Funds:** EMPG is a 50% matching grant. Local jurisdictions must commit the 50% match to be eligible.
- Project Period:** January 1, 2015 through December 31, 2015.
- Certification:** Typed or printed name, title and original signature of the County Commission President or Mayor/City Manager. This is the individual who would be authorized to enter into a contractual agreement with WVDHSEM.

If you should have any questions or need further assistance in the preparation of this application, please contact WVDHSEM at (304) 558-5380

The Authorized Official must sign where indicated on page 1 of the grant application before submission.

Program Guidelines

To assist with completing the application, the complete 2015 program guidelines can be obtained on the internet at the following link: <https://www.fema.gov/fiscal-year-2015-emergency-management-performance-grant-program> .

RETURN COMPLETED PAGE 1 OF THE APPLICATION WITH ORIGINAL SIGNATURES IN BLUE INK TO:

Division of Homeland Security and Emergency Management
 2015 EMPG Grant Application
 1900 Kanawha Blvd., East
 Building 1, Room EB-80
 Charleston, WV 25305

WEST VIRGINIA Division of Homeland Security and Emergency Management (WVDHSEM) 2015 EMPG PROGRAM	GRANT APPLICATION SUBMISSION CHECKLIST
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Prior to submitting the application, indicate that the following tasks have been completed by checking the boxes below:

- The application has been completely filled out.
- The project description (page 7) ***MUST*** follow the same outline shown on page 6 of the application and be as detailed as possible.
- Math has been double-checked, is accurate and rounded to the nearest whole dollar amount.
- Authorized Official has signed page 1 of the grant application. That page, with the ORIGINAL SIGNATURE IN BLUE INK, must be returned with the COMPLETE application, UNSTAPLED/UNBOUND, to WVDHSEM. ORIGINAL ONLY – NO COPIES
- Applicant has been listed as the County Commission (or designated agent), or Municipality.
- USDOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements is completed and signed in blue ink.
- Standard Form LLL is completed and signed in blue ink.
- A copy of the jurisdiction's most recent Single Audit Report is attached to the application submitted via HSIN.

Note: WVDHSEM reserves the right not to consider an application for funding if it is not complete.

WEST VIRGINIA Division of Homeland Security and Emergency Management (WVDHSEM) 2015 Emergency Management Performance Grant (EMPG)	GRANT APPLICATION PAGE 1 (CFDA 97.042)
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1. Applicant: <u>Jefferson County Commission</u> Address: <u>P.O. 250</u> <u>Charles Town, WV 25414</u> Phone/Fax: <u>304-728-3282/304-728-3320</u>	5. Funds Requested: \$ <u>108,710.88</u> Project Matching Funds (50%): \$ <u>108,710.88</u>
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2. Project Director: <u>Barbara J. Miller, Director</u> Address: <u>28 Industrial Blvd., St. 101</u> <u>Kearneysville, WV 25430</u> Phone/Fax: <u>304-728-3290/304-728-3320</u> Email: _____	6. Type of Agency: <input checked="" type="checkbox"/> County <input type="checkbox"/> Municipality DUNS # 074-741-4548 DUNS # _____ FEIN 55-6000333 FEIN _____
--	--

3. Fiscal Officer: <u>Jennifer Maghan</u> Address: <u>P.O. 208</u> <u>Charles Town, WV 25414</u> Phone/Fax: <u>304-728-3347/304-728-3279</u> Email: <u>jmaghan@jeffersoncountywv.org</u>	7. Project Beginning Date: <u>January 1, 2015</u> Ending Date: <u>December 31, 2015</u>
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4. Geographic Area Served: <u>Jefferson County</u> <u>WV</u> Pop. (2010 Census): <u>53,500</u>	8. Type of Application: <input checked="" type="checkbox"/> Initial <input type="checkbox"/> Continuation <input type="checkbox"/> Revision
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9. Project Title and *Brief Description*:
To provide for and enhance Emergency Management in Jefferson County, West Virginia

10. Certification:

To the best of my knowledge, the information contained in this application is true and correct. The submission thereof has been duly authorized by any governing body, and the applicant will comply with all of the attached Special Conditions and Assurances if the sub-grant is awarded, including all emergency services staff having undergone criminal background checks in accordance with W. Va. Code Chapter 15-5-15.

Authorized Official: Patricia Noland Title: County Commission
TYPED OR PRINTED NAME OF AGENCY HEAD President

Signature: _____ Date: 01/21/2016

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WEST VIRGINIA Division of Homeland Security and Emergency Management (WVDHSEM) 2015 EMPG PROGRAM	BUDGET INSTRUCTIONS PAGE 2
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Allowable costs are divided into the categories of (1) Planning; (2) Organization; (3) Equipment; (4) Training; (5) Exercises; and, (6) Management and Administrative.

NOTE: CONSULT THE GENERAL INFORMATION AND REQUIREMENTS GUIDE REGARDING DETAILS OF ALLOWABLE COSTS WITHIN EACH CATEGORY LISTED BELOW.

Planning – Page 3-1 of Application

FY 2015 EMPG Program funds may be used for a range of emergency management planning activities. Planning provides a methodical way to engage the whole community in thinking through the life cycle of potential crises, determining required capabilities, and establishing a framework for roles and responsibilities. Planning should include participation from all stakeholders in the community who are able to contribute critical perspectives and may have a role in executing the plan. Include listing of all representatives and organizations involved in the planning process for each component. *(NOTE: Beginning in calendar year 2016, all planning documents must be accompanied by signature pages that include all representatives involved in the process, along with the organization they represent.)* Planning should be flexible enough to address incidents of varying types and magnitudes. Planning activities for the 2015 EMPG **MUST** include, as a minimum, the following work products: (1) Review and update the most recent All-Hazards Mitigation Plan developed for the Pre-Disaster Mitigation (PDM) Program and Hazard Mitigation Grant Program (HMGP) to include identifying a wider range of threats, based on the Threat and Hazard Identification and Risk Assessment (THIRA), as guidance for this assessment become available during the year; (2) Review and make recommendations for updates to local emergency operations plans based on the *Evaluation Matrix for Compliance with CPG 101 v.2*, released in May 2011; and, (3) Submit revisions to local emergency operations plans, based on needs identified as the jurisdiction's top two priorities. See Page 3-1 of the Budget and Page 6, Project Description Instructions, for details of specific requirements for the 2014 program.

Organizational – Page 3-2 of Application

EMPG funds may be used for all-hazards emergency management operations, staffing, and other day-to-day activities in support of emergency management. Proposed staffing activities should still be linked to achieving goals outlined in the EMPG work plan. In accordance with W. Va. Code Chapter 15-5-15, all emergency services staff must have undergone criminal background checks. All EMPG-funded jurisdictions will be required to submit weekly Jurisdiction Situation Reports via E Team and are due not later than Tuesday of each week. Such reports will include, at a minimum, current operational status, current and following week significant activities, exercises, and training events. *(NOTE: Beginning in 2016, WVDHSEM will publish a schedule for Training environment report submissions, in addition to the weekly Jurisdiction Situation Reports above.)* Further, local directors **MUST** be either paid full-time or, if paid part-time, provide proof of other funding sources before other funding is approved for projects or equipment. In addition, local jurisdictions with paid part-time directors **MUST** allow sufficient time to the director to complete all requirements under this grant, including training, exercises, planning, and emergency response operations.

Equipment – Page 3-3 of Application

EMPG funds may be used for equipment acquisitions. Approved equipment must be on the Authorized Equipment Listing (AEL) which is located on the internet at: <http://www.fema.gov/preparedness-non-disaster-grants> or <http://www.fema.gov/grants>. Only equipment noted as EMPG eligible on the AEL will be considered for funding. (Be sure to check the eligibility column of the AEL for EMPG purposes.) Further, sub-grantees must provide evidence of ability to sustain equipment purchases. Examples are: maintenance contracts/agreements; licenses; subscriptions; local budget line item references; etc. With respect to communications initiatives and equipment, the sub-grantee agrees to the following:

In an effort to improve emergency preparedness and response interoperability, all new or upgraded radio systems and new radio equipment should be compatible with a suite of standards called ANSI/TIA/EIAA-102 Phase I (Project 25). These standards have been developed to allow for backward compatibility with existing digital and analog systems and provide for interoperability in future systems. The FCC has chosen the Project 25 suite of standards for voice

Budget Instructions
Page 2 (Continued)

and low-moderate speed data interoperability in the new nationwide 700 MHz frequency band. The Integrated Wireless Network (IWN) of the U.S. Justice and Treasury Departments has also chosen the Project 25 suite of standards for their new radio equipment. **In an effort to realize improved interoperability, all radios purchased under this grant should be APCO 25 compliant.** In addition, any State level guidelines and initiatives that are developed by the WV Statewide Interoperable Executive Committee (SIEC) must be followed.

Training – Page 3-4 of Application

FY 2015 EMPG Program funds may be used for a range of emergency management-related training activities to enhance the capabilities of State and local emergency management personnel through the establishment, support, conduct, and attendance of training. Training activities should align with the current Multi-Year Training and Exercise Plan (TEP) developed through an annual Training and Exercise Planning Workshop (TEPW). Training should foster the development of a community oriented approach to emergency management that emphasizes engagement at the community level, strengthens best practices, and provides a path toward building sustainable resilience.

NIMS Training:

IS 100.b	IS 700.a
IS 200.b	IS 800.b

FEMA Professional Development Series:

IS 120.a	IS 235.b	IS 241.a	IS 244.a
IS 230.b	IS 240.a	IS 242.a	

- Conducting all-hazards emergency management training, including FY 2015 NIMS training requirements and state NIMS guidance.
- Attending Emergency Management Institute (EMI) training or delivering EMI train-the-trainer courses as allowed previously under EMPG and not limited to terrorism-related courses.
- Other EMPG-related training activities.

Integrated Public Alert and Warning System (IPAWS) – Directors and selected staff (Directors only have Transmit Authority, at this time)

IS 247.a

NOTE: Personnel only are required to complete the above training once, but are required to maintain proof of completion in local records and available for inspection.

Further, local emergency management directors will, after completing the above coursework, continue pursuing emergency management related coursework. Such coursework should address training needs for the director identified in the Multi-Year Training Plan dated 2015. **See Page 3-4 of the Budget below for additional details.**

Exercises – Page 3-5 of Application

All EMPG Program funded personnel shall participate in no less than three exercises in a 12 month period and shall complete the following training requirements and record proof of completion. ***This includes support staff, GIS personnel, planners, and anyone else funded with EMPG in part or in full.*** Exercise program managers should develop, execute, and evaluate exercises that address priorities established by the agency or jurisdiction. These priorities should be based on the National Preparedness Goal, Emergency Operations Plans, threat and hazard identification/risk assessments, current process' and procedures, results from previous exercises and real world events. Exercise activities should generally align to priorities outlined in the current Training and Exercise Plan (TEP). Further guidance concerning the TEP can be found at <https://hseep.dhs.gov>. The current WV TEP is posted at <http://www.dmaps.wv.gov> in the Exercise Section. Funding may be used for activities such as the following:

- Conducting all-hazards exercises, based on the likely hazards/scenarios identified in the THIRA that a jurisdiction may encounter.
- Conducting emergency management exercises, while incorporating other stakeholders, utilizing ICS and other NIMS principles.

- Other EMPG-related activities, such as HSEEP defined non-operational exercises (Seminars, Workshops, and Table Top Exercises).
- Actual events may fulfill part of the "Exercise Requirement" if a waiver has been submitted to and approved by WVDHSEM.

**Budget Instructions
Page 2 (Continued)**

Management and Administration – Page 3-6 of Application

EMPG sub-grantees may utilize up to 5% of their "total" award from the State of West Virginia for Management and Administrative (M&A) purposes. 95% of the total EMPG award for allowable planning, equipment, training and/or exercise costs + 5% of the total EMPG award for allowable M&A = 100% TOTAL PROJECT COST.

Match – Pages 3-6 and 4 of Application

The EMPG Grant is a 50% Federal/50% Local 'hard' match (ie, direct cash funding). Federal funds obtained through EMPG CANNOT be matched with other Federal funds.

FUNDING STRATEGY – (Page 4 of Application)

Funding Source (bottom of Page 4, first column):

Separately list each source of funds that will be used in the program (i.e., county commission, municipality, etc.). These are shown on the application.

Amount (bottom of Page 4, second column):

Enter the amount received or anticipated for each source.

Status (bottom of Page 4, last column):

Indicate the status of each funding source as follows:

- A** = Application submitted and under review – typically, this refers to your request for federal budget.
- C** = Funds committed – typically, this category is appropriate for local match.
- R** = Funds received, appropriated or on hand – use this code if local matching funds have been included in local budget resolutions, etc...

WEST VIRGINIA Division of Homeland Security and Emergency Management (WVDHSEM) 2015 EMPG PROGRAM	ITEMIZATION OF FUNDS BY CATEGORY PAGE 3-1 (PLANNING ONLY)
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Budget Category	Matching Funds	Federal EMPG Funds	Approved (WVDHSEM Use Only)
Planning: Planning funds may be used to help the jurisdiction complete the following requirements.			
a. Review and update the most recent All-Hazards Mitigation Plan developed for the Pre-Disaster Mitigation (PDM) Program and Hazard Mitigation Grant Program (HMGP).			
b. Coordinate, help complete, and submit a local Threat and Hazard Identification and Risk Assessment (THIRA) per state guidance.			
c. Review and make recommendations for updates to local emergency operations plans based on the <i>Evaluation Matrix for Compliance with CPG 101 v.2</i> , released in May 2011. See link below: www.fema.gov/pdf/about/divisions/npd/CPG_101_V2.pdf .			
d. Prepare and submit revisions to the local emergency operations plan, based on the top two priorities identified in c. above. Submissions to be made with final financial documentation.			
<u>Update to the Jefferson Co. Continuity of Operations Plan</u>	<u>2500.00</u>	<u>2500.00</u>	
e. <u>Updates to the Jefferson Co. EOP</u>	<u>3350.00</u>	<u>3350.00</u>	
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* All funds must be rounded to the nearest whole dollar amount. Please make additional copies of this page as necessary.*

WEST VIRGINIA
 Division of Homeland Security and
 Emergency Management (WVDHSEM)

2015 EMPG
 PROGRAM

ITEMIZATION OF FUNDS BY CATEGORY

PAGE 3-2
 (ORGANIZATIONAL ONLY)

Budget Category	Matching Funds	Federal EMPG Funds	Approved (WVDHSEM Use Only)
<p>Organizational:</p> <p>EMPG funds may be used for all-hazards emergency management operations, staffing, and other day-to-day activities in support of emergency management. Proposed staffing activities should still be linked to achieving goals outlined in the EMPG work plan. In accordance with W. Va. Code Chapter 15-5-15, all emergency services staff must have undergone criminal background checks.</p> <p>All EMPG-funded jurisdictions will be required to submit weekly Jurisdiction Situation Reports via E Team and are due not later than Tuesday of each week. Such reports will include, at a minimum, current operational status, current and following week significant activities, exercises, and training events.</p> <p>Further, local directors MUST be either paid full-time or, if paid part-time, provide proof of other funding sources before other funding is approved for projects or equipment. In addition, local jurisdictions with paid part-time directors MUST allow sufficient time to the director to complete all requirements under this grant, including training, exercises, planning, and emergency response operations.</p> <p><u>Jurisdictions must articulate specific positions for which they are requesting funding so that grant requirements can be tracked for these individuals.</u></p> <p><u>Barbara J. Miller, Director</u> <u>Sandee Niles, Deputy Director (April-December, 2015)</u> <u>Jessica Owens, Deputy Director (January-February, 2015)</u> <u>Brandon Vallee, Adm. Asst., PIO, Vol. Coordinator</u></p>	<p>49,142.93 22,561.02 4,958.51 26,198.42</p>	<p>49,142.93 22,561.02 4,958.51 26,198.42</p>	
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* All funds must be rounded to the nearest whole dollar amount. Please make additional copies of this page as necessary.*

WEST VIRGINIA Division of Homeland Security and Emergency Management (WVDHSEM) 2015 EMPG PROGRAM	ITEMIZATION OF FUNDS BY CATEGORY PAGE 3-3 (EQUIPMENT ONLY)
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Budget Category	Matching Funds	Federal EMPG Funds	Approved (WVDHSEM Use Only)
<p>Equipment: (Please see Authorized Equipment List (AEL) at http://www.fema.gov/grants under the <i>Grant Programs Information and Resources</i> tab while preparing budget.</p> <p>With respect to communications initiatives and equipment, the sub-grantee agrees to the following:</p> <p><i>In an effort to improve emergency preparedness and response interoperability, all new or upgraded radio systems and new radio equipment should be compatible with a suite of standards called ANSI/TIA/EIAA-102 Phase I (Project 25). These standards have been developed to allow for backward compatibility with existing digital and analog systems and provide for interoperability in future systems. The FCC has chosen the Project 25 suite of standards for voice and low-moderate speed data interoperability in the new nationwide 700 MHZ frequency band. The Integrated Wireless Network (IWN) of the U.S. Justice and Treasury Departments has also chosen the Project 25 suite of standards for their new radio equipment. In an effort to realize improved interoperability, all radios purchased under this grant should be APCO 25 compliant.</i> In addition, any State level guidelines and initiatives that are developed by the WV Statewide Interoperable Executive Committee (SIEC) regarding communications will be followed by the sub-grantee.)</p>			
PLEASE CARRY TOTALS TO THE BOTTOM OF PAGE 3-6	↓	↓	↓

* All funds must be rounded to the nearest whole dollar amount. Please make additional copies of this page as necessary.*

WEST VIRGINIA
Division of Homeland Security and
Emergency Management (WVDHSEM)

2015 EMPG
PROGRAM

ITEMIZATION OF FUNDS BY CATEGORY

PAGE 3-4
(TRAINING ONLY)

Budget Category	Matching Funds	Federal EMPG Funds	Approved (WVDHSEM Use Only)
<p>Training:</p> <p>EMPG funds may be used to enhance the capabilities of state and local emergency preparedness and response personnel through development of state and local homeland security training programs which are consistent with and supportive of the overall implementation of the State Homeland Security Strategy.</p> <p>ALL personnel in positions funded in whole or in part by 2015 EMPG funds must complete, not later than the end of the performance period, the following training courses, available through the Emergency Management Institute's Independent Study Program:</p> <p>National Incident Management System (NIMS) Training: IS 100.b IS 200.b IS 700.a IS 800.b</p> <p>AND</p> <p>FEMA Professional Development Series: IS 120.a IS 235.b IS 241.a IS 244.a IS 230.b IS 240.a IS 242.a</p> <p>Integrated Public Alert and Warning System (IPAWS) – Directors and selected staff (Directors only have Transmit Authority, at this time): IS 247.a</p> <p><i>NOTE: Personnel only are required to complete the above training once, but are required to maintain proof of completion in local records and available for inspection. If the training was managed in CourseMill, certificates do not need to be provided if they are on the individual's transcript.</i></p> <p>Further, full-time or part-time directors must, after completing the above coursework, continue pursuing emergency management related coursework. Such coursework should address training needs for the director identified in the local jurisdiction's THIRA and After Action Reports. Directors must complete a total of 40 hours of emergency management training during the grant performance period. This training requirement includes at least 24 hours of classroom instruction at EMI or through State-approved courses, and up to 16 hours of approved non-classroom courses. All online FEMA, NFA, or DHS courses that are emergency management related can be used to fulfill the non-classroom requirement. All other courses must be prior approved. Such approval will be based on written submission to WVDHSEM. These submissions must be presented at least 60 days prior to the start date before credit is granted. The request must include the course description, objectives, and list of instructors' names and, for conferences, the agenda and list of speakers. <i>Copies of Completion Certificates must be included with the appropriate Quarterly Report or reimbursement request for approved courses.</i></p>			
PLEASE CARRY TOTALS TO THE BOTTOM OF PAGE 3-6	↓	↓	↓

* All funds must be rounded to the nearest whole dollar amount. Please make additional copies of this page as necessary.*

WEST VIRGINIA
 Division of Homeland Security and
 Emergency Management (WVDHSEM)

2015 EMPG
 PROGRAM

ITEMIZATION OF FUNDS BY CATEGORY

PAGE 3-5
 (EXERCISES ONLY)

Budget Category	Matching Funds	Federal EMPG Funds	Approved (WVDHSEM Use Only)
<p>Exercises:</p> <p>EMPG funds may be used to design, develop, conduct, and evaluate emergency management related exercises. Exercises must be consistent with the principles and methodology outlined in the Homeland Security Exercise and Evaluation Program (HSEEP), as well as applicable emergency management standards. All exercises must be administered using HSEEP documentation procedures. In order to receive EMPG grant credit, the jurisdiction must complete an <i>After Action Report (AAR)</i>, an <i>Improvement Plan (IP)</i>, and include them in their quarterly submission along with a <i>Roster</i> signed by all exercise participants. Documentation can be submitted once completed and approved by the Exercise Planning Committee prior to the quarterly reimbursement request, but is not mandatory. Exercises can be, and are recommended to be, developed and administered at a multi-jurisdictional level.</p> <p>As required in the 2015 federal EMPG Guidance, ALL employees in positions partially or fully funded by EMPG funds MUST participate in a minimum of three (3) exercises in a 12-month period. This includes all support staff such as administrative assistants, secretaries, deputy directors, etc.</p> <p>NOTE: Actual Events may fulfill part of the exercise requirement, if a waiver has been submitted to and approved by WVDHSEM.</p>			
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* All funds must be rounded to the nearest whole dollar amount. Please make additional copies of this page as necessary.*

WEST VIRGINIA
 Division of Homeland Security and
 Emergency Management (WVDHSEM)
 2015 EMPG
 PROGRAM

ITEMIZATION OF FUNDS BY CATEGORY
 PAGE 3-6
 (MANAGEMENT AND ADMINISTRATIVE)

Budget Category	Matching Funds	Federal EMPG Funds	Approved (WVDHSEM Use Only)
<u>Management and Administrative:</u> (Maximum of 5% of request/award)			
TOTAL MATCHING FUNDS:	108,710.00		
TOTAL FEDERAL EMPG FUNDS:		108,710.00	
TOTAL APPROVED PROJECT:			217,421.76

* All funds must be rounded to the nearest whole dollar amount. Please make additional copies of this page as necessary.*

WEST VIRGINIA Division of Homeland Security and Emergency Management (WVDHSEM) 2015 EMPG PROGRAM	BUDGET SUMMARY PAGE 4
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Applicant: <input type="text"/>	Type of Application: <input type="text"/>
	<input type="checkbox"/> Initial <input type="checkbox"/> Revision

Category	EMPG Funds (A) *	Matching Funds (B) **	Total Funds (A + B)
Planning	<u>5850.00</u>	<u>5850.00</u>	<u>11,700.00</u>
Organization	<u>102,860.88</u>	<u>102,860.88</u>	<u>205,721.76</u>
Equipment			
Training			
Exercises			
Management and Admin (max 5%)			
Total Budget	<u>108,710.88</u>	<u>108,710.88</u>	<u>217,421.76</u>

FUNDING STRATEGY		
Funding Source(s)	Amount	Status
EMPG Funds:	<u>\$108,710.00</u>	
Matching Funds (If Applicable):	<u>\$108,710.00</u>	
Total:	<u>\$217,421.76</u>	

* Total of column A shall be placed in the space on page 1 – item number 5, for Funds Requested.

** Total of column B shall be placed in the space on page 1 – item number 5, for Project Matching Funds.

All funds must be rounded to the nearest whole dollar amount.

WEST VIRGINIA Division of Homeland Security and Emergency Management (WVDHSEM) 2015 EMPG PROGRAM	BUDGET NARRATIVE PAGE 5
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Provide here a justification and explanation of the budget items shown on pages 3 and 4 of this application. This should contain specific criteria and data used to arrive at estimates and/or costs for all items listed. In completing the project budget narrative, please identify data by the major budget category involved (i.e. Planning, Organizational, Equipment, Training, Exercises and Management and Administrative).

Applications submitted which do not provide a sufficient narrative may be subject to exclusion. Use additional blank pages as necessary.

PLANNING: (This category **MUST** include a brief statement about how the jurisdiction's planning efforts will assist the jurisdiction to meet the mandatory planning requirements.)

ORGANIZATIONAL: (This category **MUST** describe the status of the local emergency services director (full- or part-time paid) and other staffing necessary to maintain a functional structure for local emergency management.) EMPG funds may be used for all-hazards emergency management operations, staffing, and other day-to-day activities in support of emergency management. Proposed staffing activities should still be linked to achieving goals outlined in the EMPG work plan. In accordance with W. Va. Code Chapter 15-5-15, all emergency services staff must have undergone criminal background checks. All EMPG-funded jurisdictions will be required to submit weekly Jurisdiction Situation Reports via E Team and are due not later than Tuesday of each week. Such reports will include, at a minimum, current operational status, current and following week significant activities, exercises, and training events. Further, local directors **MUST** be either paid full-time or, if paid part-time, provide proof of other funding sources before other funding is approved for projects or equipment. In addition, local jurisdictions with paid part-time directors **MUST** allow sufficient time to the director to complete all requirements under this grant, including training, exercises, planning, and emergency response operations.

EQUIPMENT: (This category **MUST** include a brief statement regarding how each piece of equipment will be used to enhance the capabilities for emergency response and also include the AEL item number. This statement and AEL item number for each piece of equipment will be used to assist in determining whether the items are allowable under existing guidelines. With respect to communications initiatives and equipment, the sub-grantee agrees to the following:

In an effort to improve emergency preparedness and response interoperability, all new or upgraded radio systems and new radio equipment should be compatible with a suite of standards called ANSI/TIA/EIAA-102 Phase 1 (Project 25). These standards have been developed to allow for backward compatibility with existing digital and analog systems and provide for interoperability in future systems. The FCC has chosen the Project 25 suite of standards for voice and low-moderate speed data interoperability in the new nationwide 700 MHz frequency band. The Integrated Wireless Network (IWN) of the U.S. Justice and Treasury Departments has also chosen the Project 25 suite of standards for their new radio equipment. In an effort to realize improved interoperability, all radios purchased under this grant should be APCO 25 compliant. In addition, any State level guidelines and initiatives that are developed by the WV Statewide Interoperable Executive Committee (SIEC) and its successor the West Virginia Statewide Interoperable Radio Network (SIRN) regarding communications will be followed by the sub-grantee.)

TRAINING: (This category **MUST** include a brief statement regarding how proposed training will help in terms of emergency management purposes and initiatives, particularly closing gaps identified in the THIRA. The narrative will be used to assist in determining whether the training(s) is allowable under existing guidelines.)

EXERCISES: (This category **MUST** include a brief statement regarding how proposed exercises will help evaluate and validate capabilities and close gaps as identified in the THIRA. These capabilities should be the focus of the exercise scenario. The narrative should outline the specific types of expenditures which will support the development, conduct, and assessment of the exercise. Reminder: Exercises must be compliant with HSEEP, and notification should be provided in advance to WVDHSEM.)

MANAGEMENT AND ADMINISTRATIVE:

Use additional blank pages as necessary

<p>WEST VIRGINIA Division of Homeland Security and Emergency Management (WVDHSEM)</p> <p>2015 EMPG PROGRAM</p>	<p>PROJECT DESCRIPTION INSTRUCTIONS</p> <p>PAGE 6</p>
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On page 7 of this Application, please explain the project utilizing the following outline. State clearly and in concise detail the goals, objectives and intentions of the project; precisely what will be done; who will be involved; and the anticipated result. Add pages as necessary.

PURPOSE: The purpose of the EMPG is to enhance the local jurisdiction by assisting in the development and maintenance of an emergency management program.

REQUIREMENTS: Describe in some detail how your jurisdiction will implement the following requirements during the performance period of this grant. Include a prioritized list of all substantial and concrete goals in each performance area of this project that the jurisdiction will attempt to achieve and the reasons why each of these goals can be met. These goals may be both short and long range. Carefully communicate and relate the goal(s) back to the goals on the WV State Homeland Security Strategy Goals and Objectives. In other words, which Statewide Strategy goals are being addressed during this performance period. In order to continue to receive funds under this grant, all jurisdictions must meet the following criteria:

1. **Planning (minimum grant requirements must be met) – You must develop/update/revise a minimum of three (3) planning products during the year. The mandatory plan component developments/revisions for this year are:**
 - a. Review and update the most recent All-Hazards Mitigation Plan developed for the Pre-Disaster Mitigation (PDM) Program and Hazard Mitigation Grant Program (HMGP) Mitigation Plan to include identifying a wider range of threats, based on the Threat and Hazard Identification and Risk Assessment (THIRA), as guidance for this assessment become available during the year.
 - b. Review and make recommendations for updates to local emergency operations plans based on the *Evaluation Matrix for Compliance with CPG 101 v.2*, released in May 2011.
 - c. Prepare and submit revisions to the local emergency operations plan, based on the top two priorities identified in b. above. Submissions to be made with final financial documentation.

Revisions can be submitted in paper copy or by electronic means (i.e. floppy diskette or email to: Bill.D.Kershner@wv.gov . **NOTE: Pen-and-ink corrections are no longer accepted.**

2. **Organizational – The jurisdiction must employ either a full-time or part-time paid emergency services director. Substantial organizational costs relating to emergency management functions may be reimbursed under this portion of the grant. Each participating jurisdiction must have internet access and email support and must actively participate in the State's electronic emergency management system. Each participating jurisdiction must have a designated and equipped emergency operations center and must ensure that emergency management contact information is regularly updated and provided to WVDHSEM.**

EMPG funds may be used for all-hazards emergency management operations, staffing, and other day-to-day activities in support of emergency management. Proposed staffing activities should still be linked to achieving goals outlined in the EMPG work plan. In accordance with W. Va. Code Chapter 15-5-15, all emergency services staff must have undergone criminal background checks. All EMPG-funded jurisdictions will be required to submit weekly Jurisdiction Situation Reports via E Team and are due not later than Tuesday of each week. Such reports will include, at a minimum, current operational status, current and following week significant activities, exercises, and training events. (**NOTE: Beginning in calendar year 2016, WVDHSEM will publish a schedule for Training environment report submissions, in addition to the weekly Jurisdiction Situation Reports above.**) Further, local directors **MUST** be either paid full-time or, if paid part-time, provide proof of other funding sources before other funding is approved for projects or equipment. In addition, local jurisdictions with

paid part-time directors **MUST** allow sufficient time to the director to complete all requirements under this grant, including training, exercises, planning, and emergency response operations.

Project Description Instructions
Page 6 (Continued)

At a minimum, weekly Jurisdiction Situation Reports and other designated reports, must be entered into E Team and include a brief situation summary for the jurisdiction as of the report time. In addition, all emergency management incidents must be entered in a timely manner. Familiarity with E Team is essential as it will be the primary means of making Requests for Assistance to the State. Failure to do these weekly reports could result in suspension of funding.

3. **Equipment** – The jurisdiction must submit an itemized list of equipment to be purchased under this grant. All equipment purchase listings **must** include brief justification for the individual items or systems and describe how the equipment will assist the jurisdiction to meet specific goals and objectives contained in the West Virginia State Homeland Security Strategy Goals and Objectives. ALL equipment included must be on the AEL and purchases must be prior-approved by WVDHSEM.

4. **Training** – **ALL** personnel in positions funded in whole or in part by 2015EMPG funds must complete, not later than the end of the performance period, the following training courses, available through the Emergency Management Institute's Independent Study Program:

National Incident Management System (NIMS) Training:
IS 100.b IS 200.b IS 700.a IS 800.b

AND

FEMA Professional Development Series:
IS 120.a IS 235.b IS 241.a IS 244.a
IS 230.b IS 240.a IS 242.a

NOTE: Personnel only are required to complete the above training once, but are required to maintain proof of completion in local records and available for inspection. If the proof of this training has been submitted for previous EMPG reimbursements, it does not need to be submitted again.

Integrated Public Alert and Warning System (IPAWS) – Directors and selected staff (Directors only have Transmit Authority, at this time)

IS 247.a

Further, full-time or part-time directors must, after completing the above coursework, continue pursuing emergency management related coursework. Such coursework should address training needs for the director identified in the jurisdiction's THIRA and After Action Reports and Improvement Plans from recent exercises. Directors must complete a total of 40 hours of emergency management training during the grant performance period. This training requirement includes at least 24 hours of classroom instruction at EMI or through State-approved courses, and up to 16 hours of approved non-classroom courses. All online FEMA, NFA, or DHS courses that are emergency management related can be used to fulfill the non-classroom requirement. All other courses must be prior approved. Such approval will be based on written submission to WVDHSEM. These submissions must be presented at least 60 days prior to the start date before credit is granted. The request must include the course description, objectives, and list of instructors' names and, for conferences, the agenda and list of speakers. **Copies of Completion Certificates for the 40 hours of training must be included with the appropriate Quarterly Report or reimbursement requests. If the training was managed in CourseMill, certificates do not need to be provided if they are on the individual's transcript.**

5. **Exercises** –

Exercises must be designed to test some portion of the local emergency operations plan. All exercises will be developed, administered and documented using the Homeland Security Exercise and Evaluation Program (HSEEP) methodology. Exercises can be, and are recommended to be, developed and administered at a multi-jurisdictional level. All exercises **MUST** be NIMS compliant and **MUST** be designed, developed, conducted and evaluated in accordance with HSEEP. Further detailed information on HSEEP can be found at: <http://hseep.dhs.gov>. Exercise activities should generally align to priorities outlined in the current Training and Exercise Plan (TEP). The current WV Training and Exercise Plan can be found at <http://www.dmaps.wv.gov>. As required in the 2015 EMPG Guidance, **ALL** employees in positions partially or fully funded by EMPG funds **MUST** participate in a minimum of three (3) exercises in a 12-month period. This includes support staff such as administrative assistants or secretaries.

**Project Description Instructions
Page 6 (Continued)**

OBJECTIVE(S)

Specific statements of desired achievement, which reflect project emphasis. Objectives should be clearly qualified, time-framed and measurable terms of planned levels of project performance to be achieved. The results of objectives must be specific, not general, and must be recognizable and understandable. **It is extremely important to realize that objectives must be achievable and feasible within the specific performance period of this grant. Carefully communicate and relate the objective(s) back to the objectives in the West Virginia State Homeland Security Strategy Goals and Objectives. In other words, which State Homeland Security Strategy objectives are being addressed?**

IMPLEMENTATION (Key Activities/Milestones)

Describe the major activities necessary to implement the project including an operational schedule for the project. This should incorporate specific activities, services, and procedures to be followed, and how achievement will be documented. For extremely comprehensive projects, a milestone chart is recommended which provides a clear time-line estimating the time necessary for each phase of this project. This is a very important tool used to organize data into categories for follow-up purposes measuring the "What", "Where", "Who", "When" and "How" for each objective. The information placed in this chart can be used as a management tool to monitor progress.

PROJECT ASSESSMENT / EVALUATION

Specify the indicators and measures to be used to assess the results of this project.

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Planning:

Jefferson County will update their THIRA, the County's Continuity of Government Plan, and certain sections of the Emergency Operations Plan.

Organizational:

The County employs a Full Time Paid Homeland Security and Emergency Management Director, a Full-Time Paid Deputy Director that also serves as planner and program manager; and a Full-Time Paid Administrative Assistant that also serves as our Public Information Officer and volunteer coordinator. All of our staff has successfully passed background investigations, per state code.

Equipment: N/A

Training:

All of the JCHSEM employees completed all required training. Additionally, all employees have completed additional training. Copies of all certificates will be sent with our request for reimbursement.

Exercises:

Jefferson County Homeland Security and Emergency Management staff has participated in the following exercises for the year 2015: the "Clandestine Chaos" series to include a planning meeting, TTX, Functional, and Full Scale, designed and administered by the U.S. Environmental Protection Agency (EPA), and a Tabletop Exercise, "Operation Pilot Light", designed and administered by J.H. Consulting in conjunction with the Jefferson County LEPC. All of these were HSEEP compliant exercises, utilizing the National Incident Management System. Please note the dates of employment for the Deputy Director position that is noted on page 3-2. Additionally, all staff participated in the IPW Workshop held in November, 2015.

Objectives:

Jefferson County has a comprehensive emergency management program that is a jurisdiction-wide system that provides for management and coordination of preparedness, response, recovery, and mitigation activities for all hazards. The system encompasses all organizations, agencies, departments, entities, and individuals responsible for emergency management and homeland security functions, including the County, as well as, all municipalities. Over the course of this grant period, Jefferson County HSEM will employ a full time director, a full time deputy director who also serves as planner and program manager; and a full time administrative assistant who also serves as the PIO and volunteer coordinator to accomplish its mission. We will continue to build partnerships, further institutionalizing the whole community model of emergency management (Strategic Goal #1, Strategic Goal #2)

We have many opportunities for businesses and individuals to get involved, including the following committees: Steering Committee, which also serves as the advisory committee to the Emergency Manager and the County's Citizen Corps Council; Public Awareness, Education and Training Committee; Partnership and Volunteer Development Committee; Risk Assessment and Mitigation Planning Committee; Counter Terrorism Committee; and ad hoc committees that serve a special purpose, such as the Community Rating System

Committee of the National Flood Insurance Program. (Strategic Goal #1; Strategic Goal #2, Strategic Goal #3, and Strategic Goal #5)

We will provide many training opportunities within our jurisdiction, including Training on ETEAM and EOC training for those who serve in our Emergency Operations Center; training on the County Government COOP to Department Heads and elected officials, and participate in events such as the Jefferson County Fair and National Pet Preparedness Day at PetCo and Bark in the Park (pet preparedness) at Jefferson Memorial Park. Additionally, we provide Disaster Ready Kids Programs in our Daycare Centers and Schools and provide preparedness information to Senior Citizens. (Strategic Goal #2, Strategic Goal #3, and Strategic Goal #5)

Our staff will attend training throughout the year, including: Continuity of Operations Managers Training Course at Cacapon SP, EOC/ICS Course at Canaan Valley SP, Managing Floodplain Development through the NFIP at Harpers Ferry, Homeland Security Exercise and Evaluation Program (HSEEP) Course in Kearneysville, Passenger Train Emergency Response (PTER) Training in Jefferson County; The WV Emergency Management Council Conference in Canaan Valley, The SIRN Conference at Camp Dawson, the WV SERC Conference at Camp Dawson, the Resilient Neighbors Network Workshop in Tulsa, OK, Trusted Agents (TA) operator role for the WV Personal Identity Verification-Interoperable (PIV-I) System by NextgenID, Inc; WV State Floodplain Management Association Conference; First Aid/CPR/AED (American Heart Association); C.E.R.T. Train the Trainer and C.E.R.T. Program Manager, ETEAM Training, EOC Training; and a variety of online FEMA IS courses. (Strategic Goal #1, Strategic Goal #2, Strategic Goal #3, Strategic Goal #4, and Strategic Goal #5)

Implementation (Key Activities/Milestones)

Committee meetings are held either monthly, bi-monthly, or quarterly, depending upon the meeting. Planning: We will update annexes within our EOP, based on CPG-101 information, update our THIRA and our County Government COOP; participation in the Jefferson County Fair; conduct our Disaster Ready Kids Programs, National Preparedness Month activities and senior citizens preparedness. Our staff will be attending training and participating in exercises as listed above.

Project Assessment/Evaluation:

We will evaluate the progress of this grant throughout the year and at the end of the grant period to assess results of the project.

**** Use additional blank pages as necessary. ****

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This program is conditioned upon and subject to compliance with the following Special Conditions and Assurances. By attaching a signature to page one (1), item ten (10), of this grant application, the applicant certifies and assures that it will comply with the following Special Conditions and Assurances, Regulations, Policies, Guidelines and Requirements of the WVDHSEM, as further clarified in the Administrative Manual for this program, U.S. Department of Homeland Security, and all other relevant Federal/State Regulations, Policies and Guidelines. These Special Conditions and Assurances apply to all EMPG federal and matching funds expended for purposes associated with this project.

All correspondence to the WVDHSEM, which is required and/or occurs as a result or action of any of the following Special Conditions and Assurances, or as a result of the administration of any WVDHSEM grant program, should be addressed to:

WV Division of Homeland Security and Emergency Management
ATTN: 2015 EMPG
1900 Kanawha Blvd., East Capitol Complex
Building 1, Room EB-80
Charleston, WV 25305

1. LAWS OF WEST VIRGINIA:

This application/contract shall be governed in all respects by the laws of the State of West Virginia. State procedures and practices will apply to all funds disbursed by the WVDHSEM. In accordance with W. Va. Code Chapter 15-5-15, all emergency services staff must have undergone criminal background checks.

2. LEGAL AUTHORITY:

The applicant hereby certifies it has the legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body authorizing the filing of the application, including all understandings and assurances contained therein, and directly authorizes the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.

3. RELATIONSHIP:

The relationship of the sub-grantee to the WVDHSEM shall be that of an independent contractor, not that of a joint enterprise. The sub-grantee shall have no authority to bind the WVDHSEM for any obligation or expense without the express prior written approval from the WVDHSEM.

4. OPERATIONAL WITHIN 90 DAYS:

If the project is not operational within 90 days of the specified project starting date, the grantee must submit a statement to WVDHSEM explaining the delay in implementation. Upon receipt of the 90-day letter, WVDHSEM may cancel the project and redistribute the funds to other project areas and/or eligible applicants.

5. WRITTEN APPROVAL OF CHANGES:

The sub-grantee must obtain prior written approval from WVDHSEM for all project changes (programmatic, fiscal or otherwise). Additionally, any budget revisions greater than 10% in aggregate must be approved by WVDHSEM.

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6. CIVIL RIGHTS COMPLIANCE:

Sub-Grantee will comply with all federal civil rights laws, including Title VI of the Civil Rights Act of 1964, as amended. These laws prohibit discrimination on the basis of race, color, religion, national origin, and sex in the delivery of services.

National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI, grantees will take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary.

Sub-Grantees are encouraged to consider the need for language services for LEP persons served or encountered both in developing their proposals and budgets and in conducting their programs and activities.

7. PRESS RELEASE:

Release of information pertaining to this sub-grant must include the following information:

1. grant amount;
2. State involvement (WV Division of Homeland Security and Emergency Management, WVDHSEM); and,
3. Federal involvement (U.S. Dept. of Homeland Security), along with the name of the Federal Source (EMPG) including the CFDA # 97.042

8. Compliance With Office of Mgt. and Budget Circulars:

Sub-Grantee will comply with all applicable Federal OMB Circulars including: A-21, A-87, A-102, A-110, A-122, A-133, and A-102.

9. ACCESS TO RECORDS and EQUIPMENT:

WVDHSEM, through any authorized representative, shall have access to and the right to examine all records, books, papers, documents, and equipment related to the sub-grant and to relevant books and records of contractors.

10. CONFLICT OF INTEREST:

No public official or employee of the sub-grantee agency, who performs any duties under the project, may participate in an administrative decision with respect to the project if such a decision can be expected to result in any benefit to that individual or that individual's immediate family.

11. POLITICAL ACTIVITY:

The restrictions of the Hatch Act, Pub. L. 93-433, 5 U.S.C. Chapter III, (as amended), concerning the political activity of government employees are applicable to state grantee staff members and other state and local government employees whose principal employment is in connection with activities financed, in whole or in part, by Title I grants. Under a 1975 amendment to the Hatch Act, such state and local government employees may take an active part in political management and campaigns, except they may not be candidates for office.

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12. RELEASE OF INFORMATION:

All records, papers and other documents kept by recipients of grant funds are required to be made available to the WVDHSEM. These records and other documents submitted to the WVDHSEM and its grantees, including plans and application for funds, reports, etc., are subsequently required to be made available to the U.S. Department of Homeland Security under the terms and conditions of the Federal Freedom of Information Act, 5. U.S.C. §552.

The WVDHSEM recognizes that some information submitted in the course of applying for funding under this program, or provided in the course of its grant management activities, may be considered law enforcement sensitive or otherwise important to national or state security interests. This may include threat, risk, and needs assessment information, and discussions of demographics, transportation, public works, and industrial and public health infrastructures. While this information under federal control is subject to requests made pursuant to the Freedom of Information Act, 5. U.S.C. §552, all determinations concerning the release of information of this nature are made on a case-by-case basis by the Federal Division of Homeland Security FOIA Office, and may likely fall within one or more of the available exemptions under the Act.

Sub-Grantees must consult applicable state and local laws and regulations regarding the release or transmittal of information to any entity which may be considered sensitive in nature. Applicants may also consult the WVDHSEM regarding concerns or questions about the release of potentially sensitive information under state and local laws.

13. NATIONAL AND STATE EVALUATION EFFORTS:

The Sub-grantee agrees to cooperate with any national and/or state evaluation efforts directly or indirectly related to this program as requested.

14. OBLIGATION OF PROJECT FUNDS:

Funds may not, without prior written approval from the WVDHSEM, be obligated prior to the effective start date or subsequent to the termination date of the project period.

15. USE OF FUNDS:

Funds awarded through the WVDHSEM may be expended **ONLY** for the purposes and activities specifically covered by the sub-grantee approved project description and budget. Further, this applies to funds awarded through budget revisions by WVDHSEM.

16. COMPLIANCE WITH FEDERAL PROCEDURES:

The applicant assures that it will comply with the provisions of 28 Code of Federal Regulation (CFR) applicable to grants and cooperative agreements, including but not limited to: www.whitehouse.gov/OMB/grants/index.html

- Part 11, Applicability of Office of Management and Budget Circulars;
- Part 18, Administrative Review Procedures;
- Part 20, Criminal Justice Information Systems;
- Part 22, Confidentiality of Identifiable Research and Statistical Information;
- Part 23, Criminal Intelligence Systems Operating Policies;
- Part 30, Intergovernmental Review of Department of Justice Programs and Activities; and,
- Part 42, Nondiscrimination Equal Employment Opportunity Policies and Procedures
- Parts 66, 67, 69, 83

17. ALLOWABLE AND UNALLOWABLE COSTS:

Allowable and unallowable costs incurred under this grant shall be determined in accordance with the general principles and standards for selected cost items set forth in the pertinent Program Guidance or the Office of Grant Operations Financial Guide and OMB Circular A-87.

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18. NON-SUPLANTING:

Federal funds must be used to supplement existing funds for program activities and may not replace (supplant) non-Federal funds that have been appropriated for the same purpose. Potential supplanting will be the subject of monitoring and audit. Violations can result in a range of penalties, including suspension of future funds under this program, suspension or debarment from Federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties. The sub-grantee hereby certifies that Federal funds made available under this grant will not be used to supplant state and local funds. Approved full-time positions must hire an additional individual to "backfill" the position.

19. MATCHING CONTRIBUTION:

If matching funds are allocated, the applicant assures that those funds shall be in addition to funds that would otherwise be made available for the proposed project by the recipients of grant funds and shall be provided on a project-by-project basis. Cash matching contributions are subject to the same expenditure guidelines established by the WVDHSEM and the U.S. Department of Homeland Security for this grant program. All sub-grantees must maintain records that clearly show the source, the amount and the timing of all cash matching contributions. There is no waiver provision for any cash match requirements.

20. PROJECT INCOME:

All income earned by the sub-grantee as a result of the conduct of this project, must be accounted for and included in the total budget. Project income is subject to the same expenditure guidelines established by the WVDHSEM and the U.S. Department of Homeland Security for this grant program. All sub-grantees must maintain records that clearly show the source, the amount and the timing of all project income. There is no waiver provision for the project income requirement.

21. CONSULTANT FEES:

Approval of this sub-grant does not necessarily indicate an approval of specific consultant rates. Please discuss rates with the WVDHSEM.

22. SUSPENSION OF FUNDING:

WVDHSEM may suspend, in whole or in part, terminate, or impose other sanctions on any sub-grantee funds for the following reasons:

- Failure to adhere to the requirements, standard conditions, or special conditions and assurances of this program;
- Failure to submit reports;
- Filing a false certification in this application or in another report or document; or,
- Other just cause.

23. SANCTIONS FOR NONCOMPLIANCE:

In the event of the sub-grantee's noncompliance with the terms, conditions, covenants, rules, or regulations of this grant, the WVDHSEM shall impose such contract sanctions, as it may deem appropriate, including but not limited to:

- Withholding of payments to the sub-grantee until the sub-grantee complies;
- Cancellation, termination or suspension of the contract, in whole or in part; or,
- Refrain from extending any further assistance to the sub-grantee until satisfactory assurance of future compliance has been received.

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24. SUBMISSION/RELEASE OF PROPOSED PUBLICATIONS:

The sub-grantee shall submit one copy of all reports and proposed publications resulting from this agreement to the WVDHSEM twenty (20) days prior to public release. Any publications (written, visual, sound, or otherwise), whether published at the grantee's or government's expense, shall contain the following statements:

"This document [product] was prepared under a grant from the United States Department of Homeland Security, and the WV State Homeland Security State Administrative Agency. Points of view or opinions expressed in this document [product] are those of the authors and do not necessarily represent the official position or policies of the U.S. Department of Homeland Security, nor the WV State Homeland Security State Administrative Agency."

25. PROPERTY ACCOUNTABILITY:

The sub-grantee shall establish and administer a system to control, protect, preserve, use, maintain, and properly dispose of any property or equipment furnished it, or made available through a sub-grant by the WVDHSEM. This obligation continues as long as the property is retained by the sub-grantee, notwithstanding the expiration of this agreement. Prior to sale, trade in or disposal of property, disposition instructions will be obtained from the WVDHSEM. Sub-Grantee assures inventory checks will be performed annually or pursuant to guidance promulgated in the Administrative Manual for this program, with copies provided to the WVDHSEM. The WVDHSEM reserves the right to inspect and review any equipment purchased with this sub-grant.

26. REPORTS:

Each subgrantee shall submit such reports as the WVDHSEM shall deem reasonably necessary to the execution of monitoring, stewardship and evaluation of programmatic and fiscal responsibilities.

Programmatic Reporting: Sub-Grantees must complete and remit for PLANNING to WVDHSEM the requirements shown on PAGE 6. Sub-Grantees must complete and remit for TRAINING to WVDHSEM 40 hours of training as identified PAGE 6 CONTINUED. Sub-Grantees must complete and remit for Exercise to WVDHSEM, EXERCISE OBJECTIVES AS OUTLINED ON PAGE 6 CONTINUED.

Financial Reporting: Sub-Grantees MUST submit to WVDHSEM complete requests for reimbursements with all backup documentation. Sub-Grantees must include signed AEL equipment list, financial recap sheets, form 85-20, and all relevant documentation for your requests. Instructions will be provided separately.

27. PURCHASING:

When making purchases relevant to the sub-grant, the sub-grantee will, at a minimum, abide by applicable State and local laws, which address purchasing procedures by a state or local unit of government.

28. PATENTS AND/OR COPYRIGHTS AND RIGHTS IN DATA:

Sub-Grantee acknowledges that the WVDHSEM, and subsequently the U.S. Department of Homeland Security, reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use, and authorize others to use, for State or Federal government purposes: (1) the copyright in any work developed under an award or sub award; and, (2) any rights of copyright to which a recipient or sub recipient purchases ownership, in whole or in part, with State or Federal support. Sub-Grantee agrees to consult with the WVDHSEM regarding the allocation of any patent rights that arise from, or are purchased with, this funding.

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29. Environmental & Historic preservation (EHP)

Subgrantee shall comply with all applicable Federal, State, and local EHP requirements and shall provide any information requested to ensure compliance with applicable laws.

30. INFORMATION SYSTEMS & COMMUNICATIONS EQUIPMENT

The grantee agrees:

- a. That all computer programs (software produced under this grant) will be made available to the WVDHSEM for transfer to authorized users in the criminal justice/homeland security community without cost other than that directly associated with the transfer. The software will be documented in sufficient detail to enable potential users to adapt the system, or portions thereof, to usage on a computer of similar size and configuration.
- b. To provide a complete copy of the computer programs and documentation, upon requests, to the WVDHSEM. The documentation will include, but not be limited to, system description, operating instruction, program maintenance instructions, input forms, file descriptions, report formats, program listings, and flow charts for the system and programs.
- c. That whenever possible all application programs will be written in standardized programming languages (i.e. Cobol, Fortran, C, C++, XML, etc.) or will adhere to Open Database Connectivity format for use on general operating systems that can be utilized on at least three different manufacturers of computer hardware with similar size and configuration capabilities.

With respect to communications initiatives and equipment, the sub-grantee agrees to the following:

Communications equipment is required to be compatible with the SAFECOM P25 trunked radio hierarchy and the WV State Interoperable Radio Network. Per Executive Order 5-14 all communications equipment requests must be reviewed and approved by the Statewide Interoperability Coordinator.

31. TIME EXTENSIONS:

In general, time extensions for this program are unallowable. Unexpended sub-grant funds remaining at the close of the sub-grant period shall be deobligated.

32. USE OF GRANT FUNDS TO ENACT LAWS, POLICIES, ETC.:

Sub-Grantee understands and agrees that it cannot use any sub-grant funds, either directly or indirectly in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government.

WEST VIRGINIA
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33. PROGRAM ACCOUNTABILITY – FEDERAL AUDIT REQUIREMENTS:

- I.) Federal Office of Management and Budget (OMB) Circular A-133 sets forth standards for obtaining consistency and uniformity for the audit of states, local government, and non-profit organizations expending Federal awards. This grant shall adhere to the audit requirements set forth in OMB Circular A-133 at the time of award.

As of 10/1/04, the requirements set forth by OMB Circular A-133 are as follows: Non-Federal entities that expend \$500,000 or more in a year in Federal awards shall have a single or program-specific audit conducted for that year. Non-Federal entities that expend less than \$500,000 a year in Federal awards are exempt from Federal audit requirements for that year, but records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and General Accounting Office.

- II.) OMB Circular A-110 sets forth standards for obtaining consistency and uniformity for the audit of institutions of higher education, hospitals, and other non-profit organizations expending Federal awards. This grant shall adhere to the audit requirements set forth in OMB Circular A-110.

As if 10/1/04, the requirements set forth by OMB Circular A-110 are as follows: Recipients and sub recipients that are institutions of higher education or other non-profit organizations (including hospitals) shall be subject to the audit requirements contained in the Single Audit Act Amendments of 1996 (31 USC 7501-7507) and revised OMB Circular A-133.

- III.) If an audit must be conducted pursuant to OMB Circular A-133 and A-110, a copy of the audit shall be submitted to the WVDHSEM as well as to the Federal clearinghouse.

As of 10/1/04, the Federal clearing house is as follows:

Federal Audit Clearinghouse
Bureau of the Census
1201 E. 10th Street
Jeffersonville, IN 47132

34. PROGRAM ACCOUNTABILITY – STATE AUDIT REQUIREMENTS:

- I.) Chapter 12, Article 4, Section 14 of the West Virginia Code, as amended, sets forth the audit requirements of corporations, associations or other organizations which receive state funds or grants. These audit requirements do not apply to units of local and state government. If applicable, this grant shall adhere to the audit requirements set forth in §12-4-14 at the time of award. All funds disbursed by SAA are appropriated by the WV Legislature; therefore all funds disbursed by the WVDHSEM are considered state funds. The WVDHSEM will notify the Legislative Auditor when a sub-grant is awarded which falls under the requirements of the WV Code.

As of 9/13/05, the requirements set forth by §12-4-14 are as follows: Any corporation, partnership, association, individual or other legal entity (not to include a state spending unit or a local government as defined in § 6-9-1a of the West Virginia Code, as amended) which receives one or more state grants or sub grants in the amount of \$50,000 or more in the aggregate in a state fiscal year shall file with the WVDHSEM a Report of the disbursement of those state funds. An OMB A-133 Audit or an audit conducted by a certified public accountant may be substituted for the Report. The Report shall be filed within two years of the end of the fiscal year in which the grant or subgrant closes. The Report shall be made by an independent certified public accountant and the scope of the Report is limited to showing how the state grant or subgrant funds were spent. The Report does not have to be a full-scope audit or review of the entity receiving state funds. Any entity failing to file a required Report is barred from subsequently receiving state grant or subgrant funds until the Report is filed and is otherwise in compliance with the provisions of West Virginia Code. If a Report is not required under this section of the WV Code then the grantee or sub-grantee shall file with SAA a sworn statement of expenditures made under the grant or sub-grant.

The Sub-Grantee assures that it has read, understands and is in full compliance with all requirements as set forth in Chapter 12, Article 4, Section 14 of the West Virginia Code, as amended, and is not currently debarred from receiving state grant funds as a result of non-compliance with this section of the West Virginia Code, as amended.

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35. EQUAL EMPLOYMENT OPPORTUNITY PLAN:

Each sub-grantee certifies that it has executed and has on file, an Equal Employment Opportunity Plan which conforms to the provisions of 28 CFR Section 42.301, et. seq., Subpart E, or that in conformity with the foregoing regulations, no Equal Employment Opportunity Plan is required.

36. VETERANS PREFERENCE:

This program includes a provision that grantees utilizing funds to hire additional personnel give suitable preference in employment to military veterans. WVDHSEM defines "suitable preference" as the requirement that a sub-grantee agency have in place a mechanism ensuring that veterans are given consideration in the hiring process.

37. IMMIGRATION AND NATURALIZATION VERIFICATION:

The sub-grantee agrees to complete and keep on file, as appropriate, applicable Immigration and Naturalization Service Employment Eligibility Verification Forms. These forms are to be used by recipients of Federal funds to verify that employees are eligible to work in the United States.

38. PURCHASE OF AMERICAN-MADE EQUIPMENT/PRODUCTS:

It is the sense of the Congress, as conveyed through the FY 1997 Appropriations Act that, as well as the desire of WVDHSEM, to the greatest extent practicable, all equipment and products purchased with Federal funds made available under this grant should be American-made.

39. PERSONNEL TRAINING:

For projects involving payment of personnel or overtime pay, the WVDHSEM reserves the right to require training as a condition of the sub-grant before or at any time during the project period. Proof of training/certification on grant funded equipment must be provided, if applicable.

40. ACCOUNTING REQUIREMENTS:

Sub-Grantee agrees to record all project funds and costs following generally accepted accounting procedures. A unique account number or cost recording must separate all project costs from the sub-grantee's other or general expenditures. Adequate documentation for all project costs and income must be maintained. Adequate documentation of financial and supporting material, as defined in the pertinent Administrative Manual, must be retained and be available for audit purposes.

41. OFFICE OF GRANT OPERATIONS FINANCIAL GUIDE:

Sub-Grantee agrees to comply with all requirements as set forth in the current edition of the OGO Financial Guide.

42. EQUIPMENT:

Sub-Grantees purchasing equipment with grant funds are required to adhere to the established bidding procedures for their respective units of government and or agencies. All equipment must have a primary function of being used in support the EMPG program.

43. MARKING OF EQUIPMENT AND PUBLICATIONS:

Sub-Grantee will ensure that, when practicable, any equipment purchased and publications produced with grant funding shall be prominently marked as follows: "Supported with funds provided by the U.S. Department of Homeland Security and WVDHSEM."



U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER

**CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND
OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 63, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

**2. DEBARMENT, SUSPENSION, AND OTHER
RESPONSIBILITY MATTERS
(DIRECT RECIPIENT)**

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.610—

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a

public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

**3. DRUG-FREE WORKPLACE
(GRANTEES OTHER THAN INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620—

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about—

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 40617.

Check if the State has elected to complete OJP Form 40617.

**DRUG-FREE WORKPLACE
(GRANTEES WHO ARE INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67, Sections 67.615 and 67.620—

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address:

2. Application Number and/or Project Name

3. Grantee IRS/Vendor Number

4. Typed Name and Title of Authorized Representative

5. Signature

6. Date

DISCLOSURE OF LOBBYING ACTIVITIES

Approved by OMB

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

0348-0048

(See reverse for public burden disclosure.)

1. Type of Federal Action: <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance		2. Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award		3. Report Type: <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of last report _____	
4. Name and Address of Reporting Entity: <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: Congressional District, if known: _____			5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: Congressional District, if known: _____		
6. Federal Department/Agency:			7. Federal Program Name/Description: CFDA Number, if applicable: _____		
8. Federal Action Number, if known:			9. Award Amount, if known: \$ _____		
10. a. Name and Address of Lobbying Entity (if individual, last name, first name, MI): (attach Continuation Sheet(s) SF-LLA, if necessary)			b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI): (attach Continuation Sheet(s) SF-LLA, if necessary)		
11. Amount of Payment (check all that apply): \$ _____ <input type="checkbox"/> actual <input type="checkbox"/> planned		13. Type of Payment (check all that apply): <input type="checkbox"/> a. retainer <input type="checkbox"/> b. one-time fee <input type="checkbox"/> c. commission <input type="checkbox"/> d. contingent fee <input type="checkbox"/> e. deferred <input type="checkbox"/> f. other: specify: _____			
12. Form of Payment (check all that apply): <input type="checkbox"/> a. cash <input type="checkbox"/> b. in-kind; specify: nature _____ value _____		14. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or Member(s) contacted, for Payment Indicated in Item 11: (attach Continuation Sheet(s) SF-LLA, if necessary)			
15. Continuation Sheet(s) SF-LLA attached: <input type="checkbox"/> Yes <input type="checkbox"/> No					
16. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the Government when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.			Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____		
Federal Use Only:			Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)		

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Use the SF-LLLA Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate box(es). Check all boxes that apply. If payments made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether or not a SF-LLLA Continuation Sheet(s) is attached.
16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.



AGENDA REQUEST FORM
www.jeffersoncountywv.org

Name:

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **January 21, 2016**

If a specific date is needed, please provide reason for specific date: Click here to enter text.

Date Requested – 2nd Choice: Click here to enter text.

Subject (*Wording to be placed on agenda*): Committee Assignments: Development Authority and HEPMPO

Please provide the County Commission with a description of your request or presentation, including any background information:

Is this a funding request? Y/N Click here to enter text.

If so, how much? \$Click here to enter text.

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Attach supporting documents for request, or request may be denied.

If not attached, explain: Click here to enter text.

Is equipment needed? Projector Y/N Click here to enter text. Internet/Wi Fi Y/N Click here to enter text.

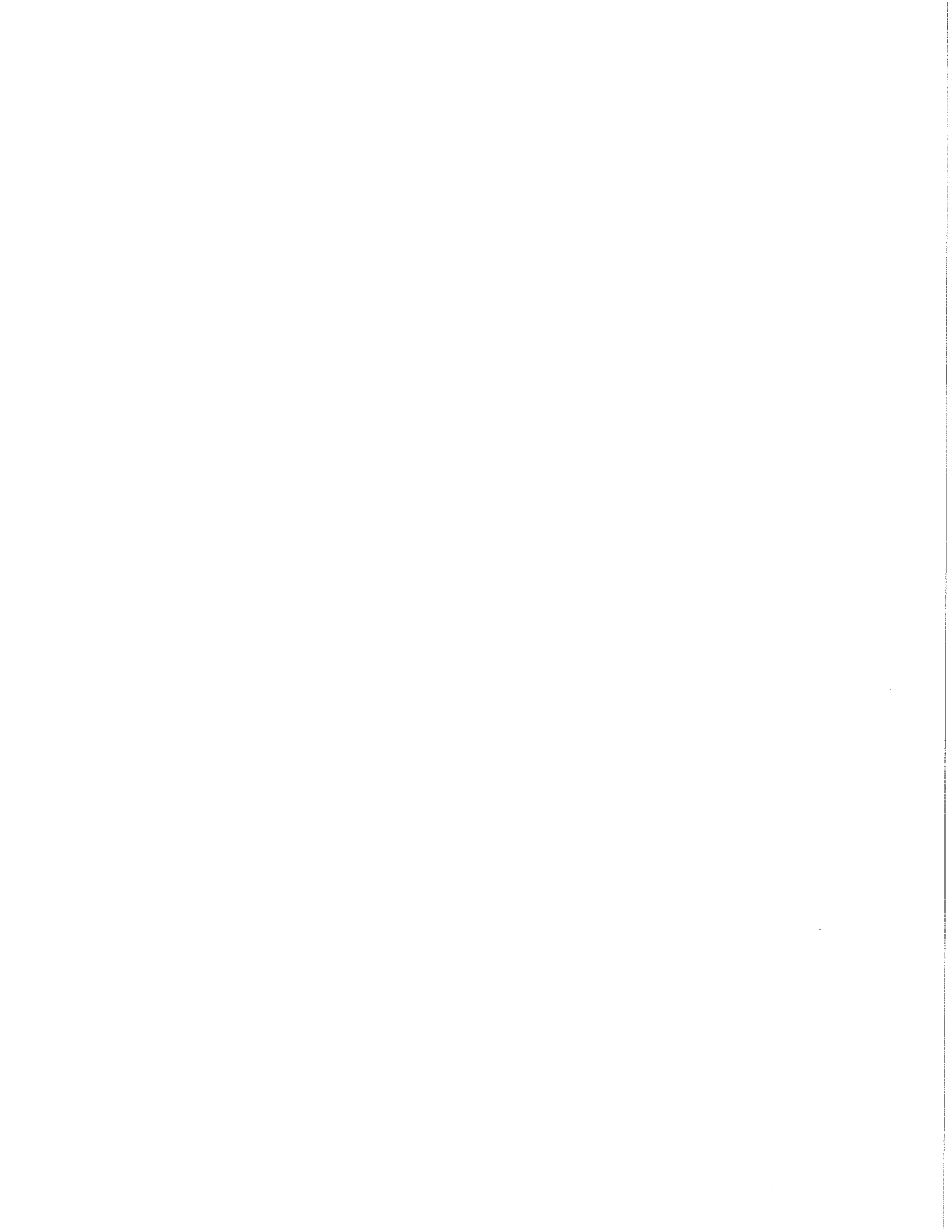
Telephone for conference call Y/N Click here to enter text.

Contact information:

Email address: Click here to enter text. Phone Number: Click here to enter text.

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name:

Department or Organization: **Jefferson County Commission**

Estimation of amount of time needed for appointment: Click here to enter text.

Date Requested – 1st Choice: Click here to enter text.

If a specific date is needed, please provide reason for specific date: Click here to enter text.

Date Requested – 2nd Choice: Click here to enter text.

Subject (*Wording to be placed on agenda*): **Legislative Updates**

Please provide the County Commission with a description of your request or presentation, including any background information:
Click here to enter text.

Is this a funding request? Y/N **no**

If so, how much? \$Click here to enter text.

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*): Click here to enter text.

Attach supporting documents for request, or request may be denied.

If not attached, explain: Click here to enter text.

Is equipment needed? Projector Y/N Click here to enter text. Internet/Wi Fi Y/N Click here to enter text.

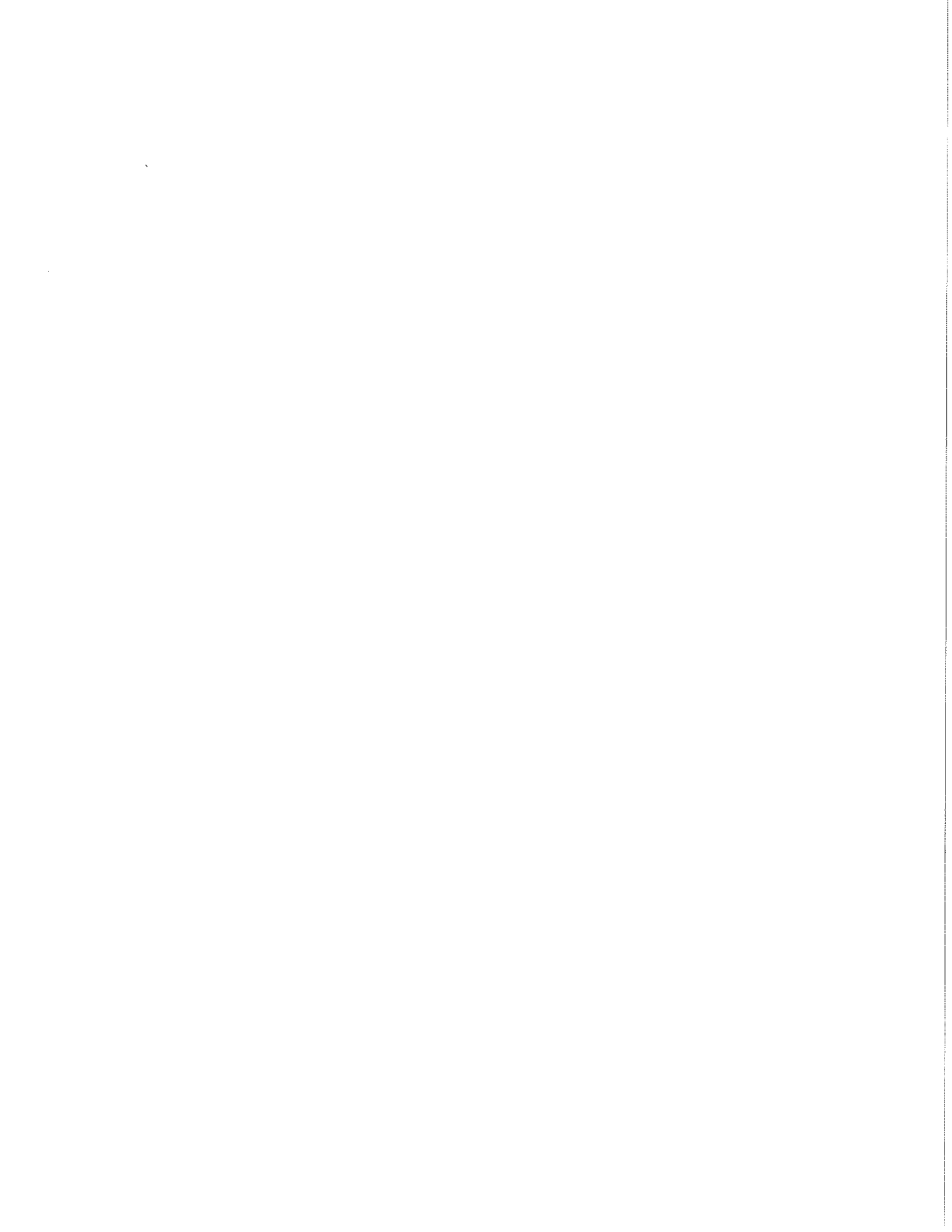
Telephone for conference call Y/N Click here to enter text.

Contact information:

Email address: Click here to enter text. Phone Number: Click here to enter text.

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Michelle Pombo, Finance Director

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: **January 21, 2016**

If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice: February 4, 2016

Subject (*Wording to be placed on agenda*):

Review of Budget to Actual as of December 31, 2015

Review and Approve payment of Region 9 Invoice for FY16 Air Quality Program Funding Request

Please provide the County Commission with a description of your request or presentation, including any background information:

Is this a funding request? Y/N Yes

If so, how much? \$500

Provide exact financial impact/request: Will fund by reducing an expenditure within Dept 401's budget.

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Attach supporting documents for request, or request may be denied.

If not attached, explain:

Is equipment needed? Projector NO Internet/Wi Fi NO Telephone for conference call NO

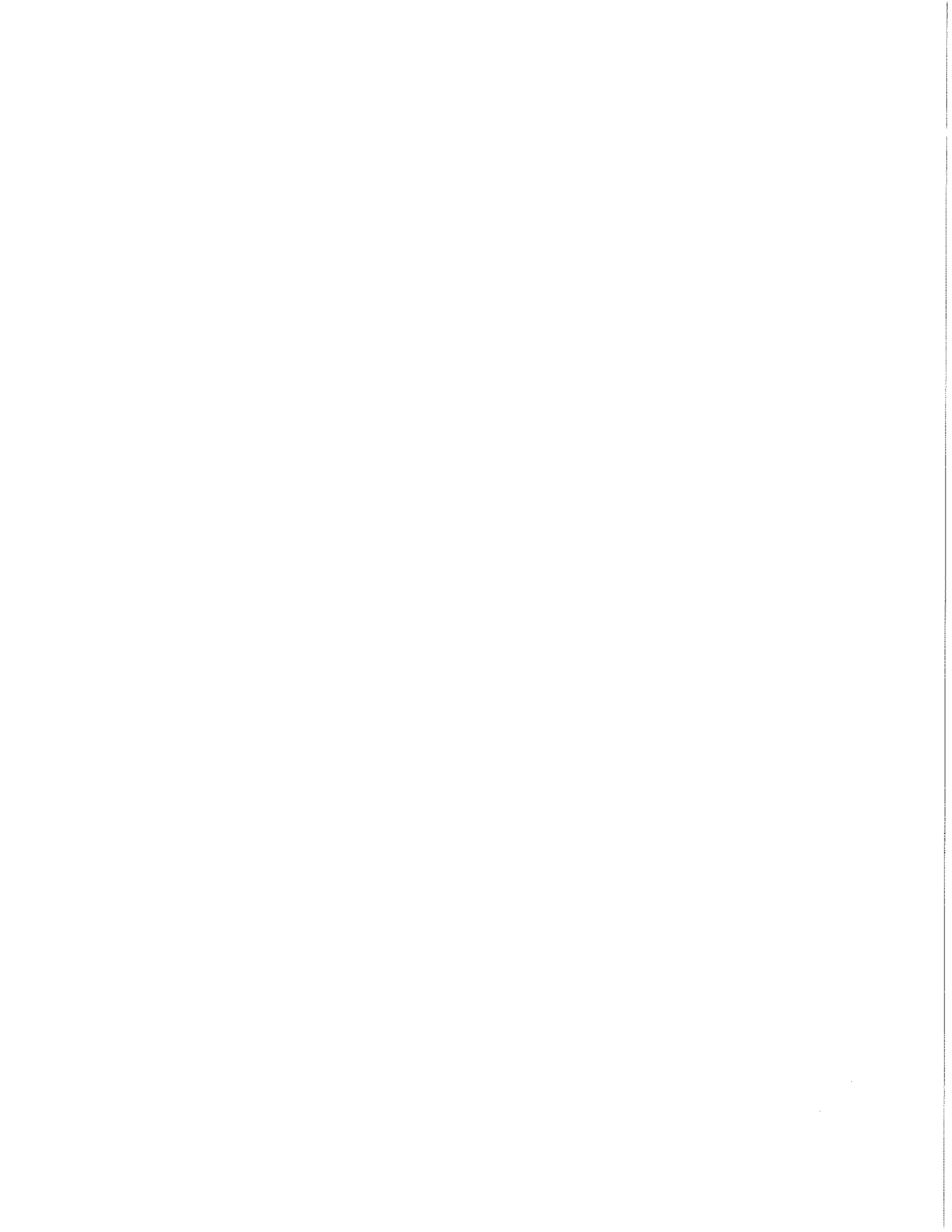
Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable





AGENDA REQUEST FORM
www.jeffersoncountywv.org

Name: **Stephanie Grove, County Administrator**

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **January 21, 2016**

If a specific date is needed, please provide reason for specific date: Click here to enter text.

Date Requested – 2nd Choice: Click here to enter text.

Subject (*Wording to be placed on agenda*): **Property Purchase Negotiation - Possible Executive Session - Discussion/Action**

Please provide the County Commission with a description of your request or presentation, including any background information:

Is this a funding request? Y/N Click here to enter text.

If so, how much? \$Click here to enter text.

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Attach supporting documents for request, or request may be denied.

If not attached, explain: Click here to enter text.

Is equipment needed? Projector Y/N Click here to enter text. Internet/Wi Fi Y/N Click here to enter text.

Telephone for conference call Y/N Click here to enter text.

Contact information:

Email address: Click here to enter text. Phone Number: Click here to enter text.

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.





AGENDA REQUEST FORM
www.jeffersoncountywv.org

Name:

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **January 21, 2016**

If a specific date is needed, please provide reason for specific date: Click here to enter text.

Date Requested – 2nd Choice: Click here to enter text.

Subject (*Wording to be placed on agenda*): Work Session – WVPSC – Informational session about the purpose, function, and authority of the WVPSC and how it relates to the Public Service District

Please provide the County Commission with a description of your request or presentation, including any background information:

Is this a funding request? Y/N Click here to enter text.

If so, how much? \$Click here to enter text.

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Attach supporting documents for request, or request may be denied.

If not attached, explain: Click here to enter text.

Is equipment needed? Projector Y/N Click here to enter text. Internet/Wi Fi Y/N Click here to enter text.

Telephone for conference call Y/N Click here to enter text.

Contact information:

Email address: Click here to enter text. Phone Number: Click here to enter text.

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.

- **Motion by Mr. Manuel to enter into Executive Session to discuss pending litigation pursuant to the authority in Peters v. Wood County Commission. Motion seconded and unanimously approved.**
- **Motion by Ms. Tabb to come out of Executive Session. Motion seconded and unanimously approved.**
- **Motion by Ms. Noland to direct counsel to proceed as directed during Executive Session. Motion seconded and unanimously approved.**

UNFINISHED BUSINESS

9. Decision – Proposed redlined edits to the Jefferson County Subdivision Regulations (File #STA15-05).

- **Motion by Mr. Manuel to approve the proposed redlined edits to the Jefferson County Subdivision Regulations as presented. Motion seconded and unanimously approved.**

10. Development of topics and list of invitees for meeting with the West Virginia Public Service Commission to discuss the Jefferson County Public Service District.

- It was the consensus of the Commission to invite all local utility providers to the meeting with staff of the WVPSC, and to use the meeting as an informational session about the purpose, function, and authority of the WVPSC and how it relates to the Public Service District.

11. Request by the Jefferson Arts Council/City of Charles Town to use the Jefferson County Commission meeting room on Thursday, January 7, 2016 at 7:00 p.m. for a meeting with local artists.

- **Motion by Ms. Noland to approve the use of the Jefferson County Commission meeting room by the Jefferson Arts Council/City of Charles Town on Thursday, January 7, 2016 at 7:00 pm. Motion seconded and unanimously approved.**

12. Request by Jefferson County Parks and Recreation/local Girl Scout troop to use the Jefferson County Commission meeting room on Saturday, December 19, 2015 at 4:30 pm as a meeting location prior to caroling in downtown Charles Town.

- **Motion by Ms. Noland to approve the use of the Jefferson County Commission meeting room for JCPRC/local Girl Scouts on Saturday, December 19, 2015 at 4:30 pm. Motion seconded and unanimously approved.**

NOTICE OF PUBLIC HEARING
Thursday, January 21, 2016 at 7:00 PM

The Jefferson County Commission has scheduled a Public Hearing on the proposed text amendments regarding rural campground standards. The proposed amendments include amending Article 2, Definitions, Appendix C, Principal Permitted Uses, and creating a new section 8.17, Campgrounds to the Zoning Ordinance (ZTA 15-02), and amending Article 26, Terminology and Appendix B, Division 7 of the Subdivision Regulations (STA15-04).

Oral or written comments can be provided at the hearing, **7:00 PM Thursday, January 21, 2016** in the Charles Town Library meeting room at 200 E. Washington St., at the side entrance on Samuel St. You may also submit written comments to info@jeffersoncountywv.org or to PO Box 250, Charles Town, WV 25414.

Copies of the proposed text amendments are available at the Dept. of Planning & Zoning office and on the County's website at: www.jeffersoncountywv.org. If you have any questions, please call the Dept. of Planning & Zoning at 304-728-3228.

By Order of the Jefferson County Commission
Patricia A. Noland, President

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jennifer Brockman, Director

Department or Organization: Planning and Zoning

Estimation of amount of time needed for appointment: 15 – 30 minutes

Date Requested – 1st Choice: December 17, 2015

If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice: first available date

Subject (*Wording to be placed on agenda*): Recommendation from the Planning Commission to the County Commission to amend various sections of the Zoning and Land Development Ordinance (File # ZTA 15-02) and the Subdivision and Land Development Regulations (File #STA15-04) regarding permitting Campgrounds in certain Rural and Commercial zoning districts. The purpose of this request is to schedule a Public Hearing to be held by the County Commission.

Please provide the County Commission with a description of your request or presentation, including any background information:

On February 10, 2015, the Jefferson County Planning Commission appointed a citizen-based committee to develop proposed language regarding rural campground facility standards and processes in both the Jefferson County Zoning and Land Development Ordinance (Zoning Ordinance) and Jefferson County Subdivision and Land Development Regulations (Subdivision Regulations) and recommend draft amendments to the Planning Commission. The appointees included Annette Gavin, Mike Shepp, Duane Marcus, Janis Schiltz, Randy Creller, Wayne Bishop, Jim Gibson, Mark Dyck, and Glen Hetzell.

On May 12, 2015, the proposed amendments were given to the Planning Commission for their consideration and at their July 2015 meeting, the Planning Commission reviewed the citizen-based committee's recommended language regarding rural campground facility standards and processes for both the Zoning Ordinance and Subdivision Regulations, and staff comments on the same, and made minor edits incorporated into a red-lined version prepared for public input at a public hearing held on September 8, 2015.

The Planning Commission carefully considered the public input received at their September 8, 2015 Public Hearing and spent time at their meetings in October, November, and December finalizing the attached versions of the proposed amendments. These versions of the proposed amendments were unanimously approved by the Planning Commission at their December 8, 2015 meeting and are being forwarded to the County Commission for their consideration and action.

WV Code 8A-4-5 states that "After the enactment of the subdivision and land development ordinance by the governing body, all amendments to the subdivision and land development ordinance shall be made by the governing body after holding a public hearing with public notice." Therefore, the purpose of this agenda request is to inform the County Commission of the proposed amendments and request that a Public Hearing be scheduled.

ZTA15-02 and STA15-04, PC recommendation 12-08-15

Is this a funding request? No
If so, how much? N/A

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve):

I move to (schedule) a public hearing to receive input on the proposed redlined edits to the Jefferson County Zoning Ordinance (File # ZTA 15-02) and proposed redlined edits to the Jefferson County Subdivision Regulations (File #STA15-04) regarding permitting campgrounds in rural and commercial zoning districts on _____, 2016 at _____ a.m./p.m..

Attach supporting documents for request, or request may be denied.

Attachments:

- ZTA 15-02 Proposed amendments to Jefferson Co. Zoning Ordinance (redlined for public hearing)
- STA 15-04 Proposed amendments to Jefferson Co. Subdivision Regulations Ordinance (redline for public hearing)

If not attached, explain:

Is equipment needed? Projector: No Internet/Wi Fi: No.
Telephone for conference call: No.

Contact information:

Email address: PlanningDepartment@jeffersoncountywv.org **Phone Number:** (304) 728-3228

FOR COMMISSION STAFF USE ONLY -- FINANCIAL IMPACT/COMMENTS

Click here to enter text.

Proposed Amendments (ZTA 15-02) to
Jefferson County Zoning and Land Development Ordinance
Amendments adopted by the County Commission, June 1, 2014

ARTICLE 2: DEFINITIONS

Section 2.2 Terms Defined

Cabin A temporary or permanent structure for the purposes expressly permitted in Article 8 of the Zoning Ordinance and Division 8 of the Subdivision Regulations. Cabins are intended for temporary occupancy, not permanent residency; and shall not sleep more than 8 people per cabin. Cabins shall not be sold separately from the parent parcel without further processing under the appropriate land use ordinances in effect at that time. This structure shall at least provide a sleeping and bathroom area with appropriate campground health department approval for water and wastewater services and may provide an indoor kitchen/cooking area. Structures shall be built to current applicable Jefferson County Building code with the issuance of a Building Permit. A cabin permitted under the Campground articles of the Jefferson County Ordinances, shall not need to be located on a separate parcel and multiple cabins can be located on the same parcel as the parent parcel.

Camping Cabin A temporary or permanent structure for the purposes expressly permitted in Article 8 of the Zoning Ordinance and Division 8 of the Subdivision Regulations. A cabin which provides a sleeping area only, requires separate outdoor meal preparation and the use of a common bathhouse. Such cabin may include heating and/or air conditioning. Structures shall be built to current applicable Jefferson County Building code with the issuance of a Building Permit.

Campground²⁷ An area or premises located on a single lot operated as a commercial enterprise, generally providing space in the form of campsite pads for seasonal accommodations for transient occupancy or use by ~~customers~~ tourists occupying camping units such as trailers, self propelled campers, tents, cabins and/or lodges. A campground shall be designed for seasonal occupancy, as opposed to permanent year-round occupancy, and shall not be construed to mean a Mobile Home Park (as defined in this Ordinance). All campgrounds shall comply with the defined uses and regulations in Section 8.17 of this Ordinance and relevant sections of the Subdivision Regulations.

<u>Campground, Developed</u>	<u>A campground including sites for camping units accessible by vehicular traffic, where sites are substantially developed and refuse disposal systems, flush toilets, bathing facilities, and water are provided.</u>
<u>Campground, Primitive</u>	<u>A campground that is not accessible to vehicles and no facilities are provided for the comfort or convenience of campers.</u>
<u>Campground, Semi-Developed</u>	<u>A campground with campsites accessible by vehicular traffic. Roads and limited amenities are provided.</u>
<u>Campground, Semi-Primitive</u>	<u>A campground, accessible only by walk-in, equestrian, or motorized trail vehicles where rudimentary amenities may be provided for the comfort and convenience of the campers.</u>
<u>Camping Units</u>	<u>Individual units designed for temporary occupancy within an approved campground such trailers, self-propelled campers, recreational vehicles, tents, cabins, camping cabins, fifth wheels, pop-up campers, and/or lodges</u>
<u>Campsite or Campsite Pad</u>	<u>Any plot of land within a campground intended for the exclusive occupancy by a camping unit or units under the control of a camper.</u>
<u>Caretaker Residence</u>	<u>A permanent or temporary residential structure that is secondary or accessory to the primary use of the property for the use of a caretaker or security guard.</u>
<u>RV Park</u>	<u>A recreational vehicle park (RV park) is a campground where privately owned recreational vehicles can stay overnight, or longer, in allotted spaces known as "sites".</u>

ARTICLE 8: SUPPLEMENTAL USE REGULATIONS²³

Section 8.17 Campgrounds

Campground facilities provide tourism related accommodations for visitors to Jefferson County. The level of amenities at these facilities can vary greatly in relation to the type of camping facility proposed. Campground facilities may include both commercial and non-profit operations. The zones in which Campgrounds are permitted are found in Appendix C.

A. General Standards for All Campgrounds:

1. Campgrounds shall be located on properties with a minimum of 10 acres.
2. No more than 15 campsites per acre are permitted, which shall be averaged over the total acreage of the campground, after providing for the setbacks noted below.
3. Setbacks or Buffers:
 - i. No campsite or amenity shall be located less than 20 feet from an existing property line.
 - ii. All campsites and amenities shall be screened by a 10 foot vegetative buffer; provided that if the campground abuts the river, no vegetative screen is required in this area. A 10 foot buffer of natural vegetation (evergreen or hardwood) may be administratively approved in place of a planted buffer.

- iii. Section 4.13 does not apply to campgrounds, which may be located within 500' of the Potomac and Shenandoah Rivers.
4. Individual sites for camping units as defined in the Zoning Ordinance shall not be divided into individual lots for sale.
5. Campground residency shall be temporary, limited to a 180 days per calendar year.
6. One caretaker residence as defined in the Zoning Ordinance shall be permitted for each campground. A campground shall not be used as a primary residence on either a temporary or permanent basis, except as provided for a caretaker residence.
7. All campgrounds shall have direct access from WV State roads.
8. Campgrounds, campsites, and amenities shall comply with the Jefferson County Floodplain Ordinance.
9. Campgrounds may be served by well and drain fields in accordance with Jefferson County Health Department regulations.
10. Campground amenities detailed in Subsection C below may be rented out to the general public without the rental of a campsite; however the primary use of the amenity must be for the use and enjoyment of campers.
11. Any campground wishing to host an event or activity at the campground shall process a Zoning Certificate application prior to commencement. Should the Zoning Administrator determine the proposed use meets the definition of a Mass Event, or any other land use defined in this Ordinance, the Zoning Certificate application shall not be issued unless the applicant has processed the use as required by the Zoning Ordinance. Festivals/mass gatherings shall not be a by-right accessory use to Campgrounds.

B. Parking Requirements for all Campgrounds

1. All campsites in Developed and Semi-Developed Campgrounds shall provide one flat parking area at each site.
2. If parking is not provided at individual campsites, one (1) space per campsite shall be provided in a common parking area. This standard may be modified at the Concept Plan stage for Primitive and Semi-Primitive Campgrounds that can document how access is provided to their campsites.
3. Public parking shall be provided at the campground office or facilities open to the public in sufficient quantity to serve the users. Article 11 Parking Requirements shall be utilized for any uses open to the public.

C. Development Guidelines by Campground Type

1. Developed Campgrounds

A campground including sites for all types of camping units including cabins and camping cabins, recreational vehicles, trailers, self-propelled campers and/or tents accessible by vehicular traffic, where sites are substantially developed and full amenities are provided.

a. Amenities:

Campground amenities shall be clearly incidental to the use as the Developed Campground and may include shelters, pavilions, gathering halls, bathhouses, pools, recreational areas, trails, fire pits, and other uses related to the

campground. Uses such as retail stores, food service for the needs of the campers, and limited size amphitheaters shall only be permitted in developed campgrounds and shall be limited to the commercial zoning categories which permit developed campgrounds.

2. Semi-Developed Campgrounds

A campground for camping units such as tents, camping cabins and/or recreational vehicle sites accessible by vehicular traffic. Roads and limited amenities are provided.

a. Amenities:

Campground amenities shall be clearly incidental to the use as the semi-developed campground and may include shelters, pavilions, pools, recreational areas, trails, fire pits, common bathrooms with flush toilets, running water, and/or showers, and other uses related to the semi-developed campground. If the campground proposes to permit RVs, a dump stations shall be provided. Uses such as retail camp stores with supplies for the campers shall be permitted in semi-developed campgrounds.

3. Semi-Primitive Campgrounds

A campground for camping units such which do not require water or power hook up, accessible only by walk-in, equestrian, or motorized trail vehicles where rudimentary amenities described below may be provided for the comfort and convenience of the campers.

a. Amenities:

Campground amenities shall be clearly incidental to the use as the campground and may include shelters, trail, fire pits, outhouses/port-a-pots, common water spigot, trash containers, and other uses related to the semi-primitive campground. Small camp stores with camping supplies only may be permitted in semi-primitive campgrounds.

4. Primitive Campgrounds

A campground limited to camping units such as tents that is not accessible to vehicles and no facilities are provided for the comfort or convenience of campers.

a. Amenities:

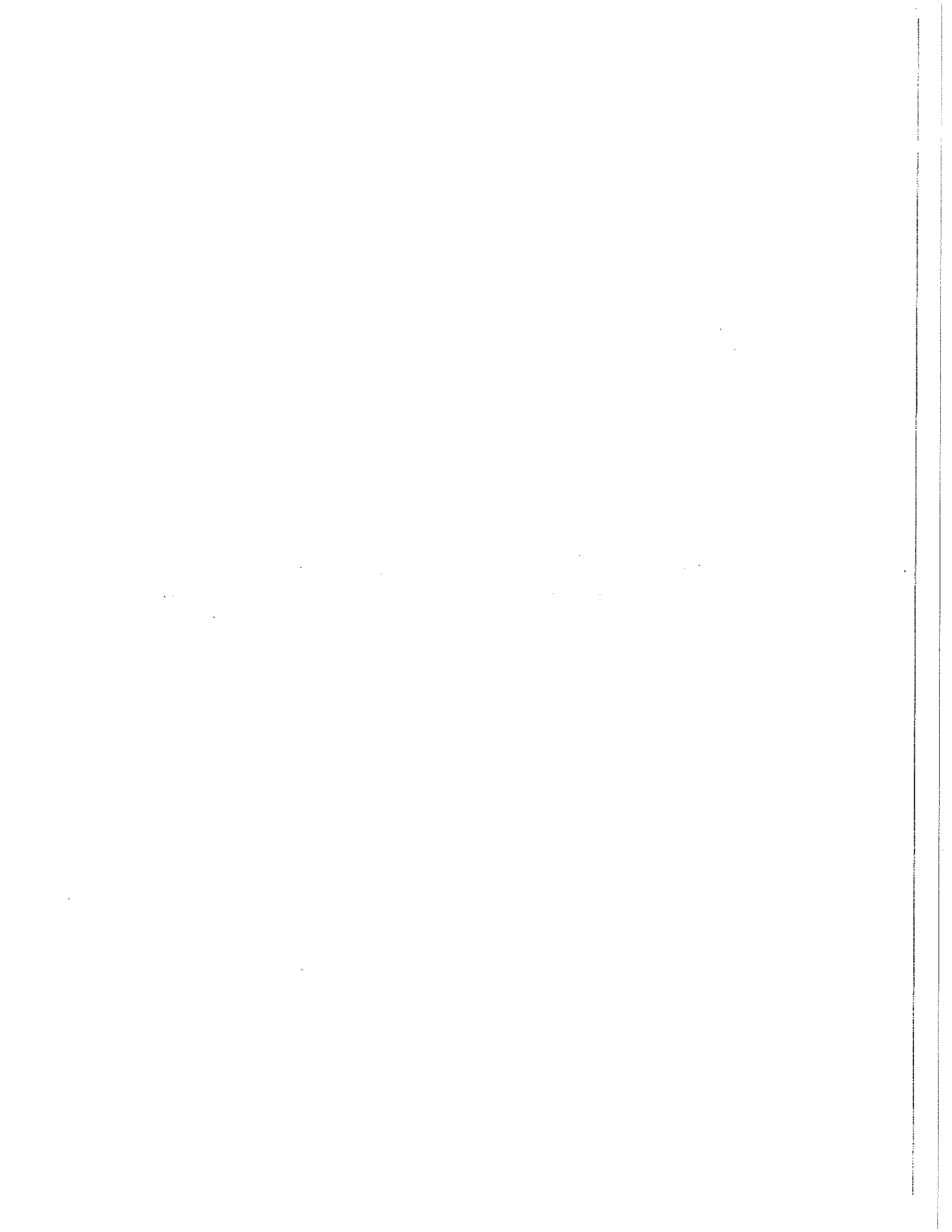
Campground amenities shall be clearly incidental to the use as the campground and may include primitive shelters, trails, fire pits, and other uses related to a primitive campground.

D. Regulatory Approval of all Campgrounds:

1. Campground uses must submit a Concept Plan in accordance with the Jefferson County Subdivision Regulations and be approved by the Planning Commission pursuant to a public hearing.
2. Upon approval of the Concept Plan, a minor site plan must be processed in accordance with Jefferson County Subdivision Regulations.
3. All state regulations pertaining to the operation and licensing of a campground must be followed.

APPENDIX C: PRINCIPAL PERMITTED USES TABLE^{23,27}

Land Use	NC	GC	HC	LI	MI	PND ¹	OC	R	RG	RLIC	IC	V	Additional Standards
Commercial Uses Continued													Sec. 8.9
Bail Bond Services	NP	P	P	P	PC	NP	NP	NP	NP	PC	P	NP	
Bank	P	P	P	P	PC	P	P	NP	NP	P	P	PC	
Bank with Drive-Through Facility	PC	P	P	P	PC	P	P	NP	NP	P	P	NP	
Bar	P	P	P	P	NP	P	P	NP	NP	P	P	NP	
Barber/Beauty Shop, Limited	P	P	P	P	NP	P	P	NP	NP	P	P	PC	
Bed and Breakfast	P	NP	NP	NP	NP	NP	NP	P	NP	NP	NP	PC	Sec. 8.3
Business Equipment Sales and Service	PC	P	P	P	PC	P	P	NP	NP	P	P	NP	
Building Maintenance Services	PC	P	P	P	P	P	P	NP	NP	P	P	NP	
Building Materials and Supplies	NP	P	P	P	P	P	NP	NP	NP	P	P	NP	
Campground, <u>Developed</u>	<u>PC</u> <u>NP</u>	P	NP	NP	NP	<u>P</u> <u>NP</u>	NP	NP	NP	P	P	NP	<u>Sec. 8.17</u>
<u>Campground, Primitive</u>	<u>NP</u>	<u>NP</u>	<u>NP</u>	<u>NP</u>	<u>NP</u>	<u>NP</u>	<u>NP</u>	<u>P</u>	<u>NP</u>	<u>NP</u>	<u>NP</u>	<u>NP</u>	<u>Sec. 8.17</u>
<u>Campground, Semi-Developed</u>	<u>NP</u>	<u>P</u>	<u>NP</u>	<u>NP</u>	<u>NP</u>	<u>NP</u>	<u>NP</u>	<u>PC</u>	<u>NP</u>	<u>P</u>	<u>P</u>	<u>NP</u>	<u>Sec. 8.17</u>
<u>Campground, Semi-Primitive</u>	<u>NP</u>	<u>NP</u>	<u>NP</u>	<u>NP</u>	<u>NP</u>	<u>NP</u>	<u>NP</u>	<u>P</u>	<u>NP</u>	<u>NP</u>	<u>NP</u>	<u>NP</u>	<u>Sec. 8.17</u>
Car Wash	NP	P	P	P	PC	P	P	NP	NP	P	P	NP	
Commercial Blood Plasma Center	NP	P	P	P	NP	PC	PC	NP	NP	PC	P	NP	
Contractor with No Outdoor Storage	P	P	P	P	P	P	P	NP	NP	P	P	NP	
Contractor with Outdoor Storage	NP	P	P	P	P	P	NP	NP	NP	P	P	NP	
Convenience Store, Limited	P	P	P	P	PC	P	P	NP	NP	P	P	PC	
Convenience Store	PC	P	P	P	PC	P	NP	NP	NP	PC	P	NP	Sec. 5.8C (RLIC only)
Country Inn	P	P	P	P	NP	P	P	NP	NP	P	P	PC	
Custom Manufacturing	P	P	P	P	P	P	P	NP	NP	P	P	PC	
Dry cleaning and Laundry Services	P	P	P	P	PC	P	P	NP	NP	P	P	PC	
Dry cleaning and Laundry Facility	NP	P	P	P	P	P	P	NP	NP	P	P	NP	
Equipment Rental, Sales, or Service	NP	P	P	P	P	P	NP	NP	NP	P	P	NP	
Exterminating Services	NP	P	P	P	P	P	P	NP	NP	P	P	NP	
Florist	P	P	P	P	PC	P	P	NP	NP	P	P	PC	
Food Preparation	P	P	P	P	PC	P	P	NP	NP	P	P	NP	
Hotel/Motel	NP	P	P	P	NP	P	P	NP	NP	P	P	NP	
Gambling Facilities	NP	NP	NP	NP	PC	NP	NP	NP	NP	NP	PC	NP	Sec. 4.4G
Gas Station, Limited	P	P	P	P	PC	P	P	NP	NP	P	P	NP	
Gas Station	NP	P	P	P	PC	P	P	NP	NP	P	P	NP	
Gas Station, Large	NP	PC	P	P	PC	PC	PC	NP	NP	P	P	NP	
Golf Course	NP	P	P	P	NP	P	P	NP	NP	P	P	NP	
Grocery Store	P	P	P	P	PC	P	NP	NP	NP	P	P	NP	
Horse Racing Facility	NP	NP	NP	P	NP	NP	NP	NP	NP	P	P	NP	
Kennel	NP	P	P	P	PC	P	P	P	NP	P	P	NP	Sec. 8.4
Medical/Dental/Optical Office, Small	P	P	P	P	PC	P	P	NP	NP	P	P	P	
Medical/Dental/Optical Office	NP	P	P	P	PC	P	P	NP	NP	P	P	NP	
Mobile Home, Boat and Trailer Sales	NP	P	P	P	PC	P	NP	NP	NP	PC	P	NP	
Movie Theater	NP	P	P	P	NP	P	NP	NP	NP	P	P	NP	



**Proposed Amendment (STA15-04) to
Subdivision and Land Development Regulations
(Effective January 1, 2014)**

C

Campground.

An area or premises located on a single lot operated as a commercial enterprise, generally providing space in the form of campsite pads for seasonal accommodations for transient occupancy or use by tourists occupying camping units such as trailers, self-propelled campers, tents, cabins and/or lodges. A campground shall be designed for seasonal occupancy, as opposed to permanent year-round occupancy, and shall not be construed to mean a Mobile Home Park (as defined in this Ordinance). All campgrounds shall comply with the defined uses and regulations in Section 8.16 of the Zoning Ordinance and relevant sections of these Regulations.

Campsite Pad.

Any plot of land within a campground intended for the exclusive occupancy by a camping unit or units under the control of a camper.

Division 7.0 Mobile/Manufactured Home Parks & Campgrounds

Section 7.1 Minimum Requirements and Standards

- A. The requirements and standards of Division 7.0 are minimal and are not intended to discourage the use of higher standards by developers who wish to achieve more desirable results. The Planning Commission may specify additional requirements where, owing to unique or unusual characteristics, the purposes of these Regulations can be better served.
- B. Mobile/Manufactured home parks ~~and campgrounds~~ are subdivisions with special requirements of their own. The provisions of Division 7.0 are in addition to the requirements for subdivisions found in Appendix A and Appendix B. In the event of a conflict between a requirement of the Appendices and Division 7.0, then the requirement of Division 7.0 shall apply.

Division 8.0 Campgrounds

Section 8.1 Minimum Requirements and Standards

- A. The requirements and standards of Division 8.0 are minimal and are not intended to discourage the use of higher standards by developers who wish to achieve more desirable results. The Planning Commission may specify additional requirements where, owing to unique or unusual characteristics, the purposes of these Regulations can be better served.
- B. Campgrounds are developments with special requirements of their own. The different types of campgrounds are defined in the Jefferson County Zoning and Land Development Ordinance. All campgrounds shall process as a Minor Site Plan with a Concept Plan. The Site Plan shall reflect the provisions of the Supplemental Use Regulations of the Zoning and Land Development Ordinance ; the requirements of Appendix A of the Subdivision Regulations, and the requirements of this Division as follows:

Section ~~8.27.3~~ Campground Requirements

- A. The following provisions supplement the provisions of the Jefferson County Zoning

Ordinance.

Campground facilities benefit from flexible design criteria that allow them to preserve and integrate natural features into the site design. All campground facilities should be designed in a manner that complies with State and County Regulations, and meets the minimum requirements of NFPA 1194 standards.

If any of these provisions or standards conflict with those contained in the Zoning Ordinance, the provisions contained within this section shall apply. West Virginia State Regulations pertaining to Campgrounds apply to all camping facilities in Jefferson County.

B. Dimensional Requirements

1. Campgrounds shall be located and shall meet the setback requirements in Section 8.17 of the Zoning Ordinance.
2. The area of each campsite shall be a minimum of ~~1,500~~ 1,200 square feet not to include road ~~rights-of-way~~ easement.
3. Each campsite shall have a minimum road frontage (width) of 20 feet along a platted road ~~right-of-way~~ easements.
4. Each campsite shall provide an adequate stand ~~pad~~ pad for the placement of a camping unit. A campsite ~~stand pad~~ pad shall be at least 15 feet by 25 feet in size, and shall be flat, shall not exceed a 3 percent slope in any direction, and shall be separated from all other campsite pads by 20 feet.

~~No more than one camping unit shall be placed on or above a campsite.~~

- ~~D. A campsite may contain any combination of water, sewerage or electrical connections. If not provided at campsites, water and sewerage facilities must be provided at convenient comfort stations as determined by the Planning Commission.~~

~~C.E.~~ Road and Access Requirements

1. Campground roads within Semi-Developed and Semi-Primitive Campgrounds shall meet the following standards:
 - a. Existing roads may be used to access campsites without meeting road standards.
 - b. May have asphalt or gravel surface.
 - c. 12 foot width with 3 foot pull-off areas that allow larger vehicles to pass.
 - d. Maximum slope 15%
 - e. Road section to be determined by a geotechnical engineer hired by the applicant. Alternatively the applicant may choose to use standard Jefferson County sections.
 - f. No ditches are required, all drainage from campground roads must be managed to prevent erosion utilizing Best Management Practices (BMPs).
2. Campground roads within Developed Campgrounds shall meet the following standards:
 - a. May have asphalt or gravel surface
 - b. 15 foot minimum width.
 - c. Maximum slope 15%
 - d. Paving section to be determined by a geotechnical engineer hired by the applicant. Alternatively the applicant may choose to use standard Jefferson County sections.
 - e. No ditches are required, all drainage from campground roads must be managed to prevent erosion utilizing BMPs and the Jefferson County Stormwater Regulations.

~~Main entrance and primary looping roads as determined by the County Engineer within a~~

~~campground, shall be minimum 22-foot wide asphalt-paved with shoulders and ditch lines, the same as the asphalt roadway requirements of Appendix B, Section 2.2.C.2.b, Residential Subdivision with more than 12 lots.~~

- F. ~~Roads within a campground that are not main entrance or primary looping roads as determined by the County Engineer shall be a minimum of 20-foot wide gravel with shoulders and ditch lines are required, the same as the gravel roadway requirements of Appendix B, Section 2.2.C.2.a, Residential Subdivision with a maximum of 12 lots.~~

D. Parking Requirements

~~Convenient off-street parking shall be provided at the rate of 1 space at each campsite; plus 3 additional spaces for each 50 campsites to be located at or near the campground office. In the public parking area, each~~ Each Parking spaces shall have a minimum dimension of 9 feet by 20 feet. As a minimum, designated parking areas shall be surfaced according to the surfacing requirements for gravel roads. Designated parking areas may not be used for overnight camping or occupancy.

E.H. Sanitation

1. Sanitation facilities shall be provided as required by Jefferson County Health Department and WV State Regulations.

2. A campsite may contain any combination of water, sewerage or electrical connections; or trash collection. If not provided at campsites, water and toilet facilities and sanitary covered trash receptacles must be provided at convenient comfort stations within 250' of all campsites located within developed or semi-developed campgrounds.

Campsites located within Primitive or Semi-Primitive Campgrounds may have more primitive facilities in accordance with the Zoning Ordinance and per Health Department Regulations. At least one covered trash receptacle shall be provided at the entrance to Semi-Primitive Campgrounds

~~Each campsite shall be provided with a sanitary, covered garbage can.~~

3. I. A campground All developed or semi-developed campgrounds shall provide at least one sanitary sewerage dump station for every forty (40) or fraction thereof trailer or recreational vehicle hookups, one water refill station and one solid waste disposal collection facility which may be located in a convenient location, generally the exit of the campground.

4. J. As a minimum, design capacities for centralized water and sewerage systems shall be based on the total number of campsites proposed plus 25 percent again to accommodate the tent area (if any), plus capacity to accommodate any public buildings an allowance for a sewerage dump station and a water refill station.

~~K. All power lines shall be placed underground in a campground. Overhead power lines may be permitted by the Planning Commission where such lines can be effectively screened from view by trees.~~

~~L. Road rights-of-way in a campground shall be a minimum of 50 feet in width.~~

~~M. One-way roads shall be at least 12 feet in width with 3 foot wide gravel shoulders. Drainage ditch lines 1 1/2 feet deep shall be provided at a 4:1 slope from the edge of the shoulder, with a 2:1 return slope back to existing grade.~~

F. Fire Pits (if provided) for campsites must be shown on the site plan. A detail of the fire pit must also be provided.

G. Camping associated with short term, temporary uses, lasting 7 days or less and approved by the Jefferson County Board of Zoning Appeals in conjunction with another application, shall not be considered approved campgrounds and are not subject to these regulations.

Division 11.0 8.0 – Non-Residential Subdivisions

Section 11.1 8.1 General

Non-residential subdivisions shall be subject to all requirements of the Subdivision Regulations except for those requirements which are specifically intended for residences (e.g. Land for Parks and Schools) as determined by staff.



January 7, 2016

County Commission of Jefferson County
P.O. Box 250
Charles Town, WV 25414

Dear Commissioners,

Thank you for an opportunity to comment on the proposed Campground regulations for Jefferson County's Subdivision and Zoning Ordinances. As you know, there was a committee that was appointed to make recommendations to the campground regulations in both the zoning and site plan ordinances. The Planning Commission decided to allow campgrounds in the Rural District, rather than just within the commercial districts. After the committee presented their proposal, as an owner and developer of two campgrounds in Jefferson County, I participated in the process. Also, the owner of the other successful campground, KOA, participated in the process. We agreed with the committee and helped refine the ordinances to reflect what the PC and public wanted. Unfortunately, late in the process several people came in and confused this process with the ongoing Mass Gathering Ordinance Process and the final document of the Campground proposal was changed back to the original zoning standards requiring a conditional use permit for developed and semi-developed campgrounds in the rural districts. It also apparently took some of my rights (against the recommendation of the Comprehensive Plan) in the commercial zone where it declared that primitive campgrounds wouldn't be permitted.

I have taken an area of the County (next to the Bakerton Underpass) that was used for unregulated camping without any facilities for many, many years in Jefferson County and converted it into a successful, clean campground. I transformed an unsightly, unmonitored campground along the river into a Health Department approved campground with a bathhouse and a properly approved waste station to prevent any contamination of the area that may have previously been taking place. I have also processed a very expensive site plan to add a campground to the River Rider site along Route 340. It includes all types of camping from a primitive area for tents to a developed area with cabins. This property is very conducive to all types of campgrounds since it has wooded areas and open areas and I should be allowed to continue with this type of development. There should be no differentiations in the type of campgrounds. Just as the committee recommended, all types of campgrounds should continue to be permitted in the Commercial Districts and also be permitted in the Rural District.

I have done much research on campgrounds and my family has camped in all types of campgrounds. These facilities are permitted in most areas in every place that I have visited. Hopefully, you will think of the other campgrounds in the West Virginia like Dolly Sods, Cacapon, Summersville and Sutton Lakes, Babcock, Greenbriar, Stonewall Jackson, etc. that are located in a variety of areas and have campgrounds and associated services and amenities located in the rural areas of the State. Certainly, these haven't become 'cities' that have taken over the area with massive commercial services. They are great tourist centers that people use to escape the City life. Developers of Campgrounds, including

State Parks, don't want these places to look like cities, but they need services and amenities so that users don't have to travel 10 miles to get camp supplies and do their laundry. It is just a matter of common sense to allow these both in the commercial and rural areas of the County.

Regarding setbacks, I am currently allowed to be as close as 50 feet away from other property lines on my River Riders property. I can put any commercial use in compliance with 50 feet, so I don't know why a campground would need more than a commercial use such as a Sheetz or 7-Eleven. Please don't overthink this proposal. And, please don't buy into the scare tactics of some by threatening that campgrounds will turn into huge, offensive cities. All you have to do is look at KOA in Jefferson County. It is located next to the National Park Service. Has this turned into a Mass Gathering Facility or a huge, self-contained scary facility?

Accordingly, please change the proposal back to what the committee recommended. All types of campgrounds should be permitted in all of the districts other than the Residential Growth District. The Comprehensive Plan recommends that commercial tourism should be supported across Jefferson County. Please allow campgrounds to facilitate the type of lodging that these tourist want to use when visiting Harpers Ferry National Park and other federal facilities in Jefferson County. Since these government owned facilities don't pay taxes, it would be wise for Jefferson County to capitalize on the commercial tourism that the NPS believes that they draw to the County.

Look around Jefferson County and compare it to growing Counties in the tri-state area. There is very little development going on in Jefferson County, while other Counties have resumed their development trends. It is very strange that projects haven't begun in Jefferson like Frederick, Washington and Berkeley Counties. My site plan for the expansion of River Riders was one of the few major projects that processed in Jefferson County last year. Please do anything that you can to prevent the continued stagnation of growth in Jefferson County. In the last year alone, over five restaurants have closed in and around Charles Town and Ranson. This is not a good trend and it does not bode well for the future economic health of Jefferson County.

In summary, I believe that the Planning Commission's original goal was to allow campgrounds, by right, in areas outside of the Commercial and Industrial Districts, while continuing to allow them within the commercial areas. Please simply change the proposal to allow all campgrounds with accessory amenities in all districts except for the Residential Growth District.

Thank you.

Sincerely,



Matt Knott

Dr. James G. Gibson
201 Needwood Farm Lane
Harpers Ferry, WV 25425

January 7, 2016

County Commission of Jefferson County
P.O. Box 250
Charles Town, WV 25414

Received

JAN 08 2016

Jefferson County Commission

Dear Commissioners,

Thank you for an opportunity to comment on the proposed Campground regulations for Jefferson County's Subdivision and Zoning Ordinances. As you may be aware, the Planning Commission appointed me to the Campground Committee that was created to make the appropriate changes to the ordinances. This committee was appointed with one member selected by each of the Planning Commissioners and represented a fair and balanced segment of Jefferson County. As a reminder, this committee was appointed with the direction to facilitate the location of campgrounds in the rural areas of the County since the current regulations only allowed them in the commercial and industrial areas of the County. The prescribed duty of the committee was to correct this problem and to allow campgrounds as a principal permitted use in the Rural (and less dense) Zoning Districts.

After the committee proposed the changes, the first question that was asked of the Planning Commission and their attorney (Lydia) was whether or not the Commission wanted all campgrounds to be Principal Permitted Uses in the Rural Districts. This was discussed in emails between Steve Stolipher, Staff, Mark Dyck and Lydia Lehman and the answer was yes that was the task. This notion was upheld by the Planning Commission on May 12, 2015 at the regular meeting when it was again discussed by Planning Commissioners. Otherwise, what was the purpose of the committee changes, since the ordinance already allowed them as Conditional Uses?

Essentially, the proposal before you is back to where the ordinance was before the committee's offered changes. Most campgrounds would have to process as a Conditional Use in the Rural District. The exceptions would be for primitive or semi-primitive campgrounds that don't allow most amenities or even access by vehicles. They only allow access by walking, ATVs and horses. I don't believe that anyone will be rushing to develop a primitive campground in Jefferson County under those conditions.

The Planning Commission recognized that there was a problem with campgrounds when one or more were denied a conditional use permit in the middle of rural areas. Where else should a campground be located, if not in the Rural District? If you have ever camped in either tents, cabins or RVs, most campgrounds are located in a rural area, since very few want to be located in the middle of a commercial district. Accordingly, the committee recommended changes to allow them in the rural district. Now, because of confusion associated with a completely unrelated mass gathering ordinance proposal, the campground changes have reverted back to making them conditional uses in the only logical place they should be located, the rural zones.

The original changes were vetted by the KOA folks and they agreed with the changes to allow them in the Rural District. This can be fixed by either making ALL campgrounds permitted in the Rural District or by at least adding Semi-Developed Campgrounds in the Rural District. I believe that neighbors to my

farm would rather have a small cabin or RV park on my property with vehicle access than a primitive one with ATVs and campfires.

The proposal seemed to lose the initial intent when folks started to make mass gathering comparisons to the campground regulations. Now, the way that it is written, no one will be able to open a nice campground in the rural district since Conditional Use permits will be denied for legitimate ones; and, no one will want to put a primitive one in since there will be no access or camp amenities. Would you really want to come up from the city to 'camp' and hike to your primitive spot with no services? We already have that and it is known as the Appalachian Trail. Ironically, I don't believe that the County's campground along Bloomery Road would be permitted under this new proposal because of the vehicle access to the sites.

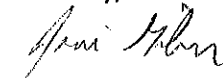
Just two changes to this proposal will return the proposal to the task that was assigned to the committee. The first one is to allow ALL campgrounds in the Rural District or at least allow Semi-Developed ones as a permitted use along with the primitive ones. The second change would be to include cabins in the Semi-Developed Definition. It stands to reason that a small number of cabins seem to be a more appropriate use on the less farmable portions of my farm than to allow a bunch of primitive campers accessing an area of my farm with ATVs.

Regarding complaints on these campgrounds becoming Cities, I don't believe that these folks have actually visited a campground with amenities. That is the last thing a successful campground wants to look like. Think of some campgrounds throughout the State or in neighboring states. These are located in private, rural areas with little or no evidence that they exist. However, they do exist and they have campstores, laundry rooms, recreational areas and bathhouses, because why would you make people leave the campground for these basic amenities?

In summary, I believe that the Planning Commission's original goal was to allow campgrounds, by right, in areas outside of the Commercial and Industrial Districts. I also believe that the Commission's intent was to facilitate the location of campgrounds in a way that allowed the Planning Commission to be in charge of the design of the campground. Please don't let alarmists tell you that campgrounds will become mass gatherings or that they shouldn't have services and amenities that are actually intended to keep traffic off the road. All I ask is for the Commission to think about other campgrounds around the State and even the KOA in Jefferson County. Should those only be located in the Commercial District and if so, would you want to go to one next to Walmart to get away from the City?

Thank you for opportunity to clarify some of my thoughts as a committee member. As you know, I was also a member of the Envision 2035 Steering Committee and a major goal of the Comprehensive Plan was to support Rural Economic Development and Tourism opportunities. This is a perfect first opportunity to realize that goal. Please let me know if you have any questions.

Sincerely,



Jim Gibson

304/279-2688

January 11, 2016

Patsy Noland, President
Jefferson County Commission
Charles Town, WV 25414

Re: Campground Amendments (ZTA15-02) & (STA15-04)

Dear Mrs. Noland:

I note a public hearing is to be held on the above proposed amendments. Let me offer two suggestions. First, the amendment to Zoning Ordinance (ZTA15-02) Section 8.17A 11 states that an event or activity must be reviewed to determine if it meets the definition of a Mass Event. Neither the above amendments nor the Zoning Ordinance defines a Mass Event. The Mass Event amendment is still a work in progress. Shouldn't the County Commission adopt the Mass Event amendment before adopting the campground amendments?

Second, there are two campground amendments, each requiring a public hearing. If the hearings are combined the speakers should be entitled to six minutes.

Thank you for your consideration.

Very truly yours,



Douglas S. Rockwell

cc: Commissioners
S. Grové

MEMORANDUM

Jefferson County, West Virginia Engineering Department

TO: Jefferson County Commission
Stephanie Grove, County Administrator

FROM: Roger Goodwin, PE, CFM
Chief County Engineer

DATE: January 12, 2016

SUBJECT: **Engineering Department Quarterly Update Report - January 12, 2016**

1. Projects Undertaken/Underway:

A. Bonding:

- i) Chapel View Subdivision (03-11) – In 2014, the Chief County Engineer presented a request to the County Commission asking them to issue an order – under authority of WV State Code - that any remaining lots owned by the developer cannot be sold. This Order was issued and recorded in the County Clerk's office on September 18, 2014. Subsequently, the developer deeded over the common areas and road rights-of-way to the HOA.

The subdivision HOA now has full control of the HOA and has ownership of the common areas and road rights-of-way, which now puts them in a position to be able to sign a contract to complete the subdivision site improvements.

Now that the HOA is in a position to move forward with completing the site improvements, the County Commission approved on September 19, 2015, an order to rescind the previous order noted above. A draft of that order is under review by staff.

Engineering staff visited the subdivision in September and met with a geotechnical consultant about possible sink holes in the bottom of the stormwater management pond. The consultant provided a proposal for performing an underground investigation (i.e., ground penetrating radar, resistivity testing, etc.) to determine the extent of the sink

holes and develop a mitigation plan. The proposal from Specialized Engineering is in the amount of \$11,900.00.

Bond funds in the amount of \$225,638.00 are being held in a bank escrow account.

- ii) Rose Hill Subdivision (02-09) – Engineering staff identified areas of the existing subdivision road that need repaired and made a cost estimate of finishing the remaining site work. Staff met with the Mr. Larry Smith, Rose Hill Subdivision HOA president on July 1, 2014, to discuss the estimate and the next steps in moving forward with completing the work.

The Chief County Engineer was prepared to submit an agenda request to the County Commission at the August 7, 2014 meeting asking for authorization to move forward with bidding approximately \$55,000 worth of site work. However, the Rose Hill HOA asked that we not move forward with the request until further notice from them. This project is still on hold at the request of the HOA.

- iii) Nuannit Vasuvat Minor Subdivision (08-01) – **Engineering staff is working on a scope of work and quantities, and cost estimates, in order to obtain bids for completing the site improvements. We plan to advertise for bids in March. Bond funds in the amount of \$10,001.00 are being held in a bank escrow account.**
- iv) Smith Mountain Estates Subdivision (02-06) - **Engineering staff is working on a scope of work and quantities, and cost estimates, in order to obtain bids for completing the site improvements. We plan to advertise for bids in March. Bond funds in the amount of \$38,120.00 are being held in a bank escrow account.**
- v) Pleasant Hills Subdivision (05-28) - **Engineering staff is working on a scope of work and quantities, and cost estimates, in order to obtain bids for completing the site improvements. We plan to advertise for bids in March. Bond funds in the amount of \$12,768.00 are being held in a bank escrow account.**
- vi) Clearfield Subdivision (00-32) - Engineering staff is working on a scope of work in order to obtain bids for completing the site improvements. Bond funds in the amount of \$11,492.00 are being held in a bank escrow account.

Engineering staff met with subdivision property owners to

seek cooperation on recording a necessary stormwater management easement before hiring an engineer/surveyor to complete the required plat of easement. A follow up letter was sent on January 5, 2016, to the property owners of the three properties affected requesting that they sign the letter indicating their agreement with recording the stormwater management easement, before we spend the funds to do so. The initial response deadline is January 22, 2016; however, the property owners requested that they be given until February 22nd to respond.

- vii) **Hartzell Gardens Subdivison (05-24) – The site improvements were completed by the bank and the bond was released. This project is finished.**

B. **Property Safety Ordinance:**

- i) Case 12-002 (Williams) – the property owner was served with the Petition/Complaint via certified mail service in August, 2013. The property owner failed to bring the property into compliance or request a hearing before the county commission. Staff brought the case before the County Commission on October 17th, 2013 seeking an order that the property owner bring the property into compliance. The County Commission issued the order and County Clerk served the order on the property owner via certified return mail receipt. The Property Safety Enforcement Agency will inspect the property on January 15, 2014. The deadline has passed and the order was sent to the Prosecuting Attorney on March 4th, requesting that he seek an order in circuit court granting the county commission the right to take action to bring the property into compliance. Petition submitted to the circuit court and waiting for the judge to issue the order. The County Commission authorized staff to proceed with advertising for bids to perform the ordered work.

The Circuit Court issued the order. Three bids were obtained. The contract was awarded to Pittsnogle, LLC and the mitigation work is complete. A lein will need to be filed on the property for the cost of the mitigation work.

- ii) Case 14-002 (Bitner) – The property owner ignored the order issued by the County Commission ordering that the property be brought into compliance with the Property Safety Ordinance. **The Chief County Engineer submitted a request to the County Prosecutor asking him to obtain a Circuit Court order giving the County Commission the authority to perform the work**

necessary to mitigate the violation. I was informed on January 6, 2016, that Nathan Cochran, Assistant Prosecuting Attorney is handing this matter and is in the process of obtaining the Circuit Court order.

- iii) Case 15-001 (Graham) – Engineering staff located the property owner in Lakeland, Florida and, with the help of the Sheriff, was able to serve the property owner with the Notice of Violation. The property was then sold to Liz McDonald, a local real estate agent, who is aware of the violation and is cooperating on bringing the property into compliance.
- iv) We are currently investigating five new property safety complaints filed by the City of Charles Town against properties that lay just outside their corporate limits.

C. Ordinance Compliance:

- i) **Mason Carter, Ordinance Compliance Officer, is handling 24 active complaints and violations of various ordinances.**

D. Floodplain Management:

- i) **Mason Carter, CFM, is working on gathering information and data in preparation of the upcoming FEMA audit of our compliance with the Community Rating System program. Qualifying as a CRS community results in citizens getting a discount on their flood insurance premiums.**
- ii) **Roger Goodwin reviewed a submission by Thrasher Engineering of a proposed sanitary sewer line project for compliance with the Floodplain Ordinance. Part of the proposed project lies within FEMA mapped floodplain.**

E. Impact Fees:

- i) The Impact Fees Program Specialist provided a draft of a manual that outlines all the processes and information needed to administer the impact fees program. The manual will be used as a guide and to cross train other employees in the department. The operations manual is approximately 95% complete and I am in the process of reviewing the latest version.
- ii) **The Impact Fees Program Specialist is preparing the first draft of the 2015 Impact Fees Annual Report. The annual report will be presented to the County Commission in March, 2016, for**

acceptance.

- iii) **The Impact Fees Program Specialist received the Capital Improvement Plan (CIP) requests for each impact fee entity except from the Sheriff for “Law Enforcement”. She completed the first draft of the FY 2017 Capital Improvement Plan for me to review. The CIP will be presented to the County Commission in February, 2016, for approval.**
- iv) **Met with Paul Marshal, President of the Parks & Recreation Board, and resolved an issue with the capital improvement allocation percentages calculation. We corrected an error and Engineering and Parks & Recreation are now in agreement.**

F. **Tolling of Bonding Amendment (One-time Partial Release of Lots):**

A public hearing on an amendment to the tolling of bonding section of the bonding policy was held on August 9th. The amendment was up for consideration of adoption on the County Commission’s October 18th meeting agenda. Additional questions were raised by the County Commission and the amendment was sent back to staff and the developer to address additional concerns. Revisions to the amendment were made and were submitted to the County Commission in January, 2013 for their review and consideration for adoption. Before taking any action on the proposed amendments, the County Commission directed the Chief County Engineer to prepare a PowerPoint presentation giving an overview of the bonding policy and tolling of bonding so they can better understand it.

2. Projects/Training Completed:

- **Met with Steve Rawlings, Director of Operations, West Virginia Counties Risk Pool (insurance), for education on liability insurance coverage types. He reviewed with me several contractors’ certificates-of-insurance and provided guidance on the types of insurance coverage we should request in our construction contracts.**
- **Attended the HEMPO Bike Study committee meeting on December 11th, and provided input in response to a bicycle path study/survey presentation, prior to the survey being distributed to the public.**
- **Completed the American Society of Civil Engineers (ASCE) “Ethics – The Road All Engineers Must Follow” training course.**
- **Completed the American Society of Civil Engineers (ASCE) “Structural Design for Residential Applications – Part 1” training**

course.

- **Mike Monaghan, Building Inspector and I provided to the State Fire Marshal documentation of the continuing education courses we completed over the past three years. Mike Monaghan is now renewed as a Building Inspector/Plans Reviewer and I am renewed as the Building Code Official, through November 30, 2018.**

3. Projects Proposed:

- A. Get the land development standard construction details updated and put into a digital/AutoCAD format, to supplement the requirements of the Subdivision, Zoning, and Stormwater Management ordinances.

4. Items Requiring Commission Attention:

None at this time.

Note: The projects noted above are in addition to maintaining the daily operations of the Office of Building Permits & Inspections, the Office of Impact Fees, administering the land development bonding process, performing land development inspections, performing land development plan reviews for the Planning Commission, administering floodplain management, investigating citizen complaints and carrying out ordinance compliance efforts, and completing statutory continuing education and certification requirements, etc.

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**NOTICE
Board of Review and
Equalization**

The County Commission of Jefferson County will convene as a Board of Review and Equalization in the County Commission Courtroom at the Courthouse of said County, 100 E. Washington Street, Charles Town, WV on Thursday, January 28, 2016, at 1:30 p.m., for the purpose of reviewing and equalizing assessments returned by the Assessor of Jefferson County for the tax year 2016.

If you disagree with your appraisal, you may appeal by filing a written petition for an informal review with your county Assessor within eight (8) business days of receiving your Notice of Increase in Assessment.

Please be advised that questions of property tax class changes or late filing requesting of farm use valuation shall not be addressed.

The Jefferson County Commission will continue to sit as a Board of Review and Equalization in February, 2016 and hold hearings at the Courthouse of said County, 100 E. Washington Street, Charles Town, WV on the following dates and times:

Tuesday	February 2, 2016	1:30 p.m.
Thursday	February 4, 2016	1:30 p.m.
Tuesday	February 9, 2016	1:30 p.m.
Thursday	February 11, 2016	1:30 p.m.
Tuesday	February 16, 2016	1:30 p.m.

Persons wishing to appear before the Commission should apply with the Assessor's office no later than Friday, February 12, 2016 in order to complete the proper forms and to schedule a hearing date prior to the planned final hearing date of Tuesday, February 16, 2016.

In the alternative, you may also request an appeal by filing a written protest with the Clerk of the County Commission no later than February 19, 2016, indicating you wish your protest to be heard by the County Commission sitting as a Board of Assessment Appeals in October, 2016. If the Board of Review and Equalization has adjourned sine die before February 19, 2016, and a request to have your protest heard by the Board of Assessment Appeals is filed no later than February 19, 2016 with the Clerk of the County Commission, your appeal will be heard by the County Commission sitting as a Board of Assessment Appeals in October, 2016.

Given under my hand this 7th day of January, 2016.

JENNIFER MAGHAN, COUNTY CLERK

Impact Fee Status Report

December 2015

Office of Impact Fees

Summary

Date Range: Tuesday 1 through Thursday 31 December 2015

Report Date: 4 January 2016

Process Number Range: 1500308 - 1500309

Total Applications: 2

Total Non-Exempt: 2

Of which:

Commercial: 0

Residential: 2

Of which:

County: 2

Municipal: 0

Total Exempt: 0

Of which:

Commercial: 0

Residential: 0

Of which:

County: 0

Municipal: 0

Tables 1 through 7 summarize impact fee processing for December 2015. Table 8 represents account totals, pending the transfer of fees collected as shown in Table 1, including General Impact Fee Account (3111776) interest which is listed in Table 2.

Table 1. Form 100 Tallies

	Exempt	Commercial	Residential	Total
1 – 31 December 2015	0	0	2	2
Fees collected		\$0.00	\$12,694.00	\$12,694.00
<i>Of which</i>				
School Impact Fee			\$11,400.00	\$11,400.00
Law Enforcement Fee		\$0.00	\$322.00	\$322.00
Parks & Recreation Fee			\$876.00	\$876.00
EMS Fee		\$0.00	\$96.00	\$96.00

Table 2. Financial Data – Office of Impact Fees General Account (3111776)

Description	Amount
Opening Statement Balance (1 December 2015)	\$79,014.92
December Deposits (1 – 31 December 2015)	\$12,694.00
School November Transactions (withdraws via transfer on 14 Dec. 2015)	(\$71,523.43)
Law November Transactions (withdraws via transfer on 14 Dec. 2015)	(\$1,390.50)
Parks & Rec Nov. Transactions (withdraws via transfer on 14 Dec. 2015)	(\$5,496.49)
EMS November Transactions (withdraws via transfer on 14 Dec. 2015)	(\$604.50)
Interest Earned (31 December 2015)	\$17.12
Ending Statement Balance (31 December 2015)	\$12,711.12
<i>Outstanding Credits (deposits through 1 January 2016)</i>	<i>\$0.00</i>

Table 3. Financial Data – School Impact Fee Account (3107582)

Description	Amount
Opening Balance (1 December 2015)	\$1,801,476.71
November Transactions (deposits via transfer on 14 December 2015)	\$71,523.43
Interest Earned (31 December 2015)	\$782.64
Ending Balance (31 December 2015)	\$1,873,782.78

Table 4. Financial Data – Law Enforcement Impact Fee Account (3120120)

Description	Amount
Opening Balance (1 December 2015)	\$61,091.45
November Transactions (deposits via transfer on 14 December 2015)	\$1,390.50
Interest Earned (31 December 2015)	\$26.29
Ending Balance (31 December 2015)	\$62,508.24

Table 5. Financial Data – Parks & Recreation Impact Fee Account (3122808)

Description	Amount
Opening Balance (1 December 2015)	\$21,707.74
November Transactions (deposits via transfer on 14 December 2015)	\$5,496.49
Interest Earned (31 December 2015)	\$10.58
Ending Balance (31 December 2015)	\$27,214.81

Table 6. Financial Data –EMS Impact Fee Account (3122816)

Description	Amount
Opening Balance (1 December 2015)	\$86,562.34
November Transactions (deposits via transfer on 14 December 2015)	\$604.50
Interest Earned (31 December 2015)	\$36.91
Ending Balance (31 December 2015)	\$87,203.75

Table 7. Total Impact Fees as of 1 January 2016/1

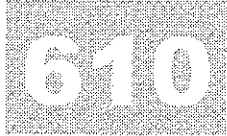
Description	Amount
Office of Impact Fees General Account	\$12,711.12
School Impact Fee Account	\$1,873,782.78
Law Enforcement Fee Account	\$62,508.24
Parks & Recreation Impact Fee Account	\$27,214.81
EMS Impact Fee Account	\$87,203.75
Total Impact Fees	\$2,063,420.70

/1 These values represent both impact fees collected and interest earned. The general account includes the outstanding credits listed in table 2 and outstanding debits, if any, listed in tables 3-6.

Table 8. Pending December 2015 Fee Transfers /1

Account	31 Dec. 2015 Account Totals	Pending Impact Fee Transfers	Account Totals
School Impact Fee Account	\$1,873,782.78	\$11,415.41	\$1,885,198.19
Law Enforcement Fee Account	\$62,508.24	\$322.34	\$62,830.58
Parks & Recreation Impact Fee Account	\$27,214.81	\$877.20	\$28,092.01
EMS Impact Fee Account	\$87,203.75	\$96.17	\$87,299.92
Total Impact Fees	\$2,050,709.58	\$12,711.12	\$2,063,420.70

/1 This table represents each of the impact fee category account totals as of 31 December 2015 listed in tables 3 – 6. Pending fee transfer amounts, excluding interest and any outstanding credits, collected in December 2015 are listed in table 1 of the General Account (3111776); these transactions will be processed in January 2016. Any outstanding credits, as listed in table 2, will be added to the next month's Impact Fee transfer amounts.



Form 100 Transaction Summary
 Jefferson County Government – Office of Impact Fees

Impact Fee Applications Processed between dates Tuesday 1 through Thursday 31 December 2015

Process Number	Date	Last Name	First Name	Tax District	Deed Book	Deed Page	Lot Map	Parcel	Impact Fees Collected	Date	Exemption Reason
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Exempt Applications

Category Count: 0	Category Total	\$0.00
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Non-Exempt Applications

1500308	12/11/2015	Smith	Daniel	06 Kabletown	1149	181	12	6.15	\$6,347.00	12/11/2015	N/A
1500309	12/14/2015	Henry	James	06 Kabletown	975	263	6A	42-43	\$6,347.00	12/14/2015	N/A

Category Count: 2	Category Total	\$12,694.00
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TOTAL APPLICATIONS: 2	Grand Total	\$12,694.00
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JEFFERSON COUNTY, WEST VIRGINIA
Engineering Department
Office of Impact Fees
116 East Washington Street, P.O. Box 716
Charles Town, WV 25414

COPY

Michelle Mason
Impact Fee Program Specialist

Phone: (304) 728-3331
Fax: (304) 728-3953
mmason@jeffersoncountywv.org

MEMORANDUM

TO: Stephanie Grove, Vivian Fields, and Teresa Hendricks
FROM: Michelle Mason
DATE: Monday 4 January 2016
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's Schools Impact Fee Account.**

Attached please find Office of Impact Fees Form 655 which documents the transfer of impact fee funds from the Office of Impact Fees General Account (Bank of Charles Town account 3111776) to the **Sheriff of Jefferson County Schools Impact Fee Account (Bank of Charles Town account 3107582)** and an invoice to serve as the bill head for the transfer. This transfer is for Impact Fees collected by the Office of Impact Fees for the month of December 2015.

This transfer consists of two components:

- Impact Fee Process Numbers **1500308** through **1500309**, inclusive. Within this range there were 2 non-exempt impact fee payments. This amounts to **\$11,400.00**.
- Interest earned by the Office of Impact Fees General Account in December 2015 amounts to **\$17.12**, of which **\$15.41** is attributed to fees collected for Schools.

As per the attached invoice, the total amount of this transfer is **\$11,415.41**.

Check # 1024

Jefferson County Commission

P.O. Box 250
Charles Town, WV 25414

Invoice

Number: 16001
Date: 1/4/2016

Bill To:

Office of Impact Fees
116 East Washington Street
Suite 100
Charles Town, WV 25414

Pay To:

Sheriff of Jefferson County
P.O. Box 9
Charles Town, WV 25414

P.O. Number

Vendor Number

Description

Amount

Impact Fee payments collected for month of December 2015 into the Office of Impact Fees General Account (3111776) to be paid to the Sheriff of Jefferson County School Impact Fees Bank Account (3107582). \$11,400.00

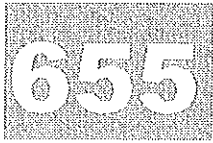
Interest earned by the Office of Impact Fees General Account December 2015. \$15.41

Impact Fee Process Numbers 1500308 through 1500309, inclusive. Within this range, there were 2 non-exempt impact fee payments.

Total: \$11,415.41

Notes/Comments Transfer of funds into School Impact Fee Account (3107582).

Check Number: 1024



Account Withdraws
Office of Impact Fees - Jefferson County Government

Account 3111776

Schools

Check Number 1024

Trace 20160104:49419.55

Date 1/4/2016

Series 1

Recipient Sheriff of Jefferson County

Amount \$11,400.00

Account 3107582

Signature 1 Jane Tabb

Signature 2 Sheriff Peter Dougherty

Signature 3 Jennifer Maghan

Notes: Transfer of Impact Fees From General Account for School Impact Fees Collected in December 2015.

Deposit Date	Process Number	Ordinance	Enact Date	Amount
12/14/2015	1500308	2003-3	11/24/2005	\$5,700.00
12/15/2015	1500309	2003-3	11/24/2005	\$5,700.00
Total amount for this withdraw				\$11,400.00
Total amount for this account				\$11,400.00
Total amount all accounts				\$11,400.00

JEFFERSON COUNTY, WEST VIRGINIA
Engineering Department
Office of Impact Fees
116 East Washington Street, P.O. Box 716
Charles Town, WV 25414

COPY

Michelle Mason
Impact Fee Program Specialist

Phone: (304) 728-3331
Fax: (304) 728-3953
mmason@jeffersoncountywv.org

MEMORANDUM

TO: Stephanie Grove, Vivian Fields, and Teresa Hendricks
FROM: Michelle Mason
DATE: Monday 4 January 2016
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's Law Enforcement Impact Fee Account.**

Attached please find Office of Impact Fees Form 655 which documents the transfer of impact fee funds from the Office of Impact Fees General Account (Bank of Charles Town account 3111776) to the **Sheriff of Jefferson County Law Enforcement Impact Fee Account (Bank of Charles Town account 3120120)** and an invoice to serve as the bill head for the transfer. This transfer is for Impact Fees collected by the Office of Impact Fees for the month of December 2015.

This transfer consists of two components:

- Impact Fee Process Numbers **1500308** through **1500309**, inclusive. Within this range there were 2 non-exempt impact fee payments. This amounts to **\$322.00**.
- Interest earned by the Office of Impact Fees General Account in December 2015 amounts to **\$17.12**, of which **\$0.34** is attributed to fees collected for Law Enforcement.

As per the attached invoice, the total amount of this transfer is \$322.34.

Check # 1025

Jefferson County Commission

P.O. Box 250
Charles Town, WV 25414

Invoice

Number: 16002
Date: 1/4/2016

Bill To:

Office of Impact Fees
116 East Washington Street
Suite 100
Charles Town, WV 25414

Pay To:

Sheriff of Jefferson County
P.O. Box 9
Charles Town, WV 25414

P.O. Number

Vendor Number

Description

Amount

Impact Fee payments collected for month of December 2015 into the Office of Impact Fees General Account (3111776) to be paid to the Sheriff of Jefferson County Law Enforcement Impact Fees Bank Account (3120120). \$322.00

Interest earned by the Office of Impact Fees General Account December 2015. \$0.34

Impact Fee Process Numbers 1500308 through 1500309, inclusive. Within this range, there were 2 non-exempt impact fee payments.

Total: \$322.34

Notes/Comments Transfer of funds into Law Enforcement Impact Fee Account (3120120).

Check Number: 1025



Account Withdraws
Office of Impact Fees - Jefferson County Government

Account 3111776

Law Enforcement

Check Number 1025

Trace 20160104:49419.55

Date 1/4/2016 Series 2

Recipient Sheriff of Jefferson County

Account 3120120

Amount \$322.00

Signature 1 Jane Tabb

Signature 2 Sheriff Peter Dougherty

Signature 3 Jennifer Maghan

Notes: Transfer of Impact Fees From General Account for Law Enforcement Impact Fees Collected in December 2015.

Deposit Date	Process Number	Ordinance	Enact Date	Amount
12/14/2015	1500308	2005-1	3/22/2005	\$161.00
12/15/2015	1500309	2005-1	3/22/2005	\$161.00
Total amount for this withdraw				\$322.00
Total amount for this account				\$322.00
Total amount all accounts				\$322.00

JEFFERSON COUNTY, WEST VIRGINIA
Engineering Department
Office of Impact Fees
116 East Washington Street, P.O. Box 716
Charles Town, WV 25414

COPY

Michelle Mason
Impact Fee Program Specialist

Phone: (304) 728-3331
Fax: (304) 728-3953
mmason@jeffersoncountywv.org

MEMORANDUM

TO: Stephanie Grove, Vivian Fields, and Teresa Hendricks
FROM: Michelle Mason
DATE: Monday 4 January 2016
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's Parks & Recreation Impact Fee Account.**

Attached please find Office of Impact Fees Form 655 which documents the transfer of impact fee funds from the Office of Impact Fees General Account (Bank of Charles Town account 3111776) to the **Sheriff of Jefferson County Parks & Recreation Impact Fee Account (Bank of Charles Town account 3122808)** and an invoice to serve as the bill head for the transfer. This transfer is for Impact Fees collected by the Office of Impact Fees for the month of December 2015.

This transfer consists of two components:

- Impact Fee Process Numbers 1500308 through 1500309, inclusive. Within this range there were 2 non-exempt impact fee payments. This amounts to **\$876.00**.
- Interest earned by the Office of Impact Fees General Account in December 2015 amounts to **\$17.12**, of which **\$1.20** is attributed to fees collected for Parks & Recreation.

As per the attached invoice, the total amount of this transfer is \$877.20.

Check # 1026

Jefferson County Commission

P.O. Box 250
Charles Town, WV 25414

Invoice

Number: 16003
Date: 1/4/2016

Bill To:

Office of Impact Fees
116 East Washington Street
Suite 100
Charles Town, WV 25414

Pay To:

Sheriff of Jefferson County
P.O. Box 9
Charles Town, WV 25414

P.O. Number

Vendor Number

Description

Amount

Impact Fee payments collected for month of December 2015 into the Office of Impact Fees General Account (3111776) to be paid to the Sheriff of Jefferson County Parks & Recreation Impact Fees Bank Account (3122808).

\$876.00

Interest earned by the Office of Impact Fees General Account December 2015.

\$1.20

Impact Fee Process Numbers 1500308 through 1500309, inclusive. Within this range, there were 2 non-exempt impact fee payments.

Total: \$877.20

Notes/Comments Transfer of funds into Parks & Recreation Impact Fee Account (3122808).

Check Number: 1026



Account Withdraws
Office of Impact Fees - Jefferson County Government

Account 3111776

Parks & Rec

Check Number 1026

Trace 20160104:49542.58

Date 1/4/2016 Series 3

Recipient Sheriff of Jefferson County

Amount \$876.00

Account 3122808

Signature 1 Jane Tabb

Signature 2 Sheriff Peter Dougherty

Signature 3 Jennifer Maghan

Notes: Transfer of Impact Fees From General Account for Parks and Rec Impact Fees Collected in December 2015.

Deposit Date	Process Number	Ordinance	Enact Date	Amount
12/14/2015	1500308	2005-2	5/12/2005	\$438.00
12/15/2015	1500309	2005-2	5/12/2005	\$438.00
Total amount for this withdraw				\$876.00
Total amount for this account				\$876.00
Total amount all accounts				\$876.00

JEFFERSON COUNTY, WEST VIRGINIA
Engineering Department
Office of Impact Fees
116 East Washington Street, P.O. Box 716
Charles Town, WV 25414

COPY

Michelle Mason
Impact Fee Program Specialist

Phone: (304) 728-3331
Fax: (304) 728-3953
mmason@jeffersoncountywv.org

MEMORANDUM

TO: Stephanie Grove, Vivian Fields, and Teresa Hendricks
FROM: Michelle Mason
DATE: Monday 4 January 2016
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's EMS Impact Fee Account.**

Attached please find Office of Impact Fees Form 655 which documents the transfer of impact fee funds from the Office of Impact Fees General Account (Bank of Charles Town account 3111776) to the **Sheriff of Jefferson County EMS Impact Fee Account (Bank of Charles Town account 3122816)** and an invoice to serve as the bill head for the transfer. This transfer is for Impact Fees collected by the Office of Impact Fees for the month of December 2015.

This transfer consists of two components:

- Impact Fee Process Numbers **1500308** through **1500309**, inclusive. Within this range there were 2 non-exempt impact fee payments. This amounts to **\$96.00**.
- Interest earned by the Office of Impact Fees General Account in December 2015 amounts to **\$17.12**, of which **\$0.17** is attributed to fees collected for EMS.

As per the attached invoice, the total amount of this transfer is \$96.17.

Check # 1027

Jefferson County Commission

P.O. Box 250
Charles Town, WV 25414

Invoice

Number: 16004

Date: 1/4/2016

Bill To:

Office of Impact Fees
116 East Washington Street
Suite 100
Charles Town, WV 25414

Pay To:

Sheriff of Jefferson County
P.O. Box 9
Charles Town, WV 25414

P.O. Number

Vendor Number

Description

Amount

Impact Fee payments collected for month of December 2015 into the Office of Impact Fees General Account (3111776) to be paid to the Sheriff of Jefferson County EMS Impact Fees Bank Account (3122816). \$96.00

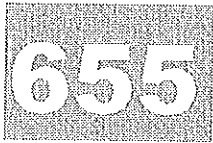
Interest earned by the Office of Impact Fees General Account December 2015. \$0.17

Impact Fee Process Numbers 1500308 through 1500309, inclusive. Within this range, there were 2 non-exempt impact fee payments.

Total: \$96.17

Notes/Comments Transfer of funds into EMS Impact Fee Account (3122816).

Check Number: 1027



Account Withdraws
Office of Impact Fees - Jefferson County Government

Account 3111776

Fire & EMS

Check Number 1027

Trace 20160104:49578.47

Date 1/4/2016 Series 4

Recipient Sheriff of Jefferson County
Amount \$96.00

Account 3122816
Signature 1 Jane Tabb
Signature 2 Sheriff Peter Dougherty
Signature 3 Jennifer Maghan

Notes: Transfer of Impact Fees From General Account for EMS Impact Fees Collected in December 2015.

Deposit Date	Process Number	Ordinance	Enact Date	Amount
12/14/2015	1500308	2005-3	5/12/2005	\$48.00
12/15/2015	1500309	2005-3	5/12/2005	\$48.00
Total amount for this withdraw				\$96.00
Total amount for this account				\$96.00
Total amount all accounts				\$96.00

Jefferson County Public Service District

Jefferson County Public Service District Regular Board Meeting December 7, 2015

The monthly meeting of the Jefferson County Public Service District was held at 7:00PM on Monday, December 7, 2015 in the meeting room at the Districts office in Kearneysville. Those in attendance included: Chairman, Peter Appignani; Treasurer, Bill Strider; Secretary, Richard Weese; General Manager, Susanne Lawton; Administrative Assistant, Ashley Stottlemeyer; District Legal Counsel, Jim Kelsh; from Dunn Engineering, Fred Hypes; and from Thrasher Engineering, Wayne Morgan.

CALL TO ORDER

Chairman Peter Appignani called the meeting to order at 7:00PM.

Thank Peter Appignani for six years of service to Jefferson County PSD and welcome him for another term

Ms. Lawton thanked Mr. Appignani for his six years of service and presented him with a plaque. She also welcomed him back for another six year term. Mr. Appignani thanked the District staff and other Board members as well as Mr. Marty Kable for stepping up to be considered for the board member position.

Approval of agenda

The Board made no changes to the agenda.

Action: **Motion made by Mr. Strider and seconded by Mr. Weese to approve the agenda with no changes. Unanimously approved.**

Public Comments

Dale Manuel, speaking on behalf of himself as a County Commissioner, was concerned about the agenda item on supporting legislation to modify the Public Service Commission process. He also submitted a FOIA request to the Board requesting all information on about this legislative request.

OLD BUSINESS

Review Minutes of November 2 regular board meeting

The minutes of the November 2, 2015 regular board meeting were approved as presented.

Action: **Motion made by Mr. Strider and seconded by Mr. Weese to accept the November 2, 2015 regular board meeting minutes as presented. Unanimously approved.**

Discuss sewer collection and transmission project

Mr. Morgan has submitted the Preliminary Engineering Report and the Environmental Report as well as other documents from Region 9 for the RUS application.

Action: **No action required by the Board.**

Discuss acquisition of water and sewer utility assets of Jefferson Utilities, Inc., Shenandoah Junction, Inc., and East Jefferson Sewer, LLC and water project to replace and upgrade Keyes Ferry Acres, Westridge Hills, and Harpers Ferry Campsites

Mr. Kelsh stated at the November 12th Infrastructure and Jobs Development Council meeting, the Districts preliminary application for a funding package consisting of a USDA RUS loan for the Mountain Water Project and a Water Development Authority market rate bond for the acquisition was approved. District staff and legal counsel are continuing to work with Mr. Snyder.

Action: **No action required by the Board.**

Discuss the ownership of the Highland Farms wastewater treatment plant site

Mr. Kelsh sent a letter in response to Mr. McGinnis's request and has not received a response. In November, Mr. Jonkers sent a letter to Ms. Lawton requesting that the Board reconsider their denial to return the property to him. He was in the audience to assert his position to the Board that the reverter clause is still valid per the recorded deed. He requested the Board rethink their position and release the property back to Highland Farms LLC. At this time the Board is not willing to release the property back to Highland Farms LLC and asked the lawyers to work it out.

Action: No action required by the Board.

Discuss the District's financial status (status of paying bills)

Ms. Lawton stated that the District will need an estimated \$29,000 in payments to cover the disbursements for sewer and \$1,900 for water.

Action: No action required by the Board.

NEW BUSINESS

Discussion of supporting legislation to modify the Public Service Commission project approval process

Mr. Kelsh and Ms. Lawton drafted ideas for legislative changes the Board may want to consider. The first suggested change was related to the PSC project approval process. Instead of going through the very expensive process of easement attainment and final design before a utility is granted a Certificate of Need and Convenience, Instead, they suggested allowing detailed preliminary engineering report to be filed with the certificate of convenience and necessity application and have approval or denial be made at that time. Then there would be one other filing before going to bid, and that would be the resulting rate case. The second change modified the PSC intervention policy to allow for customers to file protests but restrict the intervention process to a larger percentage of customers. The third change addressed the PSC's opposition to Capital Improvement Fees (CIF) to allow for CIFs to be accepted by utilities. The fourth and final change would allow for a five member board rather than three to serve on Public Service Districts. The Board were all in favor of pursuing the PSC project approval process change, but requested further research done on the other three.

Action: Motion made by Mr. Strider and seconded by Mr. Weese to direct staff to prepare draft legislation and talking points for item #1 and further research for items #2, 3, and 4 for next month. Unanimously approved.

Consider request to County Commission for discussion on topic from their December 3rd meeting

Ms. Lawton would like to respond to information the County Commission received from a ratepayer at their December 3rd meeting. She would like to clarify and correct some of the information.

Action: No action required by the Board.

Consider approval of Berkeley County PSSD to provide PSSD to provide sewer service at 4469 Charles Town Road

Ms. Lawton informed the Board of a request for Berkeley County PSSD to provide sewer service to a property located near the Berkeley/Jefferson county line. Since the closest District sewer lines are about three miles away, the Board did not have a problem with Berkeley County PSSD providing sewer service to this property.

Action: No action required by the Board.

Consider resolution #2 to reimburse Aspen Greens from the Series 2015 Sewer Bond proceeds

Ms. Lawton requested the Board approve resolution number two to reimburse Aspen Greens for the installation of a larger size line which is to serve Aspen Green development, but also in the same path as the sewer transmission project. Mr. Appignani read the resolution #2 as follows:

RESOLUTION OF THE PUBLIC SERVICE BOARD OF THE
JEFFERSON COUNTY PUBLIC SERVICE DISTRICT
APPROVING INVOICES RELATING TO ENGINEERING AND
OTHER SERVICES FOR THE SEWER TRANSMISSION

IMPROVEMENTS PROJECT AND AUTHORIZING PAYMENT
THEREOF IN THE AMOUNT OF \$43,716.00.

Action: Motion by Mr. Strider and seconded by Mr. Weese to adopt the resolution as read totaling \$43,716.00. Unanimously approved.

Consider participation in National Association of Clean Water Agencies (NACWA) small & medium utility workgroup

The Board had no objections to Ms. Lawton participating in the NACWA small & medium utility workgroup. Mr. Appignani asked Ms. Lawton to get approval from the Board if travel is necessary.

Action: No action required by the Board.

Consider 2016 Board Meeting Schedule

Action: Motion made by Mr. Strider and seconded by Mr. Weese to approve the 2016 board meeting schedule as presented. Unanimously approved.

Discussion of the number of public comment opportunities at board meetings

Mr. Weese questioned why the District offers two public comment periods on the agenda and what the requirements were for public agencies. Mr. Kelsh stated that the Open Governmental Proceedings Act does not require public agencies to provide a public comment period during meetings; however, the District has adopted Bylaws that offer one public comment period and those wishing to speak had to sign up 15 minutes before the meeting. Mr. Kelsh stated that a previous Board member had changed it to offer two public comment periods, but did not change the Bylaws to reflect that.

Action: Motion made by Mr. Weese and seconded by Mr. Strider to reduce the public comment period to one opportunity at the beginning of the meeting.

A brief discussion was held. Mr. Appignani was in favor of keeping two public comment periods and have time limits for those wishing to speak. Mr. Kelsh suggested that whatever the Board decides it coincide with the Bylaws, and amend if necessary for next meeting.

Action: Mr. Weese's original motion was modified and seconded by Mr. Strider to reduce the public comment period to one opportunity at the end of the meeting, eliminate the sign-up sheet, establish a five minute time limit for comments, and allow the public to speak one time per meeting. Approved 2-1. Mr. Appignani voted against the motion.

Update on Status of Current Public Service Commission Cases

2015 sewer rate case – The case is still pending.

Jacquelyn Milliron et al v. Jefferson County PSD, Case No. 15-1478-PSWD-C – The case is still pending.

American Farm Bureau v. EPA regarding Chesapeake Bay Total Maximum Daily Load – The Farm Bureau filed a writ of certiorari to the US Supreme Court on November 6 and expects to know if the Supreme Court will hear their case by February 2016.

Action: No action required by the Board.

Discussion of any Expenses over Budget

There were no items over budget this month.

Action: No action required by the Board.

Disbursements

Action: Motion made by Mr. Strider and seconded by Mr. Weese to approve disbursements for Public Service District water expenses in the amount of \$8,600.85. Unanimously approved.

Action: Motion made by Mr. Strider and seconded by Mr. Weese to approve disbursements for the Public Service District sewer expenses in the amount of \$258,666.04. Unanimously approved.

Approve transfer of \$1,699.40 from the Renewal & Replacement account to the Sewer Operating account for pump repairs at pump station 1-11

Approve transfer of \$2,505.00 from the Renewal & Replacement account to the Sewer Operating account for air release valves at pump station 4-7

Approve transfer of \$4,276.97 from the Sewer Security Deposit account to the Sewer Operating account for security deposit refunds

Approve transfer of \$64.12 from the Water Security Deposit account to the Water Operating account for security deposit refunds

Action: Motion made by Mr. Strider and seconded by Mr. Weese Approve transfer of \$1,699.40 from the Renewal & Replacement account to the Sewer Operating account for pump repairs at pump station 1-11; approve transfer of \$2,505.00 from the Renewal & Replacement account to the Sewer Operating account for air release valves at pump station 4-7; approve transfer of \$4,276.97 from the Sewer Security Deposit account to the Sewer Operating account for security deposit refunds; approve transfer of \$64.12 from the Water Security Deposit account to the Water Operating account for security deposit refunds. Unanimously approved.

General Manager's Report

Ms. Lawton updated the Board on activities since last month's meeting. The District will be purchasing a new truck with a refund received from the Municipal Bond Commission.

Action: No action required by the Board.

Other staff reports

None discussed.

Action: No action required by the Board.

Correspondence

None discussed.

Action: No action required by the Board.

Public Comment

Todd Milliron questioned how the District put a current value on CIFs.

Jacquelyn Milliron stated that she gets all of her facts and figures from reading legislation and PSC orders. She commented that the CIFs didn't work in the Flowing Springs case to cover the costs so doesn't know how they will work now. She made the comment that filing a complaint or intervening in a case is not considered suing. Mrs. Milliron also made the comment that the proposed ideas for legislation will be a moot point since Senate Bill 234 has a 4500 customer minimum where the PSC will no longer have jurisdiction.

Heidi Parker made the comment that it was disturbing to her how a public organization is limiting public comments. She also commented that she supports a five member board and was grateful to hear more discussions about helping the rate payers.

Action: Motion made by Mr. Weese and seconded by Mr. Strider to convene in executive session for the purpose of discussing litigation and competitive negotiations. Unanimously approved.

Action: Motion made by Mr. Strider and seconded by Mr. Weese to return to public

session. Unanimously approved.

Action: Motion made by Mr. Appignani and seconded by Mr. Strider to approve and send the draft letter dated December 7th to Herb Jonkers. Unanimously approved.

Action: Motion made by Mr. Weese and seconded by Mr. Strider to adjourn. Unanimously approved.


There being no further business at this time, the meeting was adjourned at 8:33PM.

The next regular meeting is scheduled for Monday, January 4, 2016 at 7:00pm at 340 Edmond Road, Suite A at the Districts office in Kearneysville.

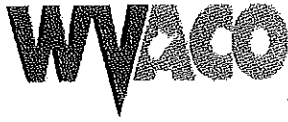
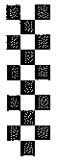
Respectfully Submitted,



Peter L. Appignani
Chairman



William H. Strider
William H. Strider
Treasurer



To: COUNTY COMMISSIONERS
 Please share with those working on
 a "County Day" or other group day
 at the Legislature.
 Patti Hamilton <patti@wvaco.org>

Directed Public Access Points and the upcoming legislative session

1 message

Messina, Lawrence C <Lawrence.C.Messina@wv.gov>

Wed, Jan 6, 2016 at 2:55 PM

Good afternoon. Please consider sharing this information with those groups or individuals planning to participate in legislative events that may require help navigating the new Directed Public Access Point process.

If these participants provide notice at least three days in advance, Capitol Police will work to accommodate them. Accommodations could include opening access points early, and screening items too large for the access point X-ray machines in one of the loading docks.

Capitol Police will assess each request case-by-case. Advance notice is crucial. Those seeking assistance should contact the Capitol Police at (304) 558-9911 as soon as possible so the agency can plan properly for the 60-day session.

I remain happy to field any questions about this process. Please let me know if I should be sharing this guidance with anyone else (so as not to overwhelm Capitol Police, it is not being included in the online FAQ and is not meant for general release).

Thank you.

Lawrence Messina
 Assistant Secretary
 West Virginia Department of Military Affairs and Public Safety
 West Virginia State Capitol
 Building 1, Room W-400

Charleston, WV 25305

O: 304.957.2515

M: 304.205.3037

F: 304.558.6221

Web: www.dmaps.wv.gov

Follow us on Twitter: @WVDMAPS

WVDMAPS Divisions and Agencies:

Adjutant General/National Guard (WVNG); Corrections (DOC); Justice & Community Services (DJCS); Juvenile Services (DJS); State Fire Marshal; Homeland Security & Emergency Management (DHSEM); Homeland Security State Administrative Agency (HS-SAA); Parole Board; Professional Development Center (PDC); Protective Services/Capitol Police; Regional Jail & Correctional Facility Authority (RJA); State Police; and the West Virginia Intelligence Fusion Center.

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December 30, 2015

VIA USPS

Millville Distribution

Final License Application
Millville Hydroelectric Project (FERC No. P-2343)

Dear Recipient:

This notice is to inform you that on behalf of PE Hydro Generation, LLC (PE Hydro), Kleinschmidt has filed a Final Application for License for the Millville Hydroelectric Project (Project). The Project, located near Harper's Ferry, West Virginia, is currently operating under a license that was issued by the Federal Energy Regulatory Commission (FERC) in 1987 and is set to expire in 2017.

The Final License Application (FLA) includes the following exhibits:

- Initial Statement
- Exhibit A: Project Description
- Exhibit E: Environmental Report and associated Appendices
- Exhibit F: Project Design Drawings and Supporting Design Report
- Exhibit G: Project Boundary Drawing
- Exhibit H: Description of Project Management and Need for Project Power

The FLA, and any other project-related documents that have been filed with FERC, can be downloaded from FERC's eLibrary at <http://www.ferc.gov/docs-filing/elibrary.asp>. Under search options, click on "General Search." Then click "All" in the Date Range, insert the project number "P-2343" in the Docket Number box, and click "Submit." The FLA and other project documents will appear in the Search Results. Alternatively, individuals can request a copy of the FLA by hardcopy or CD by contacting Laura Cowan at laura.cowan@kleinschmidtgroupp.com. In addition, a public copy of the FLA will be available at the Charles Town Library, 200 East Washington Street, Charles Town, WV 25414.

Sincerely,

KLEINSCHMIDT ASSOCIATES

Laura J. Cowan
Project Manager

LJC:TMJ

J:\3889\001\05 KA Prepared Docs\Final License Application\Cover Letters\001 FLA cover letter - to stakeholders.doc

**WEST VIRGINIA LOTTERY
WEEKLY SETTLEMENT FOR CHARLES TOWN**

Week Ending Date	January 2, 2016
To be Deposited on:	January 8, 2016
Amount Played	85,074,294.72
Amount Won	75,996,308.36
Amount Promo	398,685.00
MWAP Contribution	<u>3,011.07</u>
Adjusted Gross Terminal Revenue	<u>8,676,290.29</u>
Administrative Costs @ 4%	0.00
Excess Lottery Fund @ 4%	<u>347,051.61</u>
Net Terminal Revenue	<u>8,329,238.68</u>
Surcharge @ 10%	832,923.87
State Share Excess @ 58% & 10% of 42%	518,078.65
Track Share of Capital Reinvestment @ 90% of 42%	<u>314,845.22</u>
<i>Track Share of Capital Reinvestment @ 96%</i>	302,251.41
<i>Track Share of Capital Reinvestment @ 4%</i>	12,593.81
Adjusted Net Terminal Revenue	<u>7,496,314.81</u>
Racetrack @ 46.50% / 42%	3,148,452.22
Lottery Fund @ 30% / 0%	0.00
Excess Lottery Fund @ 0% / 41%	3,073,489.12
Excess Lottery Fund @ 12.85% / 9.55%	715,898.05
Race Track Purses @ 90% of 7% / 4%	269,867.33
Employee Pension Fund @ 1% / .5%	37,481.57
Greyhound Development @ 90% of .75%	50,600.12
Thoroughbred Development @ 90% of .75%	50,600.12
County/Municipality @ 2%	<u>149,926.28</u>
	<u>7,496,314.81</u>

WEST VIRGINIA LOTTERY

First Benchmark

Charles Town

County / City Split

Fiscal Year 2016

Charles Town
 1999 Net Terminal Revenue \$ 45,603,174
 Benchmark Goal @ 2% \$ 912,063.48

DATE	2% OF ADJ. NET REVENUE	TO JEFFERSON COUNTY	TO FIVE CITIES	BOLIVAR 7.93%	CHARLES TOWN 39.90%	HARPERS FERRY 2.17%	RANSON 33.68%	SHEPHERDS TOWN 16.32%
4 days ending: 07/04/15	\$ 89,446.66	\$ 89,446.66	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Week ending:								
07/11/15	\$ 119,132.68	\$ 119,132.68	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/18/15	\$ 112,706.24	\$ 112,706.24	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/25/15	\$ 109,356.88	\$ 109,356.88	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/01/15	\$ 119,089.60	\$ 119,089.60	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/08/15	\$ 115,689.52	\$ 115,689.52	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/15/15	\$ 108,726.48	\$ 108,726.48	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/22/15	\$ 108,922.12	\$ 108,922.12	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/29/15	\$ 117,576.80	\$ 73,285.10	\$ 44,291.70	\$ 3,512.33	\$ 17,672.39	\$ 961.13	\$ 14,917.44	\$ 7,228.41
09/05/15	\$ 111,781.52	\$ 55,890.76	\$ 55,890.76	\$ 4,432.14	\$ 22,300.41	\$ 1,212.83	\$ 18,824.01	\$ 9,121.37
09/12/15	\$ 126,546.60	\$ 63,273.30	\$ 63,273.30	\$ 5,017.57	\$ 25,246.05	\$ 1,373.03	\$ 21,310.45	\$ 10,326.20
09/19/15	\$ 108,466.12	\$ 54,233.06	\$ 54,233.06	\$ 4,300.68	\$ 21,638.99	\$ 1,176.86	\$ 18,265.69	\$ 8,850.84
09/26/15	\$ 104,879.20	\$ 52,439.60	\$ 52,439.60	\$ 4,158.46	\$ 20,923.40	\$ 1,137.94	\$ 17,661.66	\$ 8,558.14
10/03/15	\$ 106,209.88	\$ 53,104.94	\$ 53,104.94	\$ 4,211.22	\$ 21,188.87	\$ 1,152.38	\$ 17,885.74	\$ 8,666.73
10/10/15	\$ 100,582.52	\$ 50,291.26	\$ 50,291.26	\$ 3,988.10	\$ 20,066.21	\$ 1,091.32	\$ 16,938.10	\$ 8,207.53
10/17/15	\$ 106,097.60	\$ 53,048.80	\$ 53,048.80	\$ 4,206.77	\$ 21,166.47	\$ 1,151.16	\$ 17,866.84	\$ 8,657.56
10/24/15	\$ 110,837.44	\$ 55,418.72	\$ 55,418.72	\$ 4,394.70	\$ 22,112.07	\$ 1,202.59	\$ 18,665.02	\$ 9,044.34
10/31/15	\$ 114,047.28	\$ 57,023.64	\$ 57,023.64	\$ 4,521.98	\$ 22,752.43	\$ 1,237.41	\$ 19,205.56	\$ 9,306.26
11/07/15	\$ 111,664.16	\$ 55,832.08	\$ 55,832.08	\$ 4,427.48	\$ 22,277.00	\$ 1,211.56	\$ 18,804.24	\$ 9,111.80
11/14/15	\$ 112,025.72	\$ 56,012.86	\$ 56,012.86	\$ 4,441.82	\$ 22,349.13	\$ 1,215.48	\$ 18,865.13	\$ 9,141.30
11/21/15	\$ 100,387.52	\$ 50,193.76	\$ 50,193.76	\$ 3,980.37	\$ 20,027.31	\$ 1,089.20	\$ 16,905.26	\$ 8,191.62
11/28/15	\$ 120,021.96	\$ 60,010.98	\$ 60,010.98	\$ 4,758.87	\$ 23,944.38	\$ 1,302.24	\$ 20,211.70	\$ 9,793.79
12/05/15	\$ 95,535.72	\$ 47,767.86	\$ 47,767.86	\$ 3,787.99	\$ 19,059.38	\$ 1,036.56	\$ 16,088.22	\$ 7,795.71
12/12/15	\$ 85,877.12	\$ 42,938.56	\$ 42,938.56	\$ 3,405.03	\$ 17,132.48	\$ 931.77	\$ 14,461.71	\$ 7,007.57
12/19/15	\$ 86,174.32	\$ 43,087.16	\$ 43,087.16	\$ 3,416.81	\$ 17,191.78	\$ 934.99	\$ 14,511.76	\$ 7,031.82
12/26/15	\$ 105,670.96	\$ 52,835.48	\$ 52,835.48	\$ 4,189.85	\$ 21,081.36	\$ 1,146.53	\$ 17,794.99	\$ 8,622.75
01/02/16	\$ 149,926.28	\$ 74,963.14	\$ 74,963.14	\$ 5,944.58	\$ 29,910.29	\$ 1,626.70	\$ 25,247.59	\$ 12,233.98
Subtotal	\$ 2,957,378.80	\$ 1,934,721.14	\$ 1,022,657.66	\$ 81,096.75	\$ 408,040.40	\$ 22,191.68	\$ 344,431.11	\$ 166,897.72

Benchmark Goal @ 2% \$ 912,063.48

Remainder until 1% / 1% Split \$ -

VIDEO LOTTERY REPORT

FY 2012		FY 2013		FY 2014		FY 2015		FY 2016	
Date	Amount	Date	Amount	Date	Amount	Date	Amount	Date	Amount
7/1-2/2011	69,824.12	7/7/2012	161,637.92	7/6/2013	123,196.88	7/5/2014	106,819.12	7/4/2015	89,446.56
7/9/2011	171,717.28	7/14/2012	129,458.04	7/13/2013	128,060.40	7/12/2014	111,792.16	7/11/2015	119,132.68
7/16/2011	143,019.52	7/21/2012	130,037.00	7/20/2013	115,128.84	7/19/2014	116,320.32	7/18/2015	112,706.24
7/23/2011	146,508.00	7/28/2012	137,164.44	7/27/2013	123,049.56	7/26/2014	112,502.48	7/25/2015	109,356.88
7/30/2011	144,510.28	8/4/2012	132,931.16	8/3/2013	116,180.80	8/2/2014	117,145.12	8/1/2015	119,089.60
8/6/2011	151,495.28	8/11/2012	134,212.88	8/10/2013	120,078.64	8/9/2014	114,374.60	8/8/2015	115,689.52
8/13/2011	117,350.38	8/18/2012	110,241.90	8/17/2013	124,888.56	8/16/2014	114,105.32	8/15/2015	108,726.48
8/20/2011	71,614.12	8/25/2012	66,209.90	8/24/2013	89,882.12	8/23/2014	116,097.04	8/22/2015	108,922.12
8/27/2011	63,432.14	9/1/2012	67,133.42	8/31/2013	58,913.18	8/30/2014	60,280.02	8/29/2015	73,285.10
9/3/2011	80,837.76	9/8/2012	74,029.40	9/7/2013	67,758.74	9/6/2014	61,420.28	9/5/2015	55,890.76
9/10/2011	84,845.80	9/15/2012	61,838.04	9/14/2013	53,374.22	9/13/2014	51,364.96	9/12/2015	63,273.30
9/17/2011	66,748.62	9/22/2012	56,996.90	9/21/2013	54,277.94	9/20/2014	50,664.54	9/19/2015	54,233.06
9/24/2011	68,929.80	9/29/2012	61,611.40	9/28/2013	54,881.50	9/27/2014	50,127.22	9/26/2015	52,439.60
10/1/2011	68,871.64	10/6/2012	62,715.20	10/5/2013	55,950.74	10/4/2014	53,531.28	10/3/2015	53,104.94
10/8/2011	70,866.90	10/13/2012	60,710.18	10/12/2013	55,837.92	10/11/2014	51,127.00	10/10/2015	50,291.26
10/15/2011	75,262.66	10/20/2012	62,333.08	10/19/2013	61,327.20	10/18/2014	56,414.64	10/17/2015	53,048.80
10/22/2011	68,757.72	10/27/2012	58,073.54	10/26/2013	52,854.06	10/25/2014	49,890.20	10/24/2015	55,418.72
10/29/2011	60,507.98	11/3/2012	56,545.30	11/2/2013	57,543.54	11/1/2014	52,242.34	10/31/2015	57,023.64
11/5/2011	70,673.88	11/10/2012	56,110.96	11/9/2013	54,666.76	11/8/2014	52,819.26	11/7/2015	55,832.08
11/12/2011	67,627.10	11/17/2012	57,432.36	11/16/2013	56,495.96	11/15/2014	51,810.32	11/14/2015	56,012.86
11/19/2011	60,690.60	11/24/2012	65,888.86	11/23/2013	48,628.62	11/22/2014	46,228.62	11/21/2015	50,193.76
11/26/2011	74,140.54	12/1/2012	50,243.34	11/30/2013	59,645.66	11/29/2014	55,593.44	11/28/2015	60,010.98
12/3/2011	59,429.94	12/8/2012	50,770.96	12/7/2013	47,306.24	12/6/2014	46,792.50	12/5/2015	47,767.86
12/10/2011	51,395.44	12/15/2012	47,022.38	12/14/2013	29,229.02	12/13/2014	40,904.98	12/12/2015	42,938.56
12/17/2011	55,981.32	12/22/2012	46,838.96	12/21/2013	44,581.02	12/20/2014	41,600.84	12/19/2015	43,087.16
12/24/2011	54,248.62	12/29/2012	59,697.22	12/28/2013	62,117.14	12/27/2014	58,114.68	12/26/2015	52,835.48
12/31/2011	94,661.00	1/5/2013	71,673.52	1/4/2014	62,963.88	1/3/2015	68,277.28	1/2/2016	74,963.14
1/7/2012	74,863.40	1/12/2013	50,416.30	1/11/2014	37,935.94	1/10/2015	37,099.34		
1/14/2012	58,901.92	1/19/2013	51,211.88	1/18/2014	49,418.64	1/17/2015	43,217.36		
1/21/2012	61,819.92	1/26/2013	46,966.26	1/25/2014	42,720.80	1/24/2015	41,212.80		
1/28/2012	62,898.78	2/2/2013	52,067.92	2/1/2014	47,681.60	1/31/2015	42,783.32		
2/4/2012	72,154.66	2/9/2013	52,222.20	2/8/2014	45,434.52	2/7/2015	47,859.18		
2/11/2012	66,429.04	2/16/2013	64,243.52	2/15/2014	41,076.08	2/14/2015	48,131.08		
2/18/2012	77,455.88	2/23/2013	64,115.70	2/22/2014	61,523.98	2/21/2015	37,610.66		
2/25/2012	77,611.78	3/2/2013	62,602.74	3/1/2014	57,744.78	2/28/2015	56,982.14		
3/3/2012	75,963.86	3/9/2013	59,213.26	3/8/2014	50,439.94	3/7/2015	43,750.42		
3/10/2012	76,808.62	3/16/2013	62,366.36	3/15/2014	54,414.66	3/14/2015	55,096.66		
3/17/2012	76,883.92	3/23/2013	59,841.02	3/22/2014	50,734.62	3/21/2015	53,081.08		
3/24/2012	72,108.36	3/30/2013	57,567.98	3/29/2014	51,174.60	3/28/2015	50,548.88		
3/31/2012	74,244.22	4/6/2013	63,108.84	4/5/2014	55,229.90	4/4/2015	51,713.78		
4/7/2012	75,382.98	4/13/2013	56,849.30	4/12/2014	48,653.18	4/11/2015	51,024.54		
4/14/2012	71,065.34	4/20/2013	55,432.12	4/19/2014	54,469.22	4/18/2015	49,338.10		
4/21/2012	68,055.08	4/27/2013	58,612.74	4/26/2014	51,637.18	4/25/2015	49,656.62		

4/28/2012	72,880.66	5/4/2013	61,102.92	5/3/2014	54,757.72	5/2/2015	54,079.66
5/5/2012	71,582.30	5/11/2013	57,428.70	5/10/2014	51,011.76	5/9/2015	50,062.82
5/12/2012	63,357.92	5/18/2013	61,172.80	5/17/2014	51,148.34	5/16/2015	48,308.08
5/19/2012	78,984.36	5/25/2013	57,131.24	5/24/2014	53,082.60	5/23/2015	47,705.92
5/26/2012	67,396.24	6/1/2013	65,920.66	5/31/2014	62,642.98	5/30/2015	58,258.10
6/2/2012	76,959.44	6/8/2013	55,233.74	6/7/2014	49,517.18	6/6/2015	53,927.82
6/9/2012	63,584.86	6/15/2013	54,067.52	6/14/2014	50,266.50	6/13/2015	50,110.84
6/16/2012	59,436.12	6/22/2013	54,690.28	6/21/2014	48,768.14	6/20/2015	47,109.22
6/23/2012	55,921.30	6/29/2013	55,991.38	6/28/2014	49,250.32	6/27/2015	55,325.14
6/30/2012	58,207.40	6/30/2013	11,509.54	6/30/2014	12,010.70	6/30/2015	16,018.68

4,124,906.80

3,580,645.18

3,261,565.02

3,148,372.80

1,934,721.14

Table Game Revenue

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
July/August, 2010	154,185.68	July, 2011	141,718.01	July, 2012	138,663.64	July, 2013	99,274.36
September, 2010	94,247.84	August, 2011	137,473.92	August, 2012	133,245.83	August, 2013	111,427.75
October, 2010	105,903.60	September, 2011	110,375.25	September, 2012	127,532.40	September, 2013	80,857.74
November, 2010	108,717.67	October, 2011	124,273.94	October, 2012	126,482.02	October, 2013	81,066.09
December, 2010	118,721.11	November, 2011	121,118.87	November, 2012	134,443.93	November, 2013	79,853.94
January, 2011	106,189.21	December, 2011	140,509.93	December, 2012	146,677.92	December, 2013	79,617.31
February, 2011	105,776.45	January, 2012	137,812.68	January, 2013	132,650.35	January, 2014	75,093.81
March, 2011	120,927.10	February, 2012	142,770.01	February, 2013	121,636.62	February, 2014	75,170.90
April, 2011	130,654.61	March, 2012	151,845.46	March, 2013	149,033.62	March, 2014	78,201.51
May, 2011	130,492.02	April, 2012	127,862.26	April, 2013	105,545.23	April, 2014	72,380.72
June, 2011	121,576.41	May, 2012	137,905.13	May, 2013	109,747.38	May, 2014	93,191.89
		June, 2012	129,235.38	June, 2013	104,803.37	June, 2014	72,350.70
Total 2010-2011	1,297,391.70	Total 2011-2012	1,602,900.84	Total 2012-2013	1,530,462.31	Total 2013-2014	998,486.72

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
July, 2014	78,639.07	July, 2015	75,674.79
August, 2014	84,726.51	August, 2015	70,064.73
September, 2014	71,967.51	September, 2015	64,845.44
October, 2014	66,257.02	October, 2015	68,440.97
November, 2014	71,046.66	November, 2015	67,488.54
December, 2014	76,797.24		
January, 2015	73,346.66		
February, 2015	66,262.78		
March, 2015	73,747.70		
April, 2015	76,343.68		
May, 2015	78,424.23		
June, 2015	81,569.83		
Total 2014-2015	899,128.89	Total 2015-2016	346,514.47

Table Game Revenue Distribution - Jefferson County School Board

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
July, 2011	425,154.03	July, 2012	415,990.92	July, 2013	297,823.08	July, 2014	235,917.21
August, 2011	412,421.76	August, 2012	399,737.49	August, 2013	334,283.25	August, 2014	254,179.53
September, 2011	331,125.75	September, 2012	382,597.20	September, 2013	242,573.22	September, 2014	215,902.53
October, 2011	372,821.82	October, 2012	379,446.06	October, 2013	243,198.27	October, 2014	198,771.06
November, 2011	363,356.61	November, 2012	403,331.79	November, 2013	239,561.82	November, 2014	213,139.98
December, 2011	421,529.79	December, 2012	440,033.75	December, 2013	238,851.93	December, 2014	230,391.72
January, 2012	413,438.04	January, 2013	397,951.05	January, 2014	225,281.43	January, 2015	220,039.98
February, 2012	428,310.03	February, 2013	381,857.07	February, 2014	225,512.70	February, 2015	198,788.34
March, 2012	455,536.38	March, 2013	447,100.86	March, 2014	234,604.53	March, 2015	221,243.10
April, 2012	383,586.78	April, 2013	316,635.69	April, 2014	217,142.18	April, 2015	229,031.04
May, 2012	413,715.39	May, 2013	329,242.14	May, 2014	279,575.67	May, 2015	235,272.69
June, 2012	387,706.12	June, 2013	314,410.11	June, 2014	217,052.10	June, 2015	244,709.49
Total 2011-2012	4,808,702.50	Total 2012-2013	4,608,334.13	Total 2013-2014	2,995,460.18	Total 2014-2015	2,697,386.67

<u>Date</u>	<u>Amount</u>
July, 2015	227,024.37
August, 2015	210,194.19
September, 2015	194,536.32
October, 2015	205,322.91
November, 2015	202,465.62

Total 2015-2016	1,039,543.41
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**WEST VIRGINIA LOTTERY
WEEKLY SETTLEMENT FOR CHARLES TOWN**

Week Ending Date

January 9, 2016

To be Deposited on:

January 15, 2016

Amount Played	46,810,430.79
Amount Won	41,797,187.07
Amount Promo	211,075.00
MWAP Contribution	<u>1,909.46</u>
Adjusted Gross Terminal Revenue	<u>4,800,259.26</u>
Administrative Costs @ 4%	0.00
Excess Lottery Fund @ 4%	<u>192,010.37</u>
Net Terminal Revenue	<u>4,608,248.89</u>
Surcharge @ 10%	460,824.89
State Share Excess @ 58% & 10% of 42%	286,633.08
Track Share of Capital Reinvestment @ 90% of 42%	<u>174,191.81</u>
<i>Track Share of Capital Reinvestment @ 96%</i>	<i>167,224.14</i>
<i>Track Share of Capital Reinvestment @ 4%</i>	<i>6,967.67</i>
Adjusted Net Terminal Revenue	<u>4,147,424.00</u>
Racetrack @ 46.50% / 42%	1,741,918.08
Lottery Fund @ 30% / 0%	0.00
Excess Lottery Fund @ 0% / 41%	1,700,443.84
Excess Lottery Fund @ 12.85% / 9.55%	396,079.00
Race Track Purses @ 90% of 7% / 4%	149,307.26
Employee Pension Fund @ 1% / .5%	20,737.12
Greyhound Development @ 90% of .75%	27,995.11
Thoroughbred Development @ 90% of .75%	27,995.11
County/Municipality @ 2%	<u>82,948.48</u>
	<u>4,147,424.00</u>

WEST VIRGINIA LOTTERY
 First Benchmark
 Charles Town
 County / City Split
 Fiscal Year 2016

Charles Town
 1999 Net Terminal Revenue \$ 45,603,174
 Benchmark Goal @ 2% \$ 912,063.48

DATE	2% OF ADJ. NET REVENUE	TO JEFFERSON COUNTY	TO FIVE CITIES	BOLIVAR 7.93%	CHARLES TOWN 39.90%	HARPERS FERRY 2.17%	RANSON 33.68%	SHEPHERDS TOWN 16.32%
4 days ending: 07/04/15	\$ 89,446.56	\$ 89,446.56	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Week ending:								
07/11/15	\$ 119,132.68	\$ 119,132.68	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/18/15	\$ 112,706.24	\$ 112,706.24	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
07/25/15	\$ 109,356.88	\$ 109,356.88	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/01/15	\$ 119,089.60	\$ 119,089.60	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/08/15	\$ 115,689.52	\$ 115,689.52	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/15/15	\$ 108,726.48	\$ 108,726.48	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/22/15	\$ 108,922.12	\$ 108,922.12	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08/29/15	\$ 117,576.80	\$ 73,285.10	\$ 44,291.70	\$ 3,512.33	\$ 17,672.39	\$ 961.13	\$ 14,917.44	\$ 7,228.41
09/05/15	\$ 111,781.52	\$ 55,890.76	\$ 55,890.76	\$ 4,432.14	\$ 22,300.41	\$ 1,212.83	\$ 18,824.01	\$ 9,121.37
09/12/15	\$ 128,546.60	\$ 63,273.30	\$ 63,273.30	\$ 5,017.57	\$ 25,246.05	\$ 1,373.03	\$ 21,310.45	\$ 10,326.20
09/19/15	\$ 108,466.12	\$ 54,233.06	\$ 54,233.06	\$ 4,300.68	\$ 21,638.99	\$ 1,176.86	\$ 18,265.69	\$ 8,850.84
09/26/15	\$ 104,879.20	\$ 52,439.60	\$ 52,439.60	\$ 4,158.46	\$ 20,923.40	\$ 1,137.94	\$ 17,661.66	\$ 8,558.14
10/03/15	\$ 106,209.88	\$ 53,104.94	\$ 53,104.94	\$ 4,211.22	\$ 21,188.87	\$ 1,152.38	\$ 17,885.74	\$ 8,666.73
10/10/15	\$ 100,582.52	\$ 50,291.26	\$ 50,291.26	\$ 3,988.10	\$ 20,066.21	\$ 1,091.32	\$ 16,938.10	\$ 8,207.53
10/17/15	\$ 106,097.60	\$ 53,048.80	\$ 53,048.80	\$ 4,206.77	\$ 21,166.47	\$ 1,151.16	\$ 17,866.84	\$ 8,657.56
10/24/15	\$ 110,837.44	\$ 55,418.72	\$ 55,418.72	\$ 4,394.70	\$ 22,112.07	\$ 1,202.59	\$ 18,665.02	\$ 9,044.34
10/31/15	\$ 114,047.28	\$ 57,023.64	\$ 57,023.64	\$ 4,521.98	\$ 22,752.43	\$ 1,237.41	\$ 19,205.56	\$ 9,306.26
11/07/15	\$ 111,664.16	\$ 55,832.08	\$ 55,832.08	\$ 4,427.48	\$ 22,277.00	\$ 1,211.56	\$ 18,804.24	\$ 9,111.80
11/14/15	\$ 112,025.72	\$ 56,012.86	\$ 56,012.86	\$ 4,441.82	\$ 22,349.13	\$ 1,215.48	\$ 18,865.13	\$ 9,141.30
11/21/15	\$ 100,387.52	\$ 50,193.76	\$ 50,193.76	\$ 3,980.37	\$ 20,027.31	\$ 1,089.20	\$ 16,905.26	\$ 8,191.62
11/28/15	\$ 120,021.96	\$ 60,010.98	\$ 60,010.98	\$ 4,758.87	\$ 23,944.38	\$ 1,302.24	\$ 20,211.70	\$ 9,793.79
12/05/15	\$ 95,535.72	\$ 47,767.86	\$ 47,767.86	\$ 3,787.99	\$ 19,059.38	\$ 1,036.56	\$ 16,088.22	\$ 7,795.71
12/12/15	\$ 85,877.12	\$ 42,938.56	\$ 42,938.56	\$ 3,405.03	\$ 17,132.48	\$ 931.77	\$ 14,461.71	\$ 7,007.57
12/19/15	\$ 86,174.32	\$ 43,087.16	\$ 43,087.16	\$ 3,416.81	\$ 17,191.78	\$ 934.99	\$ 14,511.76	\$ 7,031.82
12/26/15	\$ 105,670.96	\$ 52,835.48	\$ 52,835.48	\$ 4,189.85	\$ 21,081.36	\$ 1,146.53	\$ 17,794.99	\$ 8,622.75
01/02/16	\$ 149,926.28	\$ 74,963.14	\$ 74,963.14	\$ 5,944.58	\$ 29,910.29	\$ 1,626.70	\$ 25,247.59	\$ 12,233.98
01/09/16	\$ 82,948.48	\$ 41,474.24	\$ 41,474.24	\$ 3,288.91	\$ 16,548.22	\$ 899.99	\$ 13,968.52	\$ 6,768.60
Subtotal	\$ 3,040,327.28	\$ 1,976,195.38	\$ 1,064,131.90	\$ 84,385.66	\$ 424,588.62	\$ 23,091.67	\$ 358,399.63	\$ 173,666.32

Benchmark Goal @ 2% \$ 912,063.48

Remainder until 1% / 1% Split \$ -

VIDEO LOTTERY REPORT

FY 2012		FY 2013		FY 2014		FY 2015		FY 2016	
Date	Amount	Date	Amount	Date	Amount	Date	Amount	Date	Amount
7/1-2/2011	69,824.12	7/7/2012	161,637.92	7/6/2013	123,196.88	7/5/2014	106,819.12	7/4/2015	89,446.56
7/9/2011	171,717.28	7/14/2012	129,458.04	7/13/2013	128,060.40	7/12/2014	111,792.16	7/11/2015	119,132.68
7/16/2011	143,019.52	7/21/2012	130,037.00	7/20/2013	115,128.84	7/19/2014	116,320.32	7/18/2015	112,706.24
7/23/2011	146,508.00	7/28/2012	137,164.44	7/27/2013	123,049.56	7/26/2014	112,502.48	7/25/2015	109,356.88
7/30/2011	144,510.28	8/4/2012	132,931.16	8/3/2013	116,180.80	8/2/2014	117,145.12	8/1/2015	119,089.60
8/6/2011	151,495.28	8/11/2012	134,212.88	8/10/2013	120,078.64	8/9/2014	114,374.60	8/8/2015	115,689.52
8/13/2011	117,350.38	8/18/2012	110,241.90	8/17/2013	124,888.56	8/16/2014	114,105.32	8/15/2015	108,726.48
8/20/2011	71,614.12	8/25/2012	66,209.90	8/24/2013	89,882.12	8/23/2014	116,097.04	8/22/2015	108,922.12
8/27/2011	63,432.14	9/1/2012	67,133.42	8/31/2013	58,913.18	8/30/2014	60,280.02	8/29/2015	73,285.10
9/3/2011	80,837.76	9/8/2012	74,029.40	9/7/2013	67,758.74	9/6/2014	61,420.28	9/5/2015	55,890.76
9/10/2011	84,845.80	9/15/2012	61,838.04	9/14/2013	53,374.22	9/13/2014	51,364.96	9/12/2015	63,273.30
9/17/2011	66,748.62	9/22/2012	56,996.90	9/21/2013	54,277.94	9/20/2014	50,664.54	9/19/2015	54,233.06
9/24/2011	68,929.80	9/29/2012	61,611.40	9/28/2013	54,881.50	9/27/2014	50,127.22	9/26/2015	52,439.60
10/1/2011	68,871.64	10/6/2012	62,715.20	10/5/2013	55,950.74	10/4/2014	53,531.28	10/3/2015	53,104.94
10/8/2011	70,866.90	10/13/2012	60,710.18	10/12/2013	55,837.92	10/11/2014	51,127.00	10/10/2015	50,291.26
10/15/2011	75,262.66	10/20/2012	62,333.08	10/19/2013	61,327.20	10/18/2014	56,414.64	10/17/2015	53,048.80
10/22/2011	68,757.72	10/27/2012	58,073.54	10/26/2013	52,854.06	10/25/2014	49,890.20	10/24/2015	55,418.72
10/29/2011	60,507.98	11/3/2012	56,545.30	11/2/2013	57,543.54	11/1/2014	52,242.34	10/31/2015	57,023.64
11/5/2011	70,673.88	11/10/2012	56,110.96	11/9/2013	54,666.76	11/8/2014	52,819.26	11/7/2015	55,832.08
11/12/2011	67,627.10	11/17/2012	57,432.36	11/16/2013	56,495.96	11/15/2014	51,810.32	11/14/2015	56,012.86
11/19/2011	60,690.60	11/24/2012	65,888.86	11/23/2013	48,628.62	11/22/2014	46,228.62	11/21/2015	50,193.76
11/26/2011	74,140.54	12/1/2012	50,243.34	11/30/2013	59,645.66	11/29/2014	55,593.44	11/28/2015	60,010.98
12/3/2011	59,429.94	12/8/2012	50,770.96	12/7/2013	47,306.24	12/6/2014	46,792.50	12/5/2015	47,767.86
12/10/2011	51,395.44	12/15/2012	47,022.38	12/14/2013	29,229.02	12/13/2014	40,904.98	12/12/2015	42,938.56
12/17/2011	55,981.32	12/22/2012	46,838.96	12/21/2013	44,581.02	12/20/2014	41,600.84	12/19/2015	43,087.16
12/24/2011	54,248.62	12/29/2012	59,697.22	12/28/2013	62,117.14	12/27/2014	58,114.68	12/26/2015	52,835.48
12/31/2011	94,661.00	1/5/2013	71,673.52	1/4/2014	62,963.88	1/3/2015	68,277.28	1/2/2016	74,963.14
1/7/2012	74,863.40	1/12/2013	50,416.30	1/11/2014	37,935.94	1/10/2015	37,099.34	1/9/2016	41,474.24
1/14/2012	58,901.92	1/19/2013	51,211.88	1/18/2014	49,418.64	1/17/2015	43,217.36		
1/21/2012	61,819.92	1/26/2013	46,966.26	1/25/2014	42,720.80	1/24/2015	41,212.80		
1/28/2012	62,898.78	2/2/2013	52,067.92	2/1/2014	47,681.60	1/31/2015	42,783.32		
2/4/2012	72,154.66	2/9/2013	52,222.20	2/8/2014	45,434.52	2/7/2015	47,859.18		
2/11/2012	66,429.04	2/16/2013	64,243.52	2/15/2014	41,076.08	2/14/2015	48,131.08		
2/18/2012	77,455.88	2/23/2013	64,115.70	2/22/2014	61,523.98	2/21/2015	37,610.66		
2/25/2012	77,611.78	3/2/2013	62,602.74	3/1/2014	57,744.78	2/28/2015	56,982.14		
3/3/2012	75,963.86	3/9/2013	59,213.26	3/8/2014	50,439.94	3/7/2015	43,750.42		
3/10/2012	76,808.62	3/16/2013	62,366.36	3/15/2014	54,414.66	3/14/2015	55,096.66		
3/17/2012	76,883.92	3/23/2013	59,841.02	3/22/2014	50,734.62	3/21/2015	53,081.08		
3/24/2012	72,108.36	3/30/2013	57,567.98	3/29/2014	51,174.60	3/28/2015	50,548.88		
3/31/2012	74,244.22	4/6/2013	63,108.84	4/5/2014	55,229.90	4/4/2015	51,713.78		
4/7/2012	75,382.98	4/13/2013	56,849.30	4/12/2014	48,653.18	4/11/2015	51,024.54		
4/14/2012	71,065.34	4/20/2013	55,432.12	4/19/2014	54,469.22	4/18/2015	49,338.10		
4/21/2012	68,055.08	4/27/2013	58,612.74	4/26/2014	51,637.18	4/25/2015	49,656.62		

4/28/2012	72,880.66	5/4/2013	61,102.92	5/3/2014	54,757.72	5/2/2015	54,079.66
5/5/2012	71,582.30	5/11/2013	57,428.70	5/10/2014	51,011.76	5/9/2015	50,062.82
5/12/2012	63,357.92	5/18/2013	61,172.80	5/17/2014	51,148.34	5/16/2015	48,308.08
5/19/2012	78,984.36	5/25/2013	57,131.24	5/24/2014	53,082.60	5/23/2015	47,705.92
5/26/2012	67,396.24	6/1/2013	65,920.66	5/31/2014	62,642.98	5/30/2015	58,258.10
6/2/2012	76,959.44	6/8/2013	55,233.74	6/7/2014	49,517.18	6/6/2015	53,927.82
6/9/2012	63,584.86	6/15/2013	54,067.52	6/14/2014	50,266.50	6/13/2015	50,110.84
6/16/2012	59,436.12	6/22/2013	54,690.28	6/21/2014	48,768.14	6/20/2015	47,109.22
6/23/2012	55,921.30	6/29/2013	55,991.38	6/28/2014	49,250.32	6/27/2015	55,325.14
6/30/2012	58,207.40	6/30/2013	11,509.54	6/30/2014	12,010.70	6/30/2015	16,018.68

4,124,906.80

3,580,645.18

3,261,565.02

3,148,372.80

1,976,195.38

Table Game Revenue

Date	Amount	Date	Amount	Date	Amount	Date	Amount
July/August, 2010	154,185.68	July, 2011	141,718.01	July, 2012	138,663.64	July, 2013	99,274.36
September, 2010	94,247.84	August, 2011	137,473.92	August, 2012	133,245.83	August, 2013	111,427.75
October, 2010	105,903.60	September, 2011	110,375.25	September, 2012	127,532.40	September, 2013	80,857.74
November, 2010	108,717.67	October, 2011	124,273.94	October, 2012	126,482.02	October, 2013	81,066.09
December, 2010	118,721.11	November, 2011	121,118.87	November, 2012	134,443.93	November, 2013	79,853.94
January, 2011	106,189.21	December, 2011	140,509.93	December, 2012	146,677.92	December, 2013	79,617.31
February, 2011	105,776.45	January, 2012	137,812.68	January, 2013	132,650.35	January, 2014	75,093.81
March, 2011	120,927.10	February, 2012	142,770.01	February, 2013	121,636.62	February, 2014	75,170.90
April, 2011	130,654.61	March, 2012	151,845.46	March, 2013	149,033.62	March, 2014	78,201.51
May, 2011	130,492.02	April, 2012	127,862.26	April, 2013	105,545.23	April, 2014	72,380.72
June, 2011	121,576.41	May, 2012	137,905.13	May, 2013	109,747.38	May, 2014	93,191.89
		June, 2012	129,235.38	June, 2013	104,803.37	June, 2014	72,350.70
Total 2010-2011	1,297,391.70	Total 2011-2012	1,602,900.84	Total 2012-2013	1,530,462.31	Total 2013-2014	998,486.72

Date	Amount	Date	Amount
July, 2014	78,639.07	July, 2015	75,674.79
August, 2014	84,726.51	August, 2015	70,064.73
September, 2014	71,967.51	September, 2015	64,845.44
October, 2014	66,257.02	October, 2015	68,440.97
November, 2014	71,046.66	November, 2015	67,488.54
December, 2014	76,797.24		
January, 2015	73,346.66		
February, 2015	66,262.78		
March, 2015	73,747.70		
April, 2015	76,343.68		
May, 2015	78,424.23		
June, 2015	81,569.83		
Total 2014-2015	899,128.89	Total 2015-2016	346,514.47

Table Game Revenue Distribution - Jefferson County School Board

Date	Amount	Date	Amount	Date	Amount	Date	Amount
July, 2011	425,154.03	July, 2012	415,990.92	July, 2013	297,823.08	July, 2014	235,917.21
August, 2011	412,421.76	August, 2012	399,737.49	August, 2013	334,283.25	August, 2014	254,179.53
September, 2011	331,125.75	September, 2012	382,597.20	September, 2013	242,573.22	September, 2014	215,902.53
October, 2011	372,821.82	October, 2012	379,446.06	October, 2013	243,198.27	October, 2014	198,771.06
November, 2011	363,356.61	November, 2012	403,331.79	November, 2013	239,561.82	November, 2014	213,139.98
December, 2011	421,529.79	December, 2012	440,033.75	December, 2013	238,851.93	December, 2014	230,391.72
January, 2012	413,438.04	January, 2013	397,951.05	January, 2014	225,281.43	January, 2015	220,039.98
February, 2012	428,310.03	February, 2013	381,857.07	February, 2014	225,512.70	February, 2015	198,788.34
March, 2012	455,536.38	March, 2013	447,100.86	March, 2014	234,604.53	March, 2015	221,243.10
April, 2012	383,586.78	April, 2013	316,635.69	April, 2014	217,142.18	April, 2015	229,031.04
May, 2012	413,715.39	May, 2013	329,242.14	May, 2014	279,575.67	May, 2015	235,272.69
June, 2012	387,706.12	June, 2013	314,410.11	June, 2014	217,052.10	June, 2015	244,709.49
Total 2011-2012	4,808,702.50	Total 2012-2013	4,608,334.13	Total 2013-2014	2,995,460.18	Total 2014-2015	2,697,386.67

Date	Amount
July, 2015	227,024.37
August, 2015	210,194.19
September, 2015	194,536.32
October, 2015	205,322.91
November, 2015	202,465.62

Total 2015-2016 1,039,543.41