

AGENDA
JEFFERSON COUNTY COMMISSION
THURSDAY, MARCH 31, 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

- March 17, 2016 Regular Meeting
- March 22, 2016 Special Session

APPROVAL OF ACCOUNTS PAYABLE/MANUAL CHECKS

- March 24, 2016
- March 31, 2016

APPROVAL OF PAYROLL

- March 24, 2016

ANNOUNCEMENTS

- Report if there are changes in the agenda if applicable

PUBLIC COMMENT

PRESENTATIONS

1. 9:45 a.m. Pete Dougherty, Sheriff
 - Approval of Court Security Grant - Discussion/Action
 - Posting of Signs - Discussion/Action
 - Vehicle transfer - Discussion/Action
2. 10:00 a.m. Shay K. McNeil, WVU 4-H Extension Agent - Jefferson County
 - Presentation on the Jefferson County 4-H Program by the Jefferson County 4-H Youth Advisory Board
3. 10:15 a.m. Martin Burke, Jefferson County Historic Landmarks Commission
 - Presentation of Jefferson County Historic Landmarks Commission's

2016-2020 Long Range Work Plan - Discussion/Action

4. 10:30 a.m. **BREAK**
5. 10:45 a.m. Bill Polk, Maintenance Director
- Request approval to place items in Sheriff's auction - Discussion/Action
6. 11:00 a.m. Todd Fagan - GIS/Addressing Office
- Consideration of Amendment #4 to E9-1-1 Addressing Ordinance 01-2002 - Discussion/Action
7. 11:15 a.m. Nathan Cochran, Assistant Prosecuting Attorney
- Approval of By-Laws for the Jefferson County Emergency Services Agency
- Discussion/Action
- Update on 15-AA-4 and 16-AA-2- Possible Executive Session

NEW BUSINESS

8. Possible motion to rescind and reappoint appointments made to the Jefferson County Planning Commission on March 17, 2016 - Discussion/Action
9. Set time to Lay the Levy on Tuesday, April 19, 2016 - Discussion/Action
10. Legislative Updates

FINANCIAL DIRECTOR REPORTS

- Approval of 2016 Internal Budget Revision #3 General Fund - Discussion/Action
- Approval of 2016 Internal Budget Revision #4 General Fund - Discussion/Action
- Approval of 2016 Internal Budget Revision #1 Capital Outlay Fund - Discussion/Action

COUNTY ADMINISTRATOR REPORTS

COUNTY COMMISSION REPORTS

12. ADJOURN

CORRESPONDENCE/INFORMATION

Notice of Intent to Appoint to the Jefferson County Development Authority Board.

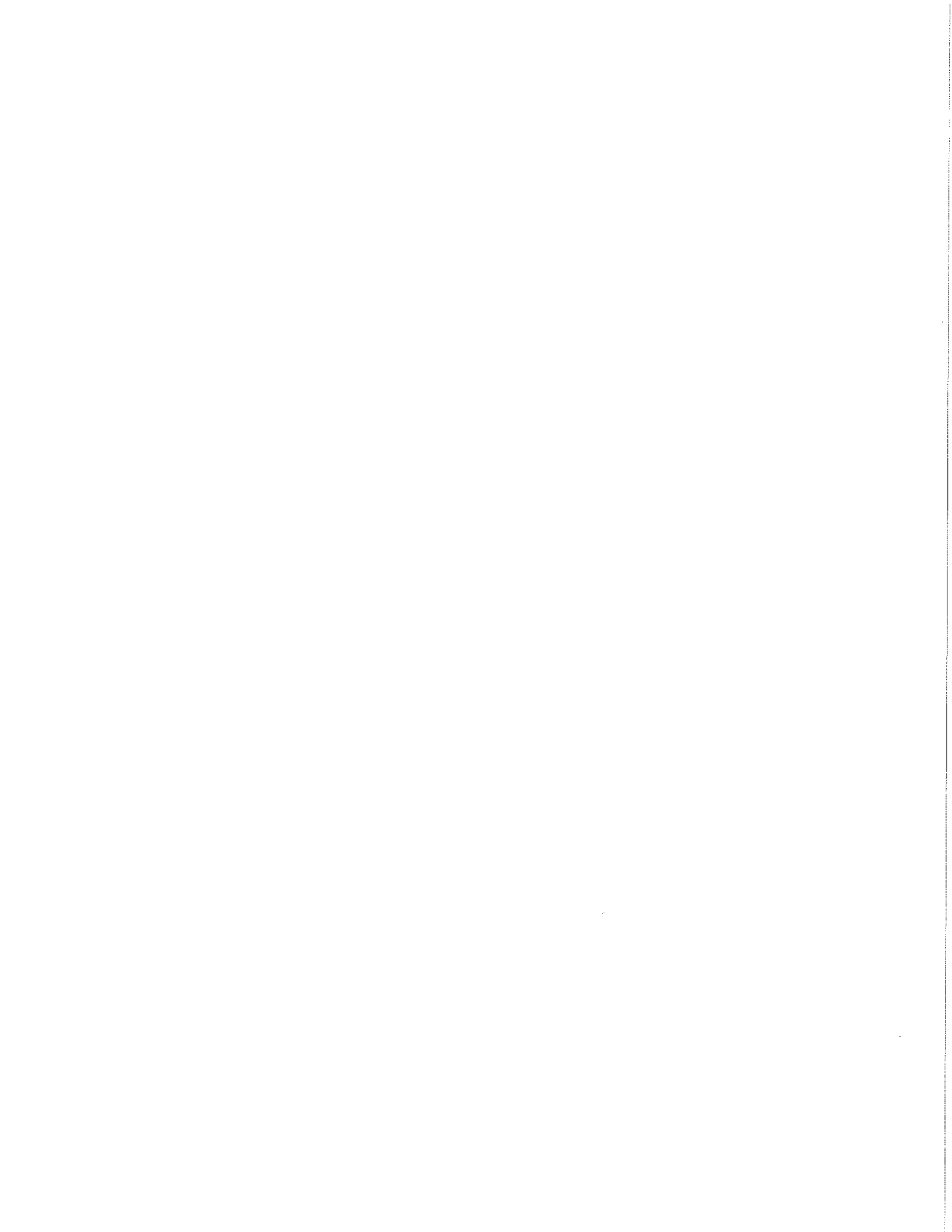
Jefferson County Public Service District Public Forum Minutes - February 1, 2016.

Jefferson County Public Service District Special Meeting Minutes - February 10, 2016.

WV Lottery Weekly Settlement for Charles Town - March 12, 2016.

WV Lottery Weekly Settlement for Charles Town - March 19, 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, March 17, 2016

A meeting of the Jefferson County Commission was held on Thursday, March 17, 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 due to illness. Also present were Sandy McDonald, Deputy County Administrator, Jessica Carroll, Executive Administrative Assistant and Jim Eddy, Bailiff. (An audio tape of the Thursday, March 17, 2016 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Bell led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Ms. Tabb to approve the March 3, 2016 Regular Meeting Minutes as presented. Motion seconded and unanimously approved.

APPROVAL OF PAYROLL

Motion by Mr. Bell to approve the March 3, 2016 Payroll in the amount of \$231,094.44. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
076030	PAYROLL	KIMBERLY D BURKE			\$ 301.06	\$ 301.06
076031	PAYROLL	BUREAU F/CHILD SUPPORT			\$ 49.85	\$ 49.85
076032	PAYROLL	BUREAU F/CHILD SPVRT ENF			\$ 212.31	\$ 212.31
076033	PAYROLL	BUREAU OF CHILD SUPPORT			\$ 461.54	\$ 461.54

076034	PAYROLL	BUREAU OF CHILD SUPPORT			\$ 119.54	\$ 119.54
076035	PAYROLL	BUREAU OF CHILD SUPPORT			\$ 530.77	\$ 530.77
076036	402	CSSI-COMPLETE SYSTEM SPR			\$ 424.00	\$ 424.00
076037	428	DOUBLE RADIUS			\$ 247.13	\$ 247.13
076038	425	J.C.EHRLICH			\$ 225.00	\$ 225.00
076039	PAYROLL	STEPHANIE GROVE			\$ 231.26	\$ 231.26
076040	PAYROLL	JERRI HERBERT			\$ 2,250.00	\$ 2,250.00
076041	401	RICOH USA, INC			\$ 136.01	\$ 136.01
076041	403	RICOH USA, INC			\$ 58.14	\$ 58.14
076041	404	RICOH USA, INC			\$ 29.07	\$ 29.07
076041	405	RICOH USA, INC			\$ 154.58	\$ 154.58
076041	406	RICOH USA, INC			\$ 29.07	\$ 29.07
076041	425	RICOH USA, INC			\$ 33.48	\$ 33.48
076041	433	RICOH USA, INC			\$ 44.30	\$ 44.30
076041	440	RICOH USA, INC			\$ 64.29	\$ 64.29
076041	700	RICOH USA, INC			\$ 58.14	\$ 58.14
076041	712	RICOH USA, INC			\$ 163.65	\$ 163.65
076042	401	JEFFERSON PUBLISH CO INC			\$ 119.02	\$ 119.02
076042	402	JEFFERSON PUBLISH CO INC			\$ 187.90	\$ 187.90
076042	712	JEFFERSON PUBLISH CO INC			\$ 36.00	\$ 36.00
076043	PAYROLL	JEFFERSON SECURITY BANK			\$ 5,510.00	\$ 5,510.00
076044	PAYROLL	HELEN M. MORRIS, TRUSTEE			\$ 150.00	\$ 150.00
076045	PAYROLL	NATIONWIDE RETIREMENT			\$ 749.00	\$ 749.00
076046	439	WVU FOUNDATION, INC.			\$ 90.00	\$ 90.00
076047	428	OFFICEMAX			\$ 1,669.47	\$ 1,669.47
076048	425	RCS SECURITY			\$ 297.50	\$ 297.50
076049	GRANT	RCS SECURITY			\$ 1,798.20	\$ 1,798.20
076050	PAYROLL	RETIREE HLTH BENEFIT TRS			\$ 6,841.00	\$ 6,841.00
076051	ALLOC	SHEPHERDSTOWN FIRE CO			\$ 60,000.00	\$ 60,000.00
076052	402	SOFTWARE SYSTEMS, INC			\$ 27.00	\$ 27.00
076052	403	SOFTWARE SYSTEMS, INC			\$ 1,200.24	\$ 1,200.24
076052	403	SOFTWARE SYSTEMS, INC			\$ 2,578.00	\$ 2,578.00
076052	404	SOFTWARE SYSTEMS, INC			\$ 737.00	\$ 737.00
076052	406	SOFTWARE SYSTEMS, INC			\$ 58.00	\$ 58.00
076052	428	SOFTWARE SYSTEMS, INC			\$ 392.00	\$ 392.00
076053	408	STATE TAX DEPARTMENT			\$ 14,068.44	\$ 14,068.44
076054	704	WV REGIONAL JAIL &			\$ 82,604.00	\$ 82,604.00
076055	PAYROLL	SHERIFF OF JEFFERSON CO			\$ 42,972.54	\$ 42,972.54
076055	PAYROLL	SHERIFF OF JEFFERSON CO			\$ 10,050.12	\$ 10,050.12
076055	PAYROLL	SHERIFF OF JEFFERSON CO			\$ 41,022.36	\$ 41,022.36

076056	PAYROLL	SHERIFF OF JEFFERSON CO			\$ 3,035.00	\$ 3,035.00
076057	PAYROLL	SHERIFF OF JEFFERSON CO			\$ 2,985.00	\$ 2,985.00
076058	401	STAPLES CREDIT PLAN			\$ 67.21	\$ 67.21
076059	PAYROLL	SHERIFF OF JEFFERSON CO			\$ 114.75	\$ 114.75
076060	717	THOMASSEN AUTO GROUP			\$ 52.25	\$ 52.25
076061	425	CAPITAL TRISTATE			\$ 486.43	\$ 486.43
076062	402	XEROX CORPORATION			\$ 1,226.22	\$ 1,226.22
076062	439	XEROX CORPORATION			\$ 505.61	\$ 505.61
076063	413	REVA MICKEY			\$ 150.00	\$ 150.00
076064	413	F.J. HEFESTAY JR			\$ 150.00	\$ 150.00
TOTAL						\$ 287,753.45
TOTAL					\$ 287,753.45	

Motion by Mr. Bell to approve the Accounts Payable for March 10, 2016 in the amount of \$467,753.45. Motion seconded and unanimously approved.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
076066	405	ACCURATE SYSTEMS INC		\$ -	\$ 800.00	\$ 800.00
076066	428	ACCURATE SYSTEMS INC		\$ -	\$ 4,200.00	\$ 4,200.00
076067	402	APPLE VALLEY OFF.PRODUCT		\$ -	\$ 59.97	\$ 59.97
076068	424	BOLAND SERVICES		\$ -	\$ 270.00	\$ 270.00
076068	425	BOLAND SERVICES		\$ -	\$ 1,325.00	\$ 1,325.00
076069	413	CASTO & HARRIS INC		\$ -	\$ 243.70	\$ 243.70
076070	402	CLERK OF CO. COMMISSION		\$ -	\$ 91.24	\$ 91.24
076071	PAYROLL	NATHAN COCHRAN		\$ -	\$ 2,250.00	\$ 2,250.00
076072	424	J.C.EHRLICH		\$ -	\$ 30.00	\$ 30.00
076072	425	J.C.EHRLICH		\$ -	\$ 603.00	\$ 603.00
076073	PAYROLL	ALEXANDRA BEAULIEU		\$ -	\$ 503.74	\$ 503.74
076074	415	GENERAL COUNTY FUND-J FE		\$ -	\$ 24,515.68	\$ 24,515.68
076075	403	JEFFERSON CENTER		\$ -	\$ 100.00	\$ 100.00
076076	401	JEFFERSON PUBLISH CO INC		\$ -	\$ 102.86	\$ 102.86
076076	404	JEFFERSON PUBLISH CO INC		\$ -	\$ 144.90	\$ 144.90
076077	443	JEFFERSON DAY REPORT CNT		\$ -	\$ 15,303.60	\$ 15,303.60
076078	717	JASPER ENGINE&TRANSMISSN		\$ -	\$ 1,326.00	\$ 1,326.00
076079	405	MATTHEW BENDER & CO		\$ -	\$ 122.83	\$ 122.83
076080	425	MILLER'S SUPPLIES AT WOR		\$ -	\$ 2,805.74	\$ 2,805.74
076081	402	PIFER OFFICE SUPPLY, INC		\$ -	\$ 52.14	\$ 52.14
076081	403	PIFER OFFICE SUPPLY, INC		\$ -	\$ 20.15	\$ 20.15
076081	413	PIFER OFFICE SUPPLY, INC		\$ -	\$ 60.00	\$ 60.00

076082	424	POTOMAC EDISON/OH	\$ -	\$ 2,215.12	\$ 2,215.12
076082	425	POTOMAC EDISON/OH	\$ -	\$ 23,254.46	\$ 23,254.46
076082	425	POTOMAC EDISON/OH	\$ -	\$ 3,888.63	\$ 3,888.63
076083	424	RODGERS CLOCK SERVICE	\$ -	\$ 235.00	\$ 235.00
076084	425	RCS SECURITY	\$ -	\$ 564.00	\$ 564.00
076085	402	RECORD MANAGEMENT SOLUTN	\$ -	\$ 35.00	\$ 35.00
076085	403	RECORD MANAGEMENT SOLUTN	\$ -	\$ 60.00	\$ 60.00
076086	403	WV ASSOC OF CIRCUIT CLER	\$ -	\$ 100.00	\$ 100.00
076087	405	BRANDON C.H. SIMS	\$ -	\$ 10.00	\$ 10.00
076090	401	BAUDVILLE INC	\$ -	\$ 145.50	\$ 145.50
076090	401	EMBASSY SUITES	\$ -	\$ 876.42	\$ 876.42
076090	401	PANERA BREAD	\$ -	\$ 101.20	\$ 101.20
076090	401	PILOT	\$ -	\$ 52.00	\$ 52.00
076090	401	SKILLPATH	\$ -	\$ 249.00	\$ 249.00
076090	401	SPRINT	\$ -	\$ 54.84	\$ 54.84
076090	401	7 ELEVEN	\$ -	\$ 19.00	\$ 19.00
076090	402	EZ NETTOOLS	\$ -	\$ 34.95	\$ 34.95
076090	402	PFC PRODUCTS	\$ -	\$ 487.44	\$ 487.44
076090	403	ARBYS	\$ -	\$ 5.64	\$ 5.64
076090	403	DAIRY QUEEN	\$ -	\$ 19.26	\$ 19.26
076090	403	EMBASSY SUITES	\$ -	\$ 464.95	\$ 464.95
076090	403	MAACM	\$ -	\$ 40.00	\$ 40.00
076090	403	OUTBACK	\$ -	\$ 25.12	\$ 25.12
076090	403	SHOPLET	\$ -	\$ 128.12	\$ 128.12
076090	403	SPRINT	\$ -	\$ 54.84	\$ 54.84
076090	405	SKILLPATH	\$ -	\$ 498.00	\$ 498.00
076090	412	COMCAST	\$ -	\$ 105.75	\$ 105.75
076090	415	SPRINT	\$ -	\$ 108.63	\$ 108.63
076090	424	FRONTIER	\$ -	\$ 10,892.80	\$ 10,892.80
076090	424	ROACH ENERGY	\$ -	\$ 973.48	\$ 973.48
076090	424	SPRINT	\$ -	\$ 54.84	\$ 54.84
076090	424	THE HOME DEPOT	\$ -	\$ 124.40	\$ 124.40
076090	424	WWW.LOGMEIN.COM	\$ -	\$ 149.00	\$ 149.00
076090	424	84 LUMBER	\$ -	\$ 5.47	\$ 5.47
076090	425	AMAZON	\$ -	\$ 413.67	\$ 413.67
076090	425	COMCAST	\$ -	\$ 1,044.26	\$ 1,044.26
076090	425	GRAINGER	\$ -	\$ 568.78	\$ 568.78
076090	425	INTERSTATE ALL BATTERY	\$ -	\$ 95.85	\$ 95.85
076090	425	JEFFERSON COUNTY P.S.D	\$ -	\$ 221.62	\$ 221.62
076090	425	JEFFERSON UTILITIES, INC	\$ -	\$ 559.76	\$ 559.76

076090	425	ROACH ENERGY		\$ -	\$ 1,050.13	\$ 1,050.13
076090	425	SHENANDOAH SPRING WATER		\$ -	\$ 712.65	\$ 712.65
076090	425	THE HOME DEPOT		\$ -	\$ 618.96	\$ 618.96
076090	425	WEISS BROS OF HAGERSTOWN		\$ -	\$ 3,120.80	\$ 3,120.80
076090	425	84 LUMBER		\$ -	\$ 223.15	\$ 223.15
076090	428	AMAZON		\$ -	\$ 199.00	\$ 199.00
076090	428	CDW GOVERNMENT		\$ -	\$ 274.23	\$ 274.23
076090	428	CDW GOVERNMENT		\$ -	\$ 304.32	\$ 304.32
076090	428	DELL		\$ -	\$ 723.31	\$ 723.31
076090	428	NAME-CHEAP.COM		\$ -	\$ 80.64	\$ 80.64
076090	428	SPRINT		\$ -	\$ 109.62	\$ 109.62
076090	433	LYLE SIGNS		\$ -	\$ 224.34	\$ 224.34
076090	433	SPRINT		\$ -	\$ 54.84	\$ 54.84
076090	439	APA - MEMBERSHIP		\$ -	\$ 642.00	\$ 642.00
076090	439	MILLERS OFFICE PRODUCTS		\$ -	\$ 9.20	\$ 9.20
076090	439	SPIRIT OF JEFFERSON		\$ -	\$ 79.54	\$ 79.54
076090	439	SPRINT		\$ -	\$ 54.84	\$ 54.84
076090	439	THE RESORT AT GLADESPRIN		\$ -	\$ 185.72	\$ 185.72
076090	440	ASFPM		\$ -	\$ 140.00	\$ 140.00
076090	440	SPRINT		\$ -	\$ 54.84	\$ 54.84
076090	440	USPS US POSTAL SERVICE		\$ -	\$ 102.00	\$ 102.00
076090	GRANT	TRACTICAL AND SURVIVAL		\$ -	\$ 381.34	\$ 381.34
076090	451	SPIRIT OF JEFFERSON		\$ -	\$ 191.78	\$ 191.78
076090	700	AMAZON		\$ -	\$ 645.73	\$ 645.73
076090	700	BIG LOTS		\$ -	\$ 21.40	\$ 21.40
076090	700	DIGITAL ALLY INC		\$ -	\$ 4,335.16	\$ 4,335.16
076090	700	DIGITAL ALLY INC		\$ -	\$ 484.84	\$ 484.84
076090	700	FOOD LION		\$ -	\$ 116.36	\$ 116.36
076090	700	GALLS		\$ -	\$ 873.49	\$ 873.49
076090	700	GOWERS FEED INC		\$ -	\$ 95.98	\$ 95.98
076090	700	GS IMAGES		\$ -	\$ 1,100.00	\$ 1,100.00
076090	700	JEFFERSON CO HEALTH DEPT		\$ -	\$ 130.00	\$ 130.00
076090	700	KUSTOM SIGNALS		\$ -	\$ 1,941.52	\$ 1,941.52
076090	700	QUICK MEDICAL		\$ -	\$ 41.00	\$ 41.00
076090	700	RIVER CITY FARM & PET SU		\$ -	\$ 66.51	\$ 66.51
076090	700	SLEEP INN		\$ -	\$ 79.99	\$ 79.99
076090	700	SPIRIT OF JEFFERSON		\$ -	\$ 177.90	\$ 177.90
076090	700	SPRINT		\$ -	\$ 1,304.93	\$ 1,304.93
076090	700	TRACTICAL AND SURVIVAL		\$ -	\$ 1,534.23	\$ 1,534.23
076090	700	TRUCKVAULT INC		\$ -	\$ 1,943.02	\$ 1,943.02

076090	700	WV SIGNAL & LIGHT		\$ -	\$ 6,360.87	\$ 6,360.87
076090	701	DICK'S CLOTHING/SPORTING		\$ -	\$ 90.07	\$ 90.07
076090	701	FINISH LINE		\$ -	\$ 92.64	\$ 92.64
076090	701	GANDER MOUNTAIN		\$ -	\$ 105.28	\$ 105.28
076090	701	TARGET		\$ -	\$ 70.85	\$ 70.85
076090	711	CHICK-FIL-A		\$ -	\$ 66.53	\$ 66.53
076090	711	KEEPER		\$ -	\$ 29.99	\$ 29.99
076090	711	KEEPER SECURITY		\$ -	\$ 29.99	\$ 29.99
076090	711	MICROTEL		\$ -	\$ 89.00	\$ 89.00
076090	711	PROPAC INC		\$ -	\$ 154.08	\$ 154.08
076090	711	SPRINT		\$ -	\$ 186.91	\$ 186.91
076090	711	STAPLES		\$ -	\$ 579.19	\$ 579.19
076090	711	STAPLES		\$ -	\$ 194.98	\$ 194.98
076090	711	THE JOURNAL PUBLISH		\$ -	\$ 193.48	\$ 193.48
076090	712	APCO INTERNATIONAL INC.		\$ -	\$ 169.00	\$ 169.00
076090	712	FIRST CONTACT 911		\$ -	\$ 676.00	\$ 676.00
076090	712	FRONTIER		\$ -	\$ 5,099.85	\$ 5,099.85
076090	712	NATIONAL ACADEMY OF EMD		\$ -	\$ 1,872.00	\$ 1,872.00
076090	712	SPRINT		\$ -	\$ 1,649.30	\$ 1,649.30
076090	712	STAPLES		\$ -	\$ 26.99	\$ 26.99
076090	712	USPS US POSTAL SERVICE		\$ -	\$ 7.40	\$ 7.40
076090	716	EXTENDED STAY		\$ -	\$ 556.57	\$ 556.57
076090	716	HILLSIDE VETERINARY HOSPITAL		\$ -	\$ 58.00	\$ 58.00
076090	716	THE HOME DEPOT		\$ -	\$ 43.82	\$ 43.82
076090	716	THOMASSEN FORD MERCURY		\$ -	\$ 81.03	\$ 81.03
076090	716	WEISS BROS OF HAGERSTOWN		\$ -	\$ 95.46	\$ 95.46
076090	716	WV TREASURY		\$ -	\$ 750.00	\$ 750.00
076090	717	APOLLO OIL LLC		\$ -	\$ 794.90	\$ 794.90
076090	717	CAPITOL USED CAR		\$ -	\$ 40.00	\$ 40.00
076090	717	CHRISTY ENTERPRISE		\$ -	\$ 44.84	\$ 44.84
076090	717	FISHER AUTO PARTS		\$ -	\$ 85.03	\$ 85.03
076090	717	SNAP ON TOOLS		\$ -	\$ 1,520.95	\$ 1,520.95
076090	900	SPRINT		\$ -	\$ 145.89	\$ 145.89
076091	425	WM OF WEST VIRGINIA, INC		\$ -	\$ 647.25	\$ 647.25
TOTAL					\$ 150,904.80	\$ 150,904.80

Motion by Mr. Bell to approve the Accounts Payable for March 17, 2016 in the amount of \$150,904.80. Motion seconded and unanimously approved.

MANUAL CHECKS

COAL SEVERANCE			
OO2			
Date	Check #	VENDOR	Amount
03/11/16	419	EASTRIDGE HEALTH SYSTEM	\$ 700.00
HOME DETETION			
OO8			
Date	Check #	VENDOR	Amount
03/11/16	523	3M ELECTRONIC MONITORING	\$ 3,425.00
03/11/16	524	UNITED BANK	\$ 54.84
03/11/16	525	CDA	\$ 239.25
ASSESSOR VALUATION			
O56			
Date	Check #	VENDOR	Amount
03/11/16	574	KNIGHT CONSULTING	\$ 100.00
03/11/16	575	UNITED BANK/EMBASSY SUITES	\$ 315.54
03/11/16	576	GLOBAL SCIENCE & TECH	\$ 6,250.25
FARMLAND PROTECTION BOARD			
O57			
Date	Check #	VENDOR	Amount
3/11/2016	274	JEFFERSON CO FARMLAND PROT.	\$ 32,729.79
BARDANE			
244			
Date	Check #	VENDOR	Amount
3/11/2016	588	UNITED BANK/PSD-UTILITIES	\$ 449.34
IMPACT FEES			

249			
Date	Check #	VENDOR	Amount
03/11/16	1032	SHERIFF JEFFERSON CO -SCHOOL	\$ 39,918.65
03/11/16	1033	SHERIFF JEFFERSON CO - LAW	\$ 644.41
03/11/16	1034	SHERIFF JEFFERSON CO - PARKS	\$ 3,067.45
03/11/16	1035	SHERIFF JEFFERSON CO - FIRE/EMS	\$ 336.21
TOTAL			\$ 88,230.73

Motion by Mr. Bell to approve the Manual Checks for March 11, 2016 in the amount of \$88,230.73. Motion seconded and unanimously approved.

COAL SEVERANCE			
002			
Date	Check #	VENDOR	Amount
03/18/16	420	JOHN STEVENS	\$ 136.48
ASSESSOR VALUATION			
056			
Date	Check #	VENDOR	Amount
03/18/16	577	PIFER	\$ 251.83
03/18/16	578	MARSHALL & SWIFT	\$ 1,974.15
BARDANE			
244			
Date	Check #	VENDOR	Amount
3/18/2016	589	POTOMAC EDISON	\$ 5,393.89
TOTAL			\$ 7,756.35

Motion by Mr. Bell to approve the Manual Checks for March 18, 2016 in the amount of \$7,756.35. Motion seconded and unanimously approved.

PUBLIC COMMENT:

David Tabb, resident – provided an update on the multiple cases he has pending against the Commission. Mr. Tabb also questioned the Commission’s level of funding for the Jefferson County Development Authority as they’ve “never submitted a report on what they do or what they’ve accomplished.”

PRESENTATIONS

1. Jess Chambers, Hollywood Casino at Charles Town Races – requested letter of endorsement from the County Commission to the West Virginia Alcoholic Beverage Control Administration for a proposed “non-intoxicating beer floor plan extension” for the 2016 Charles Town Classic at Hollywood Casino at Charles Town Races
 - **Motion by Mr. Bell to authorize a letter of endorsement to the WVABCA for approval of the proposed non-intoxicating beer floor plan extension for the 2016 Charles Town Classic, to be held April 23, 2016, at the Hollywood Casino at Charles Town Races. Motion seconded and unanimously approved.**
2. Sarah Hafer, Grafton Integrated Health Network – requested approval of Resolution to declare April as Autism Awareness Month in Jefferson County.
 - **Motion by Ms. Noland to approve the Resolution to declare April as Autism Awareness Month in Jefferson County. Motion seconded and unanimously approved.**
3. Interviews/Appointments to the Jefferson County Parks and Recreation Commission – one unexpired term ending June 30, 2017.
 - **Motion by Mr. Bell to appoint David Hill to the Jefferson County Parks and Recreation Commission for one unexpired term ending June 30, 2017. Motion seconded and unanimously approved.**
4. Interviews/Appointments to the Jefferson County Water Advisory Committee – one three-year term ending January 31, 2019.
 - **Motion by Ms. Tabb to reappoint Richard Latterell to the Jefferson County Water Advisory Committee for one three-year term ending January 31, 2019. Motion seconded but fails on a vote of 2-2 with Mr. Pellish and Mr. Bell opposing.**

5. The Commission recessed for break at 10:45 am.
The Commission reconvened at 11:00 am.
6. Interviews and Appointments to the Jefferson County Historic Landmarks Commission – two three-year terms ending March 6, 2019.
 - Commissioner Bell provided his nomination for Curt Mason.
 - Commissioner Tabb provided her nomination for H. Leigh Koonce.
 - John Demer did not receive a nomination.
 - **After receiving the majority votes, Curt Mason and H. Leigh Koonce were appointed to the Jefferson County Historic Landmarks Commission each for a three-year term ending March 6, 2019.**
7. Interviews and Appointments to the Jefferson County Planning Commission – three three-year terms ending March 31, 2019.
 - Commissioner Tabb nominated Wade Louthan and J. Ware.
 - Commissioner Bell nominated Gary Phalen.
 - Bryan Smith received no nominations.
 - **After receiving the majority votes, Wade Louthan, J. Ware, and Gary Phalen were appointed to the Jefferson County Planning Commission each for a three-year term ending March 31, 2019.**
8. Nikki Painter, Chief Elections Clerk – requested approval of the Poll Worker list for the 2016 Primary Election.
 - **Motion by Mr. Bell to approve the Poll Worker list for the 2016 Primary Election. Motion seconded and unanimously approved.**
9. Debra Young, Victims’ Advocate Office – requested the approval of a VOCA Grant Application.
 - **Motion by Ms. Noland to approve the VOCA Grant and provide the matching funds in the amount of \$15,280.00 Motion seconded and unanimously approved.**
10. Jeffrey Polczynski, Director of Communications – requested the approval of full-time employment for Richard “RJ” Hahn and Denise L. Cook as Public Safety Dispatchers.
 - **Motion by Ms. Tabb to approve the employment of Richard Hahn and Denise Cook as full-time Public Safety Dispatchers in the Emergency Communications Center at a Grade III, Step A. Motion seconded and unanimously approved.**

11. Jesse Jones, Sheriff's Department – requested the approval of employment for Gregory Amlin and Dennis Jenkins as Bailiffs/Trip Guards.

- **Motion by Ms. Tabb to approve the employment of Gregory Amlin and Dennis Jenkins as Bailiffs/Trip Guards in the Sheriff's Department. Motion seconded and unanimously approved.**

12. Bill Polk, Director of Maintenance – requested a discussion regarding the hiring of an architect for renovations to the Judicial Annex and the allocation of remaining space.

- **Motion by Mr. Bell to direct the County Administrator and Director of Maintenance to commence the bidding process for an architect to design renovations needed to accommodate a second circuit judge in the county. Motion seconded and unanimously approved.**

NEW BUSINESS

13. Decision on the proposed amendments to Article 12 of the Zoning and Land Development Ordinance pertaining to Zoning Map and Text Amendments.

- **Motion by Ms. Tabb to approve the proposed amendments to Article 12 of the Zoning and Land Development Ordinance pertaining to Zoning Map and Text Amendments. Motion seconded and unanimously approved.**

14. Distribution of Fire Department funding for 2016-2017 budget.

- **Motion by Ms. Tabb to allow the County Commission to delegate funding distribution for Fire Departments from the County Commission budget to the Emergency Services Agency Board with the instruction that 100% of the funding be provided at time of distribution. Motion seconded and unanimously approved.**

15. Legislative Updates

Ms. Noland and Mr. Bell updated the Commission and audience on the Brunch Bill, stating it would be on the ballot for the November general election.

COUNTY ADMINISTRATOR REPORTS

16. Date & Time for Finalization of the FY17 Budget – It was the consensus of the Commission to meet on Tuesday, March 22, 2016 at 9:30 am to finalize a draft of the FY17 Budget to forward to the State Auditor’s Office.

COUNTY COMMISSION REPORTS

Patsy Noland

- Spent time visiting her son in California.

Eric Bell

- Attended multiple Juvenile and Adult Drug Court functions.
- Attended multiple campaign events for several candidates.
- Attended an Eastern Panhandle Business Association meeting.

Walt Pellish

- Participated in a few radio shows to discuss the Brunch Bill.

Jane Tabb

- Attended a Fire and Rescue Association meeting.
- Attended a Public Service District meeting.
- Attended a Farmland Protection Board meeting.
- Attended a HEMPMO meeting.
- Attended a LEPC meeting.
- Stated the State Fire Commission will be in the county on April 7th.

17. The Commission meeting was adjourned at 11:47 am on a motion by Mr. Bell. Motion was seconded and unanimously approved.

PATRICIA A. NOLAND,
PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant

SPECIAL SESSION:

State of West Virginia, County of Jefferson, to-wit:

At a Special Session of the County Commission of said County and State continued and held at County Commission meeting room in the Old Charles Town Library located at 200 E. Washington Street, Charles Town, WV 25414 on March 22, 2016 at 9:30 am (An audio file of the March 22, 2016 meeting is available through the Jefferson County Commission Office.)

PRESENT: Patsy Noland, President
Walt Pellish, Vice President
Eric Bell, Commissioner
Dale Manuel, Commissioner
Jane Tabb, Commissioner
Stephanie Grove, County Administrator
Michelle Pombo, Finance Director
Jessica Carroll, Executive Assistant

RE: Finalization of the County Budget for FY17

Commissioner Noland called the meeting to order at 9:31 am, and Commissioner Pellish led the Pledge of Allegiance. Stephanie Grove, County Administrator, explained the steps remaining to finalize the County budget for FY17. Ms. Grove stated the county would be voting on a *draft* budget to forward to the State Auditor's office for approval. This draft budget would also be published in both the *Spirit of Jefferson* and the *Martinsburg Journal* for a period of two weeks to allow time for citizen review. Once reviewed by the Auditor's office, the County Commission would hold a public hearing on the draft budget on the third Tuesday in April as dictated by statute. After the public hearing, the Commission could decide to make changes to the draft budget; however, if no changes were made, the Commission would proceed to lay the Levy on that third Tuesday. Though public comment was not advertised for this session, the Commission provided unanimous consent to hear comments from the following:

Lyn Widmyer, resident – stated her displeasure with the lack of documents available to the public concerning the County budget. Ms. Widmyer also stated it would be helpful for taxpayers to read a "budget narrative" to understand the hows and whys behind the decisions made regarding the FY17 budget.

Eleanor Finn, resident – thanked the Commission again for hosting the budget forum in February and stated she was pleased to hear the County would be holding a public hearing on the FY 17 budget and reminded the Commission it is important for government to "remain transparent" at all times.

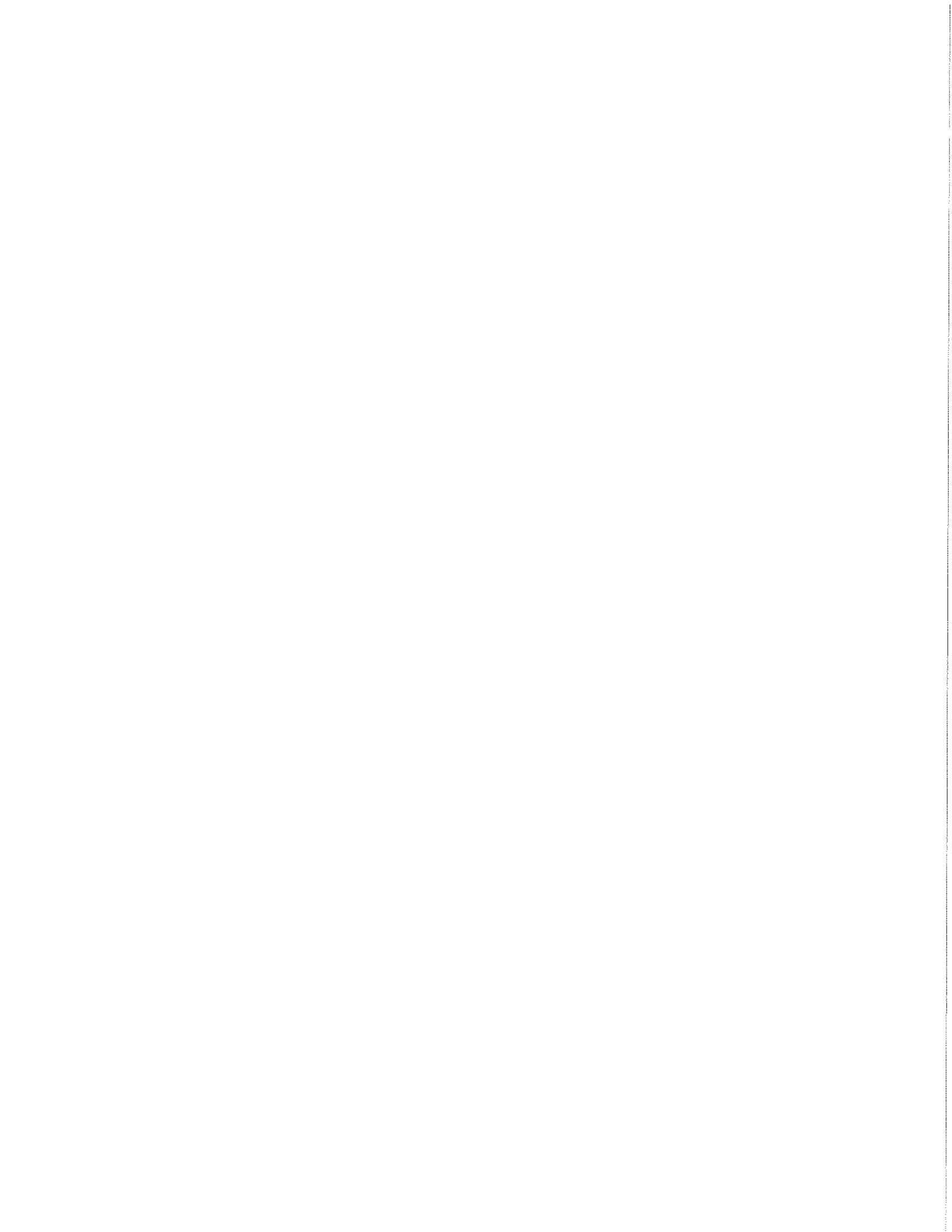
There being no further comment:

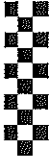
- **Motion by Mr. Bell to approve the Levy estimate/draft budget, forward to the State Auditor's Office, and publish in both the *Spirit of Jefferson* and the *Martinsburg Journal* for a period of two weeks. Motion seconded and unanimously approved.**
- **There being no further business, motion by Mr. Manuel to adjourn at 9:52 am. Motion was seconded and unanimously approved.**

PATRICIA A. NOLAND, PRESIDENT

Respectfully submitted
Jessica D. Carroll
Executive Administrative Assistant

DESCRIPTION	Fund 001 CO.	Fund 003 Dog	Total
Gross Wages	\$ 358,977.97	\$ 45.40	\$ 359,023.37
6.2% Tax Payable OASDI	21,405.05	\$ 2.58	\$ 21,407.63
1.45% Tax Payable HI	5,006.04	\$ 0.60	\$ 5,006.64
Fed Withholding	41,326.11	\$ 3.37	\$ 41,329.48
WV State Withholding	14,927.31	\$ 1.84	\$ 14,929.15
PERS Retirement Deduct 4.5%	11,808.11	\$ 2.04	\$ 11,810.15
PERS Retirement Deduct 6%	905.51		\$ 905.51
Hosp. Pre-Tax	11,233.00		\$ 11,233.00
Cancer/ICU Pre-Taxed	1,005.01		\$ 1,005.01
Cancer/ICU Not Pre-Taxed	801.89		\$ 801.89
Optional Life Not Pre-Taxed	2,250.31		\$ 2,250.31
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%	5,166.95		\$ 5,166.95
457 - Nationwide	749.00		\$ 749.00
4571 - Empower	2,985.00		\$ 2,985.00
MD State Tax	461.39		\$ 461.39
D/VF	1,501.45		\$ 1,501.45
VA. State Tax	452.19		\$ 452.19
COLONIAL(PLUS)	192.71		\$ 192.71
Total Deductions	\$ 129,211.04	\$ 10.43	\$ 129,221.47
Net Wages Total	\$ 229,766.93	\$ 34.97	\$ 229,801.90
Payroll Date	24-Mar-2016		





AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Peter Dougherty

Department or Organization: JCSO

Estimation of amount of time needed for appointment: 5 min

Date Requested – 1st Choice:
If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Court Security Grant

Please provide the County Commission with a description of your request or presentation, including any background information:
I have completed the application for this year's court security grant. I am requesting funding for an outdoor call box, cameras, emergency lighting and a privacy screen. I am requesting approval to seek out this non-matching funds grant and approval for the Commission President to sign the application.

Is this a funding request? Y N
If so, how much? \$ 0

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*): I move to approve the application for the 2016 -17 Court Security Grant and give approval for the Commission President to sign the application and associated documents.

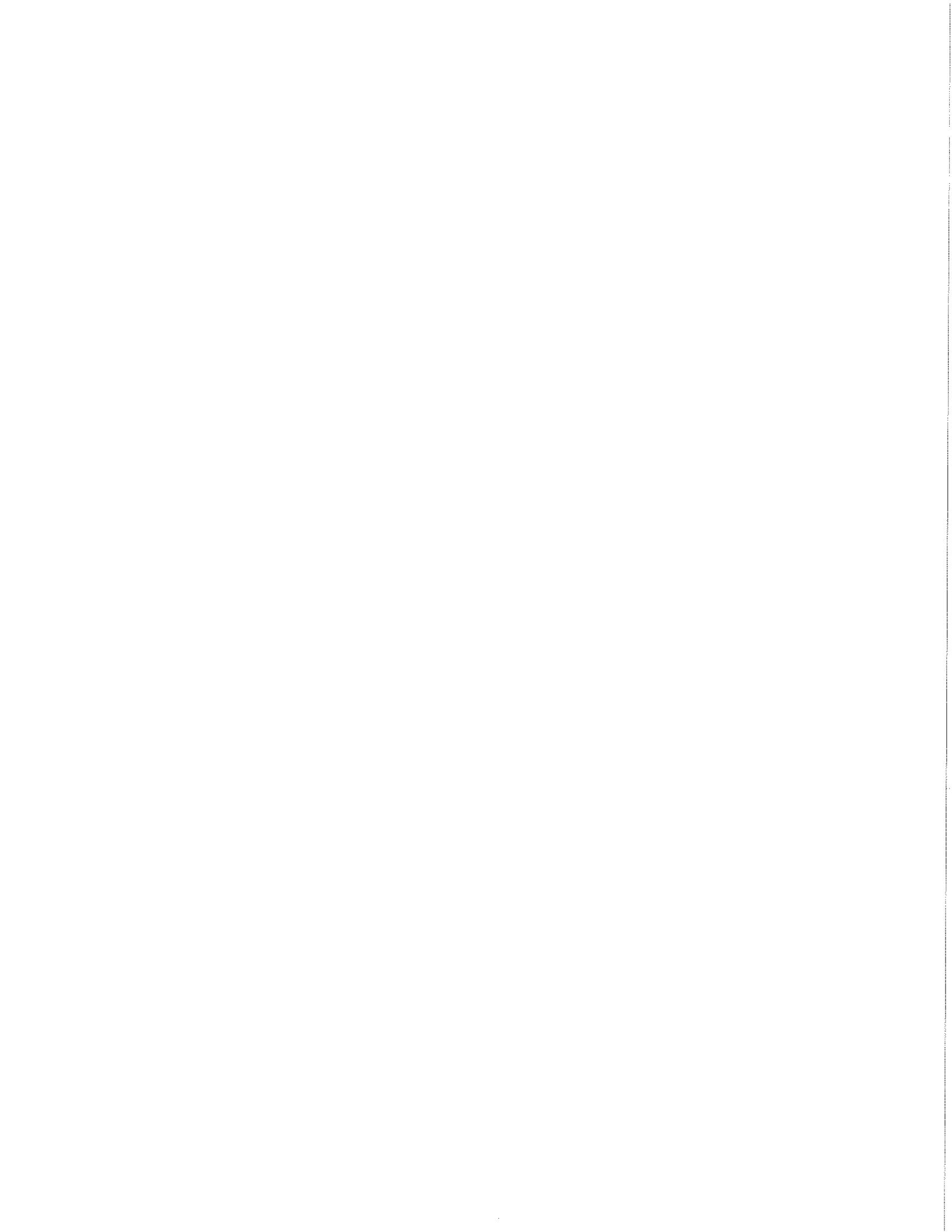
Attach supporting documents for request, or request may be denied.
If not attached, explain:

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

Contact Information:
Email address: pdougherty@jcsdvw.com Phone Number: 304-728-3205

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS

Click here to enter text.



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Peter Dougherty

Department or Organization: JCSO

Estimation of amount of time needed for appointment: 5 min

Date Requested -- 1st Choice:

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

Date Requested -- 2nd Choice:

Subject (*Wording to be placed on agenda*): Posting of Signs

Please provide the County Commission with a description of your request or presentation, including any background information:
I am requesting approval to post signs on county installed road signs.

Is this a funding request?
If so, how much?

Y/N
S

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*): I move to approve the Sheriff to post signs on county installed road signs.

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

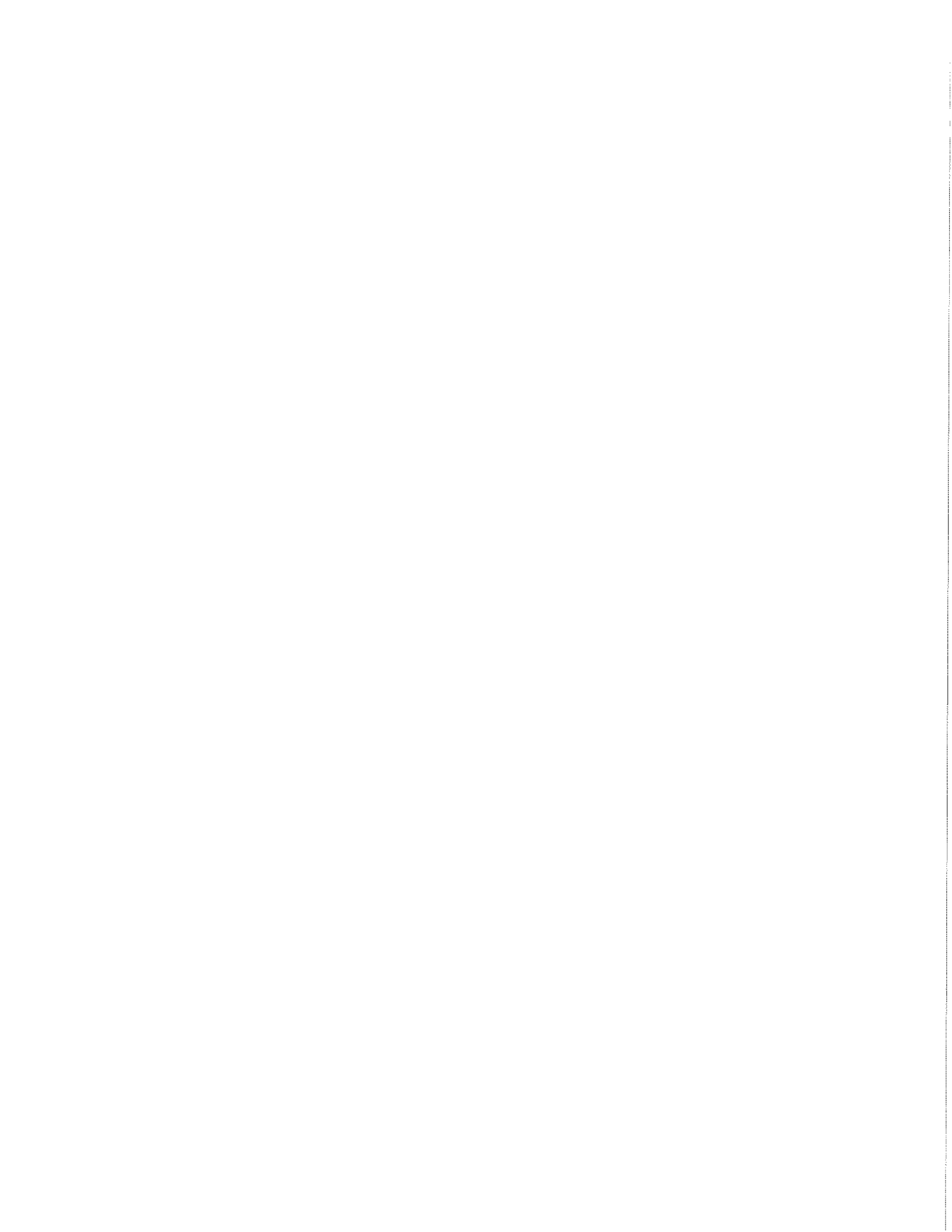
Y/N

Contact information:

Email address: pdougherty@jcsdvw.com Phone Number: 304-728-3205

FOR COMMISSION STAFF USE ONLY -- FINANCIAL IMPACT/COMMENTS

Click here to enter text.



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Peter Dougherty

Department or Organization: JCSD

Estimation of amount of time needed for appointment: 5 min

Date Requested -- 1st Choice:

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

Date Requested -- 2nd Choice:

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

Please provide the County Commission with a description of your request or presentation, including any background information:
I am requesting approval to transfer a 2005 Dodge Durango (1D4HB38N15F595320) to JCESA.

Is this a funding request? Y N
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 transfer of the 2005 Dodge Durango.

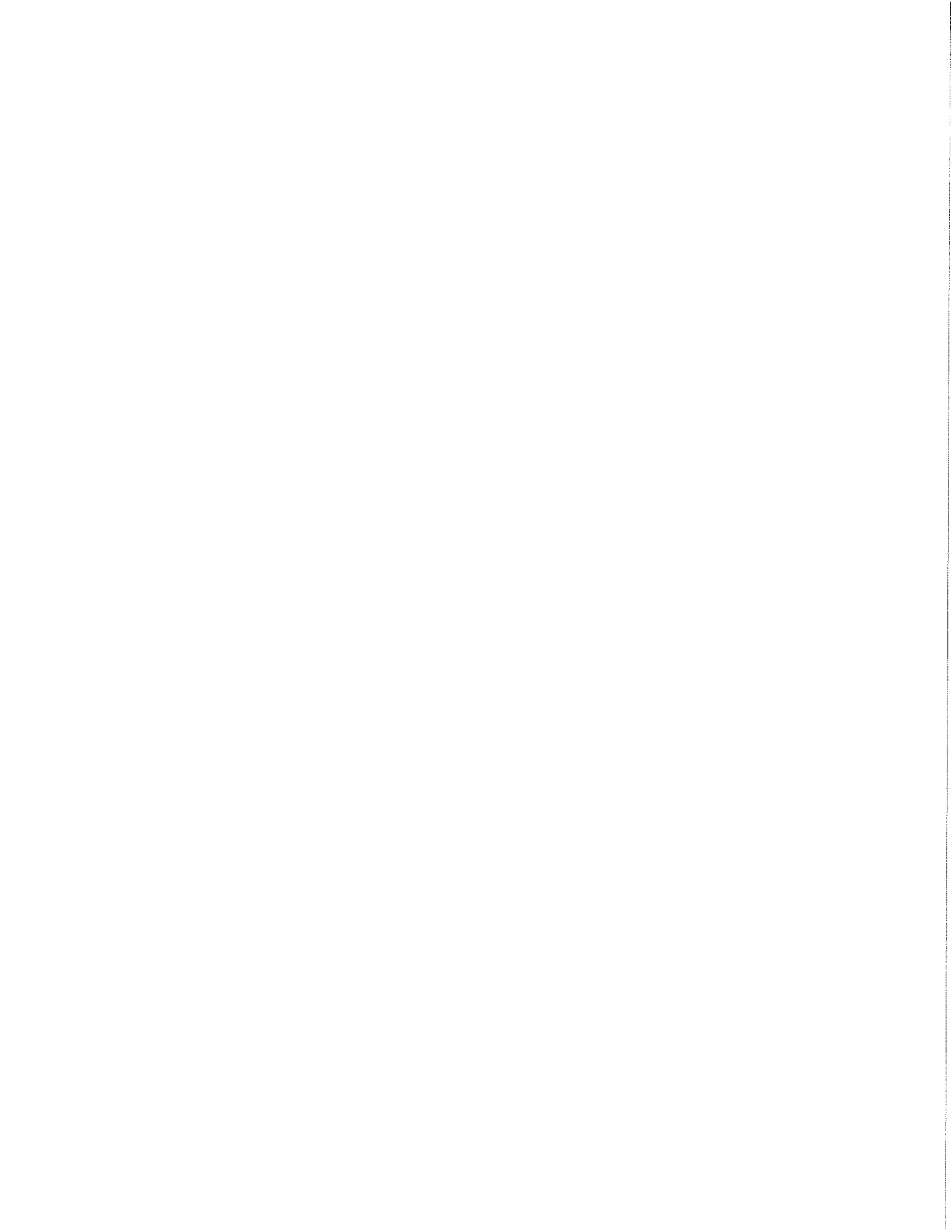
Attach supporting documents for request, or request may be denied.
If not attached, explain:

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

Contact information:
Email address: pdougherty@jcsdvw.com Phone Number: 304-728-3205

FOR COMMISSION STAFF USE ONLY -- FINANCIAL IMPACT/COMMENTS

Click here to enter text.



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Shay K. McNeil, WVU 4-H Extension Agent-Jefferson County

Department or Organization: **WVU Extension Service**

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: 31 March 2016

*If a specific date is needed, please provide reason for specific date: **Members of the Jefferson County 4-H Youth Advisory Board would like to give a presentation about the Jefferson County 4-H Program. 31 March 2016 is during Spring Break which would mean youth would not have to request to be absent from school.***

Date Requested – 2nd Choice: Next time the County Commission Meets

Subject (*Wording to be placed on agenda*): Jefferson County 4-H Youth Advisory Board

Please provide the County Commission with a description of your request or presentation, including any background information: The Jefferson County 4-H Youth Advisory Board is made up of 10 4-H teen leaders. The Youth Advisory Board assists with the planning of county 4-H events, and promoting 4-H in their clubs and in the county. The members of the Board would like to present to the County Commission an update on the current 4-H program, activities and opportunities that are available, and share a little bit about what the Youth Advisory Board does and continues to do.

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*): no motion required

Attach supporting documents for request, or request may be denied. See attached
If not attached, explain:

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

Contact information: Shay McNeil

Email address: shay.mcneil@mail.wvu.edu

Phone Number: 304.728.7413 extension 1

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

Jefferson County 4-H Program

Presented by the Jefferson County 4-H Youth Advisory Board

The following are some talking points that the members of the Youth Advisory Board put together at their last meeting held on Thursday, 17 March 2016.

Introduction

- Introduction of Youth Advisory Board Members Present.
- That's Me

What is the Jefferson County 4-H Program?

- 4-H provides programming for youth ages 5-21. There are around 500 youth that are enrolled in the Jefferson County program.
- There are 30 community and special interest 4-H clubs in Jefferson County.
- Members are encouraged to take at least one 4-H project each year. There are over 100 different 4-H projects from which members can choose.
- In the summer, over 150 Jefferson County 4-H members attend one of the three Tri-County 4-H Camps.
- Jefferson County 4-H offers a variety of county events for its members to include County Round Up, Talent Showcase, and 4-H Big Day.

What does the Jefferson County 4-H Program Do?

- 4-H provides youth with fun and educational opportunities that allow them to learn new things in a safe environment supervised by caring adults.
- 4-H clubs and members are actively involved in serving their communities through community service activities and projects.
- 4-H teaches youth life skills such as leadership and public speaking. 4-H also provides an opportunity for youth to practice and master these life skills.
- 4-H helps youth become more civically engaged.

Jefferson County 4-H Youth Advisory Board

- The Youth Advisory Board is made up of 10 Jefferson County 4-H Members representing 10 4-H community and special interest clubs.
- The Youth Advisory Board is an opportunity for older 4-H members to further their leadership skills.
- The YAB meets to plan various projects focusing and assists with county events.

Thank You!!

- Thank you for your continued support of the Jefferson County 4-H Program, and thank you for allowing us to present to you today.
- Questions

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Martin Burke

Department or Organization: **Jefferson County Historic Landmarks Commission**

Estimation of amount of time needed for appointment: 30 minutes

Date Requested – 1st Choice: **March 31, 2016**

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

Date Requested – 2nd Choice:

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

Presentation of JC Historic Landmarks Commission's 2016 -2020 Lang Range Work Plan

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

SEE ATTACHED 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*):

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:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



LONG RANGE PLAN 2010-2015
JEFFERSON COUNTY HISTORIC LANDMARKS COMMISSION

I. STEWARDSHIP OF JCHLC PROPERTIES

1. PETER BURR FARM

- a. Revise Peter Burr Farm master plan (**Complete 2/11**)
- b. Implement recommendations of master plan
 - i. Revise and implement security plan
(**Heat detection system installed 2/11**)
 - ii. Implement ADA report recommendations
 - iii. Create a nature trail through adjoining JC School Board property
(**Nature Trail Approved by R. Dinges 1/11**)
 - iv. Rehouse archeological artifacts (**Ongoing**)
 - v. Maintenance and improvements to structures and landscape
 1. See annual list of improvements (**Ongoing**)

2. SNOW HILL/POOR FARM

- a. Remove asbestos from basement (**Complete 5/11**)
- b. Contract for structure stabilization; masonry, windows, security (**Ongoing**)
- c. Contract for historic structures report (**Complete 10/13**)
- d. Create a master plan which includes an adaptive reuse plan(**Ongoing**)
- e. Improve site landscaping

3. JEFFERSON COUNTY COURTHOUSE

- a. Contract for historic structures report (**Complete 11/10**)
- b. Work with JC Commission and JC Maintenance Dept. to ensure historic preservation is a priority (**Ongoing**)

4. SHEPHERDSTOWN BATTLEFIELD

- a. Acquire Cement Mill property (**Complete 12/11**)
 - i. Contract for boundary survey (**Complete 5/12**)
 - ii. Site improvement, stabilization, & security (**Ongoing**)
 - iii. Contract for National Register nomination (**Complete 9/12**)
 - iv. National Register nomination, Potomac Mills (**Site entered on NR 2/14**)
 - v. Resolve boundary questions (**Complete 12/12**)
 - vi. Establish conservation easement (**Complete 10/13**)
 - vii. **National nomination for Packhorse Ford**
- b. Acquire Lowe property, 3125 Trough Rd. (**Complete 10/13**)
 - i. Site stabilization, & security (**Ongoing**)
 - ii. Demolish house (**Complete 4/14**)
 - iii. Establish conservation easement (**Complete 7/14**)
- c. Acquire Cornfeld property, 3107 Trough Rd. (**Complete 9/14**)

- i. Site stabilization, & security (**Ongoing**)
 - ii. Demolish house (**Complete 11/14**)
 - iii. Establish conservation easement (**Complete 12/14**)
 - d. Acquire Van Evera property, 3793 River Rd.
 - i. Site stabilization, & security
 - ii. Demolish house
 - iii. Stabilize and preserve cabin
 - iv. Establish conservation easement
 - e. Transfer properties to National Park Service
- 5. Review projects in JC Planning Dept. for possible impact on historic resources (**Ongoing**)
- 6. Actively oppose current route of PATH (**PATH project cancelled 8/12**)
- 7. Improve JCHLC Archives; records storage and access
 - a. Collect and inventory records (**Complete 7/12**)
 - b. Identify secure storage location (**JCHLC Archives relocated to SU Library 6/13**)
 - c. Rehouse records (**Complete 12/12**)
 - d. Digitize records for online access (**Ongoing**)
- 8. Develop additional funding sources to accelerate project completion

II. SURVEYS, DATA COLLECTION, & RESEARCH ON NATIONAL REGISTER AND COUNTY LANDMARKS

- 1. Identify and nominate JC properties as NR or JC County Landmarks (**Ongoing**)
 - a. Nominate NR properties and districts and assist the public in doing the same
 - b. Assist SHPO in review of NR projects
- 2. Complete all current data categories of JCHLC database (**Ongoing**)
- 3. Create or acquire a JC Civil War battlefields GIS layers (**Complete 8/10**)
- 4. Assess battlefield boundaries for possible National Register Nomination
- 5. Initiate viewshed surveys of Jefferson County (in priority order)
 - a. Route 340 corridor, Harpers Ferry to VA line (**Complete 2/11**)
 - b. Route 9 corridor, VA line to Berkley County line
 - c. State Route 51
 - d. State Route 45
 - e. Key road junctions in historic villages
- 6. Establish prioritized list of research needs (**Complete 1/13**)
- 7. Establish prioritized list of additional GIS layers needed for JCHLC

III. INTEGRATE JCHLC GOALS WITH JC PLANNING COMMISSION PROCESS

- 1. Establish a liaison position with JC Planning Commission (**Complete 2015**)
- 2. Require archeological resource review for all subdivision applications
- 3. Acquire easy access to GIS archaeological resources map from State of WV
- 4. Require demolition permits for all Category 1 & II structures listed on JCHLC survey
- 5. Designate setbacks for all Category 1 & II structures on JCHLC survey

IV. COLLABORATE WITH OTHER LANDMARK COMMISSIONS, BOARDS, COUNTY OFFICES, SHEPHERD UNIVERSITY, AND PRIVATE ORGANIZATIONS

1. Devote one meeting annually to joint meeting of all JC landmarks commissions
2. Establish liaison position with JC Parks and REC
 - a. Collaborate on creation of historic walking trails
 - b. Collaborate on creation of historic biking & driving tours through the county
3. Establish liaison with JC Board of Education
4. Establish liaison with JC Economic Development Authority & Farmland Protection
5. Initiate demonstration project in one JC historic district/village
(Complete - Middleway & Summit Point photo inventory fall 2011 – Shenandoah Junction Fall 2012)
6. Support boundary expansion of Antietam National Battlefield to include Shepherdstown Battlefield **(ongoing)**
7. Establish a MOU with SU Historic Preservation program **(Complete 11/10 – Revised 8/14)**
 - a. Host academic internships **(INTERNSHIPS HOSTED 2010–11–12–13-14-15)**

V. OUTREACH and PUBLIC EDUCATION

1. Work to digitize and make available JC related resources; articles, books, photographs **(ongoing see WV GeoExplorer Project)**
2. Create an email and mailing list for interested county residents **(Ongoing)**
3. Sponsor annual JCHLC lecture in conjunction with other JC county Landmark Commissions. **(two Tax Credit Workshops 10/14)**
4. Sponsor annual awards and recognition dinner
5. Initiate annual contact with National Register and County Landmark property owners **(first mailing 3/14, Christmas Card 12/14, Holiday Card 12/15)**
6. Continuous improvement of JCHLC website **(Site updated monthly)**
7. Support work of WV GeoExplorer Project **(Database updated daily)**



LONG RANGE WORK PLAN 2016-2020

Adopted February 17, 2016

I. STEWARDSHIP OF JCHLC OWNED PROPERTIES - 3.A: 1, 1b, 7, 8, 8a

1. PETER BURR FARM

- a. Transfer maintenance and programming to JC Parks and Rec. or JC Board of Education.
- b. Implement the Peter Burr Farm master plan
 - i. Update security plan
 - ii. Implement ADA report recommendations
 - iii. Rehouse archeological artifacts
 - iv. Maintenance and improvements to structures and landscape
 1. Annual list of improvements depending on budget

2. SNOW HILL/POOR FARM

- a. Sell/gift property or find tenant
- b. Transfer responsibility for chapel from JCC to JCHLC
- c. Contract for structure preservation and rehabilitation projects
- d. Implement an adaptive reuse plan(s)
- e. Improve site access and landscaping
- f. Submit NR nomination for recognition of entire Poor Farm site
 - i. Poor Farm Chapel
 - ii. Overseer's house
 - iii. Barn
 - iv. Hurst cemetery
 - v. Poor Farm cemetery

3. JEFFERSON COUNTY COURTHOUSE

- a. Work with JC Commission, JC Maintenance, and building tenants to ensure historic preservation is a priority and building history interpreted.

4. SHEPHERDSTOWN BATTLEFIELD

- a. Stabilization, site improvements, & security
 - i. Remove trees and vegetation around ruins
 - ii. Install fencing around ruins
 - iii. Additional signage and interpretive signage
 - iv. Install guard rails along River Road
 - v. Write, print, and distribute information on Potomac Mills & Packhorse Ford
- b. Acquire Van Evera properties (**Complete March 17, 2016**)
 - i. Demolish Stum house
 - ii. Site stabilization, & security
 - iii. Stabilize 1870 Caton house

- iv. Establish conservation easement
- v. Backfill and contour hillside
- c. Continue acquisition and/or preservation easements on surrounding properties
- d. Transfer properties to National Park Service

II. NATIONAL REGISTER AND JC LANDMARK SURVEYS, RESEARCH AND ASSISTANCE FOR LANDMARK OWNERS – 1.D. 5 ,5a, 5b 5c: 3.A. 5, 10, 10a, 10b, 10c, 11, 11a, 11b, 11c

1. Nominate NR properties and districts and assist the public in doing the same
 - a. Assist SHPO in review of NR nominations
2. Quarterly contact with National Register and County Landmark property owners
3. Formalize program for preservation easements in Jefferson County
4. Establish fund for defense of preservation easements
5. Establish a revolving fund for preservation maintenance and repair
6. Work to amend WV Tax Code to provide property tax exemption for landmark owners
7. Provide NR owners assistance with Federal and State Tax credit projects

III. WORK WITH JC PLANNING COMMISSION TO ENSURE PRESERAVTION OF JC HISTORIC RESOURCES- 3.A: 1, 1b, 4a, 4b, 4c, 4d, 4e

1. Continuously update JCHLC historic resources inventory (**Semi Annual Update March 2016**)
2. Review site plans and zoning map changes in for possible impact on historic resources
3. Require archeological resource review for all subdivision applications
4. Acquire easy access to GIS archaeological resources map from State of WV`
5. Create design guidelines for designated JC villages
6. Establish Historic Preservation zoning ordinance to include (**Draft Submitted March 2016**)
 - a. Recognition of JCHLC Historic Resources classification categories
 - b. Delay of demolition for structures listed on JCHLC inventory
 - c. Adaptive reuse ordinance for rural structures
7. Participate in rural design planning for JC
8. Concept planning for adaptive reuse of agricultural structures
9. Create countywide inventory of agricultural buildings for adaptive reuse
10. Participate in corridor management planning in Jefferson County
 - a. Route 9 corridor, VA line to Berkley County line
 - b. State Route 51
 - c. State Route 45
 - d. Key road junctions in historic villages

IV. COLLABORATE WITH HISTORIC DISTRICT LANDMARK COMMISSIONS, BOARDS, COUNTY OFFICES, FEDERAL & STATE GOVERNEMNT AND PRIVATE ORGANIZATIONS TO ENSURE PRESERAVTION OF JC HISTORIC RESOURCES - 3.A: 7, 8, 8a, 12a, 12b

1. Devote one meeting annually to joint meeting of all JC landmarks commissions
2. Establish liaison position with JC Parks and REC
 - a. Collaborate on creation of historic walking trails
 - b. Collaborate on creation of historic biking & driving tours
3. Actively support Antietam National Battlefield expansion to include Shepherdstown Battlefield

4. Collaborate with JC Farmland Preservation and Land Trust for the Eastern Panhandle to preserve properties within designated Civil War battlefield boundaries (**Ongoing**)
 - a. Harpers Ferry
 - b. Shepherdstown
 - c. Smithfield Crossing
 - d. Summit Point
5. Work with PAWV on preservation programs in Jefferson County

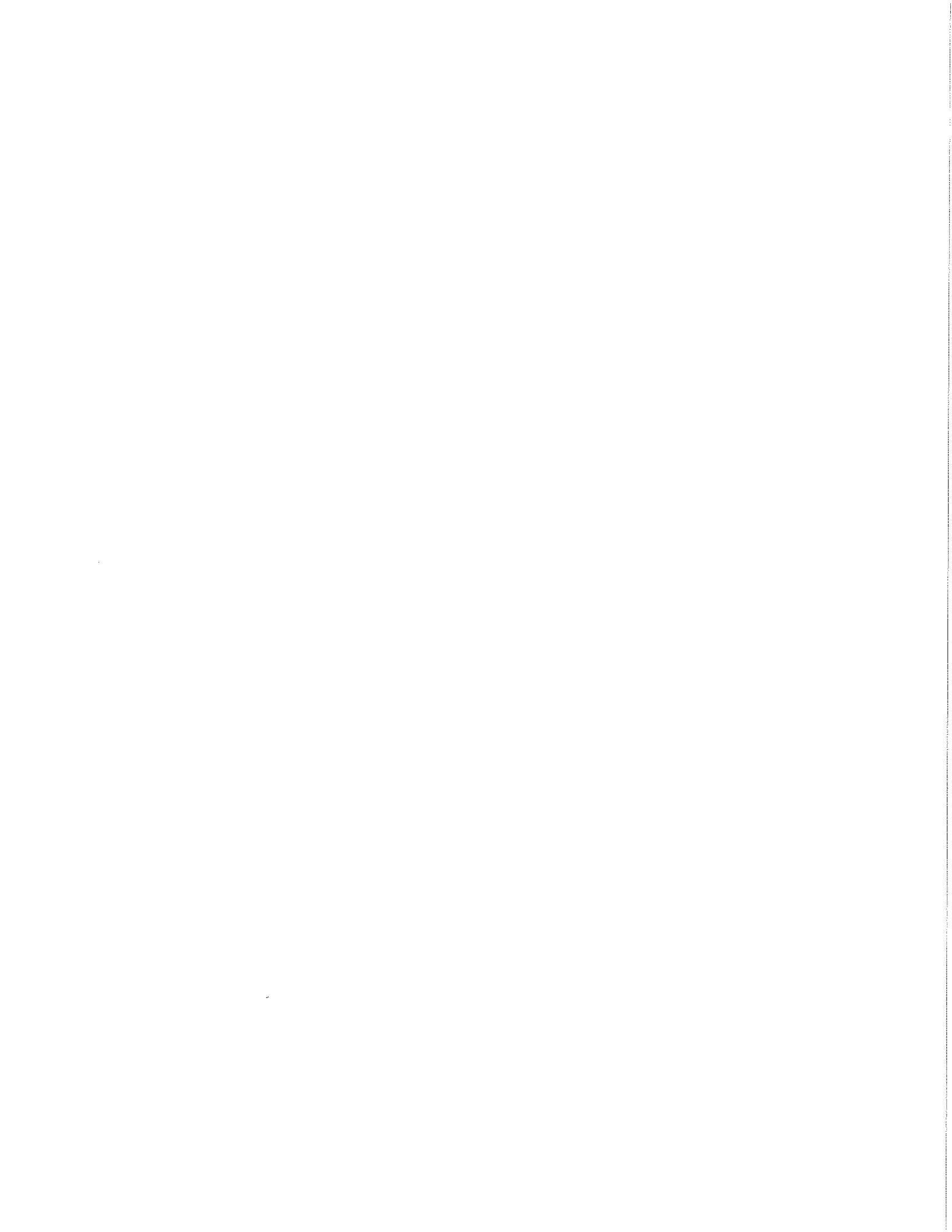
V. PUBLIC EDUCATION & OUTREACH - 3.A: 1, 1b, 8, 8a

1. Establish liaison with JC Board of Education
2. Develop a volunteer program for various projects and programs
 - a. Sponsor annual awards ceremony; in three categories
 - i. Preservation
 - ii. Historian
 - iii. Volunteer
3. Collaborate with Shepherd University Public History and Historic Preservation programs
 - a. Host academic internships
 - b. Provide research topics and opportunities
 - c. Provide National Register and public history research topics
4. Celebrate National Historic Preservation month, May
5. Co-Sponsor lectures and workshops in conjunction with other local landmark commissions and history organizations
6. Continuous improvement of JCHLC website and Facebook pages (**Ongoing**)
7. Develop a graphic identity for JCHLC (**Under contract**)
8. Develop interpretive materials for JCHLC sites and programs
 - a. Signage
 - b. Brochures
 - c. Awareness campaign
9. Support and promote WV GeoExplorer Project
 - a. Work to digitize JC related resources; articles, books, photographs
 - b. Integrate GeoExplorer into county eighth grade history program
 - c. Submit grant application to fund development projects

VI. JCHLC FINANCIAL AND OPERATIONAL IMPROVEMENT - 3.A: 10, 10a, 12, 12a, 12b

1. Hire a part time employee
2. Host full time AmeriCorps member(s) (**First AmeriCorps Member January 2016**)
3. JCHLC archives: storage and access (**Ongoing**)
 - a. Digitize records for online access
4. Develop additional funding sources
 - a. Create list of local, state, federal, and private funding sources that support historic preservation
 - b. Submit grant applications for JCHLC projects
 - c. Solicit funds and volunteer hours.

NOTE: Numbers and letters in blue reference recommendations in Envision Jefferson 2035, the Jefferson County Comprehensive plan adopted February 2015.



AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Bill Polk**

Department or Organization: **Maintenance Department**

Estimation of amount of time needed for appointment: **15 minutes**

Date Requested – 1st Choice: **March 31, 2016**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Request Approval to Place Items in Sheriff's Auction

Please provide the County Commission with a description of your request or presentation, including any background information: There are several items in storage that we would like permission to place in the Sheriff's auction June 10, 2016. These items are the Courthouse stone, Courthouse old flagpoles, Dodge work truck, excess furniture and supplies.

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*):

Motion approval to place the items requested in the Sheriff's auction on June 10, 2016.

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

If not attached, explain:

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

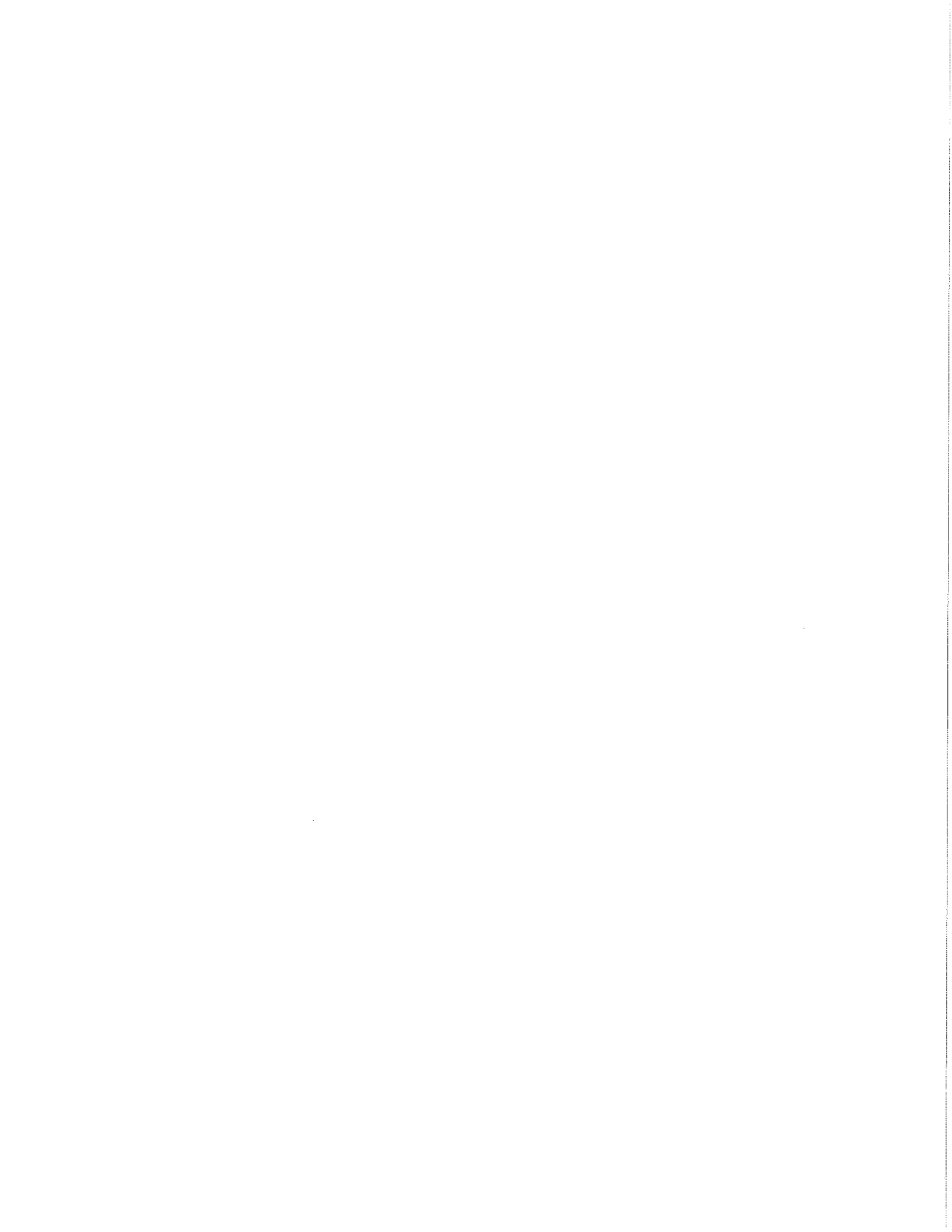
Contact information: Bill Polk

Email address: bpolk@jeffersoncountywv.org

Phone Number: 304-728-3355

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

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AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Todd Fagan**

Department or Organization: **GIS/Addressing Office**

Estimation of amount of time needed for appointment: **15 minutes**

Date Requested – 1st Choice: **3/31/16**

Date Requested – 2nd Choice: **4/7/16**

Subject (*Wording to be placed on agenda*): **Consideration of Amendment #4 to E9-1-1 Addressing Ordinance 01-2002**

Please provide the County Commission with a description of your request or presentation, including any background information: **The Jefferson County Addressing Ordinance was last amended January 14th, 2010. Since that time, the Countywide (unincorporated area only) Address Compliance Program has been completed and the GIS/Addressing Office is working on assignment of new addresses, correction of past addressing errors and enforcement of the ordinance. Staff recommends an amendment to the ordinance to close some loopholes and clarify some items that have been limiting or confusing. The recommendations should improve the ordinance and make it a stronger document in support of Public Safety and other County Ordinances.**

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*):
Move to schedule a public hearing concerning the proposed amendment to the Addressing Ordinance in preparation for subsequent adoption of any amendment.

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

Attach1_Jefferson_County_Addresssing_Ordinance_Amendment_No4-20160324.pdf is the marked-up, highlighted changes in context of current Ordinance.

Attach2_Addresssing Ordinance Change Tracking Memo_20160324.pdf provides the Commission, legal counsel, and the public with the plain language reasoning or insight into each recommended change.

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

Contact information: **Todd Fagan**

Email address: **tfagan@jeffersoncountywv.org**

Phone Number: 304-724-6759

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

THE COUNTY COMMISSION OF JEFFERSON COUNTY, WV

STEPHANIE GROVE, COUNTY ADMINISTRATOR
P.O. BOX 250, 124 E. WASHINGTON STREET, CHARLES TOWN, WV 25414
PHONE: 304/728-3284 • FAX: 304/725-7916



JEFFERSON COUNTY WEST VIRGINIA

E9-1-1 ADDRESSING ORDINANCE

**AN ORDINANCE TO PROVIDE ASSIGNMENT OF NAMES TO
STREETS AND ROADWAYS AND IMPLEMENTATION AND
MAINTENANCE OF THE POSTING OF STREET SIGNS AND
BUILDING NUMBERS IN JEFFERSON COUNTY, WEST VIRGINIA**

In order to uniformly assign and maintain street addresses and provide for easy identification of those numbers for various purposes and to promote the health, safety and welfare of the citizens of the County of Jefferson, the County enacts its E9-1-1 Addressing Ordinance as follows:

WHEREAS, pursuant to W.V. Code § 7-1-3ii, § 24-6-5, and § 24-6-6, the Jefferson County Commission has the authority to provide for the elimination of hazards to public health and safety; to establish and regulate the naming or renaming of roads, ways, streets, avenues, drives and the like, in cooperation with local postal authorities, the division of highways and the directors of county emergency communications centers; and to assure uniform, non-duplicative conversion of all rural routes to city-type addressing on a permanent basis; and,

WHEREAS, the establishment of an Enhanced 9-1-1 Emergency Telephone System in Jefferson County has been approved and implemented by the Jefferson County Commission; and,

WHEREAS, the establishment of such system requires the assignment of names to all streets and roads in the county, the assignment of building numbers to all buildings having telephones and/or occupancies, and the erection of appropriate street signs at intersections; and,

WHEREAS, a professional consultant experienced in comprehensive addressing has been employed to map street and roads in Jefferson County and to assign building numbers to buildings in Jefferson County,

NOW, THEREFORE, BE IT ORDAINED this 25th day of April, 2002 by the Jefferson County Commission of Jefferson County, West Virginia, Ordinance Number 01-2002

Section 1: AUTHORIZATIONS

Section 1.1 The provisions of this Ordinance shall be applicable in all unincorporated areas of Jefferson County. The incorporated cities of Charles Town, Ranson, Harpers Ferry, Bolivar, and Shepherdstown shall have the option to adopt this Ordinance by each respective City and Town Council.

Section 1.2 The Jefferson County Addressing Coordinator, or his/her duly authorized agent, is hereby authorized to assign names to any public or private road or street in the County which provides access to three or more occupied buildings defined as an "Addressable Structure" in this Ordinance. At any time that three or more addressable structures exist or plan to exist on a right-of-way, a road name shall be applied.

Section 1.2.1 The Jefferson County Addressing Coordinator, or his/her duly authorized agent, is hereby authorized to approve, assign or change a name to any

street, road or subdivision in the County, as defined in the Jefferson County Subdivision Ordinance, in order to eliminate duplicate names or confusing similarity. The Jefferson County GIS/Addressing Office, or the duly authorized agent, shall have the authority to refuse registration of any name already in use, confusingly similar to a name already registered, deemed confusing for purposes of emergency response, or deemed inappropriate by the Jefferson County GIS/Addressing Office.

- Section 1.3 The Jefferson County Addressing Coordinator, or his/her duly authorized agent, is hereby authorized to negotiate with residents along streets or roads bearing duplicate or confusingly similar names in the County and to change the names of such roads or streets to eliminate such duplication or confusing similarity.
- Section 1.4 The Jefferson County Addressing Coordinator, or his/her duly authorized agent, is hereby authorized to direct the placement of street signs at intersections within the County. The initial costs of such signs and installation were funded by the Jefferson County Commission for all unincorporated areas of Jefferson County only during the countywide readdressing project which ended August 2008. All sign installation, relocation or repair costs for newly created or impacted roads after the date of the third ordinance amendment, January 14th, 2010, shall be borne by the owner, resident or land development (subdivision) applicant creating the road name.
- Section 1.5 The "Jefferson County Road Name Index" shall be adopted by the County Commission and filed and maintained in the Jefferson County GIS/Addressing Office. This listing shall be the official listing of names for streets and roads in Jefferson County and such streets and roads are hereby assigned the names listed therein. As used in the Ordinance, the terms "street" and "road" shall have the same meaning and shall also include but not be limited to avenues, boulevards, highways, lanes, ways, and similar street types.
- Section 1.5.1 The Subdivision Name list shall be adopted by the County Commission and filed and maintained in the Jefferson County GIS/Addressing Office. This listing shall be the official listing of names for subdivisions and historic structures in Jefferson County and such subdivision names are hereby assigned the names listed therein.
- Section 1.5.2 The Jefferson County Addressing Coordinator, or his/her duly authorized agent, shall review all requests for new subdivision names within thirty (30) days of receipt in the Jefferson County GIS/Addressing Office. The Jefferson County Addressing Coordinator, or his/her duly authorized agent, shall provide approval or rejection for subdivision names within thirty (30) days of receipt of the request

Section 1.6 In applying the guidelines specified herein, the Jefferson County Addressing Coordinator shall have the authority to interpret this Ordinance to ensure a logical and efficient numbering and street addressing system.

Section 1.7 Whenever the Jefferson County Addressing Coordinator, or his/her duly authorized agent, has reason to believe there has been or there exists a violation of this Ordinance, he/she shall give written notice of such violation to the person failing to comply and order the person to take corrective measures within thirty (30) days from date of notification. If such person(s) fail to comply with the duly issued order, the Jefferson County Addressing Coordinator, or his/her agent, shall initiate necessary actions to terminate the violation through criminal or civil measures.

Section 2 DEFINITIONS AS USED IN THIS ORDINANCE

Section 2.1 For the purpose of this Ordinance, the following terms, phrases, words and their derivations shall have the meaning that is provided in the National Emergency Number Association (NENA) Standard Guidelines as reference by the United States Postal Service, unless the context clearly indicates otherwise.

Section 2.2 “Address number” shall mean the number assigned to consecutive intervals along a street or road pursuant to the Number Assignment Formula contained herein. Numbers are always whole. “Half” numbers are not valid, i.e. *515 ½ Example Street*

Section 2.2.1 “Physical Location Address” is defined as the full address designation of a structure based upon its physical location. It comprises a Primary Address Number, Street Name, Street Suffix, Directional Prefixes or Suffixes (if applicable), Sub-Address (if applicable), and Postal Community (zip code), i.e. *123 South Example Street, Unit 100, Ranson, WV 25438*.

Section 2.2.2 “Primary Address Number” is defined as the principal address number of a structure preceding the Street Name in its full address designation, i.e. “123” Example Street. Each separate structure shall have its own separate and unique primary address number. Separate primary address numbers may be provided for units comprising a complete, contiguous structure, (i.e. townhomes or duplexes that span multiple parcels/lots, commercial centers or retail complexes, or similar types)

Section 2.2.3 “Sub-Address” is defined as a number or letter within the main address of a structure for a unit, suite, apartment, or room number following the Street Name in its full address designation, i.e. *123 Example Street, “Apartment 202”, “Unit 100” or “Suite 105.”* Structures that are sublet or

divided into multiple, distinct units shall share a common primary address but distinguish themselves by a unit, apartment or suite sub-address. Sub-Addresses must be Alpha (“*Unit A*”) or Numeric (“*Suite 105*”), but cannot be a combination of both, i.e. (“*Apartment 202A*,” “*Unit 100-B*”, and “*Suite A-2*”). Sub-Addresses will replace any invalid “half” address number. Sub-Addresses are not necessary for townhomes, duplexes, or similar types of dwelling units that span multiple parcels or lots.

Section 2.3 The term “Road” or “Street” shall mean any public or private thoroughfare used for vehicular traffic and/or any easement or right-of-way that provides sole **and legally permitted** access to more than two parcels or lots. ~~This term shall be defined as the “Street Suffix” and shall include,~~ but is not limited to: avenue, drive, way, boulevard, highway, lane, pike or similar street types. **Private driveways, not providing legal access to three or more addressable structures, shall not be named.**

Section 2.3.1 “Street Suffix” is the suffix of the road or street and the only suffixes eligible for use shall be those listed on the “Jefferson County Street Suffix Definitions” document maintained in the Jefferson County GIS/Addressing Office.

Section 2.3.2 “Postal Community” is defined as a United States Postal Service (USPS) Zip Code that provides rural delivery. Access to the structure within such a USPS Zip Code will determine the “Town” portion of the physical location address, not municipal boundaries, unincorporated villages or even State jurisdiction, i.e. *123 South Example Street, Unit 100, Ranson, WV 25438*.

If a property is accessed from a Virginia zip code, that structure will have a Virginia physical location address. In such case, the Tax Map and Tax records will verify Jefferson County and West Virginia jurisdiction or citizenship.

Section 2.4 The “Number Assignment Formula” as found herein is defined as follows:

Beginning from the road’s point of origin a structure number shall be assigned for each interval, with each interval on the right side of the roadway as one leaves the point of origin being assigned an even number, and each interval on the left side as one leaves the point of origin being assigned an odd number. Left and right shall be determined from the perspective of a traveler moving away from the road point of origin in a forward motion. The southern and western intersection or entry point of each road will be the point of origin. Any road not having an intersecting road along its length, also known as a dead end road, shall be assigned the point of origin at the entry point of the road. Address numbers must be sequential relative to neighboring address numbers on both sides of the road.

- Section 2.5 An "Interval" is defined as the distance along a roadway of 5.28 feet, there being 1000 intervals per mile (5,280 feet).
- Section 2.6 "Point of Origin" shall mean that end point of a road, which is the starting point for a numbering sequence.
- Section 2.7 As used herein, "Primary Structure" shall include but not be limited to a residential building, mobile home park, commercial building, industrial building, office building, public building, utility, or communications tower.
- Section 2.7.1 "Addressable Structure" is defined as any place a person would "live", "work", "worship" or "play". The structure must be permitted, permanently anchored, and in compliance with all applicable impact fee, **building code**, subdivision, and/or zoning regulations. **An address is designed to identify a structure, which is primarily intended to have regular human occupancy, in the event of an emergency. An address is not designed to get mail or deliveries at otherwise predominantly vacant properties. Should the Addressing Coordinator determine that an application for a physical address is being made solely for deliveries, it can be denied.**
- Section 2.7.2 It shall be the responsibility of the Addressing Coordinator to interpret this definition in accordance to the stipulations of this Ordinance and the Jefferson County Addressable/Non- Addressable Structure Guide.**
- Section 2.8 "Display" as used herein is the manner in which the numbers are affixed to a structure or otherwise displayed when affixing to a structure.
- Section 2.9 "Non-Compliance" is any failure to comply with the provisions of this Ordinance including, but not limited to, by way of example: a number out of sequence, odd or even number on wrong side of street, rural box numbers in a 9-1-1 address area, numbers improperly affixed, numbers illegible, numbers unclear, numbers obstructed, numbers not visible, numbers not present, numbers of improper size, numbers not in contrast with immediate background, weatherworn numbers, wrong numbers, non-approved numbers, illegal or non-approved road signs, or illegal attachments to road signs.
- Section 2.10 "Occupant" is any person, firm, entity, partnership, trust, corporation, association, or other organization that is occupying or leasing a building or other property for a period exceeding thirty (30) days.
- Section 2.11 "Owner" is any and all persons, firms, entities, partnerships, trusts, corporation, associations, or other organizations that own the fee title to, or have an undivided interest in, any building or property, which is subject to

the provisions of this Ordinance.

Section 2.12 “Addressing Office”, “GIS Office”, or “Geographic Information Systems” is the County-staffed office responsible for managing and maintaining the responsibilities for addressing, road naming and mapping in Jefferson County. The Addressing Coordinator will work within the confines of this office or department.

Section 2.13 “Access” is the primary entry point onto the property and into the structure. Access may be the driveway or a direct, perpendicular line from the front door to the street. It shall be the responsibility of the Addressing Coordinator to determine the appropriateness in any instance. The access point on the road determines the address number according to the Number Assignment Formula.

Section 2.13.1 If a landowner reconfigures their driveway, access easement, private road or significantly alters the access point location, the address number shall be changed per the Number Assignment Formula and Interval.

Section 3 STRUCTURE AND LOCATION NUMBERING AND DISPLAY

Section 3.1 Whenever any house, building, or addressable structure shall be erected or located after the initial establishment of the uniform numbering system as provided herein, it shall be the duty of the property owners to procure the correct number or numbers for the property and to affix these numbers to the building in accordance to this Ordinance. The owner shall place or cause to be placed upon each house or building controlled by him/her the number or numbers assigned under the uniform number system within thirty (30) days of notification of the assigned address. The cost of posting the address shall be the responsibility of the property owner.

Section 3.1.1 Any structure situated on a “corner lot” and having roads along two sides of the structure may have two possible access points. Consequently, that structure may be addressed from the street facing the primary entry to the center of the structure, or from where the driveway leading to the structure intersects the right-of-way, whichever is more appropriate. It shall be the responsibility of the Addressing Coordinator to determine the appropriateness in this instance.

Section 3.2 An application for a building permit for a new addressable structure shall be considered an application for an address assignment. The Jefferson County Engineering Department shall coordinate with the Jefferson County GIS/Addressing Office for the assignment of addresses. No address shall be assigned until the structure is permitted, and footer is in

place and properly inspected. The address shall be issued not later than thirty (30) days following identification of address and shall be installed on the structure prior to final inspection from the Jefferson County Engineering Department.

Section 3.2.1 An occupancy permit for any structure erected or repaired shall be withheld until the permanent and proper address numbers have been affixed to such structure in accordance with the requirements of this Ordinance.

Section 3.2.2 If a previously addressed structure is demolished or burned down, that address will be removed until a new structure is built on a properly inspected foundation. The old address does not automatically transfer to the new structure. Any replacement structure is subject to the Number Assignment Formula based on current access to a named road.

Section 3.3 Display of Number – Residential Structure – Each primary structure shall display the number of the address assigned to it. The street number for residences shall be in accordance with ~~The BOCA National Property Maintenance Code, Section PM-303.3, Exterior Structure, Premises Identification~~ **The International Residential Code (IRC) Section R319.1; Site Address Code**. The numbers shall be in Arabic numerals at least **four (4)** inches in height, and of a durable and clearly visible material. The numbers shall be placed on, above, or at the side of the main entrance so the number is clearly visible from the public right-of-way. Whenever a residence entrance is greater than fifty (50) feet from a public right of way, or not clearly visible from the public right-of-way, a number shall also be placed along a driveway, or property entrance, **so that it is visible from both directions of travel**. Address numbers are to be a contrasting color to the background on which they are mounted.

Section 3.4 The owner or person in charge of any house, building, mobile home, or other structure to which a number has been assigned shall affix the number as outlined in this Ordinance within thirty (30) days after the receipt or notification of such number.

Section 3.5 Display of Number – Commercial and Industrial Structure – Address numbers for commercial and industrial structures shall follow ~~BOCA PM-303.3~~ **International Building Code (IBC) Section 501.2; Address Identification** code regulations of at least **four (4)** inches in height. The number shall be placed above or on the main entrance to the structure when possible. If such number is not clearly visible from the public right-of-way, the number shall be placed along a driveway or on a sign visible from the same. Address numbers are to be a contrasting color to the background on which they are mounted.

- Section 3.6 Display of Number – Apartments and Similar – The address number assigned to a single building number shall be displayed on each structure following the BOCA PM 303.3 code according to specifications in Section 3.5, Display of Number – Commercial and Industrial Structure. Numbers and/or letters for individual apartments or units within these complexes shall be displayed on, above, or to the side of the main doorway of each apartment or unit according to specifications in Section 3.3, Display of Number – Residential Structure.
- Section 3.6.1 ~~Display of Number – Trailer Park and Similar – The address number assigned to a trailer within an organized trailer park shall be one address number for the trailer park with each trailer assigned a lot or space number. The lot or space number must be posted and permanently affixed to the lot identifying the lot or space number. The main address to the trailer park must be posted at the entrance of the park. Address numbers are to be a contrasting color to the background on which they are mounted.~~
- Display of Number – Trailer Park and Similar – If applicable, the main address to the trailer park must be posted at the entrance of the park according to specifications in Section 3.5, Display of Number – Commercial and Industrial Structure. In all cases, individual mobile homes must be posted according to the specifications in Section 3.3, Display of Number – Residential Structure.**
- Section 3.7 The combination of such an address number, the road or street name, applicable sub addresses, and the postal community shall be the official address of such primary structure. **The U.S. Post Office has adopted the physical addressing system implemented by the County. A resident may not use an alternate address for rural delivery mail that is different from their officially assigned physical address.**
- Section 3.8 All costs to individuals or households in complying with this section of the Ordinance shall be borne by that individual or household.
- Section 3.9 Effective with amendment #3, January 14th, 2010, all sub-address numbers assigned to a unit, suite, apartment, etc. shall follow the Jefferson County Addressing Model Guidelines.
- Section 3.10 Temporary addresses will be available only for construction trailer offices and for similar purposes. Anyone desiring a temporary address shall execute an agreement with the GIS/Addressing Office that acknowledges that the address being provided is a temporary address to be used for not more than one year from the date of issuance. Temporary addresses cannot be relocated, reassigned, re-accessed or made permanent at the discretion of anyone other than the Addressing Coordinator or their duly authorized agent.

To obtain a temporary address, the applicant shall provide a small area

map which contains the location of the temporary addressable structure, the nature of the structure and the vehicular path by which **one** accesses the temporary structure from the closest named road.

Section 4 ROAD AND SUBDIVISION NAMING

- Section 4.1 The “Jefferson County Road Name Index” shall be the official listing of names for streets and roads in Jefferson County. The Jefferson County Addressing Coordinator, or his/her duly authorized agent, is hereby authorized to assign names to roads.
- Section 4.1.1 Road names listed as “reserved” on the “Jefferson County Road Name Index” shall be held in reserve status for no longer than five years from the date the road name was approved and placed into reserve. After such time, the GIS/Addressing Office will review the project status for the purpose of identifying road names for removal from or retention in the official Road Name Index. The reserving entity will be notified of pending removal or retention whenever possible.
- Section 4.2 No street within the County, currently shown on a recorded deed, subdivision plat or assigned to a new subdivision plat, shall be considered official until such name is registered with the Jefferson County GIS/Addressing Office, approved, and added to the Jefferson County Road Name Index. ~~The Jefferson County GIS/Addressing Office, or the duly authorized agent, shall have the authority to refuse registration of any name already in use, confusingly similar to a name already registered, deemed confusing for purposes of emergency response, or deemed inappropriate by the Jefferson County GIS/Addressing Office.~~
- Section 4.2.1 The Jefferson County GIS/Addressing Office, or the duly authorized agent, shall have final authority exclusive in the area of road naming within the entire County in order to ensure that road names are not duplicated or confusingly similar to a name already registered, deemed confusing for purposes of emergency response, or deemed inappropriate by the Jefferson County GIS/Addressing Office.
- Section 4.2.2 The Jefferson County Addressing Coordinator or his/her duly authorized agent, shall review all requests for new road names within thirty (30) days of receipt in the Jefferson County GIS/Addressing Office. **In accordance with the Jefferson County Road Naming Petition,** The Jefferson County Addressing Coordinator or his/her duly authorized agent shall provide approval or rejection for road names, within thirty (30) days from receipt of the request.
- Section 4.3 Road names shall not duplicate road names already assigned, regardless of road name prefixes or suffixes, except for roads located within different corporations and grandfathered into the road network and approved by the

County Commission as inclusion in the Road Name Index at the time the Road Name Index was first approved by the County Commission, which was on February 23, 2003. The four cardinal points of the compass may be used as a prefix, but not a suffix, to designate portions of a continuous street.

- Section 4.3.1 All named roads must intersect and have defined connections to another named roadway within the road network.
- Section 4.3.2 A “court” shall be considered a road ending in a dead-end, such as a cul-de-sac, and cannot have any other roadway along its length except for the road that the court originally intersects.
- Section 4.4 Identical or confusingly similar road names shall not be differentiated simply by changing the road name suffix. (i.e., Birch Street and Birch Avenue) nor by adding a cardinal point suffix (i.e., Example Street and Example Street North)
- Section 4.5 A road shall have only one name throughout its entire length unless approved as an exception by the County Commission. A road name can only change names at defined intersections where a traffic control device exists, such as at an intersection controlled by a stop light or an intersection controlled by stop signs where the road bearing the name is controlled by the stop sign. An example of this is a 4-way stop sign controlled intersection. The Jefferson County Addressing Coordinator, or his/her duly authorized agent, shall have the authority to interpret and apply as appropriate.
- Section 4.5.1 Wherever possible, a road name shall continue directly straight across at any intersection and not turn right or left on a different path or direction as it approaches the intersection. Road names that are **disconnected or** not continuous in a direct and straight forward path, but rather turn at intersections are opportunities for confusion when travelling along the road.
- Section 4.5.2 The third addressable structure built on a right-of-way not otherwise named causes the right-of-way to be named. The GIS/Addressing Office shall coordinate and oversee the naming of the right-of-way. The owners of any parcels **legally** accessing a **recorded** right-of-way required to be named have the naming rights of the right-of-way. The GIS/Addressing Office shall provide road name petitions to all owners of parcels affected by the road name change and shall provide a specific timeframe for response. Through majority vote and within the stipulated timeframe per the petition, the owners of parcels affected by the road name change shall agree upon a road name and submit the road name for approval. **All unique property owners shall have only one (1) vote regardless of how**

many lots are owned along the road. The County requires proof, by official County petition form, that all parties involved have a part in the petition process. If agreement of a road name does not occur within the stipulated timeframe, the County shall have the authority to name the road.

Section 4.6 Any change to an existing, official road name in the unincorporated parts of the County must be initiated by a petition requesting the change in name and signed by owners of eighty percent (80%) of the parcels on the street whose name is proposed to be changed. The petition to change shall be filed with and reviewed by the Jefferson County GIS/Addressing Office. Such petition should not be filed until the Jefferson County Addressing Coordinator, or his/her duly authorized agent, confirms the availability of the proposed name, but not later than thirty (30) days following such confirmation.

Documentation such as a tax bill or deed, showing the ownership of each signatory to the petition must accompany the petition at the time of filing.

A non-refundable deposit in the amount of Two Hundred Fifty Dollars (\$250.00) shall accompany the petition. Upon approval of the name change, the petitioner shall be obligated to pay to the County for the actual costs incurred by the name change, including the total costs for all road signs affected by the name change.

Residents along the affected road or street shall be responsible for advising the United States Postal Service of such road or street name change.

Section 4.7 Subdivision name approval is required for all “conventional” subdivision projects as defined by the Jefferson County Subdivision Ordinance. Subdivision names are not required for “minor” or family subdivisions as defined by the Subdivision Ordinance. The Jefferson County GIS/Addressing Office, or the duly authorized agent, shall have final authority exclusive in the area of subdivision naming within the entire County in order to ensure that subdivision names are not duplicated or confusingly similar to a name already registered, deemed confusing for purposes of emergency response, or deemed inappropriate by the Jefferson County GIS/Addressing Office.

Section 4.7.1 No subdivision name currently shown on a subdivision plat or land development application filed with the County shall be implemented by a subdivision owner or developer until such name has been registered with the Jefferson County GIS/Addressing Office, approved, and added to the Jefferson County Subdivision Name Index. The Jefferson County GIS/Addressing Office, or the duly authorized agent, shall have the authority to refuse registration of any name already in use, confusingly similar to a name already registered, deemed confusing for purposes of

emergency response, or deemed inappropriate by the Jefferson County GIS/Addressing Office.

Section 4.7.2 The Jefferson County Addressing Coordinator or his/her duly authorized agent, shall review all requests for new subdivision names within thirty (30) days of receipt in the Jefferson County GIS/Addressing Office. The Jefferson County Addressing Coordinator or his/her duly authorized agent shall provide approval or rejection for subdivision names, within thirty (30) days from receipt of the request.

Section 5 STREET SIGNS

Section 5.1 All new street signs erected within Jefferson County shall be in conformance with the specifications of this section. Basic dimensions are illustrated in the Jefferson County Subdivision Ordinance Standard Details. A typical street sign installation will designate two streets using four nameplates.

Section 5.2 The owner of any subdivision or other development where a street sign is required shall erect or cause to be erected street signs in conformance to the exact standards of street sign specification in this Ordinance. To ensure uniformity of street signs throughout Jefferson County, the signs shall be in conformance to the type, size, style, color, material, placement, and any other specifications mandated by the County Commission or its representatives. The owner of any subdivision, any property, or any other development where a street sign is required shall provide funds per the street sign fee schedule and the County will initiate the installation of the street sign(s). Any signs not in conformance to the specifications of this ordinance shall be removed and signs that are in conformance shall be erected, all at the expense of the owner or party responsible for the subdivision, property, or other development.

Section 5.2.1 The owner of the newly built addressable structure or newly subdivided lot shall be responsible for any and all fees to install any and all signs on the newly named road and shall provide the funds to the County per the street sign fee schedule. The County will initiate the installation of the street sign(s). All signs shall conform to the Manual on Uniform Traffic Control Devices and to the specifications of this Ordinance.

Section 5.2.2 Except as approved by the County Commission, no other object or sign of any type shall be attached, permanently or temporarily, to any road name signpost. At no time shall a stop sign be mounted to a road name signpost. All stop signs on state-maintained or private/subdivision roadways shall be individually mounted to its own post. **Neither sign blades nor posts shall be altered in appearance or in installation location other than by the County.**

Section 5.2.3 . Any sign displaying the name of a subdivision, property name, family name, or structure name (i.e. historic structure) shall not resemble a street name sign nor in any way be confused with a Jefferson County street sign. Any such sign shall not have in it any street name suffix.

Section 5.3 . Sign Specifications – State Maintained Roadway - All signs erected on a roadway adopted by the West Virginia Department of Transportation, Division of Highways shall be in conformance at minimum to the West Virginia Department of Transportation, Division of Highways as defined in the “Standards for the Design and Installation of Road Name Signing” published March 1999 (Appendix A). Ideally, all signs placed within Jefferson County shall be in conformance to the United States Department of Transportation, Federal Highway Administration rules as published in the current edition of the Manual of Uniform Traffic Control Devices however the State of West Virginia shall have the final authority as to the type and size of sign erected on their right-of-way.

For signs placed in conformance to the FHWA, all nameplates shall use aluminum sign blanks of .080 thickness, alloy to be 5052H38, degreased and etched, ready to accept pressure sensitive materials. Corners shall be radius and six mounting holes shall be punched prior to application of the reflective sheeting. The sheeting shall be 3M brand High Intensity Scotchlite applied using either the 3M silk screening process or the 3M ElectroCut (EC) method.

The sign size for a primary roadway shall be nine (9”) inches high x 30”, 36”, 42”, 48”, or 54”.

The sign size for a secondary roadway shall be six (6”) inches high x 24”, 30”, 36”, 42”, or 48”.

The sign color (reflective sheeting) shall consist of white lettering on a green background for any state-maintained roadway.

The letter size and type shall conform to the FHWA “Standard Alphabets for Highway Signs”, Series C, uppercase. Should the road name not fit on the longest sign length, the Series shall be reduced to a “B” width. Should the road name still not fit on the longest sign length, the text height shall be reduced by ½” increments until the road name fits. Abbreviations may be used as a suitable alternative however the GIS/Addressing Office shall have final inspection and approval on signs that require a reduced letter size or abbreviation. The normal spacing between words shall be the width of the letter “H” in the same series and height used in the street name.

For a primary roadway, the standard text height of the road name shall be six (6”) inches for the primary road as well as for those roads intersecting

the primary roadway. The standard text height of the prefix and suffix shall be three (3") inches.

For a secondary roadway, the standard text height of the road name shall be four (4") inches for the secondary road as well as for those roads intersecting the secondary roadway. The standard text height of the prefix and suffix shall be two (2") inches.

Section 5.3.1 Sign Specifications – Private / Subdivision – All signs erected shall be in conformance to the United States Department of Transportation Federal Highway Administration current edition of the Manual on Uniform Traffic Control Devices. The County Commission shall have final authority for the size, style, and color of the sign to be erected.

All nameplates shall use aluminum sign blanks of .080 thickness, alloy to be 5052H38, degreased and etched, ready to accept pressure sensitive materials. Corners shall be radius and six mounting holes shall be punched prior to application of the reflective sheeting. The sheeting shall be 3M brand High Intensity Scotchlite applied using either the 3M silk screening process or the 3M ElectroCut (EC) method.

The sign size for a roadway intersecting a state-maintained primary roadway shall be nine (9") inches high x 30", 36", 42", 48", or 54".

The sign size for a roadway intersecting a state-maintained secondary roadway or intersecting another private/subdivision roadway shall be six (6") inches high x 24", 30", 36", 42", or 48".

The sign color (reflective sheeting) shall consist of white lettering on a brown background.

The letter size and type shall conform to the FHWA "Standard Alphabets for Highway Signs", Series C, uppercase. Should the road name not fit on the longest sign length, the Series shall be reduced to a "B" width. Should the road name still not fit on the longest sign length, the text height shall be reduced by ½" increments until the road name fits. Abbreviations may be used as a suitable alternative however the GIS/Addressing Office shall have final inspection and approval on signs that require a reduced letter size or abbreviation. The normal spacing between words shall be the width of the letter "H" in the same series and height used in the street name.

For a roadway intersecting with a primary roadway, the standard text height of the road name shall be six (6") inches for the roadway, as well as the intersecting primary roadway. The standard text height of the prefix and suffix shall be three (3") inches.

For a roadway intersecting with a secondary roadway or another

private/subdivision roadway, the standard text height of the road name shall be four (4") inches for the roadway, as well as the intersecting secondary road and intersecting private/subdivision road. The standard text height of the prefix and suffix shall be two (2") inches.

Section 5.3.2 Sign Post Specifications – For both state-maintained and private/subdivision roadways, the nameplate signpost shall consist of an upper signpost and a lower base post or anchor. The upper signpost shall be a two-inch by two-inch (2" x 2") square post ten (10') feet in length. The signpost can either be the QUIK PUNCH post or 4-hole post as manufactured by Allied Tube and Conduit. The initial sign project signposts shall be the 4-hole post specification.

The base post shall be a thirty-six (36") inch, 2 ¼" x 2 ¼" anchor, driven into the earth to a depth of at least thirty-two (32") inches. The base post shall not extend more than four (4") inches above grade.

The street name signs shall be fastened utilizing four aluminum pop-rivets, plastic washers and plastic sign spacers. One pop-rivet shall be fastened through each corner of each sign face, through the plastic sign spacer, then through the second (back to back) street name sign plate. Two 3/8" drive rivets and two plastic sign washers shall be utilized to fasten each street name sign to the 2" x 2" x 10' signpost. The signpost shall be fastened to

the base post with one 3/8" drive rivet and one special corner bolt. The corner bolt shall be utilized to secure the signpost to the base post while the drive rivet is utilized to reduce vandalism. A pyramid rain cap shall be installed at the top of the signpost.

Section 5.3.3 Sign Post Installation – On all roadways, all street name signs shall be located on diagonally opposite corners and mounted with their faces parallel to the streets they identify. Only the sufficient amount of street name signs is needed to properly identify the roadway. The GIS/Addressing Office shall have the authority to identify and cause installation of the proper amount of signs at a given intersection as deemed necessary.

The Miss Utility locating service shall be notified to mark all locations where a street name sign is placed.

For a roadway identified as a "dead end" roadway not having any other intersection with any other road, only the name of the "dead end" roadway shall have a sign installed, commonly referred to as a one-way sign.

Street name signs shall be located to assist the motorist in locating the street name while not blocking the view of motorists exiting onto the street from which they are traveling.

Where possible, the County or its contractor shall place signs within established rights-of-way. If a sign cannot be placed within a right-of-way due to general guidelines involving safety and line of sight, the County may place a sign on private property.

Section 5.3.4 Sign blades must be clear of vegetation, debris or any other object that may obstruct its view from motorists. The County may, but is not required to, clear vegetation as necessary to ensure visibility of any road sign.

Section 5.4 Signage which is damaged or destroyed shall be the responsibility of the individual(s) causing such damage or destruction, whether by negligence or otherwise. The agency or individual(s) responsible for maintenance of the damaged sign shall have the authority to recover the costs of replacing the sign from the individual(s) causing such damage or destruction.

Section 5.5 Any such person found to be responsible for damage or destruction of any road or street sign shall pay to the County all of the costs for such damage or destruction, including but not limited to, costs for sign removal and replacement. Failure to pay for damage or destruction may result in legal action against the responsible party for all costs, such as court costs and reasonable attorney fees.

Section 6 MAPS

Section 6.1 All properties or parcels of land within Jefferson County shall hereafter be identified by reference to a uniform numbering system, as shown on maps maintained in the Jefferson County GIS/Addressing Office. The maps and explanatory matter thereon may be amended, modified, or changed at the direction of the Jefferson County Addressing Coordinator, or his/her duly authorized agent.

Section 6.2 Mapping accuracy and consistency in the application of this ordinance is imperative for delivery of emergency services. As the Addressing Coordinator strives to improve such accuracy and consistency, he/she or the duly authorized agent, is authorized to correct any found errors or inconsistencies.

Section 7 APPEALS, AMENDMENT, CONFLICT WITH OTHER LAWS, VALIDITY

Section 7.1 Any requests concerning road name changes, addressing complaints and/or general administration of this ordinance, will first be directed to the Jefferson County Addressing Coordinator within thirty (30) days from the

time of road name or address assignment. **The Jefferson County Addressing Coordinator will review the requests or complaints and will make a decision pursuant to the terms of the Ordinance.** ~~If the initial contact does not satisfy the individuals' concern, he or she may appeal the decision to the Jefferson County Commission for final disposition provided, however, that all such appeals must be filed no later than 10 days after the decision. The Commission may, at its discretion, hear such appeals as oral argument or may rule based upon the written appeal. All such appeals shall be decided on or before 30 days after the appeal is heard.~~

Section 7.1.1 ~~If the initial contact~~ **decision of the Jefferson County Addressing Coordinator** does not satisfy the individuals' concern, he or she may appeal the decision to the Jefferson County Commission for final disposition provided, however, that all such appeals must be filed no later than 10 days after the decision. The Commission may, at its discretion, hear such appeals as oral argument or may rule based upon the written appeal. **Only misinterpretation, misapplication of the ordinance, or staff error may be appealed.** All such appeals shall be decided on or before 30 days after the appeal is heard.

~~Section 7.2~~ ~~After implementation of the address conversion system, any concerns, problems, or complaints regarding the naming and numbering system will be handled on a case-by-case basis by the Jefferson County Addressing Coordinator.~~

~~Section 7.2.2~~ Past decisions by the Addressing Coordinator do not set precedent for future determinations in mapping, addressing or administration of this ordinance.

Section 7.3 Amendment - By legislative procedure, the Jefferson County Commission may, from time to time, amend, supplement or change the provisions of this Ordinance.

Section 7.4 Conflict With Other Laws - Where the provisions of this Ordinance impose greater restrictions than those of any other ordinance or regulation, the provision of this Ordinance shall be controlling. Where the provision of any statute, other ordinance or regulation imposes greater restrictions than this Ordinance, the provisions of such statute, ordinance or regulations shall be controlling.

Section 7.5 Validity – If any article, section, subsection, paragraph, clause or provision of this Ordinance shall be declared by a court of competent jurisdiction to be invalid, such decisions shall not affect the validity of this Ordinance as a whole or any other part thereof.

Section 7.6 Relationship between physical location address and tax map or legal Deed

description – The physical location address is a label to identify an addressable structure or unit(s) within a structure. This address may function as a mailing address for onsite or rural delivery services. It does not legally designate a property, parcel or lot by itself. It may support the identity of a property in conjunction with the Tax District, Map and Parcel number of the lot as defined by the Jefferson County Assessor's Office. The legal description of a property shall be identified by the boundary description in the Deed first and then the Tax District, Map and Parcel number second. The physical location address of any structure on said lot is non-essential to the legal description. Where a physical location address exists in any legal document that does not match the correct physical location address, the GIS/Addressing Office can provide the correct address to the proper authority.

- Section 7.7 Cross References –
- National Emergency Number Association (NENA) Standard Guidelines
 - ~~BOCA National Property Maintenance Code, Section PM-303.3~~
 - International Building Code (IBC) 2012**
adopted by Jefferson County 9/1/13
 - International Residential Code (IRC) 2009**
adopted by Jefferson County 9/1/13
 - Standards for the Design and Installation of Road Name Signing
(March 1999 Appendix A).
 - Standard Alphabets for Highway Signs (FHWA)
 - Manual of Uniform Traffic Control Devices (USDOT, FHWA)
 - Jefferson County Subdivision Ordinance
 - *Jefferson County Addressable/Non-Addressable Structure Guide
 - *Jefferson County Addressing Model guidelines.
 - *Jefferson County Street Suffix Definitions
 - *Jefferson County Road Name Index
 - *Jefferson County Road Naming Petition**
 - *Jefferson County Subdivision Name Index
 - * maintained as policy documents in the Jefferson County GIS/Addressing Office

Section 8 PENALTIES

- Section 8.1 It is unlawful for any person to violate this Ordinance. When it appears that a violation of this Ordinance has occurred, the responsible party shall be notified by means of a written Violation Notice. The Violation Notice shall specify the nature of the violation and shall request that the violation be terminated within 30 days from the date appearing on the notice. After thirty (30) days of non-compliance from the time of written notification, the violation of any section of this Ordinance shall be deemed a misdemeanor punishable by a fine of not to exceed five hundred dollars (\$500.00). Each day a violation continues shall constitute a separate offense.

Section 9 ADOPTION AND SIGNATURES

Section 9.1 This Ordinance shall be effective July 1, 2002.

Adopted the 25th day of April, 2002.

Amended on the 12th day of December, 2002.

Amended on the 24th day of July, 2003.

Amended on the 14th day of January, 2010.

Amended on the xx day of April, 2016.

JEFFERSON COUNTY COMMISSION

Amended this _____ day of _____, _____.

BY: _____
President of the Commission

ATTEST: _____

Jefferson County GIS/Addressing Office

DEPARTMENTAL MEMORANDUM

TO: Jefferson County Commission
Stephanie Grove, County Administrator

FROM: Todd Fagan, GIS Director

DATE: March 3rd, 2015

SUBJECT: Amendment #4 to E9-1-1 Addressing Ordinance 01-2002



The Jefferson County Addressing Ordinance was last amended January 14th, 2010. Since that time, the Countywide (unincorporated area only) Address Compliance Program has been completed and the GIS/Addressing Office is working on assignment of new addresses, correction of past addressing errors and enforcement of the ordinance. Staff recommends an amendment to the ordinance to close some loopholes and clarify some items that have been limiting or confusing. The recommendations below should improve the ordinance and make it a stronger document in support of Public Safety and other County Ordinances.

This memorandum provides the Commission, legal counsel, and the public with the plain language reasoning or insight into each recommended change, highlighted accordingly in the accompanying marked-up draft Amendment #4; Attach1_Jefferson_County_Addresssing_Ordinance_Amendment_No4-20160324.docx. The current Ordinance can be found at <http://www.jeffersoncountywv.org/home/showdocument?id=135>

Overview of Amendment #4

Section 2.3 (Modified, Deleted, and Appended) ... The term "Road" or "Street" shall mean any public or private thoroughfare used for vehicular traffic and/or any easement or right-of-way that provides sole **and legally permitted** access to more than two parcels or lots. **~~This term shall be defined as the "Street Suffix" and shall include, but is not limited to: avenue, drive, way, boulevard, highway, lane, pike or similar street types.~~ Private driveways, not providing legal access to three or more addressable structures, shall not be named.**

Occasionally there is confusion over who has rights to access a common right-of-way. Only those with legal access are affected or have a say in naming a road. We deleted the 2nd sentence because it was confusing and already covered by definition in the following Section 2.3.1. Some residents want their own private driveway to be named, which does not meet the definition of providing access to 3 or more lots/addressable structures.

Section 2.7.1 (Appended)... "Addressable Structure" is defined as any place a person would "live", "work", "worship" or "play". The structure must be permitted, permanently anchored, and in compliance with all applicable impact fee, **building code**, subdivision, and/or zoning regulations. **An address is designed to identify a structure, which is primarily intended to have regular human occupancy, in the event of an emergency. An address is not designed to get mail or deliveries at otherwise predominantly vacant properties. Should the addressing coordinator determine that an application for a physical address is being made solely for deliveries, it can be denied.**

Added "building code" to list of county regulations that we do not wish to undermine by mis-assigning an address. Appended definition to strengthen the purpose of a 911 address for emergency purposes,

not simply for mail or to establish residency. We often get requests for an address so the individual can get mail, deliveries to a specific outbuilding or vacant lot, set up cable, or more nefariously, to establish illegal residency.

Section 2.7.2 (Renumbered) ... It shall be the responsibility of the Addressing Coordinator to interpret this definition in accordance to the stipulations of this Ordinance and the Jefferson County Addressable/Non-Addressable Structure Guide.

Previously last sentence in Section 2.7.1, moved to separate section

Section 2.13 (New) ... **”Access” is the primary entry point onto the property and into the structure. Access may be the driveway or a direct, perpendicular line from the front door to the street. It shall be the responsibility of the Addressing Coordinator to determine the appropriateness in any instance. The access point on the road determines the address number according to the Number Assignment Formula.**

Every case is unique, often a judgment call dependent on rural or urban settings, structure type, and relationship to neighboring structures, corner lots, or distance from roadway. Defining the access point gives staff the latitude to make the best choice depending on the situation.

Section 2.13.1 (New) ... **If a landowner reconfigures their driveway, access easement, private road or significantly alters the access point location, the address number shall be changed per the Number Assignment Formula and Interval.**

Sometimes the new driveway or construction site is hundreds of feet away from the original location, warranting a new calculation of the address number. Retaining the original number may create confusion or be noticeably out of sequence with neighboring numbers.

Section 3.2.2 (New)... **If a previously addressed structure is demolished or burned down, that address will be removed until a new structure is built on a properly inspected foundation. The old address does not automatically transfer to the new structure. Any replacement structure is subject to the Number Assignment Formula based on current access to a named road.**

Many times, a dilapidated or destroyed building is never replaced. In these cases it can be confusing to see an address on the map that does not exist in the field. Sometimes the new construction site is hundreds of feet away from the original location, warranting a new calculation of the address number. Retaining the original number may create confusion or be noticeably out of sequence with neighboring numbers.

Section 3.3 (Modified) ... Display of Number – Residential Structure – Each primary structure shall display the number of the address assigned to it. The street number for residences shall be in accordance with ~~The BOCA National Property Maintenance Code, Section PM 303.3, Exterior Structure, Premises Identification~~ **the International Residential Code (IRC) Section R319.1; Site Address Code.** The numbers shall be in Arabic numerals at least ~~three~~ **four (4)** inches in height, and of a durable and clearly visible material. The numbers shall be placed on, above, or at the side of the main entrance so the number is clearly visible from the public right-of-way. Whenever a residence entrance is greater than fifty (50) feet from a public right of way, or not clearly visible from the public right-of-way, a number shall also be placed along a driveway, or property entrance, **so that it is visible from both directions of travel.** Address numbers are to be a contrasting color to the background on which they are mounted.

Replaced old reference, BOCA PM-303.3 code with current code, changed minimum height of numbers to match IRC, and added the "both directions" text because you never know which direction responder is coming from. A lot of residents put their numbers on the side that the mail carrier travels from on their delivery route. This requirement strengthens the ordinance as a matter of public safety and for the residents' own benefit when an ambulance or law enforcement officer comes from the opposite direction.

Section 3.5 (Modified)... Display of Number – Commercial and Industrial Structure – Address numbers for commercial and industrial structures shall follow the ~~BOCA PM 303.3~~ **International Building Code (IBC) Section 501.2; Address Identification** code regulations of at least ~~six (6)~~ **four (4)** inches in height. The number shall be placed above or on the main entrance to the structure when possible. If such number is not clearly visible from the public right-of-way, the number shall be placed along a driveway or on a sign visible from the same. Address numbers are to be a contrasting color to the background on which they are mounted.

Replaced old reference, BOCA PM-303.3 code with current code and changed minimum height of numbers to match IBC.

Section 3.6 (Modified)... Display of Number – Apartments and Similar – The address number assigned to a single building number shall be displayed on each assigned structure ~~following the BOCA PM 303.3 code~~ **according to specifications in Section 3.5, Display of Number – Commercial and Industrial Structure**. Numbers and/or letters for individual apartments or units within these complexes shall be displayed on, above, or to the side of the main doorway of each apartment or unit **according to specifications in Section 3.3, Display of Number – Residential Structure**.

Removes old code reference and references number display specifications for more clarity on Building vs. Apartment Door.

Section 3.6.1 (Replaced)... **Display of Number – Trailer Park and Similar – If applicable, the main address to the trailer park must be posted at the entrance of the park according to specifications in Section 3.5, Display of Number – Commercial and Industrial Structure. In all cases, individual mobile homes must be posted according to the specifications in Section 3.3, Display of Number – Residential Structure.**

*Deleted first sentence because in reality, half of our trailer parks use a different addressing scheme; creating an inherent ordinance violation.
Also referenced number display specifications for more clarity on collective Mobile Home Park vs. individual lots or trailers.
Deleted last sentence because contrasting backgrounds are detailed in the referenced specification.*

Section 3.7 (Appended)... The combination of such an address number, the road or street name, applicable sub addresses, and the postal community shall be the official address of such primary structure. **The U.S. Post Office has adopted the physical addressing system implemented by the County. A resident may not use an alternate address for rural delivery mail that is different from their officially assigned physical address.**

We have had residents attempt to retain their old mailing address for mail and use their new physical address for 911 purposes only. The USPS only recognizes one address, the 911 physical location address.

Section 3.10 (Modified second paragraph) ...To obtain a temporary address, the applicant shall provide a small area map which contains the location of the temporary addressable structure, the nature

of the structure and the vehicular path by which **one** accesses the temporary structure from the closest named road.

Typo: ...by which "one" accesses, instead of "on" accesses...

Section 4.2 (Deleted)... No street within the County, currently shown on a recorded deed, subdivision plat or assigned to a new subdivision plat, shall be considered official until such name is registered with the Jefferson County GIS/Addressing Office, approved, and added to the Jefferson County Road Name Index. ~~The Jefferson County GIS/Addressing Office, or the duly authorized agent, shall have the authority to refuse registration of any name already in use, confusingly similar to a name already registered, deemed confusing for purposes of emergency response, or deemed inappropriate by the Jefferson County GIS/Addressing Office.~~

This last sentence is deleted due to redundancy with intent of Section 4.2.1

Section 4.2.2 (Modified) ...The Jefferson County Addressing Coordinator or his/her duly authorized agent, shall review all requests for new road names within thirty (30) days of receipt in the Jefferson County GIS/Addressing Office. **In accordance with the Jefferson County Road Naming Petition**, The Jefferson County Addressing Coordinator or his/her duly authorized agent shall provide approval or rejection for road names, within thirty (30) days from receipt of the request.

Introduces policy guideline on road naming do's and don'ts, like no numbers, no offensive words, no trademarks, no duplicates, no symbols, etc.

Section 4.5.1 (Modified) ...Wherever possible, a road name shall continue directly straight across at any intersection and not turn right or left on a different path or direction as it approaches the intersection. Road names that are **disconnected** or not continuous in a direct and straight forward path, but rather turn at intersections are opportunities for confusion when travelling along the road.

Extra detail to support goal to prohibit directional changes in a continuously named roadway. If the road name doesn't go straight through an intersection, often there is confusion.

Section 4.5.2 (Modified)... The third addressable structure built on a right-of-way not otherwise named causes the right-of-way to be named. The GIS/Addressing Office shall coordinate and oversee the naming of the right-of-way. The owners of any parcels **legally** accessing a **recorded** right-of-way required to be named have the naming rights of the right-of-way. The GIS/Addressing Office shall provide road name petitions to all owners of parcels affected by the road name change and shall provide a specific timeframe for response. Through majority vote and within the stipulated timeframe per the petition, the owners of parcels affected by the road name change shall agree upon a road name and submit the road name for approval. **All unique property owners shall have only one (1) vote regardless of how many lots are owned along the road.** The County requires proof, by official County petition form, that all parties involved have a part in the petition process. If agreement of a road name does not occur within the stipulated timeframe, the County shall have the authority to name the road

Designed to ensure only those with legal access to a true easement are permitted to vote on a potential road name. Also clarified that each owner gets only 1 vote, not 1 vote per lot. For example, I may own 3 out of 5 lots on the road, but I don't automatically get a 3 vote majority when naming the road. I am only 1 of 3 owners, hence, 1 vote out of 3.

Section 5.2.2 (Appended)... Except as approved by the County Commission, no other object or sign of any type shall be attached, permanently or temporarily, to any road name signpost. At no time shall a stop sign be mounted to a road name signpost. All stop signs on state-maintained or private/subdivision roadways shall be individually mounted to its own post. **Neither sign blades nor posts shall be altered in appearance or in installation location other than by the County.**

We've had citizens shorten posts, reposition blades, and relocate signs on their own.

Section 5.3.4 (New) **Sign blades must be clear of vegetation, debris or any object that may obstruct its view from motorists. The County may, but is not required to, clear vegetation as necessary to ensure visibility of any road sign.**

We've noticed signs getting "lost" in trees and bushes. This section gives us authority to trim a tree limb if necessary to make the sign visible.

Section 6.2 (Moved) ... Mapping accuracy and consistency in the application of this ordinance is imperative for delivery of emergency services. As the Addressing Coordinator strives to improve such accuracy and consistency, he/she or the duly authorized agent, is authorized to correct any found errors or inconsistencies.

Previously Section 7.2.1, unchanged from original text; moved to Maps section

Section 7.1 (Modified) ... Any requests concerning road name changes, addressing complaints and/or general administration of this ordinance, will first be directed to the Jefferson County Addressing Coordinator within thirty (30) days from the time of road name or address assignment. **The Jefferson County Addressing Coordinator will review the requests or complaints and will make a decision pursuant to the terms of the Ordinance.**

Added sentence to better define the appeal process and the transition from the Addressing Coordinator to the County Commission. The terms of the entire Ordinance guide the Coordinator's decision. Also separated the last three sentences to the next sub section 7.1.1

Section 7.1.1 (Moved and Modified) ... If the ~~initial contact~~ **decision of the Jefferson County Addressing Coordinator** does not satisfy the individuals' concern, he or she may appeal the decision to the Jefferson County Commission for final disposition provided, however, that all such appeals must be filed no later than 10 days after the decision. The Commission may, at its discretion, hear such appeals as oral argument or may rule based upon the written appeal. **Only misinterpretation, misapplication of the ordinance, or staff error may be appealed.** All such appeals shall be decided on or before 30 days after the appeal is heard.

Clarified "initial contact" as decision of Addressing Coordinator. Also added text defining what can be appealed; appeals for simple variances or exemptions from regulations cannot be made. .

Section 7.2 (Deleted) ... ~~After implementation of the address conversion system, any concerns, problems, or complaints regarding the naming and numbering system will be handled on a case-by-case basis by the Jefferson County Addressing Coordinator.~~

Deleted due to redundancy with intent of Section 7.1, plus the countywide address conversion was completed over ten years ago. Also removes arbitrary "case-by-case" language.

Section 7.2.2 (Renumbered) ... Past decisions by the Addressing Coordinator...

Previously Section 7.2.2, unchanged from original text; renumbered to maintain section sequence.

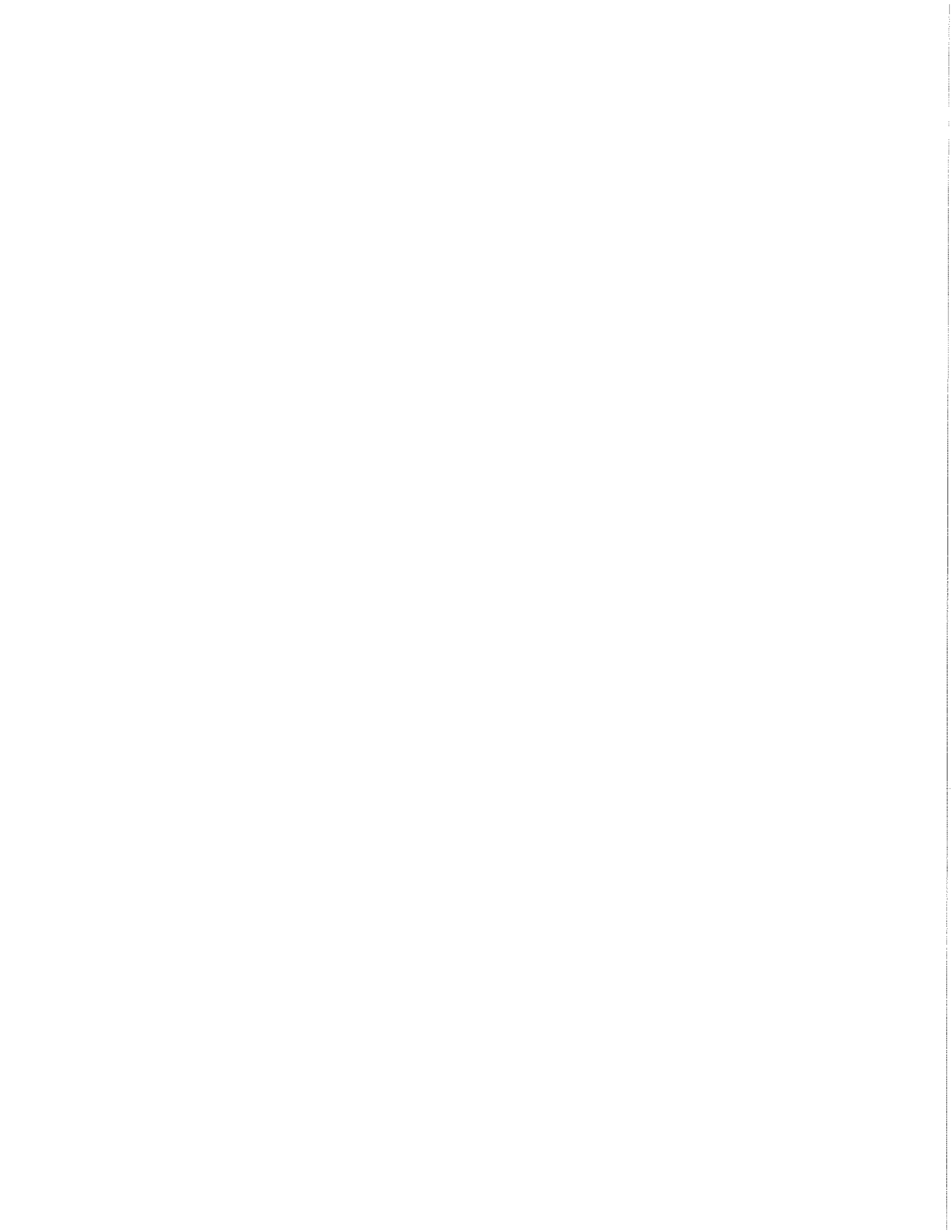
Section 7.7 (Modified) Cross References –
 National Emergency Number Association (NENA) Standard Guidelines
~~BOCA National Property Maintenance Code, Section PM-303.3~~
International Building Code (IBC) 2012
 adopted by Jefferson County 9/1/13
International Residential Code (IRC) 2009
 adopted by Jefferson County 9/1/13
 Standards for the Design and Installation of Road Name Signing (March 1999 Appendix A).
 Standard Alphabets for Highway Signs (FHWA)
 Manual of Uniform Traffic Control Devices (USDOT, FHWA)
 Jefferson County Subdivision Ordinance
 *Jefferson County Addressable/Non-Addressable Structure Guide
 *Jefferson County Addressing Model guidelines.
 *Jefferson County Street Suffix Definitions
 *Jefferson County Road Name Index
 ***Jefferson County Road Naming Petition**
 *Jefferson County Subdivision Name Index
 * maintained as policy documents in the Jefferson County GIS/Addressing Office

Replaced BOCA standard with latest IBC/IRC standard and added Road Naming Petition to list of referenced documents, policies, regulations, publications, etc.

Section 9.1 (Appended) Amended on the XXth day of April, 2016.
Line for latest amendment of ordinance

Amended this _____ day of _____,

 President of the Commission



Commission Office Use Only

Date on Agenda:

Appt Time or New Business:

AGENDA REQUEST FORM

Name: Nathan Cochran

Department or Entity: Prosecutor's Office

Estimation of amount of time needed for appointment: 20 min

Date Requested -- 1st Choice: March 31, 2016

Date Requested -- 2nd Choice: _____

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

Subject:

Approval of Bylaws for the Jefferson County
Emergency Services Agency

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

Bylaws have been revised and need approval
from the Jefferson County Commission again.

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

Motion to approve the revised Bylaws for the
Jefferson County Emergency Services Agency which
were amended on March 15, 2016.

Attachments:

Revised Bylaws

BYLAWS

Of the

Jefferson County Emergency Services Agency

Amended March 15, 2016

WHEREAS, on July 31, 2014, the Jefferson County Commission (the Commission) adopted an Ordinance to dissolve and reconstitute the Jefferson County Emergency Services Agency (JCESA)(the Agency) pursuant to Senate Bill 224; and that Ordinance was subsequently amended in May of 2015;

WHEREAS, it is desirable to have Bylaws for governance by the JCESA Board of Directors (Board), the Board hereby adopts these Bylaws to effectuate the purposes of the Act and to enable the Board to conduct its business in an open, efficient, orderly, responsible and accountable manner.

ARTICLE 1. FISCAL YEAR

The fiscal year the Jefferson County Emergency Services Agency shall commence on July 1 of each year. The fiscal year shall constitute the budget year and shall delineate terms of office for Officers.

ARTICLE 2. BOARD OF DIRECTORS

(a) Governance. Management of the Agency shall vested in a Joint Emergency Services Board. The Board shall consist of six voting and two non-voting members appointed by the County Commission who are citizens of the United States, registered voters in and official residents of Jefferson County constituted as follows:

- 1) One member of the Jefferson County Commission (who shall only be eligible to serve on the Board so long as he/she remain a member of the County Commission);
- 2) One representative of the emergency medical services community in Jefferson County; selected from three nominees submitted by the Fire and Rescue Association
- 3) One representative of the fire protection services community in Jefferson County selected from three nominees submitted by the Fire and Rescue Association;
- 4) Three citizen members of the board;
- 5) The President of the Fire & Rescue Association shall be a non-voting Board member.
- 6) The Medical Director who is employed by the Agency shall be a non-voting Board member.
- 7) No citizen member of the Board may provide fire service or emergency ambulance service in Jefferson County. Nor may any member of the Board have any immediate family member who provides fire service or emergency ambulance service in Jefferson County.
- 8) No member of the Board, nor their immediate family member, shall have any interest in any firm, partnership, corporation association engaged in the business of providing ambulance or fire services, nor in the manufacture, sale or lease of ambulance or fire equipment of facilities. For purposes of this ordinance, immediate family member shall mean a spouse or other person with whom a member is living as husband and wife and any child or children, grandchild or grandchildren and parent or parents.

- 9) Employees of the Agency are not eligible to serve as members of the Board, with the exception of the Medical Director.

For additional requirements for Board members, refer to Section 3, the Joint Emergency Services Board, of the May 2015 ordinance.

(b) Terms of Office. Individuals appointed to the Board shall serve for the term specified by the Commission, or until their successors have been appointed and qualified. Board members are limited to two consecutive terms.

(c) Compensation. Members and Officers of the Board shall serve without compensation other than reimbursement of approved reasonable and necessary expenses incurred in the discharge of their duties, unless a majority of the Board shall vote to establish such compensation. Pursuant to W.Va. Code § 7-15-6, such compensation shall not exceed twenty dollars for each meeting actually attended, and no compensation paid to any member shall exceed in the aggregate the sum of six hundred dollars in any fiscal year.

(d) Meetings. Meetings of the Board shall be classified as Regular, Special, Emergency or Work Session. All meetings shall be conducted in accordance with the West Virginia Open Governmental Proceedings Act. In addition to requirements of West Virginia law, meetings shall be conducted in accordance with Roberts Rules of Order. Any member of the news media or the public may record the open portion of any meeting, subject to reasonable limitations on placement.

(1) Regular Meetings. Regular meetings of the Board shall be held on the third Tuesday of each calendar month commencing at 7:00 p.m. at 419 Sixteenth Avenue, Ranson, West Virginia 25438 or at such other date, time and place as the Board may from time to time determine by resolution. All regular meetings shall be general meetings for the consideration of any and all matters which may properly come before the Board. The notice of and agenda for any Regular Meeting shall comply with the requirements of Article 2, Section (f) of these Bylaws so that the public and the news media may be properly informed of the particulars of matters to be discussed at any Regular Meeting.

(2) Special Meetings. Special Meetings of the Board may be called by the Chairman or by any two members upon written request to the Secretary. Upon receipt of a proper request for a Special Meeting, the Secretary shall send to all members, at least two business days in advance of any Special Meeting, a written notice setting forth the date, time and place of the Special Meeting and the matters to be considered at the Special Meeting. The notice of, and agenda for, any Special Meeting shall comply with the requirements of Article 2, Section (f) of these Bylaws so that the public and the news media may be properly informed of the particulars of matters to be discussed at any Special Meeting.

(3) Emergency Meetings. Emergency meetings may be called at any time with such advance public notice as is practicable in light of the immediacy of the official action that is required and the nature of the emergency. Notice of the date, time, place and particulars requiring such emergency action shall be given as soon as is practicable in advance of the Emergency Meeting. The notice must explain the facts and circumstances warranting the emergency, and such explanation must also be included in the minutes for the meeting.

Chairman or Secretary and shall be a public record available to any member of the public or the news media.

ARTICLE 3. OFFICERS

(a) Designation. The Board shall elect one of its appointed members as chairman, another as vice chairman, and another as treasurer, and shall appoint a secretary. Additional officers may be elected as the Board may from time to time deem necessary or desirable, and such additional officers need not be members of the Board.

(b) Duties of Officers. The Chairman shall preside over all meetings of the Board. The Vice Chairman shall act in the Chairman's absence or incapacity, or in cases where the Chairman has a conflict of interest. The Secretary, appointed by the Board, shall ensure that minutes of all Board meetings are kept, and shall make all necessary certifications. The Treasurer shall be responsible for preparing and presenting the annual budget for the Board's consideration, shall have charge of all JCESA financial records, and shall provide financial reports to the Board at its regular meetings.

(c) Term of Office. Officers shall take office upon election each year and shall serve for the ensuing fiscal year.

(d) Qualification. The Chairman and Vice-Chairman must have been members of the Board for at least one year prior to the beginning of the fiscal year for which they are nominated for election; and must have attended at least eight regular meetings, and a majority of Special and Emergency meetings, during the year proceeding the commencement of the fiscal year for which they are seeking office. The Secretary shall certify attendance records and requisite times of service prior to a vote on any nominees.

(e) Nominations and Election. The Chairman shall issue a call for nominations for each office for presentation at the June meeting, or at such other Regular or Special meeting as may be designated by a majority of the Board for election of Officers. Individuals may nominate themselves, or be nominated by other members. Prior to commencement of any election, nominees shall indicate their willingness to accept the nomination and to serve if elected. Elections shall be held as the first order of business at the July meeting following the nomination. Officers shall be elected by majority vote of the Board in open session.

(f) Continuity. Officers shall continue in their position until such time as their successors are elected and qualified. In the event an Officer position shall become vacant for any reason, the Chairman shall cause an election to be held at a Regular or Special meeting of the Board to fill the vacant Officer position.

ARTICLE 4. COMMITTEES

The Chairman may appoint committees as necessary to assist the Board in the conduct of the Agency's business. The Chairman shall also designate the chair of each such committee. Committee meetings shall be held in accordance with the Open Meetings Act as more specifically set out in Article 2 of these Bylaws.

(4) Work Sessions. Work Sessions are meetings subject to the requirements of the Open Meetings Act. Notice of the date, time, place, and agenda of a work session should be provided at least two business days in advance of the work session. A Work Session constitutes an Open Meeting where the public and the media are reasonably able to hear and observe the discussions which take place, subject to the same Executive Session exceptions that apply in a formal meeting. Minutes for Work Sessions must be prepared in the same manner as for Regular, Special and Emergency meetings.

(5) Executive Sessions. Executive Sessions are only authorized to consider matters that fall within the exceptions to the West Virginia Open Governmental Proceedings Act or any exceptions as otherwise provided by law. Executive Sessions may only be held in the course of a properly noticed public meeting. In order to proceed into Executive Session, a Board member must first move that the governing body meet in Executive Session to discuss a particular agenda item. The Chairman or other presiding officer must identify the purpose for, and statutory exception justifying convening an Executive Session. The motion to convene an Executive Session must be seconded and shall require the affirmative vote of the majority of the Board members who are present.

(e) Quorum. Four voting members of the Board shall constitute a quorum. Each voting member shall have one vote on all matters coming before the Board. The vote of the majority of the voting members present at any meeting of the Board shall be necessary to take any action. Votes on all matters that come before the Board shall be by recorded vote in open session.

(f) Agendas. Agendas shall be prepared for all Regular, Special and Emergency meetings, as well as for the Work Sessions. Agendas should list each matter requiring official action which the Board expects to address in the course of each meeting. Agenda items for any Regular meeting must be submitted in writing to the Secretary at least one week prior to the meeting. Agenda items must be described with sufficient specificity to inform the public of the nature of the issue to be considered by the Board.

The Director or designee shall prepare agendas in consultation with Chairman. Agendas should be posted at JCESA's principal office and on the Agency website in compliance with the Open Meetings Act at least three business days in advance of a Regular meeting and at least two business days in advance of any Special meeting or Work Session. When the agenda is posted before the close of business on a regular JCESA business day, that day shall be considered a business day for calculating the requisite notice under this subsection. Notice of an Emergency Meeting shall be posted as soon as is practicable.

Once an agenda has been published, it may not be amended absent an emergency requiring immediate official action. Although citizens, Board members, or other individuals may raise or ask questions about an issue, if the issue is not on the published agenda, Board members may not make a decision on such matters at the meeting. Rather the Chairman, or other presiding officer, shall rule such deliberations out of order and, if further consideration is to be given to the matter, it must be set on the agenda for a subsequent meeting. Any decisions made in contravention of these provisions shall be declared legally void.

(g) Minutes. Secretary shall be responsible for keeping minutes of all Regular, Special, Emergency and Work Session meetings. Draft minutes shall be made available to the members of the public or news media within a reasonable time after each meeting. After corrections and amendments to the minutes have been approved by the Board at a subsequent meeting, the approved minutes shall be signed by the

ARTICLE 5. CONTINUING JURISDICTION

The Commission shall retain continuing jurisdiction and the Agency shall in all respects remain subject to the jurisdiction and authority of the Commission.

ARTICLE 6. AMENDMENT

Amendments to these Bylaws must be approved by a vote of two-thirds of the members of the Board. Proposed amendments must be presented at the Regular Meeting immediately preceding the Regular Meeting at which any vote on the proposed amendments is taken. Such amendments shall be submitted to and approved by the Commission.

ARTICLE 7. SEVERABILITY & CONSTRUCTION

In the event of a conflict between the terms of these Bylaws and those of the Ordinance, the terms of the Ordinance shall govern. If any section, subsection, clause, phrase or portion of these Bylaws is, for any reason, held to be invalid or unconstitutional by any court of competent jurisdiction, such holding shall not affect the validity of the remaining provisions of these Bylaws, nor impair or nullify the remainder of these Bylaws, which shall continue in full force and effect.

THESE BYLAWS were adopted/ amended by duly constituted vote of the Board at a regular meeting on the 15th day of March, 2016.

WITNESS:

 _____

Chairman, JCESA

 _____

Vice Chairman, JCESA

These amended By-Laws were APPROVED by majority vote at a regularly called meeting of the County Commission of Jefferson County, West Virginia.

Given under my hand and seal this the _____ day of _____, 2016.

President, Jefferson County Commission

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Nathan Cochran

Department or Organization: **County Commission/Prosecuting Attorney's Office**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: **March 31, 2016**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Update on the following cases: 15-AA-4 and 16-AA-2 – Possible Executive Session

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*):

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**

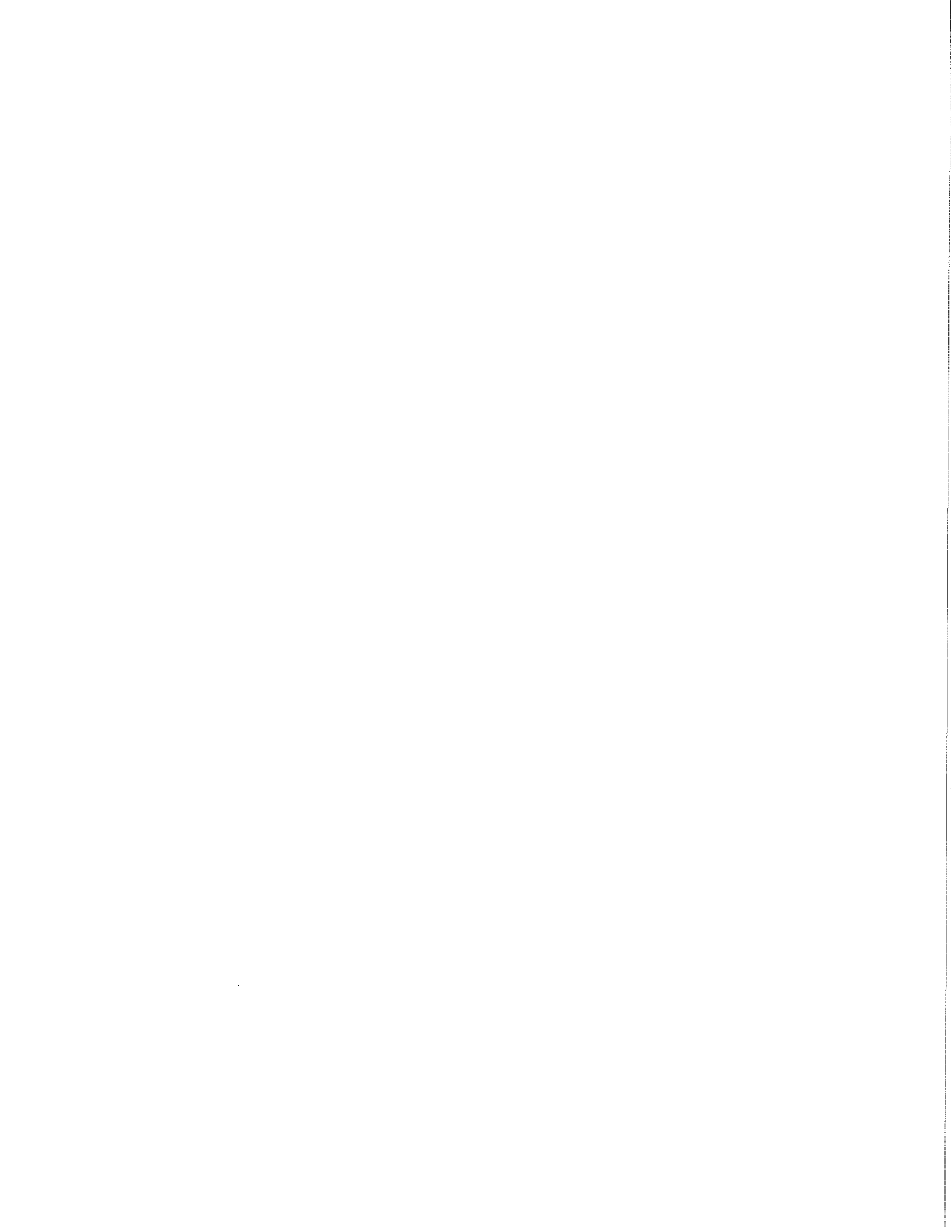
Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable





AGENDA REQUEST FORM
www.jeffersoncountywv.org

Name:

Department or Organization: County Commission

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **March 31, 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*): **Rescind decision made on March 17, 2016 - After receiving the majority votes, Wade Louthan, J. Ware, and Gary Phalen were appointed to the Jefferson County Planning Commission each for a three-year term ending March 31, 2019.**

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.

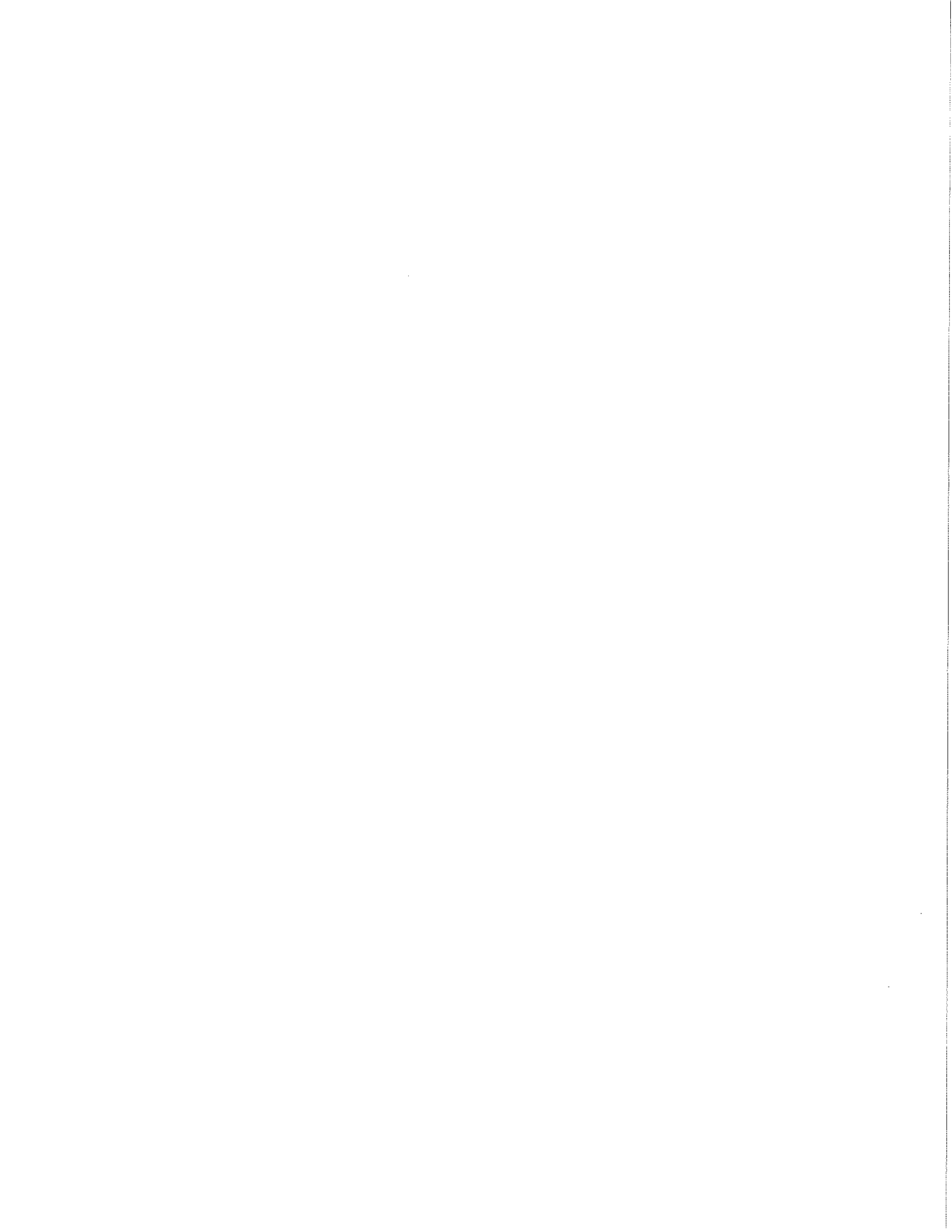
Telephone for conference call Y/N Click here to enter text.

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: **Sandy Slusher McDonald, Deputy County Administrator**

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment: [Click here to enter text.](#)

Date Requested – 1st Choice: **March 31, 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*): **Set Time to Lay the Levy on Tuesday, April 19, 2016– Discussion/Action**

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

- Under West Virginia Law (§7-1-3), County Commissions have the superintendence and administration of the fiscal affairs of their county. Governmental budgets in West Virginia must maintain a state of being balanced from their submission to the State Auditor's Office through the end of each Fiscal Year, and this requirement covers both of the County's major funds: General and Coal Severance.
- The budget is determined and the levy rate is set by the Commission during the period between the 3rd and the 28th day of March. The budget (also known as the levy estimate) is forwarded to the State Auditor's Office for approval, and following that, the Commission reconvenes on the 3rd Tuesday in April to officially lay the levy. This task entails a final approval of the levy rate, which dictates the property tax rate for all real property in the County.

Is this a funding request? Y/N

If so, how much? \$

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

Motion to set the date and time to Lay the Levy on Tuesday, April 19, 2016

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

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**NOTICE OF SPECIAL SESSION OF THE COUNTY COMMISSION OF
JEFFERSON COUNTY**

TO LAY THE LEVY

The County Commission of Jefferson County, will hold a Special Session on Tuesday, April 19, 2016, at 9:30 a.m. in the County Commission meeting room located at the Old Charles Town Library, 200 E. Washington Street, (Samuel Street Entrance) Charles Town, West Virginia 25414.

The purpose of the Special Session is to officially Lay the Levy.

The public is invited to attend.

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

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.

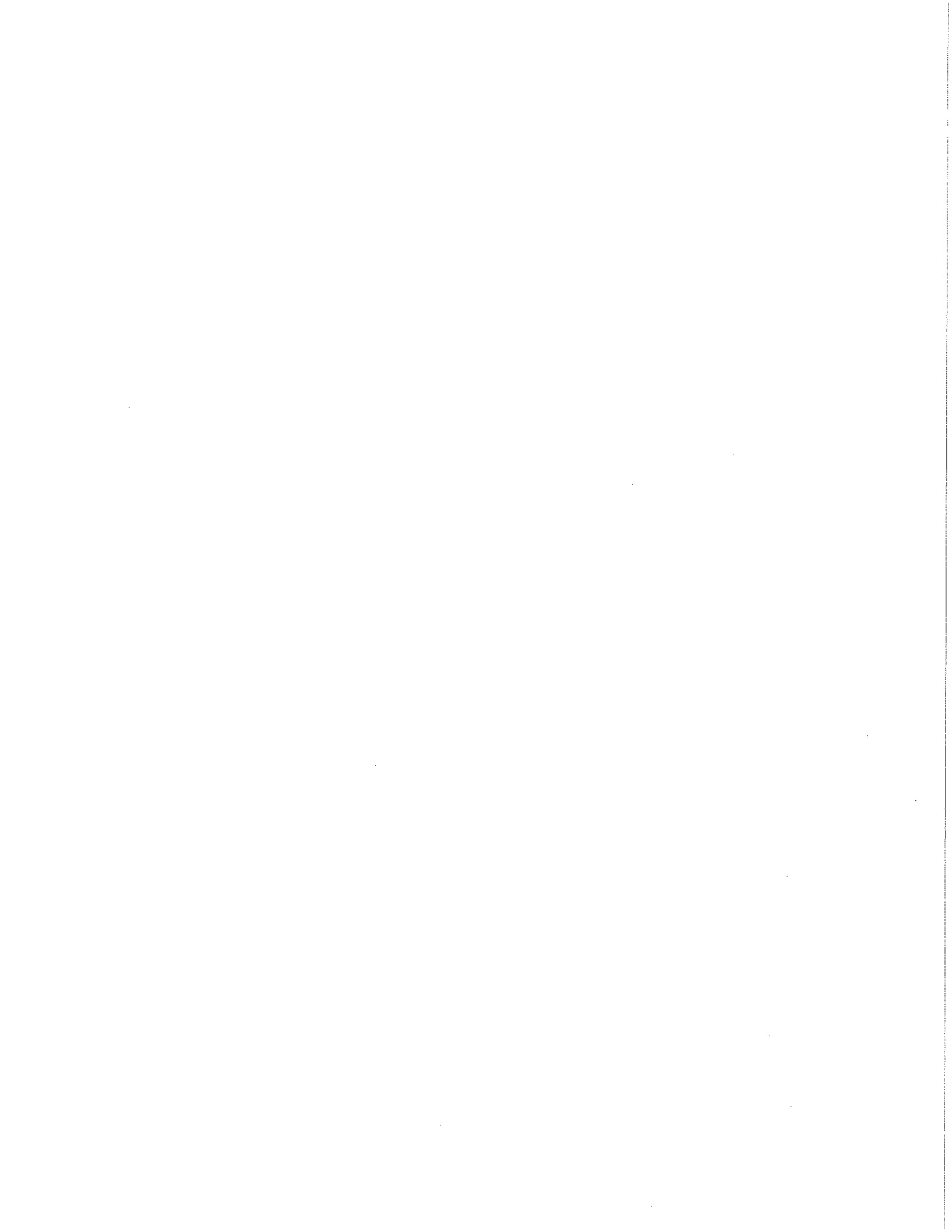
Telephone for conference call Y/N Click here to enter text.

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: **March 31, 2016**

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

Date Requested – 2nd Choice:

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

- Approval of 2016 Internal Budget Revision #3 General Fund
- Approval of 2016 Internal Budget Revision #4 General Fund
- Approval of 2016 Internal Budget Revision #1 Capital Outlay Fund

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? \$5,029 for Internal Budget Revision #1 Capital Outlay Fund

Provide exact financial impact/request:

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 Y/N NO Internet/Wi Fi Y/N NO Telephone for conference call Y/N NO

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



JEFFERSON COUNTY COMMISSION

124 East Washington Street, P.O. Box 250, Charles Town, WV 25414

Phone: (304) 728-3284 Fax: (304) 725-7916

Web: www.jeffersoncountywv.org

PRESIDENT
Patsy Noland

VICE PRESIDENT
Walt Pellish

COMMISSIONER
Eric Bell

COMMISSIONER
Dale Manuel

COMMISSIONER
Jane Tabb

To: Jefferson County Commission
From: Michelle Gordon, Finance Director
Date: March 25, 2016
Subject: FY16 Budget Revisions

Internal Budget Revision #1 (Capital Outlay Fund)

In FY2014, the Commission approved the use of \$800,000 from the Capital Outlay Fund for the installation and implementation of the CAD Project. That project is at completion and the final invoice will bring the total project amount to \$805,028.10. Additional funding of \$5,029 is needed to pay the final invoice. Unanticipated services associated with the CAD implementation created this overrun of less than 1%. I recommend approval. This entry establishes the budget for this action item.

Internal Budget Revision #3 (General Fund)

Funding was needed in the Circuit Clerk's Department budget to cover the cost of unanticipated overtime totaling \$1,000 by reducing the budget for Wages.

Internal Budget Revision #4 (General Fund)

Funding was needed in the Circuit Clerk's Department budget to ensure that adequate funding was available for the remainder of FY16 in Contracted Services. This line item is used to cover the monthly costs associated with computer & copier maintenance, document shredding, and folding and stuffing jury envelopes. Additional funding of \$5,000 was transferred to Contracted Services by reducing the budget for Computer Software by \$2,000 and Materials & Supplies by \$3,000.

If you have questions, please call me at extension 1008.

County Administrator
Stephanie Grove

Deputy County Administrator
Sandy Slusher McDonald

JC1301 VENDOR	CAD PROJECT AMOUNT	CHECK	ACCT	DATE	JC1301 VENDOR	CAD PROJECT AMOUNT	CHECK	ACCT	DATE
FY12/13	\$ 3,500.00								
ACCURATE	\$ 6,282.99	1446	C/O	Sep-13					
DELL	\$ 5,466.85	1439	C/O	Aug-13					
NOT CAD	\$ (5,466.85)								
ACCURATE	\$ 4,240.25	1452	C/O	Oct-13					
SPILLMAN	\$ 89,703.00	1453	C/O	Oct-13					
ACCURATE	\$ 577.50	1456	C/O	Nov-13					
ACCURATE	\$ 423.50	1457	C/O	Dec-13					
IT SAVVY	\$ 7,385.15	1458	C/O	Dec-13					
UNITED	\$ 5,466.83	1462	C/O	Dec-13					
UNITED..	\$ 724.75	1464	C/O	Jan-14					
ACCURATE	\$ 519.75	1465	C/O	Jan-14					
PRIORITY	\$ 44,350.00	1463	C/O	Jan-14					
ACCURATE	\$ 1,751.75	1467	C/O	Mar-14					
CDW-GOV	\$ 7,485.17	1468	C/O	Mar-14					
SPILLMAN	\$ 209,307.00	1469	C/O	Mar-14					
XYBIX	\$ 8,024.00	1470	C/O	Mar-14					
GLOBAL	\$ 29,566.31	1473	C/O	Apr-14					
GLOBAL	\$ 8,692.81	1474	C/O	May-14					
ACCURATE	\$ 1,080.00	1475	C/O	May-14					
DELL	\$ 5,005.00	1472	C/O	May-14					
UNITED	\$ 2,669.87	1476	C/O	May-14					
CDW-GOV	\$ 4,488.50	1477	C/O	May-14					
IT SAVVY	\$ 308.10	1478	C/O	May-14					
UNITED	\$ 3,419.94	1479	C/O	May-14					
SPILLMAN	\$ 89,703.00	1480	C/O	Jun-14					
ACCURATE	\$ 1,800.00	1481	C/O	Jun-14					
NET MOTION	\$ 12,280.00	1482	C/O	Jun-14					
\$ 800,000.00	\$ 548,755.17			\$ 251,244.83					

Invoice



4625 Lake Park Blvd.
Salt Lake City, Utah 84120
801.902.1200

Page 1/1
Invoice 31658
Date 11/9/2015

Bill To: Jefferson County Emergency Center
28 Industrial Blvd.
Kearneysville, WV 25430-2783

Ship To: Jefferson County Emergency Center
28 Industrial Blvd.
Kearneysville, WV 25430-2783

Project #	Customer ID	Salesperson ID	PO Number	Payment Terms	Req Shlp Date	Master No.	
7781	WVJEFDC			Net Receipt	11/9/2015	27,362	
Ordered	Shipped	B/O	Item Number	Description	Discount	Unit Price	Ext. Price
1	1	0	SPILLMAN SOFTWARE	Statelink Go-Live	\$0.00	\$59,802.00	\$59,802.00

Subtotal \$59,802.00
Misc \$0.00
Tax \$0.00

A service charge of 1 1/2% per month will be charged on all past due amounts. Any issues disputing the timing or amount of any items on this invoice must be brought to the attention of Spillman Technologies within 20 days of the date of this invoice to avoid related service charge.

Total \$59,802.00

Exhibit C - Purchase Agreement

Jefferson County Emergency Communications Center
and
Jefferson County Sheriff's Office

Preparation Date: October 2, 2013 Agreement Number: QUO-02514-M8M1J2
Expiration Date: October 31, 2013 Prepared By: Craig English

Spillman Advantages

- Spillman's site license eliminates the frustrations of limited licensing and allows for agency growth by providing access to all Spillman modules without individual license fees.
- Each Spillman system includes first-year maintenance, a comprehensive warranty, unlimited standard business hour support, and free enhancements.
- Professional services include onsite administration training and setup assistance as well as thorough end user training (all onsite services include travel and per diem).

Price Summary

Software:	\$281,285
Professional Services:	\$149,200
3rd Party Hardware:	\$45,841
Prepaid Services:	\$5,200
Software Discount:	(\$11,866)
Pre-Paid Maintenance:	\$128,360
Total:	\$598,020

Exhibit C - Purchase Agreement

Jefferson County Emergency Communications Center
and
Jefferson County Sheriff's Office

Preparation Date: October 2, 2013 Agreement Number: QUO-02514-M8M1J2
Expiration Date: October 31, 2013 Prepared By: Craig English

Integrated Hub Package	Host Only	Software
Integrated Hub - Names, Vehicles, Property, Wanted Persons		36,390
Sentryx GIS (Geobase)		Included
Hub Total:		\$36,390

Computer-Aided Dispatch Package	Host Only	Software
CAD	Yes	12,490
CAD Mapping	Yes	8,570
Response Plans	Yes	11,110
E-911 Interface	Yes	3,330
Rip-n-Run	Yes	3,330
HipLink Paging Interface	Yes	19,790
Firehouse Interface Services Pack	Yes	1,195
Pictometry Interface	Yes	1,880
Zetron Paging Interface	Yes	3,570
ProQA Medical Interface	Yes	4,770
EMS Charts Interface	Yes	Included
CAD Total:		\$70,035

Records Management Package	Host Only	Software
Law Records		22,200
Pin Mapping		7,710
Evidence Management		6,550
Evidence Bar Code & Audit Interface		3,330
Civil Process		5,560
Traffic Information		6,550
Pawned Property		3,330
Licenses and Permits		5,560
Premise and HazMat Information		6,550
Personnel Management		6,550
Equipment Maintenance		5,560
Records Total:		\$79,450

This quote is confidential and proprietary information to Spillman Technologies, Inc. © 2012



Exhibit C - Purchase Agreement

Jefferson County Emergency Communications Center
and
Jefferson County Sheriff's Office

Preparation Date: October 2, 2013 Agreement Number: QUO-02514-M8M1J2
Expiration Date: October 31, 2013 Prepared By: Craig English

Mobile Package	Host Only	Software
Mobile Voiceless Dispatch		2,950
Mobile Records		2,950
Mobile AVL Mapping		2,510
Mobile Quickest Route		2,510
Mobile Automated Incident National and Field Interview Form		1,510
Mobile Premises & HazMat		1,510
Mobile State & National Queries (WEAPON/NCIC)		2,950
Mobile Driver's License Scanning Interface		970
Spillman Touch		5,000
Mobile Total:		\$22,860

Imaging Package	Host Only	Software
Imaging		11,110
Imaging Total:		\$11,110

State Specific Products Package	Host Only	Software
West Virginia IBR		13,320
StateLink (WEAPON/NCIC)		13,320
State Specific Total:		\$26,640

Command Solutions Software Package	Host Only	Software
CompStat Dashboard		34,800
Command Solutions Total:		\$34,800

This quote is confidential and proprietary information to Spillman Technologies, Inc. © 2012



Exhibit C - Purchase Agreement

Jefferson County Emergency Communications Center
and
Jefferson County Sheriff's Office

Preparation Date: October 2, 2013 Agreement Number: QUO-02514-M8M1J2
Expiration Date: October 31, 2013 Prepared By: Craig English

Hardware/3rd Party Products	Host Only	Price
ESRI Licensing		15,000
911 Etherlite		420
Cisco 1811		950
CompStat Management Dashboard Installation		5,000
HipLink Paging (75 Connected Devices)	Yes	14,251
Driver's License Scanning Hardware (E-Seek M-250) - Quantity (20)		8,290
Evidence Barcode Equipment Bundle - Quantity (1)		1,930
Hardware/3rd Party Total:		\$45,841

Professional Services	Price
<ul style="list-style-type: none"> Spillman anticipates your Project Manager will provide up to 398 hours and be on-site approximately 3 time(s). Spillman anticipates your Installation Technician will provide up to 360 hours and be on-site approximately 2 time(s). Spillman anticipates your Trainer(s) will provide up to 638 hours and be on-site approximately 27 time(s). 	
Professional Services Total:	\$149,200

Prepaid Services in Maintenance	Quantity	Price
Users Conference Attendees		4,000
Prepaid Training Weeks	1 Per Year	1,200
Prepaid Services Total:		\$5,200

Prepaid Maintenance (Years 2-5)	Price	
Year 2 Maintenance	32,090	
Year 3 Maintenance	32,090	
Year 4 Maintenance	32,090	
Year 5 Maintenance	32,090	
Prepaid Maintenance Total:		\$128,360

This quote is confidential and proprietary information to Spillman Technologies, Inc. © 2012



Exhibit C - Purchase Agreement

Jefferson County Emergency Communications Center
and
Jefferson County Sheriff's Office

Preparation Date: October 2, 2013 Agreement Number: QUO-02514-M8M1J2
Expiration Date: October 31, 2013 Prepared By: Craig English

Shepherd University Police Department Packages Included	Price
Integrated Hub Package	Included
Records Management Package	Included
Mobile Package	Included
Imaging Package	Included
State Specific Package	Included
The Shepherd University Police Department is granted the licensing rights, as a Shared Agency, to use the modules listed in the packages above that will be purchased by Jefferson County. There will be no additional licensing costs to Spillman from the Shepherd University Police Department for the use of these modules.	

Jefferson County Fire/EMS Agencies Packages Included	Price
Integrated Hub Package	Included
Mobile Package	Included
Imaging Package	Included
Any Fire and/or EMS agency within Jefferson County that is dispatched by the Jefferson County Emergency Communications Center is granted the licensing rights, as a Shared Agency, to use the modules listed in the packages above that will be purchased by Jefferson County. There will be no additional licensing costs to Spillman from these Fire and/or EMS agencies for the use of these modules.	

Payment Terms	Percent	Amount
Payment Upon Contract Signing	15%	\$89,703
Payment Upon Kickoff Meeting and Delivery of Project Plan	5%	\$29,901
Payment Upon Core Software System Installed	30%	\$179,406
Payment Upon Completion of Project Team Training	15%	\$89,703
Payment Upon Completion of Go- live Assistance	20%	\$119,604
Payment Upon Installation of StateLink & State-Specific IBR	5%	\$29,901
Payment Upon Completion of 90 Day Reliability Period	10%	\$59,802
Payment Terms Total:	100%	\$598,020

ESRI price IS included in Spillman total, This amount must be paid directly to ESRI.

\$15,000

This quote is confidential and proprietary information to Spillman Technologies, Inc. © 2012



Exhibit C - Purchase Agreement

Jefferson County Emergency Communications Center
and
Jefferson County Sheriff's Office

Preparation Date: October 2, 2013 Agreement Number: QUO-02514-M8M1J2
Expiration Date: October 31, 2013 Prepared By: Craig English

This Purchase Agreement ("Agreement") is made and entered into by and between the Customer and Spillman Technologies, Inc. ("Spillman"), 4625 Lake Park Blvd, Salt Lake City, UT 84120.

I have read this agreement in its entirety and hereby approve and accept the terms and conditions of this Agreement as contained herein.

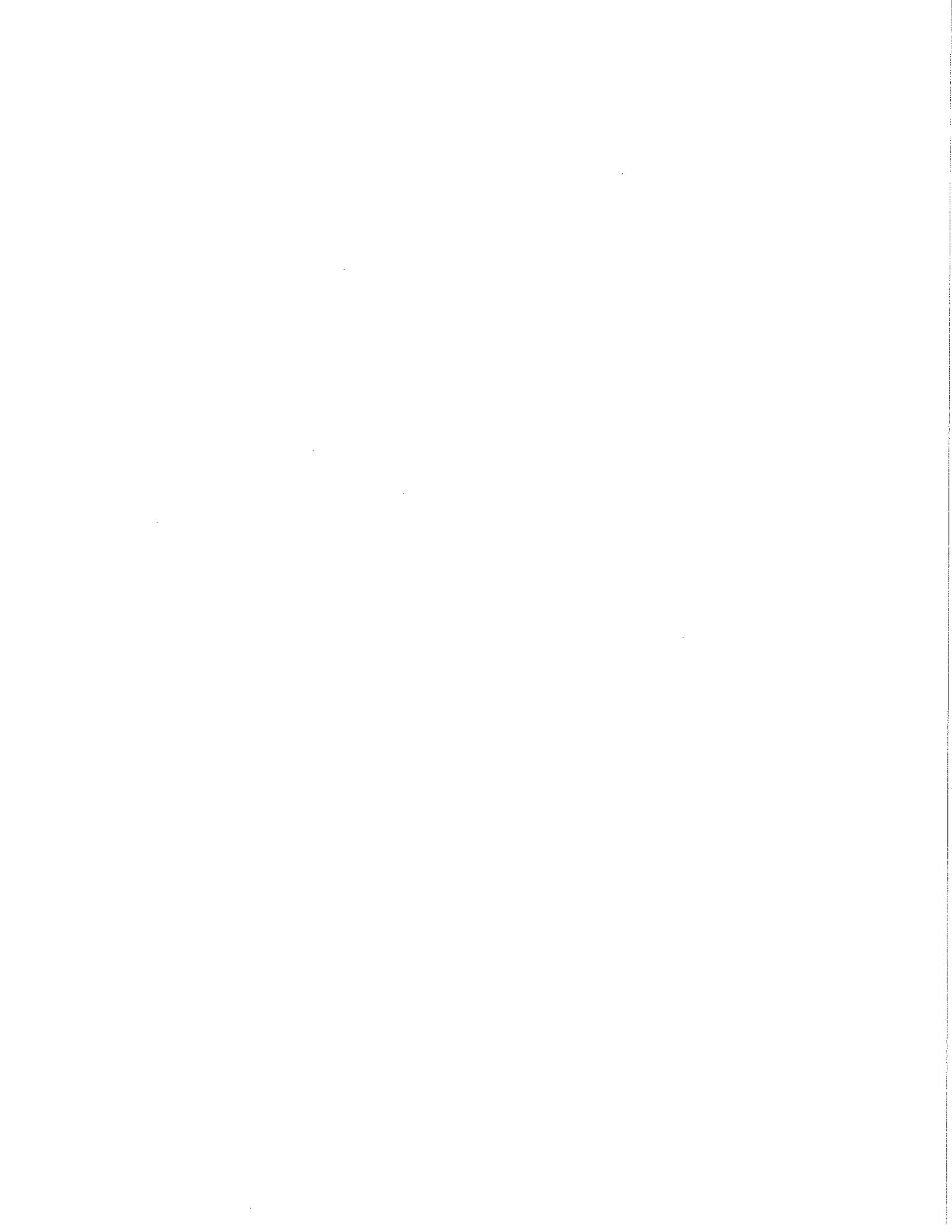
The County Commission of Jefferson County

Customer Name

Authorized Signature

Date

Print Name and Title



The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, April 7, 2016, or as soon thereafter as the Commission may decide:

Jefferson County Development Authority Board - five (5) three-year terms ending April 5, 2019.

Persons who may be interested in the above listed agency should submit a letter of interest and a resume or statement of qualifications to the Jefferson County Commission, P.O. Box 250, Charles Town, WV 25414 no later than 12:00 p.m. the Monday before the proposed date of appointment.

Additional information regarding these appointments may be obtained by calling the Commission Office at (304) 728-3284.

SPIRIT OF JEFFERSON:

PLEASE ADVERTISE ON:

March 23 and March 30

THANKS - JEFFERSON COUNTY COMMISSION

Jefferson County

Public Service District

Jefferson County Public Service District Public Comment Hearing February 1, 2016

The public hearing of the Jefferson County Public Service District for the USDA project loan for the sewer transmission project was held from 6:30PM to 7:30PM on Monday, February 1, 2016 at the District's office in Kearneysville. Those in attendance included: Chairman, Peter Appignani; Secretary, Richard Weese; Treasurer, Bill Strider; PSD General Manager, Susanne Lawton; Administrative Assistant, Ashley Stottlemyer; District Legal Counsel, Jim Kelsh; from Thrasher Engineering, Wayne Morgan; from Dunn Engineers, Fred Hypes; and liaison for the County Commission, Commissioner Jane Tabb.

Chairman Peter Appignani called the meeting to order at 6:30PM.

JCPSD Intent to file an application for funds to the USDA RUS for a sewer project

Mr. Wayne Morgan, from Thrasher Engineer gave a brief overview of the project. The new project would eliminate five pump stations, upgrade pump stations 3-6, 4-2, and Ranson's Flowing Springs pump station, construct a 15 inch interceptor for northern Route 9 to the location of the existing Breckenridge Pump Station (3-7), construct a 24 inch interceptor from pump station 3-7 to a new Halltown pump station, and utilize the 8 inch District forcemain and Ranson's 12 inch forcemain to the Flowing Springs pump station owned by Ranson. Mr. Chuck Young, from CoxHollida & Professionals, reviewed the revised Rule 42 which uses the Fiscal Year 2015 data. The proposed rate for the project is projected to be \$17.92 per 1000 gallons, a 2.69% increase. Mr. Kelsh stated that the District will need to submit various components for the application of the certificate of convenience and necessity to the Public Service Commission including an approved Rule 42 and final engineering which are expected to be completed by the end of the month, as well as a public notice form that will be sent to the customers and advertised in the local newspaper.

Mr. Appignani informed the audience that the District received two written comments, one from Todd Milliron, and one from Gagan Batra, both PSD customers. Staff has provided a written response to each and will include as part of the record. The Board opened the floor to receive public comments.

Jane Arnett, Utility Manager for Charles Town Utility Board, along with board members Pete Kubic and Kristen Stolipher, expressed the concern of the Utility Board to make sure their interests were protected. Ms. Arnett stated that the Utility Board doesn't want to get in the way of progress for the project, but the impact to customers is a concern and the ability of the District to pay for treatment services. She also hopes the District looks into the septicity and odor control issues that Charles Town has at the Charles Town wastewater treatment plant.

Commissioner Dale Manual, PSD customer, and speaking on behalf of himself, was also concerned about the rate impact on current customers and suggested that the development community should pay their fair share for the project. He also commented on the Prevailing Wage legislation and if passed the approximate 30% savings could be provided toward rate impacts and not contractors.

Jacquelyn Milliron, PSD customer, questioned if the Rule 42 was based on new customers because the project was said to be based on no new customers. Chuck Young responded by stating the revised Rule 42 was based on billing records of actual customers being billed for fiscal year 2015, which showed more customers on billing than fiscal year 2014. Ms. Milliron also asked how much old pipe would be replaced in the new project and if it will take care of any inflow and infiltration issues. Mr. Morgan stated that no pipes would be replaced, but a new gravity interceptor and forcemains will be installed which will not have inflow and infiltration issues since they will be brand new. Ms. Lawton informed Ms. Milliron that the degree of inflow and infiltration varies throughout the District's system, but staff has done smoke testing in various areas and utilizes portable flow meters to help eliminate some of the problems. She also stated that most of the inflow and infiltration problems are seen at manholes. Ms. Milliron lastly asked how old the manholes are at the Breckenridge subdivision. Ms. Lawton explained there was a repair done to a manhole in front of the pump station in Breckenridge about two years ago, which she believes were installed in 1998.

Public Comment Meeting
February 1, 2016

Marchel Pitcher, PSD customer, questioned what the benefits of the project are and what benefits the current customers will see. Mr. Morgan stated that six pump stations have reached their capacity and will be eliminated and a gravity interceptor will be installed which is actually cheaper than replacing all the pump stations. Mr. Morgan stated that if nothing is done, since capacity has been reached, overflows could occur at pump stations and violations could be incurred. Mr. Kelsh explained that the District has a duty to serve and provide service. Ms. Pitcher also questioned if all the customers on the map provided by Mr. Morgan will be paying for the new project. Mr. Morgan responded by stating yes, all current and new District customers will incur the same rate, as well as a capital improvement fee paid by new customers if approved by the Public Service Commission.

Heidi Parker, PSD customer, asked if anyone besides the rate payers are paying for the project and if other project alternatives were examined. Ms. Lawton stated that other alternatives were explored and this was the most cost effective. Ms. Parker also asked if the Ranson/District deal effected rates. Mr. Kelsh stated that the initial project costs were much higher prior to the agreement with Ranson, but with the use of Ranson lines and their pump station the cost was decreased by an estimated \$3 million.

Sarah Smith, PSD customer, stated that she does not care for this project and is concerned with the increase in rates. Ms. Smith urged the Board to look into other alternatives before submitting to the Public Service Commission and asked why the District doesn't ask for contribution for aid and construction from the developer community. Ms. Lawton responded by informing Ms. Smith that the District's capital improvement fee is a form of contribution in aid of construction and is currently being charged. Ms. Smith also asked if the District is still paying for the Flowing Springs project and Mr. Kelsh informed her that the District is still paying for the project.

Todd Milliron, PSD customer, thanked the District for answering his written questions he had submitted prior to the meeting. He referenced the map prepared by Thrasher Engineering at asked at what point in time the 1100 projected homes will be able to hook up. Mr. Milliron also asked if the sewer transmission project fails to move forward then what will happen to the Breckenridge pump station. Mr. Morgan stated that the Breckenridge pump station was a temporary pump station and would have to be relocated and upgraded. Mr. Milliron also asked what the project timeline is for the next project. Mr. Morgan replied that the capital improvement fee currently being collected would go towards the next project which is projected to be needed in the next three to five years.

Marchel Pitcher, PSD customer, stated that Jefferson County is not the only county that is growing, but that it has one of the highest rates and she wanted to know why. Ms. Lawton stated that the cities have a greater amount of people in a small area and the Districts system has more pump stations and more lines to serve customers that are more spread out. Being a fairly new utility, compared to the local cities, the District also has a lot of debt that was incurred to initially build the system.

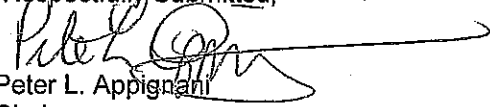
Gagan Batra, PSD customer, was on speakerphone and asked when he would receive answers to his written comments. Mr. Appignani stated that staff will email the responses to him after the meeting.


Action: Motion made by Mr. Strider and seconded by Mr. Weese to adjourn. Unanimously approved.

There being no further business at this time, the meeting was adjourned at 7:30PM.

The next regular meeting is scheduled immediately following this special meeting at 340 Edmond Road, Suite A at the Districts office in Kearneysville.

Respectfully Submitted,


Peter L. Appignani
Chairman


William H. Strider
Treasurer

On February 1, 2016 we had a public meeting for the sewer project. At that meeting we were asked a number of questions. Numerous people asked similar or identical questions so I (Susanne Lawton) will address the separate subjects of the questions instead of each individual's questions.

- I. Charles Town Utility Board is concerned that the District will be able to pay the monthly bulk rate to Them.

My answer: I responded to Ms. Arnett that the District now pays on time and we have included their bulk rate to our calculations for our "after project" rate.

- II. Charles Town is also is concerned about septicity and odor control issues that they have at the Charles Town wastewater treatment plant.

My answer: I explained that the District uses Bioxide at three of our pump stations and we have monitors at downstream pump stations to assure that our feed rate is accomplishing the goal of reducing odor and septicity by reducing hydrogen sulfide. Unfortunately, we cannot control how others treat the wastewater after it leaves our system. Bioxide does work and I forwarded the data we have to Ms. Arnett so that she and her engineer could see that it does. I also offered to add an additional monitoring point in their system to assure that all of our system is properly treated before it leaves our system.

- III. Commissioner Dale Manual, who is also a PSD customer and stated that he was speaking for himself, was concerned about the following items.

(1) The rate impact on current customers and suggested that the development community should pay their fair share for the project.

My answer: The District is also concerned about rates and we do not needlessly raise them. Developers do pay for the entire infrastructure within the new development and for the offsite infrastructure they need to reach our system per our Alternate Mainline Extension Agreements. The currently proposed project is needed to provide reliable and sanitary service to our existing customer base. It replaces existing facilities that are past their expected service life. When the District replaces any component to our system we have it sized based on general engineering and regulatory requirements and practices. The District shares Commissioner Manual concerns that the development community should pay their fair share for the project. The District has tried to include a capacity impact fee for its entire system so funding will be available for necessary improvements. The District welcomes any assistance the Commission can provide in establishing an impact fee for sewage service so that the development community pays their fair share. The District was the first utility in the State of West Virginia to establish a capacity impact fee but the Public Service Commission ultimately reversed its position and removed the fee from our tariff when they decided to deny the Flowing Springs Project. That impact fee included approximately \$2,500 for collection systems and \$5,000 for treatment plant capacity.

(2) He also stated that there is legislation that may eliminate the need for utilities to pay prevailing wage saving 30% on projects. He asked if the District will pass this savings on to our customers or give it to the developers.

My answer: If the prevailing wage in WV is eliminated of course we would not use it in our projects if we did not borrow any federal money for the projects. The most money for utility projects in WV comes from federal sources and the loans from those sources require the utility to pay Davis Bacon wages. So, even if we don't have to pay prevailing wages, we are still forced to pay Davis Bacon wages which are almost exactly the same amounts of prevailing wage.

- IV. Is the Rule 42 based on new customers or no new customers?
My answer: The project is based on our existing customer base. The Bond Holders do not allow a utility to base loan payment on projected growth because it doesn't always come to fruition.
- V. How much old pipe would be replaced in the new project?
My answer: There will be no direct replacement of existing pipe because the proposed project will take a different path than the current system.
- VI. Will the new system take care of Inflow and Infiltration (I & I) issues?
My answer: The District's I & I problem is not significant. Infiltration and Inflow (I & I) are continual problems in all sewer systems. It does not matter where a system is, it will have some amount of I & I. It is challenging to quantify the amount of I & I in a system because it is not easy to calculate how much water actually goes down the drain. Since we bill by water meters, as many utilities do, we only know how much goes into a home. We can get a good idea of how much is pumped from our pump stations by the hours the pumps run, but this is, at best, an educated guess. Flow meters are helpful but they too are just an estimate as depending upon the flow rate, angle of flow as opposed to the flow gauge and numerous other anomalies, as these things can affect how well they work. Most utilities have found that measurements using pump times and flow meters give a good estimate to work from but cannot give a fully accurate reading. We track run times at pump stations and compare them to flow meter reads and water meter reads. The flow meter reads do occasionally show rises in times of precipitation, but not always. The District has 3 portable flow meters and we normally try to keep them in one place long enough to have a few good rain events to help us determine where we may have issues with inflow and infiltration. If problems are evident, we move them back in the system until we can better define where the problems are occurring. At that point we can use our sewer camera to look in gravity lines for cracks and root intrusion. We have used smoke testing where it is appropriate and have been successful in locating problem areas. These areas were not found strictly with smoke testing. We used other tools to get us to the point where smoke testing is helpful. We have found that significant inflow and infiltration has been due to open laterals (without caps) and inflow into manholes. Where we find that the problem is with inflow into manholes we have used "pans" in the manholes, which block the precipitation from getting in the manholes. The pans look like a large Frisbee that fits in the top of a manhole and rest on the rim. They work very well. We also have a manhole inspection program in which we make regular inspection of all our manholes, establish GPS coordinates and repair any damage that we find. Smoke testing is not the only way to find I & I, in fact, it has limitations as do the other methods. If the ground is saturated with ground water, many cracks and root intrusion will not show up, therefore effective smoke testing is seasonable. Smoke testing is good at showing areas where there are openings directly to the surface, such as rain gutters connected to the sanitary sewer line, laterals without caps and floor drains in buildings and we can use it for that year round. Smoke testing requires much planning to notify all customers and emergency responders exactly when the testing will occur as it can cause people to panic thinking that there is a fire. To sum up our I & I elimination efforts, we use a number of different tools to find and eliminate I & I. No system will ever be totally free of I & I but with experienced people, such as District personnel, working on the issue on a consistent basis, the District is successful in reducing excess flows. The District will continue to monitor its system for inflow and infiltration and make the necessary repairs.

Depending upon the final path of the new facilities, there will likely be between 100 and 125 manholes in the new system.

VII. What are the benefits of the new system?

My answer:

(1) It is the District's obligation to provide sufficient facilities to provide safe and efficient service to our customers and it gets impossible as time passes, to meet these requirements with aging and "at capacity" facilities.

(2) The relocation of the pump station that serves Breckenridge, Briar Run, Cambridge, Walnut Grove and Security Hills, Beallair and Sanitary Associates. The Breckenridge pump station was not installed to be a permanent pump station. It was not built in a suitable location to be able to handle the full buildout of the (then) three new developments of Breckenridge, Briar Run and Cambridge along with Walnut Grove. It was to be eliminated within a year or two of its construction because those flows were going to flow by gravity to a new wastewater treatment plant which was being planned in Millville. That plant was never built so the temporary Breckenridge pump station has now been in service for over 16 years. It now handles over 800 homes along with Sanitary Associates. The District has spent \$ hundreds of thousands to eliminate problems that come along with using a temporary station as a permanent fixture. Charles Town now has plans to remove the flows from Sanitary Associates but this will not eliminate our problems at this station. The station needs to be relocated lower in the watershed. The proposed project will address this issue.

(3) The other benefits of the project will be to replace or eliminate infrastructure that has reached its capacity and expected useful life along Old Rt. 9 and the Woodlawn Crossing Mobile Home Park.

Feb. 1, 2016 Sewer Transmission Project Questions submitted by ratepayer Todd Milliron:

(District Answers in Red)

1. From the November 2015 PER Wastewater Improvement Project (PER), Pg. 48 of 159 lists \$106,295 for property and right of ways.
 - a. Question: Once purchasing the right of ways, will the Jefferson County Public Service District (District) continue to incur fees for easement right of ways? For example, annual fees for easements across Media Farms. **No, it is a one-time payment.**
 - b. From the PER, Pg. 49 – 50 of 159; what is included in the “right of way council” fee; what is included in the “right of way” fee? Who makes up the council? What is included in the “lands and right of way acquisition” fees? How do these fees differentiate and are any duplicative with the aforementioned \$106,295 for property right of ways? **Our Right of Way Counsel is Jim Crawford, a local lawyer. His fee includes the following items: update real estate titles, review surveys and appraisals as necessary, prepare easement agreements, and if necessary, file law suits and follow up. The \$106,295 is the money that has been allotted to pay land owners for the easements.**
2. Page 18 of 159 of the PER suggests a smoke test be performed to isolate and confirm infiltration on the Breckenridge PS and associated lines. This is similarly recommended in the 2015 District’s Strategic Plan.
 - a. Question: Has the District performed this smoke test (Breckenridge PS and associated lines)? If so, what were the findings? If not, why? Please elaborate to any findings from the smoke test for this system, costs associated to repair and time to remediate. **The District has found some infiltration by using other testing methods. We have used smoke testing in other areas and may use it in the future at Breckenridge.**
3. When Ranson or Charles Town incorporates over existing District lines; do they reimburse the District for this infrastructure? **No because we keep the customers attached to the lines and ownership of the lines and other facilities in the area.** Do they assume responsibility for maintenance and upkeep of lines and pump stations? **No, we still own the pump stations and lines.** If so, provide an example? If not, why?
4. The PER states one home to have received sewer back up twice from the Breckenridge PS; what measures has the District taken to alleviate future SBU into this home? **The District has spent well over \$200,000 at the pump station in new controls, pumps, redundant alarms and back up pump.** What were the associated costs? **We have taken further steps at this home but the settlement is under a nondisclosure agreement so the District cannot give details.** If no mitigation for future occurrence has ensued, why? **In summary, the problem will continue to**

exist, but now with other homes, unless the pump station is move to a lower elevation which is suitable for a permanent pump station.

5. PER pg. 15 of 159 identifies 275 EDUs from Sanitary Associates. Per Charles Town Utility District's Strategic Plan (pg. 32 of 52 and WV-IJDC Project #2011S-1304), they have a project in 2016 that will divert Sanitary Associates flows from the Breckenridge PS and Flowing Springs PS alleviating the District of this responsibility; did the District take into account for future available flows? Until Charles Town actually completes the project and remove the flows this option is not solid enough for planning purposes. If they do remove them we will have additional capacity at that station but it will not change the fact that it is in a poor location for a permanent station as it was only planned to be there until a plant was built in Millville around 1998. If not, why?
6. PER pg. 13 of 159 outlines a future volumetric rate of \$18.15 per 1,000 gallons. Is the proposed rate inclusive of the State approving the District's use of existing CIFs in the current 42R? The CIF has nothing to do with the currently proposed project. If the State does not approve the use of CIFs in the current 42R, will the project rate of \$18.15 be altered? If the rate is altered it will not be due to the removal of CIFs in the District's tariff. If so, what will be the volumetric rate? Currently we are under the impression from the most recent Rule 42 that the rate will be \$17.92 / 1000 gallons.
7. PER pg. 15 of 159 states Ranson to have a projected growth of 2,583 customers placing assumption of responsibility for the District to provide capacity. If you are talking about the line that goes through Old Town Ranson that takes in most of Ranson's flows as well as the District's flows from Old Rt. 9 customers, an "assumption of responsibility for the District to provide capacity" for 2,583 customers may be a stretch. It is true though that Ranson has asked the District to remove some of our flows from these lines through Old Town Ranson so they can utilize them for their own plans within the City. These lines have little remaining capacity and the infrastructure that gets District flows to these lines is in need of upgrades. When upgrades are done it would be silly to do them using the same size facilities or they will not last their normal expected lifetime. It is better yet if the District's flows are diverted from Old Town Ranson with a permanent solution instead of another temporary solution. If you are referring to the Northern Ranson growth where much of their development is planned to occur, if they utilize the District's lines we plan to enter into an agreement with them that is similar to the agreement for the District to use the Ranson owned Flowing Springs pump station. There will be an O & M fee to the District which Ranson will pay.
 - a. Question, should Ranson pay for this expansion as stipulated in the Title 150 Sewer Rules? Title 150 covers many "stipulations", which one are you referring to? If not, Why? If so, how will they compensate the District and when will this take place? If and/or when Ranson uses the District's facilities they will be subject to the District's CIF and they will pay us an O & M fee similar to the one in the agreement the District has has with Ranson for our use of their Flowing Springs Pump Station.

8. PER pg. 25 of 159, the Jefferson County Development Authority is requesting capacity; have they contributed to the costs of construction of this Project? **No.** If so, how much? If not, why? **They no longer have money to contribute. We did ask. When individual businesses build in the Development Authority area of Burr/Bardane Industrial Park, they will be paying our CIF which will go to replace capacity that they use by adding to the CIF bank account which will go toward future projects which are specifically related to growth.**
9. From the 2012 nine alternative sewer projects, Alt. #2 for \$8.8M tends to be similar to both the PER currently being submitted for \$7.1M and the \$7.2M forecasted project. How do these two projects differ from Alt. #2 and associated cost increase?

The alternative numbering in the PER does not correspond to the alternative numbering in the 2012 studies. The \$8.8 million project was to upgrade the collection through Ranson terminating at the Evitts Run Interceptor. The \$7.1 million project is the project currently proposed.

10. To afford the current \$7.1M project, plus \$1,949,082 in interest for a total of \$9,049,082, the proposed \$2,080 CIF would require 4,350 new EDUs to recover costs. **We have consistently stated that the \$2,080 CIF is not intended to assist in paying for this project. It will be for future project needs specifically related to growth.** The PSD Strategic Plan's Appendix references Charles Town Utility District's 2015 Strategic Plan Appendix D, which consists of two different growth projections for the District service area:
 - a. One indicating a 30-year growth of 3,471 or 115 EDUs per year, which is used in the PER.
 - b. The other is a Discounted Level encompassing recent growth patterns projecting 798 EDUs over the next 30 years or 27 EDUs annually (Pg. 52 of the CTUB Strategic Plan, Appendix D indicating 101,066 flows / 180 gallons per EDU).
 - c. For sake of argument, I averaged these two projections calculating 71 EDUs per year for the next 30 years. At this rate it will 61 years to pay for the project through the proposed \$2,080 CIF (4,350 total EDUs / 71 EDUs annually = 61.26 years). **The CIF is not intended to be used for this project.** Has the District considered alternatives to pay down the Project's debt before the 40-year loan expiration? Such as, requested contributions from developers? **Developers will pay for their onsite facilities and offsite facilities to reach the District's system. These will be sold to the District for \$1.00 and this is in our Alternate Mainline Extension Agreements. If other agreements are to be made they will be made through negotiations when the developers are ready to move forward. We always ask for more but they are not required to give more. To the extent the District would have funds available to pre-pay debt, so doing is not the most effective way to provide rate relief to existing customers. Such excess payments are applied to the last years of debt service. Reducing the amount borrowed on a future project is more beneficial. If not, why?**

Ratepayer Concerns:

1. I maintain effluent borne on the west side of the Norfolk Southern railroad tracks should continue to flow to Charles Town using existing rights of way, pipe and pump stations to avoid costs associated with new easements and pipe for a cross-county connector subsequently diverting flows in a circular path.
 - a. Using existing easements would coincide with the District's 2015 Strategic Plan when constructing a waste line from the Harvest Hills SD south to the proposed Halltown PS area. **The District does not hold any existing easements from Harvest Hills to the proposed Halltown PS areas.** By doing so, existing institutions could utilize shorter runs, possibly gravity, to convey effluent through the Halltown Study Growth Area. Furthermore, allow for future growth north of Duffields expanding towards Shepherdstown. **Harvest Hills is working with the District, as is Pleasants Development (Breckenridge East) to plan the items we will need to take flows from Harvest Hills and any other areas in that area directly to the proposed Halltown Pump Station through Breckenridge East.**
 - b. Maintaining the current runs along North Mildred St. would allow for the numerous lots in the Ranson Urban Growth area to connect; **No, there are only 50 to 100 EDUs available in that line.** has this been considered **Yes, for many years now.** and has Ranson vested an interest? This also begs the question; is the District responsible for this west of the tracks group in the Ranson UG area? **As Ranson uses the District owned facilities, it will be subject to the Districts CIF and an O & M or transmission fee. "West of the tracks" can cover a very large area from the Evitts Run Interceptor almost up to the Berkeley County line where Ranson has annexed. Which entity will provide service will be determined as circumstances become more defined.**

Sent by e-mail, January 28, 2016

From Gagan Batra

(District Answers in Red)

Dear Ms Lawton / JCPSD BOD,

As a concerned Jefferson county resident and JCPSD rate paying customer I have reviewed the Preliminary Engineering Report For The Jefferson County Public Service District Jefferson County, West Virginia For The Wastewater Improvement Project and I have several questions that appear to have not been addressed in the report. Since, I do not have an opportunity to discuss this report with those who wrote it, or those who will officially review it or those who will be using it to make the decision, I am providing you my questions in writing here.

There is no doubt in my mind that JCPSD system in question is aging and in constant need for maintenance to keep it operating. It must be costing a lot to JCPSD rate payers to keep such a system in existence. So, my first question is -

- Is the system in question older than Ranson or Charles Town's system? No I cannot imagine that the age of the JCPSD's system in question to be that materially different than Ranson or Charles Town. This brings me to my next question –

Some areas are newer and some are older.

- Why is Charles Town and Ranson able to keep the rates so low compared to JCPSD? Charles Town and Ranson have paid off much of their debt for their systems and have more users per foot of pipe.

Charles Town and Ranson have greater customer density. Due to the terrain, their systems are largely gravity systems as opposed to most of the District's system which is pumped. Gravity Systems last longer and have lower operating costs than do force mains.

I think we should be looking at these two neighbors and learning something from them.

The District shares information and cooperates with these systems.

The report lays the foundation for the need of this project based on four reasons

- Aging Infrastructure - aka Breckenridge Pump Station and its Back-up problem
- Growth
- Capacity
- Request etter(s) from City of Ranson

Let's look these in reverse order - starting with the letters from City of Ranson. Reading the letters informs me of no founding basis that City of Ranson has with regards to their concern over JCPSD utilizing City of Ranson's available capacity and limiting City of Ranson's ability to economically develop the city. There is not a single piece of data presented to suggest that there is an opportunity for growth. So, the question I have is

- What has been Ranson's growth in last 30 years? For Last 20 years? and For last 10 years?
- What has been relative increase in permits being issued by building departments that suggests a growth?
- If there is growth, how much is expected? Over how much time?

The District has not reviewed Ranson's historic growth rates. Ranson has engaged in extensive annexations in recent years which indicates an expectation of growth. As you state later in your questions, Ranson has predicted 2,583 residential units in the future.

- What is the available capacity at the Flowing Springs Pump Station if JCPSD does nothing?

Jefferson County PSD has exceeded our contractual obligation by approximately 10,000 gallons per day.

- How much growth in the City of Ranson would wipe the available capacity?

Ranson has contractual obligations to all of the existing capacity of the Flowing Springs Pump Station to Ranson Developers.

I guess too many open questions from my viewpoint, especially since this is one of the reasons justifying the need for the project. To be fair, JCPSD engineering did provide some data on the available capacity for Ranson users in the report. The review of the data provided to justify the capacity concerns does beg few questions for the experts who design Sewer systems for a living. Repeating the text of the report for ease of reference:

"The Ranson Old Town Collection System is limited in its ability to handle the flows that are generated in the Northern Route 9 service area. The force main from PS 1-12A delivers flow at 310 gallons per minute into a 10 inch gravity sewer which flows through increasing diameter gravity lines and eventually through the 18 inch gravity interceptor along Evitts Run. Additionally, two other District pump stations, 2-13 and 2-14, deliver flows to the same 10 inch force main at 70 and 60 gallons per minute, respectfully. A 10 inch diameter line at minimum slope can convey 510 gallons per minute. The District flows total 440 gallons per minute which leaves only 70 gallons per minute of capacity for 260 EDUs in Ranson. This is not sufficient capacity, as the Ranson users in this area generate approximately 180 gallons per day of waste flows. New developments in Ranson are planned for the near future which will eventually need capacity for 2,583 residential users."

One aspect that jumps out is that the text fails to register if the flow rates that we are discussing are average flows or peak flows extrapolated from the average flows. Since, I know from research that a 10" line at minimum slope can carry up to ~510 gpm so it appears that we are discussing peak flow rates. Please note - this is a very important point - since we are talking peak flow rates which means all the numbers in the above text have been arrived at by using a peak factor applied to an average flows. What is a peak factor? Peak factor in technical terms is defined as flow capacity of the pipe divided by the average flows. Continuing in technical parlance the higher this factor the more margin (factor of safety) you have in the design or in layman's terms the more empty your pipes will be most of the times compared to a lower peak factor or in other words the higher the peak factor the less utilized your sewer system will be.

Having reviewed some of the prior JCPSD sponsored Engineering Reports on the same subject I recall the peak factor used in their design to be 4.0. This is very relevant because it implies all the peak numbers in the reference text above are arrived at by taking the average daily flows times the peak factor. So, for instance the PS 1-12A that delivers a peak flow at 310 gallons per minute implies the

average daily flow is only 310 divided by 4.0 = 77.5 gpm. This means the peak combined peak flow rate from all three sources (PS 1-12A, 2-13 and 2-14) of 440 gpm is based on an average daily flow of 110 gpm. If one reviews the industry literature for what is an acceptable peak factor ranging from 2.5 (WVDEP) to 3.5 (WVBPH). 4.0 is not a common at all. This implies JCPSD sponsored engineering design is 60% more conservative than WVDEP accepted peak factor and ~15% more conservative than WVBPH accepted peak factor. This means the average daily flow of 110 gpm x 2.5 peak factor would yield a 275 gpm peak flow rate. This alone tells us the available capacity in the 510 gpm minimum slope 10" line is 510 less 275 equals 235 gpm of peak capacity or 94 gpm of average flows available for City of Ranson to utilize. So, the question is What is their average flows entering the system?

This leads us to talk about 260 EDU's in City of Ranson. Assuming an EDU in Ranson is same as an EDU in JCPSD which is 3,848 gallons / month / EDU, which means 260 EDU's are equivalent to $260 \times 3,848 = 1,000,480$ gallons / month, which is same as $1,000,480 / 30 = 33,350$ gallons per day, which is same as $33,350 / 24 = 1,390$ gallons per hour, which is same as $1,390 / 60 = 23$ gallons per minute. Let's test if this is correct. The reference text above says "...which leaves only 70 gallons per minute of capacity for 260 EDUs in Ranson". Let's assume that Ranson is fully utilizing the available peak capacity. This means being consistent on the peak factor City of Ranson actually has an average flow of 17.5 gpm (70 divided by 4.0). Which means Ranson's EDU value in gallons per month per EDU is lower than JCPSD's EDU value in gallons per month per EDU. So, 17.5 average flows must be the right number.

This now has to be converted to peak flow rate to see how much capacity is needed. $17.5 \text{ gpm} \times 2.5 = \sim 44 \text{ gpm}$ peak flow rate. This means out of the 235 peak available capacity Ranson only needs $\sim 44 \text{ gpm}$ leaving 191 gpm of capacity. Do you see a capacity issue?

I don't but let's try to hypothetically create a capacity problem. Let's say, if Ranson was to experience a growth that doubles their EDU in the same time as it took to get to the current level Ranson would still have capacity for another growth of similar size. Actually, Ranson can have a growth of 191 divided by $\sim 44 = 4.0$ i.e. four times the current peak flow rate from Ranson can be absorbed in the available system.

Now, of course the data presented suggests that growth is a lot more dramatic 2,583 EDU's - which is 10 times the current levels. So, it seems we would run out of capacity...actually not. Before I start talking about why - Please note there is no mention of

The pumps in PS 1-12A are rated at 310 gallons per minute and that is the rate that they pump to the 10 inch gravity line. The 10 inch line has sections which are at minimum grade, that was not assumed. A point you missed in the regulations is that gravity lateral sewers shall be designed with a peak factor of 4. When you design a sewer line which is fed by pump stations, you have to assume that all the pump stations will be running at the same time because it will happen. If you ignore that, you will have lines surcharging and forcing sewage back into the service laterals coming from the homes and businesses and overflowing of manholes.

Interceptor sewers can use a peak factor of 2.5, but those lines are much larger. The District and for that matter the WVDEP relies on what is commonly called the Ten State Standards, which is the "Recommended Standard for Wastewater Facilities". The Ten State Method uses the method developed by "Fair, G.M. and Geyer, J.C. "Water Supply and Waste-water Disposal" 1st Ed., John Wiley & Sons, Inc., New York (1954), p. 136. This method uses the population served by the facility and is an industry standard.

- Over what period this growth happens? and

The period that growth in Ranson will happen is market dependent and we cannot answer that question. The fact that Ranson contacted the District and told them to remove their flows from the Ranson system is being addressed by this project. In fact, the path that the proposed project will take is the one designed in the Flowing Springs Wastewater Treatment Plant so we are able to use many of the easements that were attained for that project.

- Why the existing customers should be paying for this growth?,

The project is driven by the need to replace deteriorated facilities which are serving existing customers. The new facilities which are being constructed and which will serve the District for decades should be sized with some recognition of expected growth over that period, which is what the District's project will accomplish, though not as much as proposed in the District's original application for funding to the WV Infrastructure and Jobs Development Council. The PSC rescinded the District's prior capacity improvement fee, and none of the District's ratepayers protested this action; consequently funds in this account have not built up to the extent needed to substantially reduce borrowing for this project. The District will issue bonds to finance the cost of this project, and the bondholders will require a demonstration that the District will have sufficient revenue to pay the debt service on the new and existing bonds. Capacity Improvement Fees are too erratic for bondholders to rely upon for repayment. Consequently, rates paid by the District's ratepayers are the only credible source to pledge for payment. This is appropriate because the District's ratepayers will benefit from the installation of new facilities to replace facilities that are at or have exceeded their useful life. In a pending rate case, the District has increased its Capacity Improvement fee to be paid by developers to create a pool of funds to reduce the amount of borrowing which will be needed for the District's next project. The District has been disappointed that it has not received any expression of support from ratepayers for its CIF increase.

Let me explain why I said no to being out of capacity. This is all a numbers game. Because there is another variable which has not been discussed or elaborated in the report. So, let's accept hypothetically that such a growth can happen then based on same calculations as above there would be a need for additional 175 gpm average flows (10 times the current average flows of 17.5) on the same line which has a capacity of 510 gpm. So, let's see what does this mean. A 510 gpm capacity of this 10" line is based on minimum slope and an assumed design peaking factor, the real question is

- What is the minimum slope and how does it correlate to the flow velocity?
- What is the actual slope and how much more is it compared to the minimum slope?
- What is the peaking factor assumed in determining the peak flows from the average daily flows?

If the actual slope produced a higher flow velocity - how would that change the 510 gpm capacity of this 10" line? The point is 510 gpm is a theoretical capacity based on a set of flow velocity assumption for a given pipe diameter. If the actual flow velocity due to a higher slope is actually higher say by 1 feet per second (fps) then with the flow velocity at 3 fps, the same pipe could carry up to 50% more capacity than 510 gpm, which would be 755 gpm. This matches exactly to the required capacity of ~756 gpm (275 JCPD + ~44 Current Ranson + ~437 Future Ranson) at a peak factor of 2.5.

According to the 10StateStandard the sewer (forced main or gravity) should flow no lower than 2 fps (min slope) and not higher than 5 fps. This means there is a strong possibility that the pipe could have

been installed at a slope higher than min slope say up to a maximum slope producing potentially 5 fps flows. Let's look at the numbers at these higher slopes:

- 4 fps results in ~980 gpm available capacity, leaving an available capacity of 980 less 756 = 224 gpm
- 5 fps results in ~1,224 gpm available capacity, leaving an available capacity of 1,224 less 693 = 468 gpm

So, clearly two variables are important to know:

- What is the slope of the pipe in duress?
- Why a peak factor of 2.5 acceptable to WVDEP is not acceptable to JCPSD sponsored engineering firms?

See the first response on page 3 above.

The point of all these questions is that I am not so sure we really understand the available capacity to call it insufficient or yet again we understand the potential for growth that might surpass the available system capacity.

Moving to the last reason reason that lays the foundation for the need of this project, which is address problem pump stations. The problem pump station being the Breckenridge Pump Station, which started as a temporary station and ended up being permanent. Located at the wrong place and built to the wrong size. However, despite being so many wrongs the only issue it has caused in its 15 year history is a back up on the same house twice. Please note that the report does not discuss the root cause of this back-up. I checked and found out that this house has a house on the left and a house on its right and there has been no issue of sewage back-up with either of the neighbors. This makes me wonder if I should be doing a root cause analysis based on the fact this is the only house that has experienced back-up in the entire subdivision of breckenridge and of course in the entire 2,400 number of customer base. I would say it would be a lot cheaper than the proposed project to fix this pump station problem with this one house. Has the thought of possibly purchasing the house been considered might be a cheaper solution in the long run. Of course no one else is buying a house with this kind of problem anytime soon.

An investigation was made. We found out that some of the homes in the development have basements served by sewage collection and some don't. Fixing the issue at the one home will only take care of the one home. The sewage will back up until it gets to the next house which has a basement served and then it will back up into that structure. The District has spent a lot of money having the pump station pumped when the pump station failed and will have to continue to if the pumps fail in the future. The permanent solution is to move the pump station downstream to a location which will not cause sewage to back up into homes or business in the future.

I believe there are enough questions been raised that those writing this report, those reviewing this report and those using this report to make decisions, should consider these questions to make sure you are making a data driven informed decision as opposed to relying on a whole bunch of speculations provided in the report.

With Kind Regards,

-Gagan

Gagan Bata

60 Hanoverian Dr,

Charles Town, WV - 25414

240 357 7023

330 627 8680

Jefferson County Public Service District

Jefferson County Public Service District Special Board Meeting February 10, 2016

The special meeting of the Jefferson County Public Service District was held at 7:00PM on Wednesday, February 10, 2016 at the District's office in Kearneysville. Those in attendance included: Chairman, Peter Appignani; Secretary, Richard Weese (speakerphone); Treasurer, Bill Strider; PSD General Manager, Susanne Lawton; Administrative Assistant, Ashley Stottlemeyer; District Legal Counsel, Jim Kelsh (speakerphone); and liaison for the County Commission, Commissioner Jane Tabb.

Chairman Peter Appignani called the meeting to order at 7:05PM.

Consider approval of further legal services to lobby the legislature to modify the Public Service Commission project approval process

Mr. Kelsh stated that the phase 1 of the lobbying efforts for the bill have been completed and a favorable response has been received by local legislative officials. He explained the phase 2 lobbying efforts would cost an estimated \$12,000-\$27,000 to get the bill passed into legislation which would need to get introduced by next Tuesday to be considered this year. Mr. Kelsh informed the Board that Delegate Paul Espinosa and Delegate Gary Howell are supportive of the bill and would sponsor it. Mr. Appignani stated that Senator Snyder and Delegate Skinner did not support the bill.

Action: Motion made by Mr. Strider to consider expanding the lobbying contract for the proposed bill not to exceed \$10,000. The motion died due to a lack of a second.

Mr. Appignani or Mr. Weese were not in support of spending more money on the legislative bill.

Action: Motion made by Mr. Strider and seconded by Mr. Weese to adjourn. Unanimously approved.

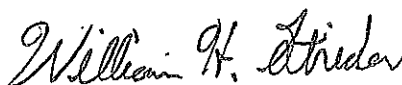
There being no further business at this time, the meeting was adjourned at 7:15PM.

The next regular meeting is scheduled for March 7, 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
Treasurer

Jefferson County Public Service District

Jefferson County Public Service District Regular Board Meeting February 1, 2016

The monthly meeting of the Jefferson County Public Service District was held at 7:30PM on Monday, February 1, 2016 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; Operations Manager, Joe Freeze; District Legal Counsel, Jim Kelsh; from Thrasher Engineering, Wayne Morgan; and from Dunn Engineers, Fred Hypes.

CALL TO ORDER

Chairman Peter Appignani called the meeting to order at 7:40PM.

Approval of agenda

Mr. Strider deleted the item discussion the Breckenridge East alternate mainline extension agreement (AMEA) from the agenda since the AMEA was not available to review at the meeting. The Board agreed.

OLD BUSINESS

Review Minutes of January 4 regular board meeting

The minutes of the January 4, 2016 regular board meeting were approved as presented.

Action: Motion made by Mr. Strider and seconded by Mr. Weese to accept the January 4, 2016 regular board meeting minutes as presented. Unanimously approved.

Discuss sewer collection and transmission project

- Consider approval of revised Rule 42 by CoxHollida & Professionals
- Authorize staff and counsel to file an application for a certificate of convenience and necessity to the PSC for the sewer project once file design documents are complete

Chuck Young from CoxHollida & Professionals presented a revised Rule 42 using the Fiscal Year 2015 numbers. The rate for this proposed project would go from \$17.45 to \$17.92.

Action: Motion made by Mr. Strider and seconded by Mr. Weese to approve and accept the revised Rule 42 as presented. Approved 2-1. Mr. Appignani voted against the motion.

Action: Motion made by Mr. Strider and seconded by Mr. Weese to direct staff and counsel to prepare and file an application to the Public Service Commission for a certificate of convenience and necessity for the project. Approved 2-1. Mr. Appignani voted against the motion.

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

Ms. Lawton stated that the District will need an estimated \$39,000 in payments to cover the disbursements for sewer and \$5,600 for water.

Action: No action required by the Board.

Discussion of supporting legislation to:

- Modification of Public Service Commission project approval process

Last month Mr. Kelsh drafted a legislative bill to modify the Public Service Commission (PSC) project approval process. The modifications would require a preliminary engineering report to be filed in support of an application for a certificate of convenience and necessity. Mr. Kelsh, Tom Hayward and Kit Francis from Bowles Rice all met with House Representative Paul Espinosa to discuss the drafted bill. Mr. Espinosa was receptive to the legislation and will meet with other political officials to discuss the proposed bill.

Action: No action required by the Board.

NEW BUSINESS

Consider renewal of generator maintenance contract

The past few years the District has entered into an agreement with Apparatus Repair & Engineering, Inc. (AR&E) for an annual preventative maintenance program for 22 of the District's generators. The staff would like to renew the annual contract.

Action: Motion made by Mr. Strider and seconded by Mr. Weese to renew the contract with Apparatus Repair & Engineering, Inc. for generator maintenance with the annual cost of \$10,952.00. Unanimously approved.

Discuss recent snowstorm "Jonas"

Ms. Lawton and staff are tracking expenses from the snowstorm in case there is an opportunity to get reimbursed by federal funds. Ms. Lawton is also going to work with the County to try to get the pump stations as a priority for snow removal and possibly look into an annual snow removal contract with a local contractor.

Action: No action required by the Board.

Update on Status of Current Public Service Commission Cases

2015 sewer rate case – The Public Service Commission scheduled an evidentiary hearing for April 27, 28.

American Farm Bureau v. EPA regarding Chesapeake Bay Total Maximum Daily Load – The Chesapeake Bay Foundation filed its Brief in Opposition to the petition for Appeal to the US Supreme Court of the 3rd Circuit Court of Appeals.

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 \$6736.78. 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 \$180,379.67. Unanimously approved.

Approve transfer of \$2,000.00 from the Renewal & Replacement account to the Sewer Operating account to replace the starter and cylinder on the Digit

Approve transfer of \$3,629.13 from the Sewer Security Deposit account to the Sewer Operating account for security deposit refunds

Approve transfer of \$128.12 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 to approve transfer of \$2,000.00 from the Renewal & Replacement account to the Sewer Operating account to replace the starter and cylinder on the Digit, approve transfer of \$3,629.13 from the Sewer Security Deposit account to the Sewer Operating account for security deposit refunds, and approve transfer of \$128.12 from the Water Security Deposit account to the Water Operating account for security deposit refunds. Unanimously approved.

General Manager's Report

None discussed.

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

Charles Cheezum, District customer, questioned the section of Chapter 16-13-3 which references the County Commission given access to all files, etc. for their review and audit of Public Service Districts. He commented that an operational audit of the District would be helpful to the County Commission and Public Service Commission.

Jacquelyn Milliron, District customer, commented that the Board needs to be more specific on reasons for going into executive session. She also questioned that since the proposed rate increase is based on using money from the Capital Improvement Fee account, if the District can't use this money will the rates increase even more. Ms. Milliron also questioned how much debt cost the District is paying on existing pump stations.

Action: Motion made by Mr. Weese and seconded by Mr. Strider to convene in executive session for the purpose of discussing litigation regarding sewer rate case #15-1338-PSD-42R-PC. Unanimously approved.

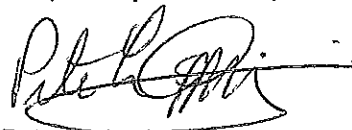
Action: Motion made by Mr. Weese and seconded by Mr. Strider to return to public session. Unanimously approved.

Action: Motion made by Mr. Strider and seconded by Mr. Weese to adjourn. Unanimously approved.

There being no further business at this time, the meeting was adjourned at 8:21PM.

The next regular meeting is scheduled for Monday, March 7, 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
Treasurer

**WEST VIRGINIA LOTTERY
WEEKLY SETTLEMENT FOR CHARLES TOWN**

Week Ending Date	March 12, 2016
To be Deposited on:	March 18, 2016
Amount Played	59,950,828.92
Amount Won	53,636,416.01
Amount Promo	356,957.00
MWAP Contribution	<u>2,940.01</u>
Adjusted Gross Terminal Revenue	<u>5,954,515.90</u>
Administrative Costs @ 4%	0.00
Excess Lottery Fund @ 4%	<u>238,180.63</u>
Net Terminal Revenue	<u>5,716,335.27</u>
Surcharge @ 10%	571,633.53
State Share Excess @ 58% & 10% of 42%	355,556.06
Track Share of Capital Reinvestment @ 90% of 42%	<u>216,077.47</u>
<i>Track Share of Capital Reinvestment @ 96%</i>	<i>207,434.37</i>
<i>Track Share of Capital Reinvestment @ 4%</i>	<i>8,643.10</i>
Adjusted Net Terminal Revenue	<u>5,144,701.74</u>
Racetrack @ 46.50% / 42%	2,160,774.73
Lottery Fund @ 30% / 0%	0.00
Excess Lottery Fund @ 0% / 41%	2,109,327.71
Excess Lottery Fund @ 12.85% / 9.55%	491,319.01
Race Track Purses @ 90% of 7% / 4%	185,209.26
Employee Pension Fund @ 1% / .5%	25,723.51
Greyhound Development @ 90% of .75%	34,726.74
Thoroughbred Development @ 90% of .75%	34,726.74
County/Municipality @ 2%	<u>102,894.04</u>
	<u>5,144,701.74</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	\$ 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	\$ 21,838.99	\$ 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
01/16/16	\$ 86,911.16	\$ 43,455.58	\$ 43,455.58	\$ 3,446.03	\$ 17,338.78	\$ 942.98	\$ 14,635.84	\$ 7,091.95
01/23/16	\$ 50,050.80	\$ 25,025.40	\$ 25,025.40	\$ 1,984.51	\$ 9,985.13	\$ 543.05	\$ 8,428.56	\$ 4,084.15
01/30/16	\$ 73,610.52	\$ 36,805.26	\$ 36,805.26	\$ 2,918.68	\$ 14,685.30	\$ 798.67	\$ 12,396.01	\$ 6,006.62
02/06/16	\$ 103,391.48	\$ 51,695.74	\$ 51,695.74	\$ 4,099.47	\$ 20,626.60	\$ 1,121.80	\$ 17,411.13	\$ 8,436.74
02/13/16	\$ 89,883.56	\$ 44,941.78	\$ 44,941.78	\$ 3,563.88	\$ 17,931.77	\$ 975.24	\$ 15,136.39	\$ 7,334.50
02/20/16	\$ 101,010.80	\$ 50,505.40	\$ 50,505.40	\$ 4,005.08	\$ 20,151.65	\$ 1,095.97	\$ 17,010.22	\$ 8,242.48
02/27/16	\$ 104,853.72	\$ 52,426.86	\$ 52,426.86	\$ 4,157.45	\$ 20,918.32	\$ 1,137.66	\$ 17,657.37	\$ 8,556.06
03/05/16	\$ 106,949.32	\$ 53,474.66	\$ 53,474.66	\$ 4,240.54	\$ 21,336.39	\$ 1,160.40	\$ 18,010.27	\$ 8,727.08
03/12/16	\$ 102,894.04	\$ 51,447.02	\$ 51,447.02	\$ 4,079.75	\$ 20,527.36	\$ 1,116.40	\$ 17,327.36	\$ 8,396.15
Subtotal	\$ 3,859,882.68	\$ 2,385,973.08	\$ 1,473,909.60	\$ 116,881.03	\$ 588,089.92	\$ 31,983.84	\$ 496,412.78	\$ 240,542.03

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	1/16/2016	43,455.58
1/21/2012	61,819.92	1/26/2013	46,966.26	1/25/2014	42,720.80	1/24/2015	41,212.80	1/23/2016	25,025.40
1/28/2012	62,898.78	2/2/2013	52,067.92	2/1/2014	47,681.60	1/31/2015	42,783.32	1/30/2016	36,805.26
2/4/2012	72,154.66	2/9/2013	52,222.20	2/8/2014	45,434.52	2/7/2015	47,859.18	2/4/2016	51,695.74
2/11/2012	66,429.04	2/16/2013	64,243.52	2/15/2014	41,076.08	2/14/2015	48,131.08	2/13/2016	44,941.78
2/18/2012	77,455.88	2/23/2013	64,115.70	2/22/2014	61,523.98	2/21/2015	37,610.66	2/20/2016	50,505.40
2/25/2012	77,611.78	3/2/2013	62,602.74	3/1/2014	57,744.78	2/28/2015	56,982.14	2/27/2016	52,426.86
3/3/2012	75,963.86	3/9/2013	59,213.26	3/8/2014	50,439.94	3/7/2015	43,750.42	3/5/2016	53,474.66
3/10/2012	76,808.62	3/16/2013	62,366.36	3/15/2014	54,414.66	3/14/2015	55,096.66	3/12/2016	51,447.02
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

2,385,973.08

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	December, 2015	73,055.05
January, 2015	73,346.66	January, 2016	67,545.11
February, 2015	66,262.78	February, 2016	65,518.59
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	552,633.22

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
December, 2015	219,165.15
January, 2016	202,635.33
February, 2016	196,555.77

Total 2015-2016	1,657,899.66
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*West Virginia State
Treasurer's Office*

John D. Perdue
State Treasurer

<u>Political Subdivision</u>	<u>Amount</u>
Huntington	1,085.54
Hurricane	1,085.54
Huttonsville	1,085.54
laeger	1,085.54
Jackson County	4,320.87
Jane Lew	1,085.54
Jefferson County	65,518.59
Jefferson County School Board	196,555.77
Junior	1,085.54
Kanawha County	28,587.56
Kenova	1,085.54
Kermit	1,085.54
Keyser	1,085.54
Keystone	1,085.54
Kimball	1,085.54
Kingwood	1,085.54
Leon	1,085.54
Lester	1,085.54
Lewis County	4,320.87

**WEST VIRGINIA LOTTERY
WEEKLY SETTLEMENT FOR CHARLES TOWN**

Week Ending Date	March 19, 2016
To be Deposited on:	March 25, 2016
Amount Played	58,879,470.34
Amount Won	52,734,822.52
Amount Promo	314,191.00
MWAP Contribution	<u>2,123.52</u>
Adjusted Gross Terminal Revenue	<u>5,828,333.30</u>
Administrative Costs @ 4%	0.00
Excess Lottery Fund @ 4%	<u>233,133.33</u>
Net Terminal Revenue	<u>5,595,199.97</u>
Surcharge @ 10%	559,519.99
State Share Excess @ 58% & 10% of 42%	348,021.43
Track Share of Capital Reinvestment @ 90% of 42%	<u>211,498.56</u>
<i>Track Share of Capital Reinvestment @ 96%</i>	<i>203,038.62</i>
<i>Track Share of Capital Reinvestment @ 4%</i>	<i>8,459.94</i>
Adjusted Net Terminal Revenue	<u>5,035,679.98</u>
Racetrack @ 46.50% / 42%	2,114,985.59
Lottery Fund @ 30% / 0%	0.00
Excess Lottery Fund @ 0% / 41%	2,064,628.79
Excess Lottery Fund @ 12.85% / 9.55%	480,907.44
Race Track Purses @ 90% of 7% / 4%	181,284.48
Employee Pension Fund @ 1% / .5%	25,178.40
Greyhound Development @ 90% of .75%	33,990.84
Thoroughbred Development @ 90% of .75%	33,990.84
County/Municipality @ 2%	<u>100,713.60</u>
	<u>5,035,679.98</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	\$ 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
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
01/16/16	\$ 86,911.16	\$ 43,455.58	\$ 43,455.58	\$ 3,446.03	\$ 17,338.78	\$ 942.98	\$ 14,635.84	\$ 7,091.95
01/23/16	\$ 50,050.80	\$ 25,025.40	\$ 25,025.40	\$ 1,984.51	\$ 9,985.13	\$ 543.05	\$ 8,428.56	\$ 4,084.15
01/30/16	\$ 73,610.52	\$ 36,805.26	\$ 36,805.26	\$ 2,918.66	\$ 14,685.30	\$ 798.67	\$ 12,396.01	\$ 6,006.62
02/06/16	\$ 103,391.48	\$ 51,695.74	\$ 51,695.74	\$ 4,099.47	\$ 20,626.60	\$ 1,121.80	\$ 17,411.13	\$ 8,436.74
02/13/16	\$ 89,883.56	\$ 44,941.78	\$ 44,941.78	\$ 3,563.88	\$ 17,931.77	\$ 975.24	\$ 15,136.39	\$ 7,334.50
02/20/16	\$ 101,010.80	\$ 50,505.40	\$ 50,505.40	\$ 4,005.08	\$ 20,151.65	\$ 1,095.97	\$ 17,010.22	\$ 8,242.48
02/27/16	\$ 104,853.72	\$ 52,426.86	\$ 52,426.86	\$ 4,157.45	\$ 20,918.32	\$ 1,137.66	\$ 17,657.37	\$ 8,556.06
03/05/16	\$ 106,849.32	\$ 53,474.66	\$ 53,474.66	\$ 4,240.54	\$ 21,336.39	\$ 1,160.40	\$ 18,010.27	\$ 8,727.06
03/12/16	\$ 102,894.04	\$ 51,447.02	\$ 51,447.02	\$ 4,079.75	\$ 20,527.36	\$ 1,116.40	\$ 17,327.36	\$ 8,396.15
03/19/16	\$ 100,713.60	\$ 50,356.80	\$ 50,356.80	\$ 3,993.30	\$ 20,092.36	\$ 1,092.74	\$ 16,960.17	\$ 8,218.23
Subtotal	\$ 3,960,596.28	\$ 2,436,329.88	\$ 1,524,266.40	\$ 120,874.33	\$ 608,182.28	\$ 33,076.58	\$ 513,372.95	\$ 248,760.26

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	1/16/2016	43,455.58
1/21/2012	61,819.92	1/26/2013	46,966.26	1/25/2014	42,720.80	1/24/2015	41,212.80	1/23/2016	25,025.40
1/28/2012	62,898.78	2/2/2013	52,067.92	2/1/2014	47,681.60	1/31/2015	42,783.32	1/30/2016	36,805.26
2/4/2012	72,154.66	2/9/2013	52,222.20	2/8/2014	45,434.52	2/7/2015	47,859.18	2/4/2016	51,695.74
2/11/2012	66,429.04	2/16/2013	64,243.52	2/15/2014	41,076.08	2/14/2015	48,131.08	2/13/2016	44,941.78
2/18/2012	77,455.88	2/23/2013	64,115.70	2/22/2014	61,523.98	2/21/2015	37,610.66	2/20/2016	50,505.40
2/25/2012	77,611.78	3/2/2013	62,602.74	3/1/2014	57,744.78	2/28/2015	56,982.14	2/27/2016	52,426.86
3/3/2012	75,963.86	3/9/2013	59,213.26	3/8/2014	50,439.94	3/7/2015	43,750.42	3/5/2016	53,474.66
3/10/2012	76,808.62	3/16/2013	62,366.36	3/15/2014	54,414.66	3/14/2015	55,096.66	3/12/2016	51,447.02
3/17/2012	76,883.92	3/23/2013	59,841.02	3/22/2014	50,734.62	3/21/2015	53,081.08	3/19/2016	50,356.80
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

2,436,329.88

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	December, 2015	73,055.05
January, 2015	73,346.66	January, 2016	67,545.11
February, 2015	66,262.78	February, 2016	65,518.59
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	552,633.22

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
December, 2015	219,165.15
January, 2016	202,635.33
February, 2016	196,555.77

Total 2015-2016 1,657,899.66